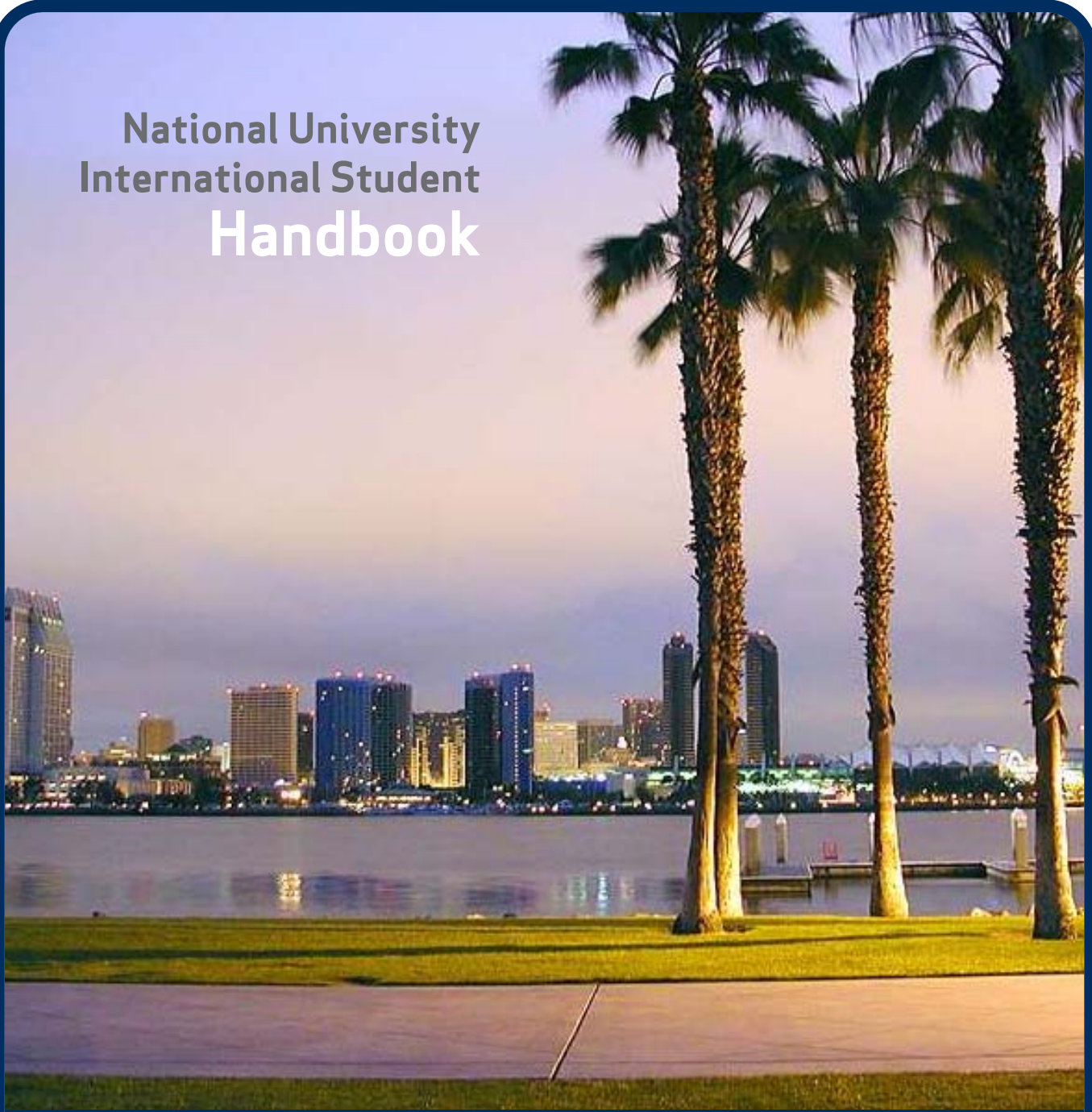


National University  
International Student  
Handbook



*The University of Values*



**welcome**

# National University

## International Student Handbook

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# National University

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### WELCOME

Welcome to National University's International Student Program! We hope you will find your stay in the United States enjoyable and exciting. You may be a little tired from traveling – take some time to relax before your classes start and look through the pages of this handbook.

At National University we understand that it might be difficult for new international students to find the information they need. This handbook is designed to be an easy way for you to find answers to your questions. If you have any suggestions for us, please let us know!

### About National University

National University has over 22,000 full-time students and is the second largest nonprofit private university in the State of California. The University is operated from its headquarters in La Jolla, California and in 28 campuses located throughout the state, including one in Nevada.

### Accreditations and Memberships

Since 1977, National University has been accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC).

#### National University is accredited by:

- Western Association of Schools and Colleges (WASC) which accredits institutions of higher learning in California, Hawaii and Guam  
**Website:** <http://www.wascsenior.org/wasc/>
- International Assembly for Collegiate Business Education (IACBE)  
**Website:** <http://www.iacbe.org/>
- Commission on Collegiate Nursing Education (CCNE)  
**Website:** [http://www.jobbankusa.com/education/online\\_college\\_university/alphabetical/n2.html](http://www.jobbankusa.com/education/online_college_university/alphabetical/n2.html)

### About Accreditation

Accreditation in the United States:

The United States has no Federal Ministry of Education or other centralized authority exercising single national control over postsecondary educational institutions in this country. The states assume varying degrees of control over education, but, in general, institutions of higher education are permitted to operate with considerable independence and autonomy. As a consequence, American educational institutions can vary widely in the character and quality of their programs.

In order to ensure a basic level of quality, the practice of accreditation arose in the United States as a means of conducting non-governmental, peer evaluation of educational institutions and programs. Private educational associations of regional or national scope have adopted criteria reflecting the qualities of a sound educational program and have developed procedures for evaluating institutions or programs to determine whether or not they are operating at basic levels of quality.

Some functions of accreditation:

- Verifying that an institution or program meets established standards
- Assisting prospective students in identifying acceptable institutions
- Assisting institutions in determining the acceptability of transfer credits
- Helping to identify institutions and programs for the investment of public and private funds
- Protecting an institution against harmful internal and external pressure
- Creating goals for self-improvement of weaker programs and stimulating a general raising of standards among educational institutions

## National University International Student Handbook

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- Involving the faculty and staff comprehensively in institutional evaluation and planning
- Establishing criteria for professional certification and licensure and for upgrading courses offering such preparation
- Providing one of several considerations used as a basis for determining eligibility for Federal assistance

Commonalities that regional and national accreditors share:

Both are a similar voluntary process through which a school undergoes a lengthy and detailed review of its programs, campuses, and educational delivery methods by the accrediting agency. All regional and national accreditors are non-profit organizations. None are government agencies or for-profit companies.

Differences between regional and national accreditations: The first difference between the two types is one of geographic scope. In other words, the regional accreditors concentrate on a specific area of the country, while the national accreditors are available to any interested institution.

Another difference is their history. The regional accreditors started as leagues of traditional colleges and universities in a specific area. The national accreditors started as associations of institutions with a common theme, and many served schools that were initially not colleges and universities at all.

Issues in accreditation: The main issue is the transferability of credits from one institution to another. While nationally accredited institutions will usually accept credit from regionally or nationally accredited institutions, regionally accredited school do not accept credit from nationally accredited institutions.

This also means that if you hold an Associate's degree from a nationally accredited school, you may have to start over if you later decide to pursue a Bachelor's degree from a regionally accredited school. Considering that National University is regionally accredited and relatively inexpensive, this is something to keep in mind.

### National University is also:

- Approved by the Commission on Teacher Credentialing (CTC)  
**Website:** <http://www.ctc.ca.gov/>
- Approved for student financial aid by the Department of Education
- A member of the American Association of Colleges for Teacher Education (AACTE)
- A member of the American Association of Intensive English Programs (AAIEP) through its English Language Programs
- A member of the Council of Colleges of Arts and Sciences (CCAS)
- A participant in the Servicemembers Opportunity College Network (SOC)

### Agreements

National University has an agreement with the California Community Colleges (CCC) allowing an easy transfer of credits, provided the student has completed his or her last community college course within the previous 12 months.

### National University Facts

- Core values: quality, access, relevance, accelerated pace, affordability, and community
- Since 1977, National University has been accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC).
- Approved by the California Commission on Teacher Credentialing (CCTC); Approved by the Commission on Collegiate Nursing Education (CCNE); Accredited by the International Assembly for Collegiate Business Education (IACBE)
- Member of American Association of Colleges for Teacher Education (AACTE); Council of Colleges of Arts and Sciences (CCAS); and American Association of Intensive English Programs (AAIEP)
- 28 campuses in California and Nevada
- Employees: Full-time (577); part-time (86)

# National University

## International Student Handbook

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### Academics

- 100 degree programs / 16 credentials
- 60 online degree programs
- 3500 staff and faculty
- For the fifth year in a row National University surpassed national benchmarks measuring level of academic challenge at four-year intuitions of higher education
- Library -- more than 285,000 volumes with one of the largest e-book collections in the U.S; 70 electronic databases; over 18,000 full text journals; Journal Direct, Book Direct, RefDesk email reference, and eReserves
- Eight of 13 associate regional deans certified as Examiners by Council for Excellence, California Awards for Performance Excellence (CAPE) program

### Student Stats

- National University has approximately 22,000 full-time equivalent students.
- National University provides more master's degrees in education to minority students than any other higher education institution in the U.S.

### Diversity

- National University provides more master's degrees to Hispanics than any other college or university in California.
- National provides more master's degrees to African Americans than any other college or university in California.
- National ranks third in the nation in awarding master's degrees to Hispanic women.
- National ranks first in the nation in terms of enrollment of graduate Hispanic students.
- National University ranks fourth in the nation in master's degrees awarded to Hispanic students in all disciplines combined.
- National University is number one in California in granting master's degrees in special education.
- In terms of enrollment, National University's graduate-level online education and business programs rank third and tenth in the nation, respectively.
- National University's MBA program ranks first among colleges and universities in San Diego County in terms of enrollment.
- National ranks sixth (up from seventh last year) in total enrollment among colleges and universities in San Diego County.
- 7,166 = total classes taught (this count excludes practicum, student teaching, independent study and orientation classes.)
- The average time-to-degree at National University is 2.7 years for undergraduates and 1.9 years for graduates.
- Average age = 36 years
- A total of 1,647 students transferred to National University from California Community Colleges.

### Alumni Stats

- National University has conferred more than 140,000 degrees and credentials.
- Nearly 109,000 graduates.
- In 2006, 7% (27 of 377) of California Distinguished Schools were headed by principals who are National University alumni.
- In 2006, 13% (36 of 291) of California teachers who achieved National Board Certification from the National Board for Professional Teaching Standards are National University alumni.
- Over the past 15 years, 20% (3 of 15) of California Teachers of the Year have been National University alumni.
- For the past 10 years, five National University alums have been named San Diego County Teacher of the Year.
- In 2006, four of the 20 principals (20%) of California Distinguished Schools in San Diego County were National University alumni.
- In 2006, three of the 11 principals (27%) of California Distinguished Schools in Sacramento were National University alumni.

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## International Student Handbook

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- In 2006, five of the 19 principals (26%) of California Distinguished Schools in Fresno were National University alumni.

### Communications Awards

- National's "One University" TV commercial won three Emmy awards from the National Academy of TV Arts & Sciences, Pacific Southwest Chapter; outstanding achievement: commercial; writing: short form/spot and cinematography: short form/spot.
- CASE District VII Award of Excellence -- "San Diego 6" logo Silver; iTHRIVE e-zine Bronze medal; Attributes Print Ad campaign Bronze medal; IWPP website Bronze.
- CASE Circle of Excellence: San Diego 6 website (sandiego6.com) Silver medal.
- The Spectrum Business Park Campus and Library were chosen for a 2007 Tilt-Up Achievement Award.
- A Corporate Technology Hero 2006 Golden Mouse Award from the Technology Training Foundation of America in recognition of National University's "generous computer equipment donations that are helping prepare students for the challenges in our technological world."
- National University received a Diversity Spirit Achievement Awards at the 2006 Diversity Employment Day.

### Unique Features:

The innovative structure of National University enables students to complete graduate and undergraduate programs in the shortest time possible.

Intensive, one-course-per-month format promotes greater interest and motivation through a concentrated, more focused approach. This format also enables students to complete 12 courses per year compared to the traditional nine courses.

### Why Study at National University?

- Great locations in San Diego, including 28 campuses throughout California, and one in Nevada
- Outstanding facilities and small classes (20 students)
- State-of-the-art library and technology resources
- Industry relevant programs (Business and IT)
- Affordable degrees (one tuition price for all students, domestic and international)
- One-course-per-month format (with multiple intakes each year)
- Graduate degree transition/Foreign Credential Bridge program
- Accelerated study options (student may complete 12 courses in one year, and may apply to study two courses per month – academic results are taken into consideration for approval)
- Flexible credit transfer for Bachelor and Master degrees
- GMAT or SAT recommended but not required
- No minimum English requirement for visa application
- Optional Practical Training (OPT)

### Programs at National University

#### English Language Program

- University Preparation Program – Levels 400 – 800  
Successful completion of Level 800 satisfies the English proficiency requirements for undergraduate and graduate programs.

#### Undergraduate Programs

- Bachelor of Business Administration
- Bachelor of Science (Information System)

# National University

## International Student Handbook

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- Bachelor of Science in Computer Science
- Bachelor of Arts in General Studies
- And many more

### Bridging Programs to Graduate Admission

Students with overseas three-year Bachelor degree qualification may be eligible for Graduate admission if they complete one of the following bridging programs:

- Foreign Credential Bridge Program (FCBP) (One year top up program – no conferred degree awarded)
- Bachelor of Arts in General Studies (One year top up program – conferred degree awarded)

Successful completion of the one year FCBP coursework as a prerequisite to the Graduate program (does not confer a U.S. degree)

Successful completion of the one year Bachelor of Arts (General Studies) as a prerequisite to the Graduate program (confers a U.S. undergraduate degree)

Student applying for these combined programs will be issued one Joint I-20, e.g. FCBP+ Graduate program.

### Graduate Programs

- Master of Business Administration
- Master of Science Majors in:
  - Computer Science
  - Engineering Management
  - Wireless Communication
  - Information Systems
- Master of Health Care Administration
- And many more

**Website:** <http://www.nu.edu/Academics/Degrees.cfm>

**Catalog:** The Online National University Catalog is a very useful tool. The Online Catalog provides program information and descriptions of individual courses.

**Online National University Catalog is available:**

<http://k55.nu.edu/resources/NU/collateral/catalogs/Catalog71.pdf>

Students applying for admission after September 1, 2007 should refer to Catalog Volume 71.

### Admissions and Entry Requirements

**International Language Websites:**

<http://www.nu.edu/Admissions/InternationalAdmissi/InternationalLanguag.html>

**Information about National University is available in the following languages:**

\* Chinese \* Indonesian \* Japanese \* Thai \* Arabic \* Spanish \* Portuguese \* Turkish

### English Language Proficiency

To ensure that you receive the maximum benefit from your education at our University, we require that all international student applicants demonstrate proof of English language proficiency. You can meet this requirement in any of the following ways:

# National University International Student Handbook

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## 1. Attend National University's English Language Program

This program is designed to address the needs of international student applicants. If you need English language training prior to admission to the University, we strongly encourage you to enroll in this valuable program.

## 2. Attain a minimum TOEFL SCORE:

**Undergraduates: 525 paper/197 CBT/70 IBT or**

**Graduates: TOEFL score of 550 paper/213 CBT/ 79 IBT (within 24 months of your admission), or**

## 3. Attain a minimum ACADEMIC IELTS SCORE:

**Undergraduates: 5.5, or Graduates: 6.0 (within 24 months of your admission) or**

## 4. Complete an approved English program within the U.S. or

Complete the appropriate level of proficiency at an approved English language school. Contact us for a list of approved schools.

## 5. Complete 60 semester units at an American university

## 6. Obtain a bachelor's or master's degree from an approved English speaking country or

The University may also require an oral interview and/or an English placement evaluation to verify English proficiency. Students who do not demonstrate sufficient English language skills will be required to complete English language training at the University or an approved language school before they can be admitted.

## Academic Requirements:

### Undergraduate Admission

- Successful completion of Year 12 or equivalent with minimum GPA of 2.0

### Graduate Admission

- Four year Bachelor's Degree or equivalent, or FCBP Bachelor of Arts in General Studies Bridge program, all with GPA of 2.5

### English Language Program (ELP) website:

<http://www.nu.edu/Academics/Schools/NULI/EnglishLanguage.html>

**The University Preparation Program** is an intensive program designed for high school graduates, university students or professionals who plan to attend National University or another U.S. college or university and/or want to improve their academic skills or professional career advancements.

### Features

- Provides up to 25 hours of instruction per week in academic language and study skills
- Prepares students to write research papers and give speeches/presentations
- Provides access to multimedia computer labs, Internet
- Small class sizes for more personalized attention
- Classes begin every month; no waiting to enroll
- Joint I-20 is available for those who qualify for a National University degree program.
- Levels 400 Beginning – 800 Advanced

## National University International Student Handbook

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### English Language Program:

Melissa Diaz  
Manager of the English Language Program  
[mdiaz@nu.edu](mailto:mdiaz@nu.edu) 858.541.7968

Reasons to contact: Scheduling of ELP classes, or Submission of TOEFL / IELTS exam scores

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### Staff and Who to Ask

International Programs San Diego & Los Angeles	Contact Details	Reasons to Contact
<p><b>Kieu Vo</b> Director, International Programs San Diego</p> <p><b>Michael Vu</b> Director, Enrollment and Student Services Los Angeles</p>	<p><a href="mailto:kvo@nu.edu">kvo@nu.edu</a> 1.858.541.7737</p> <p><a href="mailto:mvu@nu.edu">mvu@nu.edu</a> 1.310.662.2083</p>	<ul style="list-style-type: none"> <li>• Grievance</li> <li>• Economic Hardship</li> <li>• Personal Issues</li> <li>• Scholarships</li> <li>• Onshore and offshore admissions to LA campus</li> <li>• Grievance</li> <li>• Economic Hardship</li> <li>• Personal Issues</li> <li>• Scholarships</li> <li>• Academic Probation</li> <li>• Exit Interviews</li> </ul>
<p><b>Robert Prather</b> Director, Sales and Recruitment</p>	<p><a href="mailto:rprather@nu.edu">rprather@nu.edu</a> 1.858.541.7733</p>	<ul style="list-style-type: none"> <li>• Promotional Materials</li> <li>• Graduates going home, would like to promote National University to students</li> </ul>
<p><b>Nara Yeghian</b> Manager, Student Services San Diego</p> <p><b>Ashish Selarka</b> Student Activities Coordinator San Diego</p>	<p><a href="mailto:nyeghian@nu.edu">nyeghian@nu.edu</a> 1.858.541.7741</p> <p><a href="mailto:iss@nu.edu">iss@nu.edu</a></p>	<ul style="list-style-type: none"> <li>• Student Accommodation</li> <li>• Orientation</li> <li>• Bank Accounts</li> <li>• Scholarships</li> <li>• Health Insurance</li> <li>• Academic Probation</li> <li>• Personal Issues</li> <li>• Exit Interviews</li> </ul>
<p><b>Laura Kaufman</b> Student Services Coordinator Los Angeles</p>	<p><a href="mailto:lkaufman@nu.edu">lkaufman@nu.edu</a> 1.310.662.2084</p>	<ul style="list-style-type: none"> <li>• Bank Accounts</li> <li>• Health Insurance</li> <li>• Student Accommodation</li> <li>• Student Activities</li> </ul>
<p><b>Joel Pilco</b> Manager, Admissions</p> <p><b>Florence Lariba</b> Assistant Manager, Enrollment Services</p>	<p><a href="mailto:jpilco@nu.edu">jpilco@nu.edu</a> 1.858.541.7744</p> <p><a href="mailto:flariba@nu.edu">flariba@nu.edu</a> 1.858.541.7742</p>	<ul style="list-style-type: none"> <li>• Processing of Application from Country Offices</li> <li>• Processing of Provisional Letter of Offer</li> <li>• Deferment requests</li> <li>• Application Quality Control</li> <li>• Internal and Post Evaluation</li> <li>• External Evaluation</li> <li>• I-20 Scheduling</li> <li>• I-20 Requests</li> </ul>
<p><b>Sarah Gerard</b> Coordinator, Enrollment Services</p>	<p><a href="mailto:sgerard@nu.edu">sgerard@nu.edu</a> 1.858.541.7745</p>	<ul style="list-style-type: none"> <li>• Student Admissions</li> <li>• Deferment Requests</li> <li>• On-shore student admissions (F1 in USA transferring to National University)</li> <li>• Offshore student admissions</li> </ul>
<p><b>International Student Admissions (isa)</b></p>	<p><a href="mailto:isa@nu.edu">isa@nu.edu</a></p>	<ul style="list-style-type: none"> <li>• Admissions</li> <li>• Deferments</li> <li>• Orientation</li> </ul>

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**Student Services:** Our office provides an important source of information and services to international students studying at National University. For this reason, our office should be your first stop for most questions you may have. Each month, our staff coordinates the orientation program for new and current international students who have completed their English Language Program and are transitioning to their academic program. Orientation day is a great source of information as well as a meeting place for you to make new friends. Our staff will be delighted to introduce you to other international students.

Information is available, such as housing, medical insurance, driver's license, cultural and social events that you might want to join, and many more. Come and visit our office – we are located in Room 185A.

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Academic Advising	Contact Details	Reasons to Contact
<b>Spectrum Admissions</b> International Student Advisors	<a href="mailto:Advisors-Spectrum@nu.edu">Advisors- Spectrum@nu.edu</a>  858.541.7700	<ul style="list-style-type: none"> <li>• Changes to class schedule</li> <li>• Independent Study Requests</li> <li>• Accelerated Study Requests</li> <li>• CAS Requests</li> <li>• General Program Information</li> <li>• Questions regarding policy</li> <li>• Questions regarding Degree Progress Report</li> <li>• General Questions regarding Lock/Holds</li> </ul>

### International Programs Office (IPO)

IPO	Contact Details	Reasons to Contact
Rebecca Smith Manager of the International Programs Office	<a href="mailto:IPO@nu.edu">IPO@nu.edu</a> 858.541.7960	<ul style="list-style-type: none"> <li>• Immigration issues</li> <li>• Change of Address/Name</li> <li>• Change of Status to F-1</li> <li>• Reinstatement</li> </ul>
<b>Immigration Specialist</b>  <b>Eric Abutin</b> Immigration Specialist  <b>Ying Moua</b> Immigration Specialist  <b>Cadence Hsiao</b> Immigration Specialist	<a href="mailto:eabutin@nu.edu">eabutin@nu.edu</a> 858.541.7960  <a href="mailto:ymoua@nu.edu">ymoua@nu.edu</a> 858.541.7960  <a href="mailto:chsiao@nu.edu">chsiao@nu.edu</a> 858.541.7960	<ul style="list-style-type: none"> <li>• Employment Authorization               <ul style="list-style-type: none"> <li>• Optional Practical Training                   <ul style="list-style-type: none"> <li>• Pre Completion OPT</li> <li>• Post Completion OPT</li> <li>• Curricular Practical Training</li> <li>• Severe Economic Hardship</li> <li>• Part On-Campus Employments</li> <li>• Social Security Eligibility Letter</li> </ul> </li> </ul> </li> <li>• Maintenance of Status inquiries</li> <li>• Transfer Request</li> <li>• I-20 Travel Endorsements</li> <li>• Break Request</li> <li>• I-20 Extension Request</li> <li>• F-1 Full Time Status Requirement</li> <li>• F-2 Dependent I-20 Requirement</li> </ul>
<b>Luky Handjojo</b> International Student Services Rep.  International Student Liaisons	<a href="mailto:lhanjojo@nu.edu">lhanjojo@nu.edu</a> 858.541.7960  <a href="mailto:ipo@nu.edu">ipo@nu.edu</a> 858.541.7960	<ul style="list-style-type: none"> <li>• Immigration Verification               <ul style="list-style-type: none"> <li>• Visa Validity</li> <li>• Passport Validity</li> <li>• I-94 Verification</li> <li>• Currently National University students I-20 Status</li> </ul> </li> </ul>

**Change of Status:** Application process in which non-immigrants change their visa category.

**DS-2019:** White, two-page document issued by certified J-1 program sponsor to individuals for U.S. entry in J-1 status as exchange visitors. Separate DS-2019 issued for each dependent (J-2).

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**F-1 Visa Category:** F-1 students are non-immigrants pursuing a full course of study towards a specific educational or professional objective at an academic institution in the U.S., as designated by the United States Citizenship & Immigration Services (USCIS) of the Department of Homeland Security (DHS). Once the educational or professional objectives have been attained, the U.S. government expects the F-1 student to return to his or her residence abroad.

**I-20:** White, three-page document issued by educational institution to individuals for U.S. entry in F-1 status for purpose of studying. Separate I-20 issued for each dependent (F-2).

**I-94 (Arrival/Departure Record):**

Small, white card issued before entering U.S. Immigration officer stamps I-94 to show date, place of entry, status granted, and length of stay permitted.

**Maintaining Status:** Following the immigration regulations about your visa category.

**National Security Entry-Exit Registration System (NSEERS):** The requirement of certain temporary foreign visitors of eighteen countries to register with immigration when entering and exiting the U.S.

**Passport:** Document issued by home country for travel. Non-U.S. citizens must have valid passport to enter U.S., with a few exceptions.

**Port of Entry (POE):** Place where you enter U.S. and are processed by an immigration official.

**Professor:** The person who will be teaching your courses.

**Reinstatement:** A student who has failed to maintain status may get back into status at the discretion of immigration.

**Student & Exchange Visitor Information System (SEVIS):** Database established by Immigration to receive, store, and process student and dependent data submitted by schools.

**Specialist:** An individual who is an expert in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills.

**Transfer:** "School transfer" is used by the United States Citizenship & Immigration Services (USCIS) to describe the process by which an international student leaves one U.S. institution (before or after completion of studies) and begins attendance at another U.S. institution. School transfer, in this situation, does not refer to the transfer of academic credits or records between institutions.

**Two Year Home Residency Requirement: 212(e):** J-1 exchange visitors subject to 212(e) must return to home country for an aggregate of two years upon completion of studies.

**United States Immigration and Customs Enforcement (ICE):** Responsible for immigration investigations, detention, removal, intelligence, and SEVIS.

**United States Customs and Border Protection (CBP):** Responsible for immigration inspections at U.S. ports of entry, for the Border Patrol, and for the Customs Service.

**Visa:** Stamped or entry sticker in passport for U.S. entry in the immigration status specified on visa.

**Volunteerism:** Advertised volunteer service position. Cannot receive any compensation.

Definitions from the NAFSA: Association of International Educators Adviser's Manual, 2003 release.  
[www.nafsa.org](http://www.nafsa.org)

# National University International Student Handbook

## Orientation Schedule 2008 and Class Start Dates

Starting July 24, all international students are required to attend both days of orientation

### Tuition Prepayment

Please note that on the first day of orientation, new students are required to pay three (3) months tuition fee. The first month tuition fee is non-refundable.

Orientation	Class Start Date
December 18, 2007	January 7, 8, 2008
January 29, 2008	February 4, 5, 2008
February 26, 2008	March 3, 4, 2008
April 1, 2008	April 7, 8, 2008
April 29, 2008	May 5, 6, 2008
May 27, 2008	June 2, 3, 2008
June 26, 2008	July 7, 8, 2008
July 24 & 25, 2008	August 4, 5, 2008
August 21 & 22, 2008	September 2, 3, 2008
September 18 & 19, 2008	September 29, 30, 2008
October 16 & 17, 2008	October 27, 28, 2008
November 13 & 14, 2008	November 24, 25, 2008
December 16 & 17, 2008	January 5, 6, 2009

### Holidays

National University observes all federal holidays. You should check your catalog for the exact dates of the holidays each year. The following is a list of holidays when the school will be closed and classes are cancelled:

#### January 1<sup>st</sup> – New Year’s Day

(When this falls on a Sunday, the school will be closed Monday the 2<sup>nd</sup>). This holiday is a day of rest at the end of the holiday season. Many people celebrate the night before by staying up late, drinking champagne and singing.

#### January (Third Monday) – Martin Luther King Jr.’s Birthday

This holiday is a celebration of Civil Rights and the man who led the civil rights movement. People generally take the weekend to travel somewhere new or just relax.

#### February (Third Monday) – Washington’s Birthday/President’s Day

This holiday celebrates the birthday of our nation’s first president.

#### May (last Monday) – Memorial Day

This holiday remembers U.S. soldiers who have died in war. People celebrate the beginning of warmer weather by having a barbeque outdoors with friends. The beaches and parks are

usually very crowded.

#### July 4<sup>th</sup> – Independence day

This holiday celebrates America’s independence from Great Britain. On this day many people celebrate by having a barbeque outside and then watching fireworks at night.

#### September (First Monday) – Labor Day

This holiday honors the importance of U.S. labor organization. Similar to Memorial Day, people celebrate this holiday by having a barbeque with friends.

#### November 11<sup>th</sup> – Veteran’s Day

This holiday marks the end of World War I and honors veterans of wars. There are often parades to watch on this day.

#### November (Third Thursday and Friday after the first Wednesday) – Thanksgiving

This holiday celebrates the joys in life and allows us to remember everything that is good in our life over the past year. On Thursday people get together with family and eat a big meal.

#### December 25<sup>th</sup> – Christmas Day

This is a Christian holiday that celebrates the birth of Jesus. Most everyone observes it – even those who aren’t Christian, because it is a time to get together with family and enjoy the season. People usually open presents and eat a big meal with family.

# National University International Student Handbook

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## APPLICATION REQUIREMENTS AND PROCEDURE

- STEP 1**      **Complete the National University APPLICATION FORM**  
(STUDENT must complete, date, and sign application)  
Non-refundable APPLICATION FEE: Please include a check or money order for US\$65
- STEP 2**      **Complete the National University ENROLLMENT AGREEMENT** and Statement of Acknowledgement: (Must be read and signed by the STUDENT)
- STEP 3**      **Complete the National University INTERNATIONAL STUDENT AFFIDAVIT of SUPPORT FORM**  
(STUDENT must complete and provide required signature)
- STEP 4**      **Provide Financial Bank Statements:**  
To convert to U.S. currency visit **XE.com Quick Currency Converter** <http://www.xe.com/>
- Financial Documents, MUST:**
- a) Be ORIGINALS, not photocopies
  - b) Be in ENGLISH
  - c) Contain no alterations
  - d) Be DATED within SIX months of your ADMISSION DATE
  - e) State the CURRENT ACCOUNT BALANCE (minimum of US\$28,818)
- STEP 5**      **Provide Official Transcripts, Diploma and Degree Certificates**  
**OFFICIAL TRANSCRIPTS:** All applicants must provide transcripts of all higher education experience.  
  
Undergraduate degree applicants must also provide high school transcripts and proof of graduation.  
  
NOTE: All transcripts must be official and must include a certified ENGLISH TRANSLATION with ORIGINAL TRANSCRIPTS.
- STEP 6**      **Provide evidence of ENGLISH PROFICIENCY** – Please provide proof of one of the following:
- a) Enrollment and Completion of **National University’s English Language Programs**  
(Advanced – Level 800) or
  - b) **IELTS** – **Undergraduate:** min. 5.5  
– **Graduate:** min. 6.0
  - c) **TOEFL** – **Undergraduate:** min. 525 paper/197 CBT/ 70 IBT  
– **Graduate:** min. 550 paper/ 213 CBT/79IBT
  - d) Certificate of completion from an approved language school.

**Presenting Original Documents to National University:** Students will need to report to National University on the date specified on their I-20 and present to National University the following original documents on orientation day:

1. Diploma/Degree/Certificate
2. Academic Transcripts
3. National University Affidavit of Support Form
4. Financial Support Documents – Bank Statement(s)
5. TOEFL or IELTS certificate

**They must be the EXACT originals submitted during the initial admission/application stage.**

# National University International Student Handbook

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## Common Mistakes – Incomplete Applications Create Delays

- **Spelling of Names** (Surname and First name): Please ensure that names are spelled correctly in accordance with student's Passport or Birth Certificate. If students have a passport, please provide a copy.
- **Missing Documents:** (e.g. most common include: Affidavit of Support, Bank Statement, Academic Transcripts, Diploma/Degree, Provisional Graduation Certificate.)
- **Affidavit of Support:** Incomplete address and contact details for sponsor, name does not exactly match financial documents
- **Missing Signatures:** Most common areas: Application Form, Enrollment Agreement and Affidavit of Support (either the student's and/or financial sponsor's signature is missing.)
- **Bank Statements:** Date is older than six months, bank contact information is missing, not legible or insufficient funds once converted. To convert to U.S. currency visit **XE.com Quick Currency Converter** <http://www.xe.com/>
- **Full Program Name:** Incorrect program or missing specialization, e.g., Bachelor of Science (no specialization). Correct program should state "Bachelor of Sciences in Information Technology."
- **Wrong Intake/Start Dates:** Specific National University programs have limited intakes. Please refer to Program Schedule or contact the CGIES Representative Office.
- **Agency Stamp** must be on application form where applicable.

## Transfer Student Requirements

Students currently studying in the United States wanting to gain admission to National University will need the following additional documents before National University will issue the transferring I-20:

- ✓ Copy of Visa Page
- ✓ Copy of Passport Page with expiration date
- ✓ Copy of I-94 card (both sides)
- ✓ Copy of SEVIS I-20 (all three pages)
- ✓ School Transfer Letter – completed and signed by the other institution/university

Once the above items have been received and the students SEVIS record is released to National University, we will issue the I-20.

## Request to Defer Offers of I-20

To change an offer for a later term, the University must be advised in writing. Please state student's full name, student number, date of birth, student's address and name of program they are applying for.

When possible, please state the reason for the request to defer start date or I-20, e.g. for personal/family issue, unable to schedule appointment, or visa denial.

## Students with Low GPA: CAS (Committee on the Application of Standards) and ACCUPLACER Test

The IERF external evaluation reports for the students requiring recognition of prior learning. These students have been granted a Grade Point Average (GPA) and in the National University 2008 Catalog p. 46 and p. 47 are entry requirements for students who present a low GPA.

# National University International Student Handbook

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## Academic Requirements

Admission to National University undergraduate programs is based on evidence of successful completion of U.S. High School or equivalent including the student's academic record in other institutions, test scores, interviews, professional experience, motivation, and educational objectives.

### The minimum GPA for Undergraduate program is 2.0 and Graduate program is 2.5

- High school graduates transferring from regionally accredited colleges and universities are admitted as degree students if their cumulative GPA is 2.0 or higher.
- Applicants with a GPA below 2.0 may be admitted on probation if the Committee on the Application of Standards judges that there is sufficient evidence of potential to complete college studies.

Applicants below a 2.0 may submit a letter to: **The Committee on the Application of Standards**

One option for students with **LOW GPA** is to write a **LETTER OF SUPPORT** to the National University "Committee on Application of Standards" to seek a Provisional or Probationary entry.

The students need to write in an individual style while addressing the following issues to put before the Committee.

In their letter of support, they need to express how they feel they will be able to succeed at National University even though they have not maintained appropriate academic levels in the past.

### KEY POINTS in their Letter of Support should include:

- Any family problems that affected their work
- Personal issues which impacted their previous study
- Immature attitude to their study which is now resolved
- Standard of the marking/course work at the college they attended was very difficult
- Why further studies are important to them
- Life plans reliant on achieving qualifications
- National University format, one course per month, allows for success
- What has changed that will allow them to succeed

## ACCUPLACER – Need Help?

Complete the requisite part of the ACCUPLACER evaluation process (Please refer to the National University General Catalog 2008, Admission Procedures pg. 27).

The following Websites will help you prepare for the ACCUPLACER. These sites provide sample questions and study guides for the Math and English Placement Test.

- Sample questions
- English study guides
- Math study guides
- Links to other resources

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The sites below contain sample ACCUPLACER questions:

<http://www.aims.edu/AssessmentsSite/INDEX.HTM>

<http://www.riverland.cc.mn.us/Admissions/CollegePlacement.cfm>

<http://www.montgomerycollege.edu/Departments/studev/studyguide.htm>

<http://montgomerycollege.edu/Departments/studev/math.htm>

The sites below will help you refresh your mathematical skills:

[www.purplemath.com](http://www.purplemath.com)

[www.mathxpert.com](http://www.mathxpert.com)

[www.math.com](http://www.math.com)

For additional information about ACCUPLACER placement testing, contact 1-866-NU-ACCESS ext. 7951 or [testingservices@nu.edu](mailto:testingservices@nu.edu)

<http://www.nu.edu/academics/StudentServices/TestingServices/ACCUPLACERTest.html>

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## International Student Handbook

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### ENGLISH LANGUAGE PROGRAM

#### English Language Program Overview

Academic success at National University is strongly dependent upon ability to communicate in English. Listening, speaking, reading, and writing proficiency must be well developed in order to assimilate large amounts of difficult material under limited time conditions with full comprehension. Such proficiency is much greater than that required for ordinary everyday living. Therefore, every effort should be made to acquire English proficiency prior to entering the university.

Admitted students whose first language is not English, are required to take the English Placement Examination (EPE), administered by the English Language Program Department (ELP) during orientation prior to the first month of study. The extent to which a student may be required to take courses through the ELP is determined by his or her performance on the English Language Placement Examination.

Completion of the English Language Programs Advanced level 800 fulfills National University's English Proficiency requirement. Upon completion, each student will receive a Certificate of completion from the English Language Program to be submitted to National University's International Programs Office in lieu of a TOEFL or IELTS score.

English Language levels consist of core courses increasing in difficulty and complexity from beginning to advanced levels.

#### Levels 400 – Beginning

This level is designed for those who have had no exposure to the English Language, have absolutely minimal knowledge of the English Language, or have minimal skills in conversation, reading and writing.

#### Level 500 – Beginning Intermediate

This level is designed for those with more than basic skills in grammar and writing and sufficient skills for beginning reading, vocabulary, listening and speaking.

#### Level 600 – Intermediate

This level is designed for those with intermediate skills in grammar and writing, and sufficient skills for intermediate reading, vocabulary, listening and speaking.

#### Level 700 – Intermediate Advanced

In this level, students are given high-fluency-level lessons in all the four core components: reading, writing, grammar and speaking.

#### Level 800 – Advanced

In this highest level in the University Preparation program, students work on developing all of their skills and preparing for the academic programs. Emphasis is on writing and research method, presentation skills and accent reduction.

#### ELP Tuition Fees

Tuition per month: \$1,215

Tuition is due by the first day of class each month.

This program follows a four-week format and provides 96 hours of instruction per month. Courses range from beginning through advanced levels.

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## Contact Information

English Language Programs Office, 9388 Lightwave Avenue #141A, San Diego, CA 92123

Phone: 858-541-7968 or 858-541-7965 Email: elp@nu.edu

## Class Schedule:

Monday – Thursday: Time: 9:00 a.m. – 4:00 p.m.

## Two sessions per day:

Morning: 9:00 a.m. – 12:00 p.m. ; Afternoon: 1:00 p.m. – 4:00 p.m.

## Fourth week of classes:

Thursday 9:00 a.m. – 12:00 p.m.; Friday 9:00 a.m. – 11:00 a.m.

## Attendance Policy:

Students are expected to attend all class sessions. Each day has two sessions, morning (9:00 a.m. – 12:00 p.m.) and afternoon (1:00 p.m. – 4:00 p.m.).

If you are sick or have an emergency, call the office at 858-541-7968.

Official Doctor's notice for medical leave must be received by the second day of class.

## Absences:

The ELP Program follows the University Attendance Policy. Please refer to page 47 of this handbook for details on the attendance policy.

## Program Length:

The length of the program depends on the individual student's placement exam results.

There are five (5) levels in total.

Level 400 – Beginning – which can be completed in two months

Level 500 – Beginning Intermediate – which can be completed in one month

Level 600 – Intermediate – which can be completed in one month

Level 700 – Intermediate Advanced – which can be completed in one month

Level 800 – Advanced – which can be completed in two months

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**Components:** Six main components are covered in each ESL course:

1. Reading
2. Vocabulary
3. Writing
4. Grammar
5. Listening
6. Speaking

### Program Completion

Successful completion of level 800 fulfills National University's English Language proficiency requirement. The Test of English as a Second Language (TOEFL) and the International English Language Test Scores (IELTS) are not required. Students are issued a Certificate of Completion and are able to enter the Academic Programs at National University.

### Placement Exam Overview

National University's English Language Program's level assignment is determined by an English Language Placement Exam. Each student who enrolls in the English Language Program must take the placement exam in order to determine proper level assignment.

The exam is comprised of four sections. Three multiple choice sections and a writing section. The exam is timed and has been created to be completed within four hours. The scores are provided within 48 hours of exam completion.

The exam is comprised of four sections; reading, grammar, writing and listening.

#### Reading

- This section is designed to measure the student's ability to read and understand short passages similar in topic and style to those that students are likely to encounter in North American universities and colleges.
- The student is allotted 45 minutes to complete this section.
- This is a multiple choice section.
- Possible Points for this section: 50

#### Grammar – Structure and Written Expression

- This section is designed to measure the student's ability to recognize language that is appropriate for standard written English. There are two types of questions in this section, with special directions for each type.
- The student is allotted 25 minutes to complete this section.
- This is a multiple choice section.
- Possible Points for this section: 40

#### Writing

- The student will choose between two pre-selected topics to write a short answer essay.
- The student is allotted 45 minutes to complete this section.
- Possible Points for this section: 4.5
- Grading is based on the content of the essay not the length.

#### Listening

- This section is designed to measure the student's ability to understand spoken English.
- The student will listen to a recording and answer the corresponding multiple choice questions.
- The student is allotted 90 minutes to complete this section.
- This is a multiple choice section.
- Possible points for this section: 50

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### Planning Your Arrival

#### Arriving at a U.S. Port of Entry – What a Student can Expect:

U.S. Immigration and Customs Enforcement's **Student and Exchange Visitor Program (SEVP)** is committed to facilitating your stay in the United States while you take advantage of our nation's academic, educational, and cultural offerings. To enhance security without slowing legitimate travel, the Department of Homeland Security (DHS) has instituted some changes in U.S. entry and exit procedures. Careful planning and preparation by international students can ensure that any delay based on these procedures is minimal.

#### Plan Your Arrival

You may be refused entry into the United States if you attempt to arrive more than 30 days before the program start date listed on your SEVIS I-20 form.

#### Always Hand-Carry Your Documents

**Do not check the following documents in your baggage.** If your baggage is lost or delayed, you will be unable to present the documents at the port of entry. As a result, you may not be able to enter the United States

1. **Your passport, valid for at least six months beyond the date of your expected stay;**
2. **SEVIS Form I-20.**

*In addition, it is strongly recommended that you also hand carry the following documentation:*

1. Evidence of financial resources;
2. Evidence of student status, such as recent tuition receipts and transcripts;
3. Paper receipt for the SEVIS fee, Form I-797, and
4. Name and contact information for Kieu Vo ([kvo@nu.edu](mailto:kvo@nu.edu) 858-541-7737), and a 24-hour emergency contact number at the school.

For comprehensive information on procedures for traveling and arriving in the United States, visit:  
<http://educationusa.state.gov/predeparture/travel/customs.htm>

#### Complete Your Entry Paperwork

**If Arriving By Air:** Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival Departure Record Forms (I-94). These must be completed prior to landing.

**If Arriving By Land or Sea:** The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

**As You Arrive At The Port of Entry:** Proceed to the terminal area for arriving passengers. Have the following documents available for presentation:

- your passport;
- SEVIS Form (I-20);
- Arrival-Departure Record Form (I-94);
- and Customs Declaration Form (CF-6059). The Form I-94 should reflect the address where you will live, not the address of the school or program.

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All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the CBP Officer that you will be a student.** Be prepared to include the name and address of the school program where you will enroll/participate.

Once your inspection is successfully completed, the inspecting officer will:

- **Stamp your SEVIS Form for duration of status (“D/S”) for F visa holders**
- **Stamp your SEVIS Form for 30 days beyond program end date for M visa holders**
- **Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport**

**Following Admission into the United States:** Students should report to their school within 30 days of the date that appears on the SEVIS I-20 form to register for courses or to validate their intended participation. Failure to do so may result in serious consequences.

### Additional Information

#### Secondary Inspection Requirements

If the CBP officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the CBP Officer needs to verify information with your school or program, **we strongly recommend** that you have the **name and telephone number of the foreign student advisor at your school**. In the event you arrive during non-business hours (evening, weekends, holidays), you should also have an emergency or non-business hour phone number available for this official.

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a “Notice to Student or Exchange Visitor” Form (I-515A), which authorizes temporary admission into the United States. Work with your school to submit the proper documentation without delay.

#### US-VISIT

All nonimmigrant visitors holding visas – regardless of race, national origin, or religion – participate in the US-VISIT program, a comprehensive registration system tracking entries to and exits from the United States. For more information: [www.dhs.gov/xnews/releases/press\\_release\\_0305.shtm](http://www.dhs.gov/xnews/releases/press_release_0305.shtm)

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### **National Security Entry-Exit Registration System (NSEERS)**

Some individuals may be asked to provide additional information under the National Security Entry-Exit Registration System (NSEERS). A packet of information will be available at the port of entry explaining the registration procedure. For more information: [www.dhs.gov/xnews/releases/press\\_release\\_0305.shtm](http://www.dhs.gov/xnews/releases/press_release_0305.shtm)

Don't forget to pick up your luggage! If you cannot find your luggage see an airport security guard about reporting it lost.

### **What to Pack for Southern California**

Southern California has beautiful weather. It is sunny much of the time but that doesn't mean it won't rain or get cold. Many students dress casually – jeans, sandals, t-shirts, but when they go out at night they like to wear nicer clothes.

Summer: It almost never rains. The days are hot and dry and the nights are cool. T-shirts and shorts are appropriate with sweatshirts or sweaters at night.

Winter: It rains once in a while but doesn't snow. T-shirts or sweatshirts are appropriate for day, and light jackets for night.

You may be asked to participate in cultural events to teach other students about your culture. For this you should pack a few traditional clothes to show other students about life in your country.

Costume parties are popular in the U.S. so you may want to bring some fun clothes or costumes to be able to participate.

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## INTERNATIONAL PROGRAMS OFFICE (IPO)

### An Introduction to IPO:

On behalf of the International Programs Office, also known as "IPO", we welcome you to National University and congratulate you on your admission.

Our Immigration Specialists are here to assist you with any immigration-related needs. We see you as a valuable part of the National University community and we want you to succeed in your studies here. To reach your goals, we offer services that include providing you with important information regarding your visa status and the benefits it includes, we issue immigration forms and authorizations and we meet with you on an individual basis to discuss and review options available to you at any point in your time here at National University.

The other part of these goals depends on you. Being an international student on a F-1 student visa comes with a lot of responsibility, more than the average National University student. There are rules and regulations that you are required to follow to remain legally in the U.S. and IPO is required to submit updates regularly to immigration to confirm your status.

For you to be successful at National University you need to be aware of your status and plan ahead. Students who approach our office this way will find their time at National University less confusing and more effective.

Thank you for taking the time to read this handbook and taking these goals very seriously – be sure to refer to this handbook as many of you will have questions come up over your stay at National University. We look forward to assisting you in reaching your educational goals.

Sincerely,

Rebecca Smith  
Manager of International Programs Office  
National University

# National University International Student Handbook

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## Summary of IPO Rules

- Rule 1 Mandatory Check-In on Orientation Day**
- Rule 2 Maintaining Full-Time Status/Enrollment**
- Rule 3 Reporting Local and Permanent Addresses**
- Rule 4 Reporting Changes to Degree**
- Rule 5 Traveling Abroad and Re-Entering the U.S.**
- Rule 6 Extending your F-1 Status Beyond the End Date on your I-20**
- Rule 7 Transferring Into or Out of National University**
- Rule 8 Employment that is Allowed under F-1 Status**
- Rule 9 Keeping your Passport Valid**
- Rule 10 The “Grace Period” After your Program Ends**

### Rule 1: Mandatory Check-In on Orientation Day

ALL new and transferring F-1 students must visit IPO on the Orientation day listed on their I-20s. When you come for check-in please bring your passport, National University I-20, Visa, Form I-94 and all educational transcripts, marks sheets and certificates.

\*Failure to check-in in person on Orientation day with the documents listed above WILL cause delays in processing any future requests for you until it is resolved. In some cases, the problem could also result in a loss of F-1 status due to specific reporting requirements in SEVIS that could not be met because you did not verify your presence at National University.

### Rule 2: Maintaining Full-Time Status/Enrollment

#### **Graduate Students**

#### **National University “Full Course of Study”**

#### **Remaining in F-1 student status is your first and main priority:**

- Class availability takes first priority over taking time off.
- Students who are enrolled in programs that are offered in a certain order might not be able to take any “breaks/time off” because of scheduling.
- Students are not required to use any of the “time off/Breaks/Vacation” available. This means they are not mandatory.

1. You must first complete a minimum of two (2) courses (nine (9) quarter units) to establish “full-time” student status.
2. You must have completed an academic year (completed nine (9) courses) before taking a break (vacation / time off) from class or traveling outside the U.S.
3. You must complete nine (9) courses in a 12-month period.
4. You are allowed only three (3) months in a row off at a time after having completed nine (9) consecutive courses.
5. You are only allowed to take one online course per quarter and never back-to-back. You may not take an online course after a break. Independent Study courses are considered to be online and are subject to the same restrictions.

# National University International Student Handbook

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## Undergraduate Students

### National University “Full Course of Study”

#### Remaining in F-1 student status takes priority over time off:

- Class availability takes first priority before you can take time off.
- Students who are enrolled in programs that are offered in a certain order might not be able to take any “breaks/time off” because of the special course scheduling.
- Students do not have to use any of the “Time off/Breaks/Vacation” available. Breaks/Vacation/Time Off is not mandatory.

- 1) You must first complete a minimum of three (3) courses (13.5 quarter units) to establish “full-time” student status.
- 2) You must have completed an academic year and have completed nine (9) consecutive courses before:
  - A. Taking a break (vacation/time off) from class, or
  - B. Traveling outside the U.S.
- 3) You must complete nine (9) courses in a 12 month period.
- 4) You are allowed only three (3) months in a row off at a time after having completed nine (9) consecutive courses.
- 5) You are only allowed to take one online course per quarter and never back-to-back. Independent Study courses are considered to be online and are subject to the same restrictions.

\*You MUST have IPO authorization BEFORE you drop below full-time study, as listed above. Permission from University Admissions Advisors or any other academic advisor or instructor, relates only to academic rules and DOES NOT replace the F-1 status requirements listed here.

#### Rule 3: Reporting Local and Permanent Addresses

In order to maintain your F-1 student visa in the U.S., the U.S. government requires that your local residential address in the U.S. and your permanent address abroad be updated with your school at all times and within 10 days of any changes. You may email this information to [ipo@nu.edu](mailto:ipo@nu.edu).

\*The addresses used CANNOT be a school office or post office box. These must be *residential* addresses.

#### Rule 4: Reporting Changes to Degree

In order to maintain your F-1 student visa status in the U.S., the U.S. government requires that changes to your major, degree level must be reported within 10 days of any changes. When there is such a change, a new I-20 must be issued to reflect it.

#### Rule 5: Traveling Abroad and Re-Entering the U.S.

To get a travel authorization on your I-20, please make an appointment with an Immigration Specialist in IPO; this should be done AT LEAST TWO WEEKS before you are leaving campus. You will be required to fill out a short form requesting this.

We ask for two weeks' notice in consideration of the large number of students who make requests and the need to review each student's file and records to confirm their academic standing, enrollment, immigration documents and other required information.

A nonimmigrant student may be re-admitted after a short leave of five months or less from the United States (if the student has been allowed). You may be re-admitted by showing a legal foreign passport, visa, and either a new **Certificate of Eligibility for Non-Immigrant (F-1) student status – For Academic and Language Students form**,

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or a page 3 of the **Certificate of Eligibility for Non-Immigrant (F-1) student status – For Academic and Language Students form** properly endorsed for re-entry if the information on the Form is current.

You must have the International Programs Office sign page 3 of your **Certificate of Eligibility for Non-Immigrant (F-1) student status – For Academic and Language Students form** before traveling outside of the U.S.A. at any time. It takes five (5) business days to process this request.

### Travel and Visa Renewal:

- a) a legal passport six (6) months in the future;
- b) a signed **Certificate of Eligibility for Non-Immigrant (F-1) student status – For Academic and Language Students form** with a legal visa;
- c) a signed **Certificate of Eligibility for Non-Immigrant (F-1) student status – For Academic and Language Students form** for Mexico and Canada;
- d) a signed **Certificate of Eligibility for Non-Immigrant (F-1) student status – For Academic and Language Students form** to renew visa in his/her home country.

\*You must be current on all of your fees before you can be approved for travel endorsements of your I-20. **IPO will not make any exceptions to this; your I-20 can only be signed for travel if you have had all balances cleared and paid on your account.**

\*Students who have completed their studies at National University, but have been approved for Optional Practical Training (OPT) can also travel abroad during that period, but will require additional documents for their trip.

\*If you are traveling inside the U.S., including Hawaii, Puerto Rico and the U.S. Virgin Islands, you do not need a page 3 signature in your I-20, but we recommend that you keep your passport and I-20 with you for general identification purposes. Please note you do need a page 3 signature if you are traveling to Canada or Mexico.

**\*I-94 Card:** When leaving the U.S., F-1 students are reminded to turn in the current I-94 card at the airport so the U.S. government can properly record your departure. You will be issued a new I-94 card when you re-enter the U.S.

**\*Grace Period:** You CANNOT travel abroad and re-enter the U.S. as an F-1 student after your studies or any period of Optional Practical Training (OPT) has ended, REGARDLESS of any other dates listed on your I-20, F-1 visa stamp or other documents. The grace period described below in Rule 10 only allows an F-1 student to remain in the U.S. to finish housing contracts, travel within the U.S., transfer to a new full-time F-1 academic program, pack and depart the country.

### Rule 6: Extending your F-1 Status Beyond the End Date of Your I-20

Most students will find that the period of time allowed under their current I-20 is enough to complete their degree program. However, a small number of students may require additional time to complete their degree due to unforeseen circumstances, such as medical illness or academic difficulties.

In these cases, IPO is willing to extend a student's I-20 for a current program. If you cannot complete the educational program after having been in student status for longer than the length of the program you wanted plus a grace period in a single educational level, or for more than eight consecutive years, you must apply for extension of stay. Please see item 5 of your I-20 to determine the expiration of the I-20. A request for extension of the I-20 should be made by email to IPO at least one month in advance of your I-20 expiration on item 5. A student whose I-20 expires will fall out of status with U.S. Immigration.

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### Rule 7: Transferring Into or Out of National University

#### **Transferring into National University**

When admitted to National University, you must ask your current school's international student advisor to transfer your F-1 SEVIS record to National University. That school should also confirm on what date you will finish any current studies or OPT employment so the transfer can take place on that date. This is called a "release date". Once you have confirmed the transfer has been processed, you can get a National University transfer I-20 from the appropriate admissions office after the release date. Your F-1 status remains valid between the two programs, but you cannot travel abroad without your National University I-20.

\*All new and transferring students must attend the mandatory Orientation listed in Rule 1.

#### **Transferring Out of National University**

IPO has a 'transfer out' form that can be used for transfer to any U.S. school that you have already confirmed can accept an F-1 student for full-time academic program. When submitting your transfer form you must include an admission letter from the new school. Transfer will be effective only if you return the Certificate of Eligibility for Non-Immigrant (F-1) student status – For Academic and Language Students form to the new school official within 15 days of beginning attendance at the new school. The new school official will then inform the US Citizenship and Immigration Services.

Unlike an extension request F-1 students can submit a transfer request during an approved period of OPT or EVEN during the two-month grace period. Students are encouraged to submit all required documents for transfer by the Thursday of the third week of courses to ensure a timely transfer or you may be required to attend another month of courses.

**\*PLAN AHEAD!** Students who submit a transfer request immediately before their current F-1 status will expire, risk losing their status due to last-minute confusion.

**\*CONTINUE WITH ATTENDANCE:** To be eligible to transfer you must maintain attendance at National University until the last day of your last course with National University. If you fail to attend, you may be transferred 'out of status' which can involve lots of money and time to be 'reinstated.'

**After the transfer process:** When a transfer of your F-1 SEVIS record is processed, you will receive an email confirming the details, including your release date on which the transfer will be completed. After the release date has passed, you can ask your new school for a transfer I-20. However, you will remain in legal F-1 status in the U.S. until the new I-20 is issued as long as the transfer has been confirmed and you have provided the new school with the documents they require.

**Maximum Gap:** The maximum period allowed between the end of your studies or OPT employment at National University and the beginning of your new academic program is five months. In some cases, however, this period is shorter if your academic program can begin in an earlier term. If you have just entered the U.S. in an "initial attendance" issued by National University and are requesting a transfer on Orientation, you must begin your new schools' academic program within 30 days.

### Rule 8: Employment that is Allowed Under your F-1 Status

Employment opportunities for international students are limited by USCIS regulations and are only available to students who have maintained their status with immigration and have been enrolled in an academic program for at least one full academic year. English Language Students are not eligible to work.

Students may **work on campus** without permission from USCIS and or the Immigration Specialist. However, **to work off campus, student must contact an Immigration Specialist** to discuss employment eligibility and the application procedures to obtain approval from USCIS.

**Working On-Campus:** Students who are employed on campus may not work more than 20 hours in a work week. Students do not need special authorization from the USCIS, however, you should contact an Immigration Specialist in IPO before you seek or accept a job, as immigration regulations change periodically.

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Students may not continue to work on campus after completing his/her studies unless they have authorization from immigration. This work option does not affect any other work option available.

### Working Off-Campus

Off-campus employment is limited to international students who have been enrolled for at least one full academic year and + programs that have acquired proper authorization with U.S. Immigration.

#### Types of Off-Campus Employment

1. Severe Economic Hardship
2. Optional Practical Training (OPT)
3. Curricular Practical Training

#### 1. Severe Economic Hardship

Severe Economic Hardship refers to financial problems caused by unforeseen circumstances beyond a student's control. Severe Economic Hardship may be a result of the following:

- a. Losing a graduate assistantship
- b. Death of a financial sponsor
- c. Financial sponsor unable to provide financial assistance
- d. Inflation in home country causing devaluation of currency for exchange rate.

To apply a student must prove that economic hardship has occurred, the student must have maintained F-1 status and completed one academic year. If a student has done both of the above, they must apply to and receive authorization from the USCIS before beginning work. The job does not have to be related to the field of study and cannot work more than 20 hours a week and cannot work until the EAD card has been received.

#### 2. Optional Practical Training (OPT)

Students who have maintained F-1 status and have completed one full academic year (nine months) are eligible for Optional Practical Training (OPT). OPT is defined as temporary employment that is related to the student's field of study. There are two types of OPT:

- A. Pre-Completion Optional Practical Training
- B. Post-Completion Optional Practical Training

\*Pre-Completion OPT is the option to work before completing a program of study, though students must have maintained F-1 status and completed a full academic year (nine months) and must apply and receive approval from the USCIS. The following requirements apply:

- Employment must be related to student's field of study
- Cannot work more than 20 hours per week
- Can work off-campus
- Cannot work until employment authorization document (EAD) card is received.
- This work option affects full-time OPT
- 50 percent of time used in part-time OPT will be deducted from 12 months of full-time OPT
- Two months of part-time OPT = one month of full-time OPT
- Please contact our office to determine eligibility and application procedures.

\*Post-Completion OPT is an employment option for students who have maintained F-1 student status and have completed studies and are therefore eligible for 12 months of employment. The following requirements apply:

- F-1 students who have maintained his/her status are eligible for 12 months of full-time optional practical training after completion of studies.
- Employment must be related to student's field of study
- Students must apply within 90 days of program completion and prior to program end date.
- Students cannot work until they have received the employment authorization document (EAD) card.
- **Please contact The International Programs Office to determine eligibility and application procedures.**

#### 3. Curricular Practical Training

Curricular Practical Training (CPT) is not meant to be a convenient employment opportunity, nor is it meant to be a device to save optional practical training (the other practical training type) months. CPT must have a valid purpose in the student's **program of study**.

CPT employment is an integral part of an established curriculum and is available to F-1 students who have been lawfully enrolled on a full-time basis for one full academic year. This requirement or degree option must be

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related to the student's field of study, stated in the school's catalog or departmental literature describing the program, and must be available to all students in the program.

**Please contact an Immigration Specialist to determine eligibility and procedures.**

### Related Topics

#### **The Social Security Number (SSN)**

For any paid employment, F-1 students will need a Social Security Number (SSN) and card. Some employers may allow you to begin employment if you have a SSN application pending; others will delay the start of your employment until the SSN is issued. Once you have the required paperwork for a SSN, you can apply in person at the local Social Security Administration office and a SSN will often be ready two weeks later.

**Requesting a SSN:** Once you have a job offer, approach your employer for a signed letter on official letterhead that confirms the offer. Make an appointment with an Immigration Specialist in IPO and bring the employer's letter; IPO will then generate another letter for you. You will then take both letters, your I-20 and your passport with the I-94 card to the Social Security Administrative office to submit your application.

**Social Security Denial Letter:** F-1 students who do not have a job offer can request a "Social Security Denial Letter" instead. This letter will be issued the same day by the Social Security Administration and will allow students to get a driver's license of California ID and present evidence to vendors that they do not have a SSN. This will help the student more easily receive the same treatment as any other student with a SSN and blank U.S. credit history.

#### **"Volunteering", "Internships" and "Unpaid Employment"**

F-1 students sometimes make the serious mistake of working for an off-campus employer and calling it "volunteering" because it is unpaid. This is a very risky move that exposes the student and the employer to potential violations of U.S. immigration and labor laws. In fact, an F-1 student without authorization who is performing unpaid work that the company would otherwise have hired an employee to perform is just as illegal as if the student had been paid.

For these reasons, any relationship between a student and an off-campus employer must meet both of the following conditions unless the F-1 student has obtained authorization through IPO: 1). the student is responding to a company or organization that has publicly advertised it is seeking volunteers and 2). there should be no competitive selection involved that would prevent another applicant from getting hired.

Examples of legitimate volunteer positions are programs advertised by hospitals, libraries, and other non-profit organizations legally approved to solicit for such volunteers

#### **Rule 9: Keeping your Passport Valid**

F-1 students must have a passport valid for at least six months in the future at all times. Please contact your country's embassy at [www.state.gov/s/cpr/rls](http://www.state.gov/s/cpr/rls) for the locations of your government's consulate in the U.S., where you can get information on how to renew your passport.

#### **Rule 10: The "Grace Period" After your Program Ends**

After an academic program or period of approved Optional Practical Training (OPT) has ended, F-1 students have an extra 60 days' "grace period" to legally remain in the U.S. This period is intended to allow time necessary to complete housing contacts and prepare for departure from the U.S.

Travel inside the U.S., including Hawaii, Alaska, Puerto Rico and the U.S. Virgin Islands is also allowed during this period. A transfer to another F-1 academic program or application for a new visa status can also be submitted during this time.

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\*The Grace Period CANNOT be used for ANY employment, study or departure and re-enter using F-1 documents. Any of these activities must end before the grace period begins.

\*The grace period begins on the day F-1 students complete their academic programs and not later, regardless of any dates listed on an I-20, F-1 visa stamp or other document. Students who end OPT employment early will not enter their grace period as long as they are seeking new employment and keep documentation to show it. Students with a pending OPT application or an approved transfer to a new F-1 academic program will not enter the grace period.

### **F-2 Visa Status for Dependents (Spouse or Children)**

F-1 student visa holders can arrange at almost any time during their studies or OPT to have a wife, husband and/or children to come to the U.S. on their own visa status, called an F-2 dependent visa. If you wish to make these arrangements, please contact IPO for an appointment with an Immigration Specialist.

Each family member will be issued an I-20 that should be signed by the F-1 student. The I-20 will then be used to apply for an F-2 visa stamp (if abroad) or a change of status to F-2 (if already in the U.S.).

When arriving with an approved for F-2 status, family members will each receive an I-94 card stamped "F-2" and be legal to remain in the U.S. or leave/re-enter the U.S. as long as you are in your program or on OPT.

\*On an F-2 dependent visa status, the family member CANNOT work or attend formal academic programs at a college or university. Children on F-2 status can attend school full-time from kindergarten to 12<sup>th</sup> grade only. To change to another visa status, the family member must obtain the required documents for that status and file an application to USCIS or leave the U.S. and apply for that status at a U.S. consulate BEFORE beginning any study or work related to the new status.

\*Family members on F-2 status are allowed to pursue informal or incidental coursework for personal interest or recreation. They are also welcome to participate in publicly advertised volunteer programs that do not include a competitive selection process.

### **Violations Of F-1 Student Visa Status And Reinstatement**

IPO will attempt to assist F-1 students with problems they encounter during their studies or OPT, especially when those problems are presented directly to an Immigration Specialist BEFORE any action that is not consistent with the rules presented above.

This condition is called being 'out-of-status' and means the student is no longer legally in the U.S. and can potentially be deported at some time in the future if steps are not taken to restore that status. This process is called 'reinstatement' and will involve either 1). a lengthy application sent by mail to USCIS for review OR 2). voluntary departure from the U.S. and, if possible, use of a new I-20 for U.S. consulate and/or immigration officers to review upon re-entry to the U.S. The second option results in the loss of CPT/OPT eligibility until the student has returned AND completed one full academic year.

In both cases, National University can only support your request and not approve it. It is essential, however, that the student has not engaged in any illegal employment, is prepared to resume the academic program in full compliance with F-1 regulations AND that the reinstatement be requested within five months of the violation. First-time violations that are minor have a greater chance of success.

Students who are out-of-status and have violated their status more than once, are unprepared to resume an academic program or are unwilling to request reinstatement may need to seek a private immigration attorney at their own expense.

#### **Applying for a Visa:**

1. Obtain a passport from your home country.

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2. Inform your school of your name exactly as it is written in your passport, and give the address to where you wish the visa issuance form to be sent.
3. Receive a visa issuance form DS-2019 (for J-1 visa exchange visitors) or I-20 (for F-1 visa students) from your school.
  - a) DS-2019 is issued by International Education and Programs (IEP).
  - b) I-20 is issued by the International Programs office at National University.
4. Contact your local U.S. Consulate or Embassy for instructions on applying for a U.S. visa. A list of Consulates and Embassies can be found at <http://usembassy.state.gov/>.
5. After you receive a Form I-20 or DS-2019 from the school that you want to attend, follow the U.S. Embassy/Consulate's instructions to schedule an interview for your visa. It is important to apply for your visa as far in advance as possible. Many consulates recommend that appointments be made no more than 90 days from the intended date of travel, but some can make earlier arrangements for interviews.
6. Complete the following forms which can be downloaded at: [http://travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html)
  - a) DS-156 Nonimmigrant Visa Application Form
  - b) DS-158 Contact Information and Work History for Nonimmigrant Visa Applicant
  - c) If a male between the ages of 16 and 45, DS-157 Supplemental Nonimmigrant Visa Application.
7. Pay the visa application fee by following instructions on your local U.S. embassy or consulate's web site.
8. Prepare and bring to your visa interview the following:
  - A passport valid for at least six months
  - Form I-20 or DS-2019 to be signed at the appointment
  - School admission letter
  - Completed visa applications (DS-156, DS-158, and, if applicable, DS-157)
  - Two 2"x 2" photographs in the prescribed [format](http://travel.state.gov/passport/pptphotos/guide.pdf) (<http://travel.state.gov/passport/pptphotos/guide.pdf>)
  - A receipt for the visa application fee
  - Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study.
  - Any information that proves that you will return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community. Have an outlined plan for what you intend to do upon your return home.
9. Remain calm and answer all the visa officer's questions openly and honestly.

### **Tips On Applying For Your Student (F-1) Visa**

If you are applying for a student visa for the first time, an in-person interview is usually required. June, July, and August are usually the busiest months, so it might be difficult to get an appointment during this time. Don't wait until the last minute! You are encouraged to apply for your visa as soon as you know when you plan to travel. Allow several weeks for planning and getting an appointment for the visa. You can call the embassy or go to the embassy website for information and instructions.

### **Applicants for a student visa must provide the following items when they go to the embassy for the interview:**

- a. Form I-20 (included with your acceptance letter from National University)
- b. A completed DS-158 and DS-156 non-immigrant visa application with a photo of each person applying (forms available at embassy)
- c. A passport valid for at least 6 months beyond your expected stay in the U.S.
- d. A receipt for the visa processing fee for each applicant

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- e. Financial documents (such as bank books, account statements, tax documents) that show you have sufficient funds (money) to cover tuition and living expenses during your time in the U.S. The embassy official might need evidence that there are no restrictions on the transfer of funds that would prevent the funds from being made available during the projected stay.
- f. Proof of your relationship to your spouse and children if you are married and/or have children.
- g. Consuls (embassy officials) also want to see evidence that you have strong economic, social, family, or career ties to your home country. Applicants for an F-1 or any non-immigrant visa must convince the official that:
  - You have a residence in your home country
  - You intend to return to that residence
  - You intend to leave the U.S. when your course of study is completed

### How to prepare for your visa interview:

In addition to the documents you present, you need to listen carefully to the questions the embassy official might ask you.

Even if the official asks you a question that you think is strange, you must answer it. The official is usually trying to decide whether you intend to stay in the U.S. after you have completed your program. If the official thinks you plan to stay in the U.S., he or she must refuse your visa. Remember, the F-1 visa is for people who intend to return to their home country. Tell the official when you are going to go home. In addition, you can prepare reasons why you want to study English in the U.S.

1. Talk about your professional development – how will you use English when you get back to your country? Why is it important for you to know English?
2. Do you intend to study another subject once you have finished your English program? Which subject? Why do you need English?
3. Talk about how learning English more quickly and efficiently is helped by first-hand knowledge of the American culture and interaction with many native speakers.
4. Talk about your choice of English program: show that you know about the university that you have applied to, and be able to explain your choice if you can. Mention that some of the most advanced teaching methods and technical help in language learning can be found in the U.S.
5. **DO NOT** say you want to go to the U.S. just because your friends are there, you like American movies or because you have family in the U.S.

Remember that an official has to see as many as 200 people a day. Officials do not have a lot of time to discuss your application; they must make a quick decision. Help them by being completely prepared.

### What to do if the official refuses to give you a visa:

The most frequent reason for a visa refusal is that the official thinks you may not return to your home country. It is not possible to say exactly what evidence you should take to convince the official that you will go home because each applicant's circumstances vary greatly.

Think again about your ties to your home country: family relationships, job, home or farm ownership, other commitments. Is there any additional evidence that you could present? Did you explain your situation clearly?

Did you answer all the questions?

Consular officers have the responsibility for issuance or denial of visas. If your visa is denied, you can re-apply.

If you decide to re-apply, you should be prepared to show additional evidence or explain in a different way how your situation has changed since the first application.

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You should try at least twice. If you are refused a second time, the probability that a third try will work is not very high.

Additional information is available at the Department of State website: <http://www.state.gov>

U.S. Citizens and Immigration Services website: <http://www.uscis.gov>

### Special Registration

There are two categories of U.S. visas for foreign nationals entering the country. Immigrant visas are issued to foreign nationals who intend to live permanently in the United States, while nonimmigrant visas are for foreign nationals wishing to enter the U.S. on a temporary basis – whether for tourism, medical treatment, business, temporary work, study or other, similar reasons.

Those who fall under the second category – nonimmigrants – must also adhere to the National Security Entry-Exit Registration System (NSEERS) also known as Special Registration, put in place after September 11, 2002, to keep track of those entering and leaving our country in order to safeguard U.S. citizens and America's borders. NSEERS was the first step taken by the Department of Justice and then by the Department of Homeland Security (DHS) in order to comply with the development of the Congressionally-mandated requirement for a comprehensive entry-exit program.

Through the Special Registration system, the U.S. government can keep track of the more than 35 million nonimmigrant visitors who enter the United States as well as some nonimmigrant visitors already in the United States. These individuals are required to register with immigration authorities either at a port of entry or a designated ICE office in accordance with the special registration procedures.

Nonimmigrant alien visitors subject to NSEERS registration at the Port of Entry:

- Certain citizens or nationals of Iran, Iraq, Libya, Sudan and Syria, as designated by the DHA Secretary in the Federal Register.
- Nonimmigrants who have been designated by the State Department
- Any other nonimmigrant, male or female regardless of nationality, identified by immigration officers at airports, seaports and land ports of entry in accordance with 8 CFR 264.1(f)(2).

These special procedures also require notification to immigration authorities of changes of address, employment, or school. Nonimmigrants must notify the DHS in writing within 10 days of any changes in address, employment or school after remaining in the United States for 30 days or more. Students may notify change of address through SEVIS. On December 2, 2003, DHS suspended the automatic 30-day and annual re-registration requirements for NSEERS. Nonimmigrant aliens who were required to comply with NSEERS and file a petition or application with U.S. Citizenship and Immigration Services (CIS) may be required to provide proof of NSEERS registration to CIS. If the alien is unable to provide proof, then he/she will be referred by CIS to the appropriate ICE office for an NSEERS interview to determine compliance. \*

Nonimmigrant visitors who do not comply with special registration requirements or other terms of their admission to the United States during their stay will be considered out of status and may be subject to arrest, detention, fines and/or removal from the country. Any future application for an immigration benefit may also be impacted. Decisions in these instances will be made based on an individual basis and are dependent on the circumstances of each case. Certain alien crewmen, described at section 101(a)(15)(D) of the Act, who are subject to special registration, are exempted from the departure control requirements of 8 CFR section 264.1(f) (8).

The requirement to register does not apply to U.S. citizens, lawful permanent residents (green card holders), refugees, asylum applicants (depending upon date asylum was pending or approved), asylum grantees, and diplomats or others admitted under "A" or "G" visas. Nonimmigrants who must follow these special procedures will

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also have to use specially designated ports when they leave the country and report in person to an immigration officer at the designated port on their departure date.

Those who leave the United States, including for visits to Mexico, Canada and adjacent islands, must appear in person on the date of departure before an inspecting officer at a designated port of departure and leave through a designated port. Failure to appear in person on the date of departure before an inspecting officer may result in denial of admission to the United States at a later date.

Those who are just passing through the United States on the way to another country and are intending to depart from a non-designated port will leave departure information during arrival registration.

It is possible to request a waiver of all or part of the special registration requirements for up to one year. A request must be made in writing in the form of a letter sent to the Customs and Border Protection (CBP). CBP will only give a ruling on requests that include relief from arrival and/or departure registration. The request letter to the director of the port of entry that the alien will be applying for admission to enter the United States must include a detailed description of the relief requested, your name, date-of-birth, Fingerprint Identification Number, a 1' x 1' passport-style photograph, and any documents that support your application.

**\*\*If the waiver is not approved in writing before the interview period, or your departure, you should appear for the interview or report to the port-of-departure office.**

### **Before You Leave Your Home Country**

It is important that you have all of your travel arrangements finalized before leaving. Make sure you know your flight itinerary, and have transportation arranged to and from the airport. Be sure to carry all important phone numbers and contact information for your contacts in U.S. cities. Keep this information separate from your travel documents (I-20 or DS-2019, etc.) and passport. Your passport and travel documents need to be readily accessible for immigration officials.

It is often helpful to arrive in the U.S. earlier than your official start date. Then you will have time to find and set up housing and become acquainted with the San Diego area. Any maps or directions you might need are easily accessible on the web at [www.mapquest.com](http://www.mapquest.com).

#### **A few items to bring with you:**

- your original travel documents (passport, I-20/DS-2019, etc.) and multiple copies (clear, easily read copies) to be kept separately in case of emergency
- your driver's license or international driver's license
- a copy of your driving record if you plan on purchasing an automobile in the U.S.
- a supply of all prescription medications with a description of each written by your doctor
- immunization/vaccination records
- if you have dependents who will be attending school in the U.S., be sure to bring birth certificates or proof of age and all medical, dental, and academic records for them
- an extra pair of glasses or contact lenses

#### **Personal Items:**

- on-campus clothing – jeans, shorts, t-shirts/shirts are pretty standard
- formal wear – suits and dresses are important to have for formal events/receptions and for interviews
- footwear – sneakers, sandals and at least one pair of formal shoes (which can be purchased after arriving)
- photographs and maps of your home country (and other sentimental objects from home)
- an updated address book (including information for friends and family from home and in the U.S.)
- CDs of your favorite music from your home country
- a small first aid or emergency kit including items like thread, band aids, antibacterial ointments, non-prescription medicines
- spending money/access to funds

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PLEASE NOTE – Most household items can be purchased in the U.S. for reasonable prices; therefore it is best to leave these items in your home country (i.e. kitchen items, bed linens, towels, etc.)

### Once You Arrive

- Contact the International Programs Office to notify them of your arrival. They can be reached at [IPO@nu.edu](mailto:IPO@nu.edu) or 858-541-7962
- Learn about transportation in your neighborhood and how you will get to National University. You can plan your public transportation trip at [www.sdcommute.com](http://www.sdcommute.com)
- Take a walk around your neighborhood to accustom yourself to the area

### TAXES

All international students, regardless of whether they have a US source of income, must file federal income tax forms. In California, state income tax forms also must be filed if money is earned in the U.S.A. The Internal Revenue Service (IRS) code contains special provisions, which apply to nonimmigrants in F and J statuses. Factors affecting tax obligation include the following:

- \*US residency vs. non-residency. This refers to tax residency status, not I-94 status.
- \* Tax treaties between the U.S.A and the person's home government
- \*Income earned in the U.S.A and in California vs. unearned income.
- \*How earned income is spent.

April 15 is the deadline each year for filing tax forms on income earned during the preceding calendar year. Each year toward the end of January, every USA employer prepares a "W-2 Form" for each employee showing the amount earned during the preceding tax year and the amount of taxes, federal and state, withheld. This W-2 Form is used in preparing income tax forms, and if the amount withheld exceeds the amount of tax obligation, a tax return must be filed in order to receive the refund.

You must have a Social Security Number in order to file income tax returns. If you, your spouse or children are ineligible for a Social Security Number, you must apply for an Individual Taxpayer Identification Number (ITIN). An ITIN may be obtained from the Internal Revenue Service(IRS) at 880 Front Street in downtown San Diego. You will first want to obtain form W-7 from the IRS website.

After leaving the U.S.A, tax forms can be obtained from the nearest US consulate or from the IRS website for use in filing taxes for the preceding calendar year. These forms are available in January of the following year.

It is important to keep records of financial transactions to use in completing income tax forms. It is also important to keep a copy of all income tax forms submitted, as well as supporting documentation.

### Additional Tax Information

The Internal Revenue Service (IRS) provides free information, publications and forms for federal taxes. Their San Diego office is located at 880 Front Street, San Diego. The toll-free number for ordering forms and publications is (800) 829-1040.

The IRS also has an International Office that can help with specific questions. The telephone number is (215) 516-2000. The IRS homepage is: <http://www.ftb.ca.gov/forms/index.gov/>

For information about California state income tax, contact the Franchise Tax Board  
757 Metropolitan Drive, Suite 201, San Diego  
(800) 852-5711 or visit <http://www.ftb.ca.gov/forms/index.html>

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### Contacting IPO

You will need to contact IPO whenever your status or personal information changes. This includes but is not limited to:

- Change of address
- When traveling outside the country – you will need to check with IPO to ensure that you are approved to travel and will be permitted back in the U.S.
- Reinstatement – if you fall out of status or about to fall out of status
- When requesting or planning a vacation

Email IPO to set up an appointment at [IPO@nu.edu](mailto:IPO@nu.edu). If you have an appointment you will be served quicker.

### Health Insurance

International students holding F-1 Student Visas at National University **must** have health insurance. Students have two main options:

1. Purchase health insurance in their home country, or
2. Purchase health insurance in the United States, after arrival.

#### Minimum Health Insurance Requirements:

1. Benefit – \$250,000 (for each injury or sickness)
2. Deductible – \$100 (for each injury or sickness)

We estimate that one full year of Health Insurance will cost approximately \$900 – \$1,070 USD depending on your age. Health Insurance is mandatory and all international students must have insurance by the end of week one of class. If you do not, then your enrollment may be locked until you have provided evidence of appropriate insurance.

We encourage students to carefully read each plan to ensure that it meets the individual student's needs and requirements and complies with the National University's minimum requirements.

Below is the information on the health insurance company recommended by National University:

**Insurance for Students, Inc.** 600 Corporate Drive, Suite 101, Fort Lauderdale, FL 33334

Tel: 1-800-356-1235

Fax: 954-772-0872

<http://www.internationalstudentinsurance.com>

You may find the enrollment form online by visiting <http://www.insuranceforstudents.com>. Once you enter the website, please follow these steps:

- 1). Click on Insurance Options;
- 2). Click on College/University Plans;
- 3). Select 2007-2008;
- 4). Go through the list of schools and select National University; (please make sure you select this option; otherwise you will complete the incorrect form);
- 5). Click on Enrollment Form
- 6). Fill out the form and mail it or fax it directly to the health insurance company.

## **National University International Student Handbook**

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Please remember to keep a copy of your application for your records, in case you are asked to submit it to National University.

We can also help you fill out an enrollment form for the health insurance on the first day of your orientation.

The university has made health insurance mandatory to protect you. If you become ill or get in an accident, without health insurance the average cost for you to stay in a hospital for one night is approximately US\$20,000. Having health insurance coverage will protect you and your family from unnecessary financial burden.

If you need assistance or have any further questions regarding obtaining health insurance, please contact us at (858) 541- 7747 or email us at [isa@nu.edu](mailto:isa@nu.edu)

# National University International Student Handbook

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## ACADEMICS

### Student Services for the Disabled

National University, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973, offers a wide variety of services to students with documented visual limitations, hearing and communication impairments, learning disabilities, mobility impairments, and psychological and other functional limitations. Additional information about the various services, application and registration processes can be obtained by visiting their website at: <http://www.nu.edu/Academics/StudentServices/ServicesfortheDisabl.html>. You may also contact them by email at [specialservices@nu.edu](mailto:specialservices@nu.edu) or call them at 1-800-NAT-UNIV ext. 8185.

### Student Identification Number

All students who enroll in a University degree program and/or the English Language Programs are issued a student identification (ID) number. Your student ID number is required to access your student records. It is important to have your student ID number available when you contact your advisor or any National University department.

### Student Identification Card

Students may obtain an ID card at the Spectrum Business Park Campus at 9388 Lightwave Avenue, Suite# 185B, San Diego, CA 92123. There is no charge for the card. Student ID cards are required to check out library books and are a great way of remembering your ID number when you contact an advisor or any National University department. With your student ID card, you may obtain student discounts at various places like the movie theater or an amusement park.

## Library

The library system provides both web-based and traditional services. You may visit the main library located at the Spectrum Campus, or access the library resource from any computer at school or from home. Off-campus access requires the appropriate student ID number and ACCESS password. For detailed descriptions of the available library resources, as well as guides and instructions to help you select and use any of the resources, please visit the library website: [www.nu.edu/library](http://www.nu.edu/library).

### National University

#### Central Library

9393 Lightwave Avenue

San Diego, CA 92123

Reference Phone:

(858) 541-7900

Circulation Phone: (858) 541-7900

Fax: (858) 541-7994

### Library Hours of Operation

Mon-Thurs: 10:00 a.m. – 10:00 p.m.

Fri: 10:00 a.m. – 6:00 p.m.

Sat: 8:30 a.m. – 5:00 p.m.

Sun: 10:00 a.m. – 5:00 p.m.

## Student Accounts

The Student Accounts Office handles all tuition and fee payments. The main Student Accounts Office is located in the Spectrum Campus at 9388 Lightwave Avenue, San Diego, CA 92123. Visit the office in person or contact them by e-mail at [stuact@nu.edu](mailto:stuact@nu.edu) or call 1-866-682-2237 ext. 7769.

Tuition is due on the first night of class. There is a \$25 charge for late payments. Students also have the option to make payments over the phone or online.

## Computer Lab

Computer labs are available at many National University locations for student use. There are lab assistants present to help students with operating the computers and to answer any questions. Lab hours are posted at each facility and

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are subject to change. It is the student's responsibility to know the lab's operational hours. Computer labs close promptly at the posted time.

Students must comply with the policies and procedures of the computer lab.

- Students must sign in.
- Students cannot install any software on the computer.
- Students cannot bring food and drinks into the lab.
- Students should minimize their use of the lab printer.
- When using computers with speakers, students should adjust speaker volume in a manner that will not disturb other lab users.
- Students who fail to follow the policies will be asked to leave.

### Bookstore

National University does not have a bookstore on campus. National University contracts with Follett Online Bookstore for the sale and buy-back of textbooks. Textbooks are available for sale two weeks prior to the first night of class. The cost of textbooks varies from course to course. Textbooks may be purchased through a secure online server at [www.nutextdirect.com](http://www.nutextdirect.com) (credit card), or by phone (866) 243-0077 (credit card).

### Help Desk

The Help Desk assists students with any technology questions, service requests, and problem reports dealing with computer hardware, software, and internet connections. The Help Desk handles technical support involving difficulties accessing the internet. Contact the Help Desk by calling 619-563-2647, or email: [help@nu.edu](mailto:help@nu.edu).

Help Desk Hours of Operation:  
Monday – Thursday: 8:00 a.m. – 6:00 p.m.  
Friday: 8:00 a.m. – 5:00 p.m.

### Online Help Desk

If you have any questions or problems with online courses, blackboard, e-college, or class access, contact the online help desk by calling 877-533-4733, or email: [splhelpdesk@nu.edu](mailto:splhelpdesk@nu.edu) or [helpdesk@spectrumpacific.com](mailto:helpdesk@spectrumpacific.com).

Online Help Desk Hours of Operation:  
Saturday – Thursday: 8:00 a.m. – 8:00 p.m.  
Friday: 8:00 a.m. – 6:00 p.m.

### Student Portal

You will need your student login and password for the Student Portal. This is where you will check your grades, find your required books, and read important University notices and emergencies.

To log in to the Student Portal:

1. Go to [www.nu.edu](http://www.nu.edu) and click on "login."
2. Then click on SOAR student portal.
3. Finally enter your student login ID and password and then click "sign in."

# National University

## International Student Handbook

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### Assessment

Grading at National University is as follows:

A	= 4.0
A-	= 3.7
B+	= 3.3
B	= 3.0
B-	= 2.7
C+	= 2.3
C	= 2.0
C-	= 1.7
D+	= 1.3
D	= 1.0
D-	= 0.7
F	= 0.0

**Undergraduates** must maintain a C grade average for courses at National University

**Graduates** must maintain a B grade average for courses at National University and must repeat any courses where they receive lower than a C grade

Students who disagree with a grade may request a grade appeal if one of the following situations has occurred:

- An error in grade calculation.
- Failure of the instructor to notify the students clearly and promptly of the criteria for grade determination.
- Assignments of a grade based on factors other than student achievements e.g., prejudice or discrimination.
- Inconsistent or inequitable applied standards for evaluation of the student's academic performance.

Please refer to page 42 of the University general catalog for further details.

### Academic Probation

#### Undergraduate Academic Probation

- Undergraduate students whose cumulative GPA falls below the required 2.0 are placed on academic probation.
- Students are allowed six courses to improve their cumulative GPA to the required 2.0.
- Probation will be removed once the GPA has been improved to 2.0 or better.

#### Undergraduate Disqualification

- Undergraduate students on probation who fail to raise their GPA to 2.0 will be disqualified and will fall out of status.
- Their I-20 is terminated and reported to Immigration.
- To be considered for academic reinstatement, they must complete 12 semester units (18 quarter units) of transferable coursework at a regionally accredited institution with a GPA of no less than 2.3.
- Students must then petition the CAS committee for academic reinstatement.
- If the student receives approval from CAS, the student must contact the International Programs Office for assistance with Immigration reinstatement procedures.
- If the CAS request is denied, students must transfer out or leave the U.S. IMMEDIATELY.

# National University

## International Student Handbook

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### Graduate Academic Probation

- Graduate students whose cumulative GPA falls below the required 3.0 are placed on academic probation.
- Students are allowed three courses to improve their cumulative GPA to the required 3.0.
- The university recommends that any coursework in which a letter grade of “C” or below was earned should be repeated while on probation.
- Probation will be removed once the GPA has improved to 3.0 or better.

### Graduate Disqualification

- Graduate students on probation who fail to raise their GPA to 3.0 will be disqualified and fall out of status.
- Students’ SEVIS I-20 will be terminated and will be reported to Immigration.
- Students must petition the CAS committee for academic reinstatement immediately.
- If the student receives approval from CAS, the student must contact the International Programs Office for assistance with Immigration reinstatement procedures.
- If the CAS request is denied, students must transfer out or leave the U.S. IMMEDIATELY.

### Graduate Academic Dismissal

- Students who were disqualified and academically reinstated and whose GPA falls below 3.0 will be dismissed and will fall out of status.
- Students who believe that they have been unjustifiably dismissed can appeal to CAS to request a reconsideration of the dismissal
- Their I-20 is terminated and reported to immigration.

### Grade Appeals

Students who disagree with a grade may request a grade appeal if one of the following situations has occurred:

- An error in grade calculation
- Failure of the instructor to notify the students clearly and promptly of the criteria for grade determination.
- Assignments of a grade based on factors other than student achievement, i.e. prejudice or discrimination.
- Inconsistent or inequitable applied standards for evaluation for the student’s academic performance.

Please refer to the National University General Catalog p.44 for information regarding the Grade Appeal Process.

# National University

## International Student Handbook

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### CAS APPEALS

The Committee on the Application of Standards (CAS) meets once per month to review special academic situations or requests for exception to published University policy. CAS appeals can be submitted through admissions advisors or through the SOAR Student Portal. Each case is decided on its own merits. CAS decisions take approximately 6 to 8 weeks to process. Please refer to the National University General Catalog for additional information.

### Probationary Admission

Graduate students whose undergraduate Grade Point Average (GPA) is between 2.0 and 2.49 are admitted to the University on probationary admission. Students are ineligible for official enrollment. Students must complete their first 4.5 quarter unit course with a GPA of 3.0 (B average) or better. A grade below a "B" will result in disqualification and the student will fall out of status.

### Academic Success at National University

#### Course structure

Your courses at National University will be different from other schools you may have attended. At National you will take only one course per month, which means there will be a final exam each month! You need to be prepared to do a lot of work at home to prepare for each class. If you are late turning in assignments you will receive a lower grade and may have a difficult time staying with the class pace. Be prepared to work hard all month. Do not try to overwork yourself. If you are eligible for a break, you should take one when you need one.

#### Teaching Assistants and Tutors

Teaching Assistants will be available for MSCS and MSWC. Their job is to spend time tutoring students in the class in situations such as group problem solving sessions, individual tutorials, etc.

For problems with writing, you may visit the **Writing Center**. This is a service provided by the University to help students who have questions or concerns about their writing. To make an appointment or find out more, please visit the online center at: <http://www.nu.edu/Academics/StudentServices/WritingCenter.html>

For math related problems National University provides free math tutors. You may email these tutors with your questions and they will assist you as soon as they can. To find out more visit the online center at: <http://www.nu.edu/Academics/StudentServices/MathOnlineTutorHelp.html>

#### Registering for Classes

When you want to register for classes you will need to contact your academic advisor. With the advisor you will decide what classes to take and when to take them. If you would like to change any of your courses you need to see your advisor for this as well.

#### Schedule Changes

International Students **CANNOT** add or drop their own courses. Students must contact their advisors in General Admissions to request any schedule changes. Advisor contact information is found in the SOAR Student Portal or students can contact [Advisors-Spectrum@nu.edu](mailto:Advisors-Spectrum@nu.edu) or 858-541-7700. Courses should be added/dropped prior to the course start date. Online courses must be added the Friday prior to the first week of class. *Courses are not automatically added or dropped. Students must contact their advisor to add or drop a course.* The last day to drop a course is on the ninth (9<sup>th</sup>) calendar day following the Monday of the first week of class. Requests should be made prior to the office closing time. If you attend a course that is not officially on your schedule, you must contact your advisor to add it to your schedule.

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## SOAR Student Portal

“SOAR” is an interactive student portal to access student records (i.e. schedule, grades, textbook information, degree progress report, etc.) through the National University website.

To access the SOAR Student Portal:

- Navigate to the National University website, [www.nu.edu](http://www.nu.edu)
- Select ‘Login’
- Select ‘SOAR Student Portal’
- You will be required to log in. Your user name is your 9-digit student identification number.
- Your default password is: **in capital letters** the first two letters of your first name, the first two letters of your last name, and the last four digits of your student identification number. Example: ABYZ1234. For security purposes it is recommended that you change your password after logging in.

## Textbook Information

Textbooks are purchased through an online virtual bookstore, National University Text Direct. Students can locate textbook information via the SOAR Student Portal by logging in and selecting “View My Class Schedule”. Textbook information is listed on student class schedules, and is posted two week prior to the start date of class. Students may also contact National University Text Direct at 1-866-243-0077 or [www.nutextdirect.com](http://www.nutextdirect.com).

## Graduation

If you are ready to graduate you must apply for graduation. You will not automatically graduate when your courses are complete. You must submit the Application for Degree form during the application period for your degree conferral date. Applications are available for submission electronically online.

Quarterly Degree Conferral Dates	Application Periods
01/20/08	10/22/07 to 01/18/08
04/20/08	01/21/08 to 04/18/08
07/20/08	04/21/08 to 07/18/08
10/19/08	07/21/08 to 10/17/08

You must complete all of your courses before the graduation date.

If there are any fees that you have not paid, including your application fee, you will not be able to graduate. Make sure your payments are on record – keep receipts! Please be advised that diplomas will take approximately 6-8 weeks after your conferral date to arrive.

If you need additional information, please contact the Graduation Department at [graduation@nu.edu](mailto:graduation@nu.edu)

## Academic Integrity

Cheating comes in many forms. Sometimes students do not realize they are cheating because they do not understand the rules. Here are some ways you can avoid cheating:

1. Always give credit for ideas that someone else had first. If you are working with a partner and your partner says something that you agree with, you may use your partner’s idea but you need to say that it was your partner’s idea first and that you agree with it. If you are writing about an article you read, be sure to give credit to the author whenever you use his or her ideas. It doesn’t matter if you use your own words, it was their idea first and you need to tell people that.
2. If you work with other people on a homework assignment, make sure the teacher knows that you had help and who helped you. Do not work with other people on writing assignment unless the teacher allows this.

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3. When taking a test or quiz, do not look around at other students. If you need to look away from your paper to think, look up at the ceiling.
4. National University programs are fast paced. If you are thinking about getting help from a friend on your paper or cheating on a test, you won't be able to keep up in your next course and will most likely fail your courses. It is not wise to cheat because it means you aren't ready to move on and you'll only be hurting yourself.

### Ten things you MUST know before your first day of school in the U.S.:

1. **Be punctual!** Teachers in the U.S. start class at exactly the time class is scheduled to start. If your class begins at 9 a.m., you should be there at 8:57 a.m. If you walk in at 9:05 a.m., the teacher will mark you late!
2. **Ask questions!** Teachers in the U.S. do not take offense to students who ask questions. In fact, they appreciate being asked questions. If you ask a question, it means you are paying attention in class and are interested in the subject. If you are quiet the whole time, the teacher will think you are bored or don't care. Remember – raise your hand when you have a question.
3. **Respect your teachers and classmates.** In the U.S., all people are equal, no matter where they come from or what their ideas or religions are. This means we need to treat everyone with respect. Most of your classes will include discussion as well as lecture. When other people are speaking, listen to what they are saying and try to understand their ideas, even if you don't agree.
4. **Speak English!** Often it is difficult to speak only English when you are sitting in class with friends from your native country, but you are here to learn English! The best way to learn is to practice practice practice! This means even with your friends in the classroom. We think it is great that you speak another language, but you are already an expert at that language and no one can take that from you. Now is the time to speak English and learn as much as you can.
5. **Ask if you can eat in the classroom!** Many instructors don't mind if you eat or drink in the classroom but some do. It is not considered disrespectful to eat while in class but you should ask your instructors whether they allow it or not.
6. **Turn in your assignments on time!** Most instructors collect homework at the very beginning of class. This means you need to have it completed before you arrive to class. Homework is a very important part of learning a new subject. You must complete all of your assignments on time if you want to do well in your classes.
7. **Don't cheat!** In some countries it is common for students to cheat on their assignments. **In the U.S. cheating is not acceptable. Students may fail a class for cheating on even the smallest assignment.** This means, you cannot copy your friend's homework answers, test answers, or have someone else write your essays for you. Often it is encouraged to work with other students on assignments but you need to write your own answers, not theirs. Do not write anything down that you don't agree with or understand or you will be caught!
8. **Get a classmate's phone number/email address.** If you miss a class or forget what the assignment is, you will still need to turn in your assignments on time. You should make a friend in each class so you will have someone to ask about what you missed or have them turn in your homework for you when you are sick. In fact, find two or three people instead of just one so you will have all the information you need. Your instructors don't take notes so they can't tell you what you missed.
9. **Use the restroom when you need to!** You don't have to wait until the end of class to use the restroom and you don't need to ask your instructor if you are allowed to go. Simply go when you need to!
10. **Turn off your cell phone in class!** Your instructor will not allow you to answer phone calls during class and a ring tone in the middle of class is considered very rude. If you forget to turn it off and you hear your phone ring, quickly stop it from ringing and go back to doing what you were doing. Try not to draw attention to it.

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## NATIONAL UNIVERSITY POLICIES

### Smoking Policy

There is **NO SMOKING** in any public building in California. This means you cannot smoke anywhere inside the National University buildings.

If you would like to smoke you need to go outside during your free time and step 20 meters away from any door or window. Please be courteous of the people working inside the building. Many Californians do not smoke and are sensitive to cigarette smoke. Therefore, please do not leave the door open while you are smoking outside.

### Tuition

Tuition is due by the first night of class. Tuition not fully paid by the first night of class is subject to a late fee of \$25.

- Undergraduate                 \$1,278 per course (4.5 quarter units)
- Graduate                         \$1,449 per course (4.5 quarter units)
- ELP Tuition                     \$1,215 per month

ELP tuition is due by 8:30 a.m. on the first day of class.

To pay your tuition, please go to the Student Accounts office at the Spectrum Campus. The office is located in Room 163A, across from Admissions.

### Withdrawal/Refund Policy

Students have until midnight of the ninth (9<sup>th</sup>) calendar day following the Monday of the first week of classes to drop with a full refund and no penalties. On the tenth (10<sup>th</sup>) calendar day students are eligible for a 50% refund and will receive a grade of "W". This is a permanent mark with no grade points assigned. Beyond the tenth (10<sup>th</sup>) day, no refund is available. Students who withdraw after midnight of the twenty-first (21<sup>st</sup>) day of the class session will receive a grade of "F" for the course. This is a permanent mark with no grade points assigned.

### Catalog Requirements

Students are responsible only for the requirements published in the catalog year that they were admitted in. Any program or course changes in subsequent catalogs will not apply.

### Plagiarism

**Plagiarism** is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated.

If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options:

- Require a timed writing sample to be written on the assigned topic to determine the veracity of the suspicion
- Require that the work be rewritten
- Issue a lowered or failing grade for the assignment
- Issue a lowered or failing grade for the course
- Request formal disciplinary action by the Judicial Affairs Officer

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If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a disciplinary hearing, convened by Judicial Affairs.

It is the instructor's responsibility to report any reasonable suspicion of academic dishonesty to the Judicial Affairs Officer so that such behavior may be monitored and repeat offenders identified. Notification may be made through one's department chair. Upon request for disciplinary action or upon repeated offenses, the Judicial Affairs Officer will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

### **Avoiding Plagiarism**

Students must give credit for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the importance of Pandas to China's economy. Conversely, facts, such as the number of Pandas in China, or the foods Pandas eat are considered common knowledge and do not require that credit be given to a particular author.

If a student borrows ideas or information from another author, he/she must acknowledge the author in the body of the text and on the reference page. If a student borrows the words of another author, he/she must be careful to use the author's exact words, enclose them in quotation marks, and cite the source in the body of the text and also on the reference page. If students are unsure whether or not they should cite, they are encouraged to cite. They are also encouraged to ask their instructors for guidance on this issue.

Students might also consult writing handbooks such as the *Essential Little Brown Handbook* and for formatting questions refer to manuals such as *The MLA Handbook for the Humanities*, *The Publication Manual of the APA* for social sciences and business and *The CBE Style Manual* for natural and applied sciences.

### **Respecting Facilities**

National University takes pride in its facilities. Please maintain the cleanliness of the campuses by disposing of your trash. Do not write on the desks or other National University property

### **Attendance Policy**

Students are expected to attend all class periods of each course. An instructor may withdraw a student from the course up to the twenty-first day of the session if the student has more than two absences. An absence is assessed each time a student does not attend a regularly scheduled class, whether or not it is an excused absence. This means, if you are sick and need to be absent, your absence will be counted equally as when you miss a class for no reason. Do not skip classes – you never know when you will need to be absent for an emergency.

Students who have more than three absences and who are still enrolled as of midnight of the twenty-first day of the session will be issued a letter grade of "F" or "U" as appropriate for the grading criteria of the class. If you are late for a class or leave early, your time will be added and will count toward an absence. Your absences may affect your full time student status. Check with your instructor if you think you have too many absences.

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### CULTURE AND LIFE IN THE U.S.A

#### Twenty things you need to know about American culture:

1. You may return almost anything you buy! If you buy a shirt that is the wrong size, keep the receipt to return it. If you want to make sure that something is returnable, ask about their “refund policy.” Many stores have a “price adjustment” policy as well. This means that if you buy something and it goes on sale after you bought it, you can bring in your receipt and they will give you the sale price. Ask the salesclerk about this when you shop.
2. Not Everyone is trustworthy. Be careful who you give your money to. Do not give large amounts of money to people who don't have an official business. Even when you make American friends, do not give them large sums of money!
3. Be careful! San Diego can be a very safe place but there is still crime. Watch out for people who look dangerous, and be alert. Do not walk around with expensive things like iPods, or carry a lot of cash on you if you are not paying attention to your surroundings. Try to walk in groups at night and keep your cell phone with you.
4. Be hygienic! Since you will be seeing the same people in classes it is important to stay clean and healthy. This means, brush your teeth with fluoride toothpaste in the morning, take regular showers each week (4-7), wear deodorant daily, and wash your clothes and bedding often (at least every two weeks).
5. You must be 21 to drink! If you are buying or drinking alcohol you must be 21 or older. If you try to use a fake ID or you are caught drinking underage you may be arrested.
6. Driving while intoxicated is a serious crime. If you are caught driving while drunk or under the influence of drugs, you will be charged more money than you can afford and you will lose your driver's license and go to jail. You are also in danger of killing someone or yourself. This offense is not taken lightly in the U.S. Don't risk it!
7. The tap water is safe to drink! Even though you can buy bottled water, you can still drink the tap water. You should buy a water bottle and then refill it with tap water to save money. If you are in a restaurant and don't want to buy a drink you can usually ask for a cup of water instead of paying for bottled water.
8. Be sincere! Be honest with other people and don't make up false stories to get what you want. It is important to be honest because we treat people equally, so those who are in need will be the ones who are helped.
9. Make eye contact! When you are speaking to someone it is considered respectful to look at them no matter their status or age. It will also help to understand English speakers if you can see their lips moving and watch their facial expressions. Also, when you meet someone for the first time it is polite to shake hands with them.
10. Walk to the right. When you are in the hallway, a stairwell, on the sidewalk, or anywhere else that's crowded you should stay on the right side to let others pass. If you are walking with a group of people try to stay no more than two people next to each other. Americans can get very annoyed when the hallways or sidewalks are crowded and they cannot pass.
11. Tip 15-20% in restaurants. When you eat in a restaurant it is necessary to leave a good tip for your server. Americans usually tip at least 15% unless the service was poor. Remember to be nice to your servers because they are in charge of your food!
12. Smile at new people you meet. People look friendlier and seem happier when they smile.
13. Women work too! Do not assume that every time you are contacting someone they will be male. Try to find out if you are emailing a woman or man and address them as such. Women do not appreciate being called “sir.” If you don't know you can say “Dear sir/ma'am.”

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14. **Wait in Line!** Americans wait in line for almost everything – from purchasing food at McDonald's to getting on the freeway in their car. If you are trying to buy something, make sure there is no line before you go to the register because sometimes the line starts a few feet away from where you want to be!
15. **Don't order too much food!** The portions in the U.S. may be surprising to some people. When you order food in a restaurant the plates are large and you may not be able to finish everything. Don't feel obligated to finish your food – no one will be offended, and it is normal to request the remaining food to go. You can also share a dish with a friend instead of each getting a meal.
16. **Be respectful.** You are a guest in another country and therefore should treat people with respect. It is often thought that since you may not be here forever you don't have to be nice; but remember, you are a representative of your country. Show the American people that you are happy to be here by respecting the people around you.
17. **Introduce yourself to new people.** When you meet Americans it is tradition to give your given name only. Don't say your full name and don't spell your name unless asked. Say only your given name and try to say it slowly so people can understand. You do not need to take on an American name unless it really bothers you to hear your name pronounced incorrectly.
18. **Use the Internet!** If you are wondering where to go on a Friday night or where to buy a cheap car, search the internet for good places. Most places have user reviews you can read, so you'll know if it's worth the trip. This is also a good way to learn new words. If you are wondering what a word means or how to spell a word, most search engines will give you alternative spellings so you can find what you're looking for.
19. **Ask for help!** If you are lost on the street don't be afraid to ask someone for help. Most people are friendly and will be patient. If the first person you ask doesn't help you, try someone else. If you have a question while you are in a store, find an employee to ask. If you can't understand what someone is saying, ask them to slow down or repeat what they said. You won't learn if you simply nod your head and smile!
20. **Use coupons!** You can find coupons for almost anything! Check your mail or look online and you'll find discounts for restaurants, books, services, and groceries. It's common practice to use coupons and it's a good way to save money or good motivation to try new things.

### Transportation (subject to change)

#### Traveling by Train from Los Angeles (LA) to San Diego

Students arriving at LAX airport will need to catch a bus to Union Station and then purchase a ticket at Union Station to San Diego.

#### STEP 1. LAX Airport (BUS TO UNION STATION)

Telephone: 1-866-435-9529

Website: <http://www.lawa.org/lax/LAXflyaway.cfm>

**From LAX** – FlyAway buses pick up at every LAX terminal on the Arrival/Lower level under the green signs indicating "FlyAway, Buses and Long-Distance Vans." The following schedule is daily, including weekends and holidays.

<b>5:00 a.m. – 1:00 a.m.</b>	<b>Every 30 minutes on the hour and half-hour</b>
<b>1:00 a.m. – 5:00 a.m.</b>	<b>Every hour on the hour</b>

#### Fares (subject to change)

One-way bus fares are available for purchase at a kiosk adjacent to Berth 9 at Union Station East Portal/Patsaouras Transit Plaza. Passengers traveling from LAX to Union Station, must pay bus fare upon arrival at the ticket kiosk

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adjacent to LAX FlyAway stop at Berth 9 at Patsaouras Transit Plaza. Payment for tickets is with **cash only**. No personal checks, credit or debit cards accepted for purchases. There is an ATM located inside Union Station on the Alameda Street side.

<b>Adults:</b>	<b>One way – \$4.00</b>	<b>Round Trip – \$8.00</b>
<b>Children (2-12 years old)</b>	<b>One way – \$2.00</b>	<b>Round Trip – \$4.00</b>
<b>Children (under 2 years old)</b>	<b>FREE</b>	<b>FREE</b>

FlyAway buses are designed with luggage bays and feature cushioned seats. Porter service is available to riders.

### STEP 2. UNION STATION TO SAN DIEGO

**AMTRAK** Website: [www.amtrak.com](http://www.amtrak.com)

Departing: Los Angeles – Union Station, CA (LAX) to San Diego, CA

Duration: 2hrs 50 mins

Fare: \$34 one way (subject to change)

### SHUTTLE SERVICES (subject to change)

**Prime Time Shuttle** ph: 1-800-RED-VANS **website:** [www.primetimeshuttle.com](http://www.primetimeshuttle.com)

approx fee: **US\$210**

(Departing: LAX to San Diego) Bookings with Ms. Pricilla

**US Housing Services** ph: 1-310-500-8171 **website:** [www.ushousingservices.com](http://www.ushousingservices.com)

approx fee: **US\$100**

(From: LAX Airport to Union Station only)

**Sara Clark** ph: 1-310-963-9191 **website:** [saraclark@yahoo.com](mailto:saraclark@yahoo.com)

approx fee: **US\$60**

(From: LAX Airport to Union Station only)

**Cheap Flights from LA to San Diego website:** <http://www.cheapoair.com>  
<http://www.cheapflights.com>

### San Diego Public Transportation

#### GETTING OUT AND ABOUT IN SAN DIEGO – USING PUBLIC TRANSPORTATION

**Planning your trip:** <http://www.sdcommute.com/TripPlanning/index.asp>

**Trolley** <http://www.sdcommute.com/> or <http://www.transit.511sd.com>

The trolley is another option of public transportation. The trolley runs on three routes in San Diego County.

1. Green Line – Old Town to Santee (To & From)
2. Blue Line – Old Town to SanYsidro (To & From)
3. Orange Line –Convention Center/Downtown to Gillespie Field. (To & From).

Trolley fares are based on trip distance. Regional Day Passes are available from ticket vending machines at \$5 and are good for unlimited rides on almost all MTS Bus and Trolley routes (except Premium Express, Rural, ADA Para transit, and Special Services) as well as NCTD BREEZE buses, SPRINTER and FAST. The Premium Regional Day Pass (\$11) is valid for all routes covered by the Regular Regional Day Pass as well as MTS Premium Express Routes. It is good for the day or dates designated on the pass.

The Regional Monthly pass is \$64 (good for rides on MTS Shuttle, Local, Urban, and Express buses, all Trolley Lines, NCTD BREEZE Bus Routes, SPRINTER, and FAST).

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**One-way Fare, if you travel:** within downtown San Diego\* US\$1.25\*1 Station \$1.50/ 2 Stations \$1.75 /3 Stations \$2.00/ 4-10 Stations \$2.25 /11-19 Stations \$2.50/ 20+Stations \$3.00

For a schedule of the Trolley routes and fares visit the San Diego Metropolitan Transit System website:  
[www.sdcommute.com](http://www.sdcommute.com)

\*Downtown San Diego cash fare allows unlimited rides (including round trips) within the Center City area only for two-hours from the time of ticket purchase.

### **Bus (subject to change)**

Buses are one option of public transportation. The San Diego bus line is the Metropolitan Transit System (MTS). Buses go places by route number. In order to use the bus, you must check the bus schedules and find out the bus route number. Bus stops are designated by a blue sign with a picture of a bus. The bus route numbers are located on the sign. Most San Diego MTS bus fares are \$2.50 one way. You must have the exact amount. There is no change given. There are no upgrades allowed. Passengers holding a \$64 Regional Monthly Pass may only ride buses with a fare of up to \$2.50 and must pay the full fare for Premium Express Routes. Regional Monthly Passes and Day Passes are valid for a \$2.00 discount on COASTER fares.

Free transfers are not allowed. You must pay the full fare on each bus or trolley you take. If your trip involves more than one bus or the trolley and a bus, consider purchasing a day pass which allows unlimited rides for the duration of the service day.

**Bus Fares (subject to change):** All North County Transit District routes (#101 and 302-450) are \$2.00 one way.

For a schedule of the bus routes and bus fares visit the San Diego Metropolitan Transit System website:  
[www.sdcommute.com](http://www.sdcommute.com).

**Fares are subject to change – for updated fares please visit <http://www.sdcommute.com/>**

**Information Office** (personalized Trip Planning) 1-800-COMMUTE (1-800-266-6883) or (619) 233-3004  
**InfoExpress** (automated schedule information) 1-800-COMMUTE (1-800-266-6883) or (619) 685-4900

### **Taxis**

People in San Diego only use taxis when they need a ride home from a bar or club because they are intoxicated and cannot drive home. They are also used to and from the airport, although there are airport shuttles available for a small fee. Taxis are not used for day-to-day transportation in San Diego as they are very expensive. When you need a taxi, you can usually ask the bar or club workers to call one for you. You may also want to put the number of a taxi service in your mobile phone in case you need one.

A very clean and courteous service is: Taxi and Charter Service, San Diego (619) 342-6236

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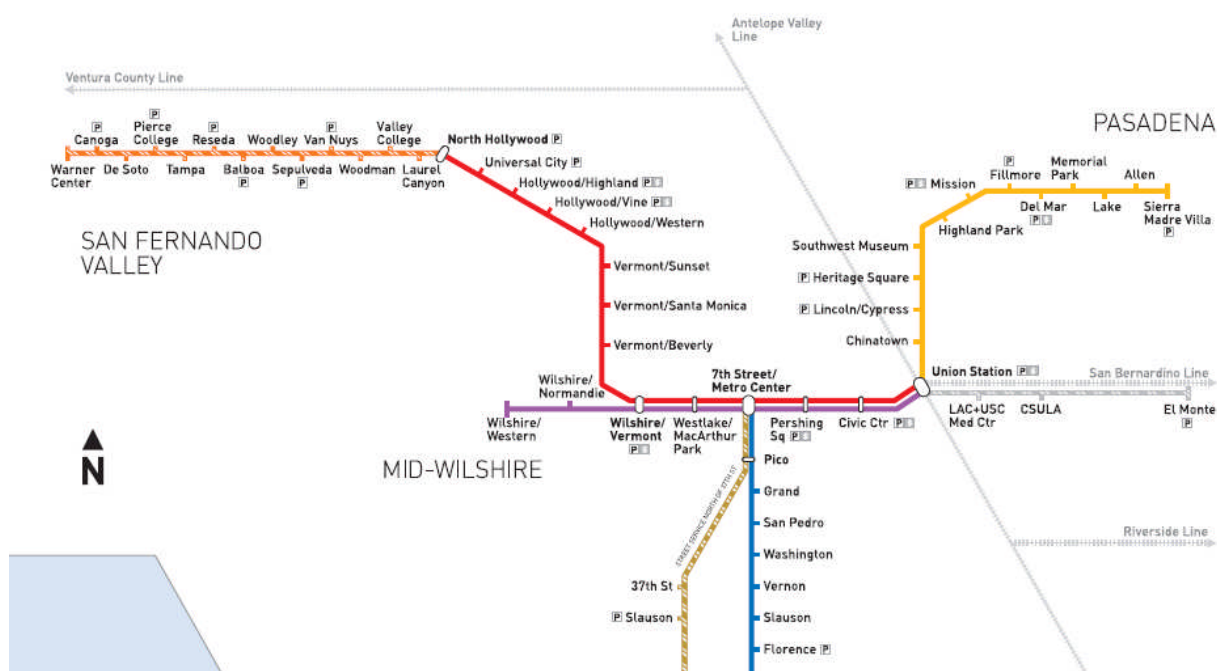
## Los Angeles Public Transportation

### GETTING OUT AND ABOUT IN Los Angeles – USING PUBLIC TRANSPORTATION

Planning your trip: <http://www.metro.net/default.asp>

## Go Metro

metro.net



### Bus

Buses are one option of public transportation. Most of the bus lines in the Los Angeles area are operated by the Metropolitan Transportation Authority (MTA).

**Fares are subject to change – for updated fares please visit <http://www.metro.net/>**

**Information Office** (personalized Trip Planning) 1-800-COMMUTE (1-800-266-6883)

**InfoExpress** (automated schedule information) 1-800-COMMUTE (1-800-266-6883)

### Taxis in the LA area:

Some very clean and courteous services are:

El Segundo: United Taxi (310) 414-0411

LA Yellow Cab (310) 201-0001 or 1-877-733-3305

LAX: Aero Port Services (310) 645-3320

Santa Monica: Yellow Cab of Santa Monica (310) 260-9505

Manhattan Beach: Beach Cities Taxi (310) 546-1378

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### **The Division of Motor Vehicles (DMV) for the Los Angeles area office is located at:**

3700 W. El Segundo Boulevard  
Hawthorne, 90250  
(800) 777-0133

Additional locations are on the website.

Farmers Insurance  
2401 E El Segundo Blvd., Suite 400  
El Segundo, CA 90245  
Phone: (310) 297-2050

[www.rodplye.com](http://www.rodplye.com)

E-mail: [rpyle@farmersagent.com](mailto:rpyle@farmersagent.com)

If you need help purchasing car insurance or have questions, please see the student services coordinator.

### **Car Rentals**

There are many places to rent cars in Los Angeles. Be sure to ask for a student discount! With our close vicinity to Los Angeles Airport it usually best to search

One-day or long-term rentals visit:

[www.alamo.com](http://www.alamo.com) or call 1-800-462-5266

For weekly or monthly rentals and special rates visit:

[www.foxrentacar.com](http://www.foxrentacar.com) or call 310-641-3838 ext. 1

For great prices on rentals for international students visit:

[www.supercheapcar.com](http://www.supercheapcar.com) or call 310-645-3993

For a well-known and highly reliable rental company visit:

[www.enterprise.com](http://www.enterprise.com) or call (310) 546-7711

### **Driving (Do's and Don'ts)**

- Driving in the U.S. may be a different experience than you've had in the past. California can be a very dangerous place to drive.
- Please be a courteous driver. This means:
  - Do not weave between cars
  - Do not tailgate (don't drive very close to the back of the car in front of you)
  - Do not speed
- Never drive after drinking
- Do not use your cell phone while driving
- Be extra cautious in bad weather
- In general, drive at the same speed as the other cars on the road – do not drive slower or faster.

#### **If you are stopped by the police:**

- Stay in your car
- Keep both hands on the steering wheel
- Roll down the window
- Show the police officer your license and registration
- Never offer the police officer money
- Never drink and drive

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### Department of Motor Vehicles (DMV)

The Department of Motor Vehicles (DMV) is the only office where you can obtain a California driver's license, California identification card, and vehicle registration.

You must have a U.S. driver's license to drive. To get a license you need to apply at the Department of Motor Vehicles. The lines at the DMV can be very long so it is best to make an appointment. For other offices and available services visit the DMV website: [www.dmv.ca.gov](http://www.dmv.ca.gov).

Or another helpful website: <http://www.dmv.org/ca-california/drivers-license.php>

**The DMV office is located at:** 4375 Derrick Drive, San Diego, 92117

**Phone Number:** (800) 777-0133

**Office hours:**

Mondays, Tuesday, Thursday, Friday – 8:00 a.m. to 5:00 p.m.

Wednesday – 9:00 a.m. to 5:00 p.m.

Saturday – the third Saturday each month from 8:00 a.m. to 12 noon. The offices are closed on the Monday before Saturday service

It is important to obey all parking laws. Be sure to check the signs on the side of the road for the length of time you may park in one spot. Also check the color of the curb where you park. Different colors denote different parking rules. Remember to pay your meter if one is available.

If you get a parking ticket, it is important to pay it on time. Parking tickets can be very expensive and get more expensive if they are paid late. If you have questions about your tickets please ask one of the student services coordinators for assistance.

**To avoid parking tickets:**

- never park at a red curb
- never park at a blue curb unless you have a handicap parking sticker
- never park in front of fire hydrant or station
- park at a green curb for no more than 15 minutes
- park at a white curb for no more than 3 minutes
- you may park at a yellow curb between the hours of 6 p.m. and 6 a.m.
- always check the sidewalk for parking rules
- make sure to move your car if there is street cleaning

### Car Safety

San Diego is not a very dangerous place but there is still crime here. Follow these rules to help keep your car and your belongings safe:

- always lock your car, even if you will be away for a short time
- do not leave expensive items in your car where they are visible – put them in the trunk, the glove compartment, or under the seat
- never leave your keys in the car
- never leave your wallet or purse in the car

### Owning a Car

#### New Car

When purchasing a new car, it is wise to shop around for different cars and models and compare prices. Be sure to know what equipment is included with the car versus what is available at an additional cost. *Consumer Reports* is a magazine that evaluates and rates automobiles and is also a good source for information on new cars.

[The Kelley Blue Book](http://www.kbb.com) is also an excellent source for finding information on new car values. You can visit their web site at [www.kbb.com](http://www.kbb.com).

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Another useful and highly recommended website is <http://sandiego.craigslist.org>

Don't sign a sales contract until you have read all the fine print and understand the details. Ask a friend to help you.

### Used Car

You can find help guides to purchasing a used car in community newspapers, campus bulletin boards, on the internet, and the international student office. Be very careful when you are purchasing a used car. Have a reliable mechanic inspect the vehicle for defects. Make sure to obtain the title of the car and transfer it to your name.

[The Kelley Blue Book](#) is also an excellent source for finding information on new car values. You can visit their web site at [www.kbb.com](http://www.kbb.com).

Don't sign any sales contract until you have read all the fine print and understand all the details. Ask a friend to help you.

If you want to buy a car you must follow strict California guidelines:

- Register your car with the DMV
- Own car insurance before buying your car
- Smog Check

### Car Insurance

There are many different car insurance providers in San Diego. If you would like to buy a car and don't yet have car insurance you can purchase insurance on a monthly basis.

### Car Rentals

There are many places to rent cars in San Diego. Be sure to ask for a student discount!

For a 5 percent student discount on one day or long term rentals visit:  
[www.autorentsd.com](http://www.autorentsd.com) or call 1-888-809-2727

For weekly or monthly rentals and special student rates visit:  
[www.rentfromexpress.com](http://www.rentfromexpress.com) or call 619-232-5400

For great prices on rentals for international students visit:  
[www.dirtcheapcarrental.com](http://www.dirtcheapcarrental.com) or call 619-234-9300

For a well-known and highly reliable rental company visit:  
[www.enterprise.com](http://www.enterprise.com) or call 619-229-2300

### Social Security Number

A social security number is not a form of identification. It is a means for the Social Security Administration (SSA) and the Internal Revenue Service (IRS) to track your earnings.

Effective October, 13, 2004, a social security number is no longer given to international students without an offer of employment.

### How to Apply for a Social Security Number

Social Security Administration requires you to provide original documents showing your age, identity, F-1 immigration status, evidence that you have been authorized by the school to work, and an offer of employment.

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### What you will need to provide SSA:

- SEVIS I-20
- Visa, Passport, I-94 Card
- Letter from Designated School Official stating that you are authorized to work on campus
- Letter offering employment from your prospective employer

### F-1 Immigration Status:

SSA needs to see the U.S. Citizenship and Immigration Services document issued to you when you arrived in the United States (the I-94 Arrival/Departure Record showing F-1 status) and your I-20 also known as the Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

All documents must be either originals or copies certified by the issuing agency. Social Security Administration will not accept photocopies or notarized copies of documents.

### How long will it take to get a social security number?

SSA must verify your documents with U.S. Citizenship and Immigration Services (USCIS) before they assign a number to you. SSA will issue your card after they receive the verification needed from USCIS. If your documents cannot be verified online, it may take the USCIS several weeks or months to respond to the SSA request. Social Security Administration is working closely with USCIS to reduce these delays.

### Social Security Administration Offices:

8505 Aero Drive  
San Diego, CA 92123  
Phone: (800) 772-1213

1333 Front Street  
San Diego, CA 92101  
Phone: (800) 325-0778

For more information, or to find the nearest Social Security Administration office visit the Social Security Administration website: [www.ssa.gov](http://www.ssa.gov)

## Health and Safety

### Staying Healthy

Because National University has such a fast-paced course structure, it is important to stay healthy so you can do your best work and finish your courses in a timely manner. The following are some tips on staying healthy:

- Always wash your hands after using the restroom
- Take regular showers
- Brush your teeth twice a day
- After shopping or traveling in the city, wash your hands
- Carry anti-bacterial soap with you
- Wash your dishes regularly
- Wash your sheets and towels regularly
- Get enough sleep! Do not try to stay up all night studying if you will be too tired to take the test
- Respect people's personal space

### Health Clubs

Exercising regularly will help you stay healthy throughout your studies at National University. You can become a member at any health club or fitness center and have unlimited access to their sports equipment and exercise classes.

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National University international students can get a discounted monthly rate of \$18.75 to become members at the Toby Wells YMCA located at 5105 Overland Avenue, within walking distance from the Spectrum Campus in San Diego.

The Toby Wells YMCA facility includes:

- 11,000 sq. ft state-of-the-art Gymnastics Center
- 6-lane Olympic size pool with covered sliding roof, water slide and Spa (at the McGrath Family Aquatics Center)
- Fitness Center outfitted with the latest cardiovascular and strength training equipment
- Aerobics Studios offering group exercise and mind/body programming
- Speed Soccer Arena
- Climbing Tower
- Gymnasium
- Community Meeting Room

Students interested in the YMCA membership should visit International Student Services office at the Spectrum Campus, in Room 185A.

### **Healthcare**

Sometimes, getting sick is unavoidable. If you get the flu or have a cold, the best thing to do is to stay at home and get some rest. Always contact your professors to let them know that you will be missing class due to illness.

If you have a more serious illness and need medical attention you should visit the doctor. The following doctor sees patients with no insurance for \$20 per visit.

Dr. Truong  
4310 Euclid Avenue Suite D-E  
San Diego, CA 92115  
(619) 584-4048

### **San Diego local hospital is:**

Sharp Mary Birch Hospital      (858) 541-3400

### **Local hospitals in Los Angeles are:**

Centinela Hospital  
333 N. Prairie Ave  
Inglewood, CA 90301

Daniel Freeman hospital  
555 E Hardy St, Inglewood, CA  
Tel: (310) 673-4660

### **Personal Safety**

- Walk or jog in groups of three or more.
- Be aware of your surroundings
- Avoid isolated or dark areas
- Travel with confidence and a purpose
- Do not wear headphones while walking or jogging
- Before exiting a building or car, look around the area for anything suspicious.
- If confronted by a situation, try to remain calm.
- If it is safe to do so, try to get a detailed description of suspects or suspicious persons and/or their vehicle(s).
- Carry your cell phone with you and make sure it is always charged.
- Do not use the ATM alone, at night, or when someone suspicious is nearby.
- If you are being followed, go to the nearest area of safety where there are people.
- Stay alert, and plan ahead for "What if...?"

### **Residential Safety**

- Know your neighbors; you are the best one to determine who does not belong.
- Do not leave your door open.

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- When entering a secure building, do not allow strangers to enter behind you.
- Always lock your door when you leave, sleep, are in the shower, or work late.
- If you see someone you consider suspicious or out of place, **call the police or 911!**

### Protecting Your Identity & Property

- Identity Theft Protection <http://www.ftc.gov/bcp/edu/microsites/idtheft/>
- Register your bicycle with the Police Department.
- Record the serial numbers of your belongings. Engrave or permanently mark items with a unique identifying number.
- Keep your car locked. Store items out of sight or in your room.
- Coats, backpacks, and purses should remain with you or be locked up.

You may have an encounter with the police during your stay in the U.S. If this happens remember to remain calm, be polite, and answer their question slowly and clearly.

### Student Accommodations

National University does not provide on-campus accommodations but can provide assistance to students in finding affordable accommodations.

Students who do not make housing arrangements prior to arrival will have to arrange for temporary accommodations until they are able to locate suitable housing.

The housing options available to international students are:

**Hotels/motels** – If students do not make prior housing arrangements before arrival, they may need to stay in a hotel or motel for a few days. Prices may vary depending on the location and season.

**Hostels** – Students may wish to live in a dormitory-like apartment and have the option of sharing a room with other students or a private room.

**Apartments** – Students wishing to live in apartments need to take the following into consideration; rental rates and location, leasing contracts (month to month or fixed lease 6,9 or 12 months), security deposit, furnished and unfurnished, and utilities (includes: gas and electricity and may include water).

### Renting an Apartment

Many international student rent apartments in San Diego. There are a lot of apartments to choose from and finding the right one can be difficult. Here are some tips on renting.

### San Diego Apartments

APARTMENT	ADDRESS	PHONE	ROOM	MONTHLY RATES (US\$ approx)
<b>Mission Trails</b>	6975 Golfcrest Drive, San Diego, CA 92119	Toll Free (866) 604 6989	1 Bedroom 2 Bedrooms	\$1256-1345 \$1550-1710 (\$400 deposit)
<b>Summit Park Village</b>	8563 Lake Murray Blvd., San Diego, CA 92119	Toll Free (888)311 9593	1 Bedroom 2 Bedrooms	From \$1156 From \$1336
<b>The Bluffs II</b>	6540 Friars Rd., San Diego, CA 92108	Toll Free (888) 319 8346	Studio 1 Bedroom 2 Bedrooms	\$1000 – \$1200 \$1200 – and up \$2000 – and up

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<b>Padre Gardens Mission Valley</b>	10343 San Diego Mission Rd., San Diego, CA 92108	Toll Free (866) 861 2568 (619) 563-1856	Studio 1 Bedroom	\$870 From \$980
<b>The Promenade Rio Vista</b>	2185 Station Village Way, San Diego, CA 92108	(619) 293 3888	1 & 2 Bedrooms	\$1500 – \$2500
<b>Portofino Apartment Homes</b>	2500 Northside Drive, San Diego, CA 92108	Toll Free (888) 285 0385	1 Bedroom 2 Bedrooms 3 Bedrooms	\$1615 – \$1770 \$2000- \$2245 \$2705 – \$2875
<b>Avion Spectrum</b>	8811 Spectrum Center Boulevard, San Diego CA 92123	Toll Free (866) 828 1613	1 Bedroom 2 Bedrooms	\$1565 – \$1670 \$1795 – \$2115
<b>Archstone Mission Valley</b>	2288 Fenton Pkwy, San Diego, CA 92108	Toll Free (877) 268 1050 (619) 280-0838	1 Bedroom 2 Bedrooms	\$1685 – \$1800 \$1800 – \$2400

**Rates listed above are approximate only and are subject to change. For more detailed information on rates/cost – please contact the apartment complexes directly.**

### Apartment Website Links

**Apartments.com** [www.apartments.com](http://www.apartments.com)

**ForRent.com:** Search over 40,000 apartments communities. Photos, virtual tours, floorplans and search by distance feature. [www.forrent.com](http://www.forrent.com)

**ApartmentGuide.com:** Search over 6,000,000 apartments, see floorplans, view property photos, virtual tours and find a roommate [www.apartmentguide.com](http://www.apartmentguide.com)

**RENTNET:** Search for apartments, roommates, or find information on moving. Photos, floorplans, available. [www.rentnet.com](http://www.rentnet.com)

**SignonSanDiego.com:** The San Diego Union-Tribune rentals classified ad. <http://realestate.signonsandiego.com>

### The SDSU International Student Ads

You may view ads on this bulletin board to look for an international roommate or place an ad. Most places are in the SDSU area [www.sa.sdsu.edu/isc/current/isc\\_bulletinBoard.htm](http://www.sa.sdsu.edu/isc/current/isc_bulletinBoard.htm)

**San Diego Craigslist Housing:** You may also view ads on this website <http://sandiego.craigslist.org/hhh/>

### Lease Types

First, find the right type of lease. Landlords will usually give one of three options – month to month lease, six month lease, or year lease.

The month to month lease may be the best option for your first apartment. This lease means you can move out any month provided you give the landlord 30 days notice. It is good for people who are new to San Diego because you may not know where you're going to spend most of your time or what type of place you want to live. With the month to month lease you can test out your apartment and if you want to move, there won't be any extra cost. The down side is that the landlord can raise the rent any month (this does not happen often).

The six month lease is also a good choice for international students. With this lease you will be committing to the apartment for at least 6 months. Once six months are over, the landlord will either ask you to sign another six month

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lease or let you have a month to month lease. If you want to move before your 6 months are over there will most likely be a penalty fee.

The year lease is good for people who know exactly where they want to live and are planning on staying in one place for a while (at least a year!). Tenants are expected to stay in the apartment for the entire year with no changes. This means the landlord cannot raise the rent until the contract is over. If you wish to leave the apartment before one year, there will be a penalty fee.

### Security Deposit

Most apartments will require you to pay a security deposit equal to the rent as well as the rent for the first and last month. The security deposit will be returned to you when you move out, provided that the apartment is in good condition when you leave. If the apartment is not in good condition, the security deposit will be used to clean or repair the apartment. **E.g. Single bedroom rent = \$800 per month + \$1600 security deposit total = US\$2400**

### Credit & Reference Check

When you apply for an apartment, most property owner or landlord will run a credit and personal background check. It may not be possible as you have not established a credit rating in the United States. A fee may also be applicable **approx: US\$30**

### Notice of Move

When you plan to move, you must give the property owner or landlord a minimum of 30 days notice. Write a letter to the property owner or landlord, stating the date you will be moving out.

### Utilities

Some landlords pay for the water, trash, and sewer bills so if you find one who doesn't you may want to keep looking. Tenants usually pay for gas and electric service, telephone service, cable service, and internet service. If you find a landlord who will pay for any of these, you are lucky!

To set up your San Diego Gas and Electric service, call (800) 411-7343 or go to their website – [www.sdge.com](http://www.sdge.com). Be sure to have your new address ready.

Many San Diegans use Cox Communications for their phone, cable and internet. You do not need a phone if you are planning on having a cell phone though. To look at available plans go to <http://www.cox.com/Sandiego/> or call (619) 262-1122 Mon-Fri 8 a.m.-9 p.m.

To set up gas in Los Angeles please call the Gas Company (800) 427-2200 or go to their website - [www.socalgas.com](http://www.socalgas.com). Be sure to have your new address ready.

Many people use Time Warner Cable for their phone, cable and internet in Los Angeles. You do not need a phone if you are planning on having a cell phone though. To look at available plans go to [www.timewarner.com](http://www.timewarner.com) or 1-888-TW-CABLE.

### Furnished or Unfurnished Apartments

A furnished apartment has a stove, refrigerator, tables, chairs and other household items (e.g. microwave, washing machine and dryer) provided for you in the apartment. It does not have bed linens, towels, and kitchen items such as pots and pans. These you will need to buy yourself.

An unfurnished apartment only has a stove and sometimes a refrigerator. You will need to buy or rent furniture and items not provided in the apartment.

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### Furnishings

Most apartments in San Diego will come unfurnished but it is possible to find a fully furnished apartment if you wish. To find cheap furniture there are a few good places to shop.

**Ikea** is a popular furniture store for students located at:

2149 Fenton Parkway  
San Diego, CA 92108 or visit their website at <http://www.ikea.com/us/en/>

Los Angeles:  
20700 South Avalon Blvd  
Carson, CA (310) 527-6085 or visit their website at <http://www.ikea.com/us/en/>

They are open daily from 10 a.m. to 9 p.m. Ask for student discounts.

Another popular place to buy furniture is on the craigslist website. This is a website for people to buy and sell items. It also has apartments for rent and activities in town. When shopping on craigslist, be sure to be safe! Don't meet anyone you don't know alone and do not give away your money without first checking the item you're buying to make sure you like it. Their website is: <http://sandiego.craigslist.org/> or <http://losangeles.craigslist.org/>

Another place to find used furnishings is at thrift stores like Goodwill. This is a store where people donate things they no longer need and others can buy them at a good price. There is a **Goodwill store** in Pacific Beach at 1430 Garnet Avenue. In Los Angeles, there is a **Goodwill store** in 2318 Artesia Blvd., Redondo Beach, CA 90278

If you do not want used furnishings, you can always shop inexpensively at **Walmart** or **Target**. These are good stores for furnishings because they have a return policy if you don't like what you bought. Visit them online at [www.target.com](http://www.target.com) and [www.walmart.com](http://www.walmart.com)

### Roommates

If you decide to live with a roommate, make sure you are compatible. You are both responsible for the apartment and need to respect the building. If you have a problem with your roommate, talk to him or her – don't just get mad. Explain the problem and try to work it out. It is best to room with another student so you understand each other's schedule and study habits. Remember that the course structure at National University is fast-paced so you won't have a lot of time to party. Respect each other's study time.

If you don't have a roommate but would like one there are many sources you can use:

Craigslist has roommate listings under "housing" at <http://sandiego.craigslist.org/> or <http://losangeles.craigslist.org/> for Los Angeles.

You can also find a roommate at [www.roommates.com](http://www.roommates.com). Just enter San Diego to search.

If you don't want to find a roommate online you can look in the *San Diego Reader* – a free magazine that comes out each week. Find one on the corner of many streets or visit them online at [www.sdreader.com](http://www.sdreader.com)

Another free magazine to look in is *San Diego Citybeat*. You can find one next to any *San Diego Reader* or visit their website at <http://www.sdcitybeat.com/cms/index/>

Following is a list of roommates' service available to students:

**Roommatesclick:** Free website service for searching and posting profile. 100,000+ updates roommates' profiles with pictures with advanced matching system and zip code searches [www.roommates.com](http://www.roommates.com)

RoommateAccess: Roommate matching service for the U.S. [www.roommateaccess.com](http://www.roommateaccess.com)

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Roomates.com: Search by e-mail match notification, search through detailed member profiles, photos, maps, personal messaging center and more for FREE [www.roommates.com](http://www.roommates.com)

## Finding the right neighborhood for you

Here is an overview of the neighborhoods in San Diego:

### 1) Hillcrest

This neighborhood is a diverse, lively, colorful neighborhood. This friendly place just north of Balboa Park is mixed with pedestrian-friendly business district. **Best Bets: Landmark Cinemas, any restaurant.** Bus Routes: 1, 3, 11, 16, 25

### 2) Kensington

This upscale area on the southeast rim of Mission Valley is picturesque, with attractive (and pricey) Spanish-styled homes. It's a peaceful pocket amid the hubbub of the inner city. There's a tiny business district along Adams Ave. **Best Bets: Ken Cinema, the Ken Club bar, Kensington Video, Ponce's Restaurant.** Bus Route: 11

### 3) Mission Hills

As you head west on Washington Street, Hillcrest turns into Mission Hills, and the area becomes more staid and low-key. Mission Hills is for the well-to-do. **Best Bets: Mission Hills Nursery, Phil's BBQ.** Bus Routes: 3, 908, 16

### 4) University Heights

University Heights is located between Hillcrest and North Park. It is a mix of Craftsman bungalows and apartments. Its small retail area is at the north end of Park Blvd. where it turns into Adams Ave. **Best Bets: Adams Avenue Grill, Twigg's Coffee House, Parkhouse Eatery, Trolley Park.** Bus Routes: 1, 11, 15, 115, 990

### 5) Normal Heights

Bookended on the west by University Heights and Kensington on the east, Normal Heights completes the Adams Avenue trifecta. Crowded, diverse apartment dwellings on the south side of Adams, quiet single-family homes on the north side. **Best bets: The Ould Sod pub, Antique Row, Lestat's Coffee.** Bus Routes: 2, 11/11A

### 6) Golden Hill

With its once stately old mansions, quaint bungalows and apartment buildings, Golden Hill is enjoying a rejuvenation. On the southeast end of Balboa Park, Golden Hill (and adjacent South Park) has some fine views of downtown and pockets of really cool neighborhoods, like Burlingame. **Best Bets: Turf Supper Club, The Big Kitchen, M-Theory Records, South Park Bar and Grill.** Bus Routes: 2, 6, 19

### 7) North Park

The most sprawling of the urban neighborhoods, North Park is a hodgepodge. Cozy, tidy pockets of Craftsman homes on the north edge of Balboa Park (hence the name), dense apartments, and the pre-interstate retail stretches of University Ave and El Cajon Blvd. define North Park. **Best Bets: "downtown" North Park (30th & University), Red Fox Lounge, Chicken Pie Shop.** Bus Routes: 1, 2, 6, 7, 908, 15, 19, 115

### 8) City Heights

East of North Park is San Diego's true melting pot, City Heights. The newly emigrated is found here: Hispanics, Southeast Asian, Somalian..you name it. Drive down stretches of University Ave. and watch the storefront signs change from Spanish to Vietnamese to Ethiopian. It can be rough at times, but it's also the American Dream. **Best Bets: any Asian market.** Bus Routes: 1, 2, 6, 7, 908, 15, 19, 115

### 9) Ocean Beach

O.B is more like a town within the city, but I'll include it here because it has a little business district and it truly does have a neighborhood feel, albeit one steeped in the '60s and '70s. Ocean Beach has resisted gentrification, and for that it should be commended. **Best Bets: The O.B. Pier, Dog Beach, Winston's.** Bus Routes: 923, 35

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### 10) Little Italy

Little Italy has always been a neat ethnic enclave within downtown, but only in the past year or so has it become a "cool" neighborhood, thanks to the addition of new condo high-rises. Plus, the business district has been refurbished, including its own nifty street-spanning neighborhood sign. **Best Bets: India Street, Mimmo's Italian Village, Indigo Grill, Filippi's.** Bus Routes: 50, 150, 810, Trolley

### 11) Clairemont Mesa

This neighborhood is popular for National University students and lovers of Asian restaurants. There are many houses in this neighborhood for people who can afford them but there are also some good apartments for rent. **Best bets: Korea House, any Vietnamese restaurant.** Bus Routes: 928, 20, 120, 27

### 12) College Area

Here you will find college students from SDSU as well as a vibrant Vietnamese population. The further from the SDSU campus, the cheaper the apartments. You can also find roommates here to share a place with. **Best bets: Effin's Pub, Amarin Thai.** Bus Routes: 1, 15, 115, 955, 856, 14, 11

### 13) La Jolla

One of the most expensive neighborhoods in San Diego, La Jolla boasts beautiful views of the ocean and unique architecture. **Best bets: Jack's, Forever Fondue, The Living Room**

Here is an overview of the neighborhoods in **Los Angeles**:

- 1- Downtown** While not exactly in the center of town geographically due to the sprawling nature of the city, Downtown Los Angeles is still teeming with activity. There are cultural hotbeds like Olvera Street and Chinatown that are just minutes away from Los Angeles landmarks such as the Bank of America Building and the Walt Disney Concert Hall. And if you have a hankering for more art and culture while Downtown, the Museum of Contemporary Art (MOCA) is a definite must-see.
- 2- Hollywood** The big sign just about says it all--Hollywood is glitz, glamour, and unavoidable. While many people are critical of Hollywood, they still can't help but satiate their curiosity by visiting this busy area. The center of things is, without a doubt, Hollywood Boulevard, location of world-famous tourist spots including Mann's Chinese Theater, the Hollywood Walk of Fame, and the Kodak Theatre where the Oscars are now held annually.
- 3- Beverly Hills and the Westside** This world-famous city with its world-famous zip code is synonymous with wealth, status, and celebrity. The understated elegance and grace of the residential neighborhoods are balanced out by Rodeo Drive, which offers some of the finest (and most expensive) shopping in the world.
- 4- Santa Monica and Bay Cities** Back in the heyday of Route 66, Santa Monica was the end of the line. Today, this beachfront community offers the best in entertainment for all ages on its famous Santa Monica Pier. You can enjoy some carnival-style food and games or take a ride on the ferris wheel for a breathtaking view of the city and shoreline. When you're ready for some shopping, the active Third Street Promenade has a diverse directory of stores and eateries.
- 5- San Fernando Valley** On the other side of the Hollywood Hills sits "The Valley," as known by locals. It features a seemingly endless sea of suburban cul-de-sacs, strip malls, funky shops and restaurants. Hollywood makes its presence known in the cities of Burbank and Universal City, which are home to Warner Bros. Studio and Universal Studios. There are two things you can always count on in the Valley: the earthquakes always feel stronger, and the temperature is always 10 degrees hotter.
- 6- South Central and Compton** Although the South Central neighborhood of Crenshaw gained worldwide publicity as the center of the infamous 1992 riots, this area is rich in history and culture. South Central also is home to famous Los Angeles landmarks such as the Watts Towers, the historic Shrine Auditorium, and Exposition Park. Within the famed Exposition Park is the Los Angeles Memorial Coliseum, the [Natural History Museum of Los Angeles County](#), the California Science Center, and the IMAX California Science Center. It has also long been a place of culture and diversity, as evidenced by the African American Cultural Center.

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- 7- Long Beach and the South Bay** Long Beach is a fairly large city in its own right and is a neighbor to the well known district of Orange County. Aside from a plethora of shopping and dining options, this beach community is perhaps best known for the Queen Mary, a Titanic-esque ocean liner now permanently docked here and open for tours. They also have many outdoor activities for tourists to take advantage of, as well as museums and beaches that all can enjoy.
- 8- Pasadena and Points East** Pasadena is one of the most prominent communities in the entire state of California. Old Town Pasadena provides one of the greatest clusters of bars, shops, cafes and restaurants in the entire L.A. area. The city is also known for the Norton Simon Museum, which is the largest collection of art owned by one man, and the Rose Bowl. And every New Years' Day, this not-so-sleepy town becomes the focus of the entire world for the annual Tournament of Roses Parade.
- 9- East L.A.**, as evidenced by its name, forms the eastern edge of the city and is a great example of a neighborhood rich in cultural expression.
- 10- LAX and Inglewood** LAX is one of the largest airports in the United States, when it comes to the sheer number of people passing through its hallways. The airport is the main feature of the otherwise-sleepy, suburban neighborhood of Westchester. This pocket of quiet, tree-lined streets and neighborhood schools and churches is a refreshing oasis in an often-frenetic city.
- 11- Inglewood** features a wide variety of restaurants, music and sports venues. Here you will find Hollywood Park Racetrack and the The Forum arena, an entertainment hotspot. Inglewood also hosts the annual Hollywood Black Film Festival, which pays homage to African-American filmmakers of past, present and future.

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### Homestay Accommodation

Homestay accommodation is highly recommended for international students who are visiting America for the first time and are looking for the “American Experience”. It is an ideal way to be immersed in the English language. Students living in an English speaking homestay are more likely to improve and retain their English language skills as they have more opportunities to interact and practice English with their American host family.

Living with an American family can be an invaluable part of an international student’s learning experience in America. It is enjoyable and rewarding to both the student and the host family by learning about each other’s cultures and lifestyle.

#### Key features:

- student has their own room (unless a shared room is requested) with bed, bedding, wardrobe, desk and desk lamp
- two meals per day – weekdays, and three meals on the weekend
- bathrooms (private or shared)
- laundry facilities
- access to a telephone (a phone card is needed)
- security and safety

**Homestay fee:** Approximately US\$680 – US\$750 per month. Note: One month = 30 days

### Homestay Placement Companies

Homestay accommodations are organized with an outside agency with experienced staff, who understand the needs of international students. A placement fee is charged for this service by the homestay company. The cost of staying with a host family may vary but students can expect to pay US\$680 – US\$750 per month.

#### Home Placement Services, Inc.

Mr. Gary Davidson – President & CEO  
 Email: [hpservices@san.rr.com](mailto:hpservices@san.rr.com)  
 Website: [www.homeplacement.com](http://www.homeplacement.com)  
 ph: 1-619 423 1449 fax: 1-619 423 1480

**Fees:**  
 Placement Fee US\$250  
 Airport Pick Up: US\$65  
 Homestay Fee Per Month: US\$680  
 One month = 30 days

### Hotel and Motels Near National University Spectrum Campus

Hotel and Motel	Address	Contact Number
Motel 6 San Diego, CA	5592 Clairemont Mesa Boulevard, San Diego, CA 92117	(858) 268-9758
Hampton Inn	5434 Kearny Mesa Rd, San Diego, CA 92111	(858) 292-1482
Best Western Golden Triangle Inn	5550 Clairemont Mesa Blvd, San Diego, CA 92117	(858) 560-4551
California Suites Hotel	5415 Clairemont Mesa Blvd., San Diego, CA 92117	(858)560-0545
Residence Inn San Diego Central	5400 Kearny Mesa Rd, San Diego, CA 92111	(858) 278-2100 <a href="http://www.residenceinn.com">www.residenceinn.com</a>

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Super 8	4380 Alvarado Canyon Rd, San Diego, CA 92120	(619) 281-2222
Courtyard by Marriott: Kearny Mesa-Mission Valley	8651 Spectrum Center Blvd, San Diego, CA 92123	(858) 573-0700
Four Points by Sheraton San Diego	8110 Aero Drive, San Diego, CA 92123	(858) 277-8888
Studio 819	819 University Avenue, San Diego, CA 92103	ph: (619) 542-0819 fx: (619) 688-7989
Oakwood Corporate Housing	425 Camino Del Rio South, San Diego, CA 92108	ph: (619) 497 6900 fx: (619) 497 6984
Vantaggio Suites	1736 State Street, San Diego, CA 92101	ph: (619) 595 0111 fx: (619) 595 0555
Double Tree Club Hotel	1515 Hotel Circle South, San Diego, CA 92108	ph: (619) 881 6900 fx: (619) 260 0147
Best Western Hotel	411 Hotel Circle South, San Diego, CA 92108	ph: (619) 291 1300 fx: (619) 291 6933
Comfort Inn Suites	2485 Hotel Circle Place, San Diego, CA 92108	ph: (619) 291 7700 fx: (619) 297 6179
Days Inn Motel	453 Hotel Circle South, San Diego, CA 92108	ph: (619) 297 8800 fx: (619) 298 6029
Super 8 Motels	445 Hotel Circle South, San Diego, CA 92108	ph: (619) 692 1288 fx: (619) 298 0668
Crowne Plaza San Diego	2270 Hotel Circle North, San Diego, CA 92108	ph: (619) 297 1101 fx: (619) 297 6049
Hilton Hotel	901 Camino Del Rio South, San Diego, CA 92108	ph: (619) 543 9000 fx: (619) 296 9561
Double Tree Hotel	7450 Hazard Center Dr., San Diego CA 92108	ph: (619) 297 5466 fx: (619) 297 5499

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### Hotel and Motels close to National University, Los Angeles Campus:

<b>Hotel/Motel</b>	<b>Address</b>	<b>Contact Number</b>
Hacienda Hotel	N Sepulveda Blvd, El Segundo, CA	(310) 615-0015
Travelodge	1804 East Sycamore Ave. , El Segundo, CA	(310) 6151073
Embassy Suites Hotel	1440 E. Imperial Ave, El Segundo, CA	(310) 640-3600
Concord Hotel	221 Concord St., El Segundo, CA	(310) 322-6116
Doubletree Hotel	1985 East Grand Ave., El Segundo, CA	(310) 322-0999
Hilton Garden Inn	2100 East Mariposa Avenue, El Segundo, CA	(310) 726-0100
Courtyard By Marriott El Segundo	2000 E Mariposa Avenue, El Segundo, CA	(310) 322-0700
Sea View Inn At the Beach	3400 Highland Avenue, Manhattan Beach, CA	(310) 545-1504
Belamar Hotel	3501 N Sepulveda Blvd, Manhattan Beach, CA	(310) 546-9162
Radisson Plaza Hotel	1400 Park Ave, Manhattan Beach, CA	(310) 546-7511
Summerfield Suites Hotel	810 Douglas Street, El Segundo, CA	(310) 725-0100
Imperial Hotel	390 N Sepulveda Blvd #2095, El Segundo, CA	(310) 414-3026
California Beach Hotel	4017 Highland Avenue, Manhattan Beach, CA	(310) 545-9020

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### Grocery Stores In San Diego:

San Diego has a variety of grocery stores to choose from. Many people shop at more than one grocery store each time they need food.

**Ralph's, Vons,** and **Albertson's** are all good for basic needs. If you apply for a "club card" at each of these places you will get discounts on many of their products. <http://ralphs.com/homepage/index.htm>, <http://shop.safeway.com>, <https://shop.albertsons.com>

**Trader Joe's** has low-priced foods that are healthier. The store has many ethnic options and a good variety of foods. For store locations and hours of operation, please visit [http://traderjoes.com/Attachments/SC\\_loc.pdf](http://traderjoes.com/Attachments/SC_loc.pdf)

**Whole Foods** has a great variety of fresh produce and other products that are healthy and delicious. If you care about your health and have the money to spend – this is the place for you. For store locations, please visit <http://www.wholefoodsmarket.com/stores/index.html>

**Henry's Marketplace** is the perfect place for California grown produce. It's always cheap and always fresh. For store locations in your area, please visit <http://www.henrysmarkets.com/h/find/>

**Farmers' Markets** are held almost every day of the week, except Mondays, in different locations in the San Diego County. You can buy fresh vegetables, fruits and flowers here from the local farmers at very affordable prices. For schedule of all San Diego country farmers' markets, please visit <http://www.signonsandiego.com/feature/farmers-markets>

**Costco** is a large membership club chain that sells bulk-packaged products at low prices. You can buy basic need goods and produce here in large quantities at discounted prices. For store locations in California, please visit [http://www.priceviewer.com/costco\\_locations/California.html](http://www.priceviewer.com/costco_locations/California.html)

To find other cultural foods try one of the following places:

African Caribbean Food Market	4811 El Cajon Blvd.	619-229-0032
Zodiak Hooka Lounge (Arab)	6455 El Cajon Blvd.	619-326-6800
Ranch 99 Market (Asian)	7330 Clairemont Mesa Blvd	858-565-7799
First Korean Market	4625 Convoy Street	858-278 8303
Hing Long Oriental Food Market	4644 El Cajon Blvd.	619-563-9986
Orient Valley Food Market	9879 Carmel Mountain Rd	858-271-0574
Mitsuwa Market Place	4240 Kearny Mesa Rd #119	858-569-6699
European Market	4135 Park Blvd.	619-298-8661
Filippi's (Italian)	1747 India Street	619-232-5094
Mona Lisa (Italian)	2059 India Street	619-239-5367
Solunto's Bakery & Deli (Italian)	6043 India Street	619-233-0595
Andre's Latin American Market	1249 Morena Blvd	619-275-6523
Guatemala Market	4252 University Ave	619-282-2327

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Gigante (Mexican)	3175 National Ave	619-595-1841
Aria International Market (Middle East)	2710 Garnet Ave	858-274-9632
Persian International Market & Deli	5911 Balboa Ave	858-277-7277

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**Trader Joe's** has low priced foods that are healthier. The store has many ethnic options and a good variety of foods.

**Whole Foods** has a great variety of fresh produce and other products that are healthy and delicious. If you care about your health and have the money to spend – this is the place for you.

To find other cultural foods try one of the following places:

Ralph's	500 N Sepulveda Blvd, El Segundo CA	(310) 615-0537
7- Eleven	100 W. Imperial Avenue, #A, El Segundo, CA	(310) 640-1634
Whole Foods Market	760 S Sepulveda Blvd, El Segundo, CA	(310) 643-8530
Cooke's Market	121 W Grand Ave , El Segundo, CA	(310) 615-1990
Bristol Farms	1570 Rosecrans Ave Manhattan Beach, CA	(310) 643-5229
Fresh & Easy Neighborhood Market	1700 Rosecrans Ave, Manhattan Beach, CA	<a href="http://www.freshandeasy.com/home.aspx">http://www.freshandeasy.com/home.aspx</a>

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## BANK ACCOUNT

Rather than carrying large amounts of cash, it is much safer to have a bank account. Banks offer many different financial services. You may wish to compare the services and costs of several banks before opening an account.

All banks offer a checking account and a savings account. A checking account will permit you to write checks to make purchases and pay bills. A savings account will allow you to save money and earn interest for the money you save.

### To open a checking or savings account at a bank:

- You must bring two forms of identification, such as a passport, school identification card, or driver license.
- Some banks will require a deposit to open a checking or savings account. Some banks will not require any money to open an account.
- The clerk will assist you with the bank application.

Once you have opened a checking account, the bank will give you a checkbook and a debit card. A debit card (also known as a check card or ATM card) allows you to withdraw or deposit money to your bank account using an automatic teller machine (ATM) and to make purchases at stores that accept the card. Some debit cards carry a credit card logo (such as MasterCard or Visa) and can be used as a credit card. However the maximum amount you can use to purchase an item is the amount of funds you have available in your checking account.

Once a month, the bank will send you an account statement showing your account transactions.

Below is a list of some of the popular banks in San Diego. Contact the bank for the closest bank to you.

Bank of America  
[www.bankofamerica.com](http://www.bankofamerica.com)  
1-800-622-8731

Washington Mutual  
[www.wamu.com](http://www.wamu.com)  
1-800-788-7000

Wells Fargo Bank  
[www.wellsfargo.com](http://www.wellsfargo.com)  
1-800-869-3557

US Bank  
[www.usbank.com](http://www.usbank.com)  
619-232-6213

## Fun & Cheap Things to do in San Diego!

**Balboa Park** is serviced by routes 3, 7/7A/7B, and 120. There are excellent museums in Balboa Park, nice cafes, and it is a great place to take a walk, play sports or have a picnic. The Timkin Art Museum and the Botanical Building are always free.

**San Diego Zoo** is world famous! It is serviced by routes 7/7A/7B and is in Balboa Park. If you go with students and reserve a spot in advance, the price is only \$7 if you have a group of 15 students. Please see our Activities Coordinator for more information.

**Cabrillo National Monument (Point Loma Lighthouse)** is serviced by route 28C from the Old Town Transit Center. The Cabrillo National Monument costs \$3 for walk-ins or for bicycles. It is a beautiful place to take pictures of San Diego and to see a piece of San Diego history.

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**Gaslamp Quarter** in downtown San Diego is serviced by several bus routes including routes 3, 5, 120, 992 and the trolley. You can walk to the Gaslamp Quarter and enjoy numerous restaurants, cafes, bars, clubs and shopping in this historic district.

**Horton Plaza** shopping mall is a great place to get an inexpensive meal, go shopping, or catch a movie at the cinema. This area is serviced by several bus routes 3, 5, 120, 992, 20, 15, 12 and the trolley.

**Old Town State Historic Park** is serviced by the trolley and several bus routes. It is free to enter and walk around but some of the small museums charge a very small fee to enter. There are also beautiful old houses to see and great Mexican food to eat in Old Town.

**Petco Park** is the home of the San Diego Padres Baseball Team. It is serviced by the Blue Line Trolley and by several bus lines. You can see a baseball game at Petco Park with a Park Pass (no seat) for as little as \$5 in advance or \$7 the day of the game. Even if you don't see a game, it is still fun to visit the park and to take a tour.

**Seaport Village** is serviced by the Trolley. Seaport Village has several restaurants, a carousel, and offers great souvenirs! It is a great place to take a walk and to view the amazing ships sailing on San Diego Harbor.

**Sea World** is a fantastic place to see amazing sea life. It is serviced by routes 8 and 9 from Old Town Transit Center. You can buy discounted tickets for Sea World through National University for \$47. Please speak with our Activities Coordinator for more information.

**Torrey Pines State Reserve** is serviced by route 101. Torrey Pines is a beautiful nature preserve and park along the ocean and is a lovely place to take a hike or visit the beach. If you walk in, there is no charge, but if you drive a car in, the price is \$8 per car.

**Coronado Island & Hotel Del Coronado** is serviced by the Coronado Ferry (\$3 each way) & route 904 and route 901 from downtown. You can catch the ferry at the west end of Broadway Street at the Ferry Landing

**Las Americas Outlet Mall** is serviced by the trolley. You should buy a one-day pass for the trolley for \$5. Then take the Blue Line trolley to the last stop in San Ysidro (don't cross over to Mexico without your signed I-20, your passport and your necessary visas!!!). You then need to walk north to toward Camino de la Plaza. Turn left on Camino de la Plaza and cross over the overpass (like a bridge). The shopping center is about 2-3 blocks away on the left hand side of the street. You can find discounted prices on brand-name items at the outlet mall.

**Mission & Fashion Valley** has excellent shopping, restaurants, movie theaters and more. This area is serviced by the Green Line trolley and by several bus routes. Target, Macy's, Best Buy, and several other great stores offer good prices on electronics and other household items and clothing too. This area is also serviced by routes 6 and 14.

**La Jolla** is one of the nicest beach communities in Southern California with art galleries, boutique fashion stores, fine dining, outdoor cafes, and a beautiful view of the Pacific Ocean. La Jolla is serviced by routes 30 and 30A.

**Pacific Beach "PB"** is a classic Southern California beach town with surfers, hip fashion stores, restaurants, and nightlife. It is a great place for the college-age crowd and has nice beaches, a beautiful pier, and great places to watch people surf or to learn yourself. PB is serviced by routes 8/9 and 35 from the Old Town Transit Center.

**Mission Bay & Mission Beach** has miles of beach and sand for all kinds of recreational activities in and out of the water. The Boardwalk & Belmont Park offer many fun things to do and see. You can rent bicycles and other beach equipment cheaply at Cheap Rentals or Hamel's Beach Rentals for between \$10-20. It is serviced by routes 8/9.

**Ocean Beach "OB"** is a classic mix of surfer/hippie culture at the beach! Great restaurants, shopping, and more along Newport Avenue. There is also a great Farmer's Market on Wednesdays at 4 p.m. Take route 35 from Old Town Transit Center or 923 from Broadway Street to OB.

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**Hillcrest** neighborhood offers great shops, restaurants, grocery stores and more. It is serviced by several bus routes including 1, 3, 10, 11, 15, 83 and 120. There are several fun used clothing stores in this area too as well as a great independent movie theater too at Hillcrest Cinemas. There is also a great Persian bakery named **Mama's Bakery & Lebanese Deli** at 4237 Alabama St. San Diego, CA 92104 Phone: (619) 688-0717 and **Aladdin Mediterranean Cafe** at 1220 Cleveland Ave. San Diego, CA 92103 Phone: (619) 574-1111.

### Places to See in San Diego

#### **Balboa Park:**

Located next to the San Diego Zoo; Balboa Park offers visitors a variety of museums, theaters and botanical gardens. For more details visit [www.balboapark.org](http://www.balboapark.org).

#### **La Jolla Kayak:**

Provided kayak tours of the La Jolla spectacular sea cliff and caves. Visit [www.lajollakayak.com](http://www.lajollakayak.com) for more information.

#### **Mission Bay Aquatic Center:**

Offers students inexpensive rentals and lesson in sailing, windsurfing, kayaking, water-skiing and surf. To check out a class schedule or for more information visit [www.missionbayaquaticcenter.com](http://www.missionbayaquaticcenter.com)

#### **Old Town San Diego Historic Park:**

Historic Park dated back to the first settlement of San Diego.

#### **San Diego Zoo:**

World famous zoo that is home to a wide variety of animal. For more details visit [www.sandiegozoo.com](http://www.sandiegozoo.com).

#### **San Diego Wild Animal Park:**

1, 800 acre wildlife preserve park which allows animals to roam freely in similar setting to their native homeland. Located six mile east of Escondido. For more information visit [www.sandiegozoo.com](http://www.sandiegozoo.com).

#### **Scripps Institution of Oceanography:**

Offers visitors an up-close view of sea life off of San Diego's coast with Stephen Birch Aquarium marine life displays and outdoor tide pool. Visit [www.sio.ucsd.edu](http://www.sio.ucsd.edu) for more information.

#### **Seaport Village:**

Offers a magnificent view of the San Diego Harbor along with unique gift shops, fine dining, jugglers, music and year-round special events. Visit [www.seaportvillage.com](http://www.seaportvillage.com) for more information.

#### **Sea World:**

Popular San Diego's marine theme park. Offers a variety of animal show and special exhibits. For more information visit [www.seaworld.com](http://www.seaworld.com).

#### **Gaslamp Quarter:**

The Gaslamp Quarter is a sixteen block historic district in San Diego's downtown area. Historic building have been restored and converted into international restaurants, music clubs and in shops.

### Beaches

San Diego has many beautiful beaches along its coastline.

**Del Mar:** surfing, scuba diving, and kayaking.

**Imperial Beach:** surfing bird-watching and fishing.

**La Jolla:** famous resort area for swimming, skin-diving and sun-bathing.

**Mission Beach and Mission Beach Park:** fishing, rollerblading, and picnics.

## National University International Student Handbook

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**Ocean Beach:** has one of the longest pier on the Pacific Coast. Good place for fishing.

**Pacific Beach:** provide a lively atmosphere for walking, running and biking.

### For more information on available San Diego's attractions or events:

**EnterSanDiego:** Guide to San Diego's restaurants, hotels, attractions, tours, golf course and nightlife.  
[www.EnterSanDiego.com](http://www.EnterSanDiego.com)

**SanDiego.com:** Provides local news, culture, hotels, dining, travel and event information in San Diego.  
[www.sandiego.com](http://www.sandiego.com)

**InforSanDiego.com:** Guide to San Diego's attractions, entertainments, and discounts tickets.  
[www.inforsandiego.com](http://www.inforsandiego.com)

**San-Diego.US:** Provides tourist information for visitors, including hotel, event calendar, attractions and many more.  
[www.san-diego.us](http://www.san-diego.us)

**SignOnSanDiego:** Find information on San Diego attractions, beaches, guides to restaurants, nightlife, entertainments and many more.  
[www.signonsandiego.com/visitorsguide](http://www.signonsandiego.com/visitorsguide)

### Places to See In Los Angeles

**Getty Center:** The J. Paul Getty Museum at the Getty Center is a museum you can't miss. With lofty skylights and original architecture, it is one of the best museums in Los Angeles. 1200, Getty Center Drive, Los Angeles, CA 90049  
310-440-7300 info@getty.edu

**Griffith Observatory:** This landmark observatory features an impressive Planetarium, periodically changing presentations, and a permanent exhibition in the main hall. 2800 East Observatory Road, Los Angeles, CA 90027-1255 323-664-1181 info@GriffithObs.org

**Paramount Studios:** Sitting pretty under the famous Hollywood sign is the Paramount Studio site, and a visit here is a memorable experience. 5555, Melrose Avenue Los Angeles, CA 90038 323 956 4488 / +1 323 956 1777 (Tours)  
studioservices@paramount.com

**Los Angeles Zoo and Botanical Gardens:** This significant metropolitan zoo sits on 113 acres in the heart of Griffith Park and boasts an average annual attendance of 1.3 million visitors. 5333, Zoo Drive, Los Angeles, CA 90027  
323 644 4200 webmaster@lazoo.org

**Disneyland:** "The happiest place on earth" and its little sibling, Disney's California Adventure are a big hit. 1313 S. Harbor Blvd Anaheim, CA 92803-3232 [www.disney.go.com](http://www.disney.go.com)

**Universal Studios Hollywood:** A theme park that grew out of a studio tour. 100 Universal City Plaza, Universal City, CA 91608 . [www.universalstudioshollywood.com](http://www.universalstudioshollywood.com)

**Hollywood:** Hollywood Boulevard is ready for its close-up, thanks to years of urban renewal and renovation. Enjoy the Walk of Fame, Entertainment Museum, Mann's Theatre and more.

**Rodeo Drive:** Packed with exclusive shops, full of gawkers. They all came to enjoy the excess.

**Venice Beach:** Los Angeles kitsch and over-the-top culture at its best. Here you'll find Muscle Beach, street performers and tacky shops galore.

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Sunset Boulevard: Perhaps one of the world's most famous streets, it began as a route between the stars' posh neighborhoods and the Hollywood studios. It runs from downtown to the ocean, passing through the "Sunset Strip" on its way.

Santa Monica Beach and Pier: Great beach scene and a classic seaside amusement park, complete with antique carousel.

Knott's Berry Farm: Knotts' Southern California Resort includes Soak City U.S.A. and a theme park-full of family shows and rides.

Queen Mary: Once the largest ship afloat, she's been docked in Long Beach for longer than she sailed, and her elegance never fails to impress.

Six Flags Magic Mountain: Roller coaster heaven 26101 Magic Mountain Parkway Valencia, CA 91355  
[www.sixflags.com/magicmountain](http://www.sixflags.com/magicmountain)

### Beaches

Los Angeles has many beautiful beaches along its coastline.

Best Los Angeles Beaches:

- Surfing: Zuma Beach: Locals love this beach north of Malibu for its good waves and clean water, but if don't want to make the 20-mile drive, you'll find lots of surfing buddies in Manhattan Beach.
- People-Watching: Venice Beach: Los Angeles' quirkiest beach can be its most interesting, attracting a cast of characters fit for any Hollywood movie.
- Walking: Manhattan Beach: A long, paved walking path with Santa Monica Bay views makes Manhattan Beach our favorite place to take a walk.
- Beach Experience: Paradise Cove: This small, private beach offers a charming, old-fashioned beach experience and a great beachside restaurant.
- Beach Volleyball: Manhattan Beach: Where else but the birthplace of beach volleyball and home of the world's first beach volleyball tournament?
- Bonfire: DOCKWEILER Beach: Actually, it's the only one of the Los Angeles beaches where you can have bonfire.
- Romance: El Matador Beach: This secluded, little pocket beach north of Malibu is a great place to watch the sunset with your sweetie.
- For Kids: Redondo Beach: Lots of sand to play on, a pier full of amusements and a long, paved path for biking or skating make this a place you can take the kids to and let them run until they're exhausted.
- Amusements: Santa Monica Beach: The beach here is nice, but most people also come for the amusement park on the pier.
- Weekend Getaway: Redondo Beach: Beach, pier and marina serve up plenty to keep you busy all weekend (or not).
- Bare it All: There are no nude beaches in Los Angeles County. Your nearest option is San Onofre.

[For more information on available Los Angeles's attractions or events:](#)

**Go Los Angeles Card:** Guide to Los Angeles's restaurants, hotels, attractions, tours, golf courses and nightlife.  
[www.golosangelescard.com](http://www.golosangelescard.com)

**Los Angeles:** Provides local news, culture, hotels, dining, travel and event information in Los Angeles.  
[www.losangeles.com](http://www.losangeles.com)

**LA Tourist.Com:** Maps and sightseeing information along various public transportation routes in Los Angeles.  
[www.latourist.com](http://www.latourist.com)

## **National University International Student Handbook**

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**Yahoo Travel:** Provides tourist information for visitors, including hotels, events calendar, attractions and much more.  
[www.travel.yahoo.com](http://www.travel.yahoo.com)

### **Relationships**

Upon your arrival you will probably want to make many friends with your classmates, other international people in San Diego, as well as Americans. A good way to meet people is to talk to new people during classes, participate in National University's international student activities, or find other activities online or in San Diego newspapers and magazines. Some good websites for activities are:

[www.meetup.com](http://www.meetup.com)

[www.craigslist.com](http://www.craigslist.com)

[www.signonsandiego.com](http://www.signonsandiego.com)

### **Be careful!**

Not everyone can be trusted. If you are meeting someone who you have only contacted online, bring a group of friends with you. Never meet a new person alone or in an isolated area.

If someone is interested in you, chances are he or she wants to be more than just friends. Let people know from the start what type of relationship you want, because they might assume something different.

If you start dating someone while you are here, be aware of the cultural difference. In the U.S., many people enjoy dating but do not want to be in a serious relationship. The most common dates consist of a movie, dinner, a sporting event, a concert, or drinks at a bar. Nowadays, men and women both pay for the date equally. You may pay for the first date and your partner will pay for the next date or you may split the price evenly. If your date buys tickets to something, you should pay for the food or drinks. It's not a topic that people discuss while on a date so try to "go with the flow."

### **Places of Worship**

The Islamic center of San Diego is located in Clairemont Mesa (7050 Eckstrom Avenue, San Diego, CA 92111; Ph: 858.278.5240) and provides prayer services, classes, and activities for Muslim students and anyone interested. To see a list of their worship times and activities visit their website at <http://www.icsd.org/>

For Catholic services near the Spectrum Campus you can visit the St. Columba church located at 3327 Glencolum Drive. For a list of their current prayer services visit their website.

<http://stcolumbasandiego.com/masses.htm>

### **Los Angeles**

The Islamic center of Los Angeles is located at 434 S Vermont Ave. Los Angeles provides prayer services, classes, and activities for Muslim students and anyone interested. To see a list of their worship times and activities visit their website at <http://www.islamctr.org/>

For Catholic services you can visit the Anthony Catholic Church at 710 E Grand Ave, El Segundo CA 90245

# National University

## International Student Handbook

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### Know Your Rights!

#### What to Do If You are Stopped by the Police

- Think carefully about your words, movement, body language, and emotions.
- Don't get into an argument with the police.
- Remember, anything you say or do can be used against you.
- Keep your hands where the police can see them.
- Don't run. Don't touch any police officer.
- Don't resist even if you believe you are innocent.
- Don't complain on the scene or tell the police they're wrong or that you're going to file a complaint.
- Do not make any statements regarding the incident.
- Ask for a lawyer immediately upon your arrest.
- Remember officers' badge & patrol car numbers.
- Write down everything you remember ASAP.
- Try to find witnesses & their names & phone numbers.
- If you are injured, take photographs of the injuries as soon as possible, but make sure you seek medical attention first.

If you feel your rights have been violated, file a written complaint with police department's internal affairs division or civilian complaint board, or call the ACLU hotline, 1-877-6-PROFILE.

#### In Your Home

1. If the police knock and ask to enter your home, you don't have to admit them unless they have a warrant signed by a judge.
2. However, in some emergency situations (like when a person is screaming for help inside, or when the police are chasing someone) officers are allowed to enter and search your home without a warrant.
3. If you are arrested, the police can search you and the area close by. If you are in a building, "close by" usually means just the room you are in.

We all recognize the need for effective law enforcement, but we should also understand our own rights and responsibilities – especially in our relationships with the police.

Everyone, including minors, has the right to courteous and respectful police treatment. If your rights are violated, don't try to deal with the situation at the scene. You can talk to a lawyer afterwards, or file a complaint with the Internal Affairs or Civilian Complaint Board.

#### If You're Stopped in Your Car

1. Upon request, show them your driver's license, registration, and proof of insurance. In certain cases, your car can be searched without a warrant as long as the police have probable cause. To protect yourself later, you should make it clear that you do not consent to a search.  
It is not lawful for police to arrest you simply for refusing to consent to a search.
2. If you're given a ticket, you should sign it; otherwise you can be arrested. You can always fight the case in court later.
3. If you're suspected of drunken driving (DWI) and refuse to take a blood, urine or breathe test, your driver's license may be suspended.
4. Sometimes you can be released without bail, or have bail lowered. Have your lawyer ask the judge about this possibility. You must be taken before the judge on the next court day after arrest.
5. Do not make any decisions in your case until you have talked with a lawyer.

## National University International Student Handbook

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### **If You're Arrested or Taken to a Police Station**

1. You have the right to remain silent and to talk to a lawyer before you talk to the police. Tell the police nothing except your name and address. Don't give any explanations, excuses or stories. You can make your defense later, in court, based on what you and your lawyer decides is best.
2. Ask to see a lawyer immediately. If you can't pay for a lawyer, you have a right to a free one, and should ask the police how the lawyer can be contacted. Don't say anything without a lawyer.
3. Within a reasonable time after your arrest, or booking, you have the right to make a local phone call: to a lawyer, bail bondsman, a relative or any other person. The police may not listen to the call to the lawyer.
4. What you say to the police is always important. What you say can be used against you, and it can give the police an excuse to arrest you, especially if you badmouth a police officer.
5. You must show your driver's license and registration when stopped in a car. Otherwise, you don't have to answer any questions if you are detained or arrested, with one important exception. The police may ask for your name if you have been properly detained, and you can be arrested in some states for refusing to give it. If you reasonably fear that your name is incriminating, you can claim the right to remain silent, which may be a defense in case you are arrested anyway.
6. You don't have to consent to any search of yourself, your car or your house. If you DO consent to a search, it can affect your rights later in court. If the police say they have a search warrant, ASK TO SEE IT.
7. Do not interfere with, or obstruct the police – you can be arrested for it.

### **If You Are Stopped For Questioning**

1. It's not a crime to refuse to answer questions, but refusing to answer might make the police suspicious about you. If you are asked to identify yourself, see paragraph 2 above.
2. Police may "pat-down" your clothing if they suspect a concealed weapon. Don't physically resist, but make it clear that you don't consent to any further search.
3. Ask if you are under arrest. If you are, you have a right to know why.
4. Don't bad-mouth the police officer or run away, even if you believe what is happening is unreasonable. That could lead to your arrest.

Produced by the American Civil Liberties Union.

ARREST THE RACISM. Tell us about your race- or ethnic based traffic or pedestrian stop. Call 1-877-6-PROFILE or go to [aclu.org/profiling](http://aclu.org/profiling) [www.aclu.org](http://www.aclu.org)

# National University International Student Handbook

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## Important Telephone Numbers

### In any emergency call 911

Police	(619) 531-2000
Fire Department	(619) 533-4300
Poison Control Center	1-800-876-4766

### Hospitals

Alvarado Community Hospital	(619) 287-3270
Sharp Mary Birch Hospital	(858) 541-3400
Scripps Mercy Hospital	(619) 294-8111
UCSD Medical Center	(619) 543-0205

### Clinics

Mission Valley Medical Clinic	(619) 295-3335
Mercy Clinic	(619) 260-7022
University Square Med Clinic	(619) 584-3215

## Important Telephone Numbers

Police Department	(619) 531-2000
Fire Department	(619) 533-4300
Poison Control Center	1-800-876-4766

### Clinics

Mission Valley Medical Clinic	(619) 295-3335
Mercy Clinic	(619) 260-7022
University Square Med Clinic	(619) 584-3215

# National University International Student Handbook

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## Useful Websites

National University's Int'l Student Activities:	<a href="http://groups.yahoo.com/group/studentactivitynu/">http://groups.yahoo.com/group/studentactivitynu/</a>
Craig's List:	<a href="http://www.craigslist.com">www.craigslist.com</a>
US Embassies:	<a href="http://usembassy.state.gov/">http://usembassy.state.gov/</a>
Information about student Visas:	<a href="http://travel.state.gov/visa/tempvisitors_types_students2.html">http://travel.state.gov/visa/tempvisitors_types_students2.html</a>
San Diego news and events:	<a href="http://www.signonsandiego.com">www.signonsandiego.com</a>
San Diego visitor's website:	<a href="http://www.sandiego.org/nav/Visitors">http://www.sandiego.org/nav/Visitors</a>
Downtown:	<a href="http://www.gaslamp.org/">http://www.gaslamp.org/</a>
Shopping at Horton Plaza:	<a href="http://westfield.com/hortonplaza/">http://westfield.com/hortonplaza/</a>
Shopping at Fashion Valley Mall:	<a href="http://www.simon.com/mall/default.aspx?ID=765">http://www.simon.com/mall/default.aspx?ID=765</a>
Public Transportation Trip Planner:	<a href="http://transit.511sd.com/">http://transit.511sd.com/</a>
Los Angeles news and events:	<a href="http://www.losangeles.com">www.losangeles.com</a>
Los Angeles visitor's website:	<a href="http://www.latourist.com">http://www.latourist.com</a>

## Weekend trips:

Laguna Beach:	<a href="http://www.lagunabeachinfo.org/">http://www.lagunabeachinfo.org/</a>
Santa Barbara:	<a href="http://www.santabarbaraca.com/">http://www.santabarbaraca.com/</a>
Monterey Bay:	<a href="http://www.monterey.com/index.html">http://www.monterey.com/index.html</a>
Catalina Island:	<a href="http://www.catalina.com/main.html">http://www.catalina.com/main.html</a>
Las Vegas:	<a href="http://www.lvchamber.com/home.html">http://www.lvchamber.com/home.html</a>
Yosemite National Park:	<a href="http://www.nps.gov/yose/">http://www.nps.gov/yose/</a>
Airport Information: San Diego Los Angeles	<a href="http://www.san.org/">http://www.san.org/</a> <a href="http://www.lawa.org/welcomeLAWA.html">http://www.lawa.org/welcomeLAWA.html</a>
Visa wait times:	<a href="http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php">http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php</a>
US embassy:	<a href="http://www.embassy.org/">http://www.embassy.org/</a>
Education in the U.S.:	<a href="http://educationusa.state.gov/">http://educationusa.state.gov/</a>
US Department of State:	<a href="http://www.state.gov/">http://www.state.gov/</a>
US Department of Homeland Security:	<a href="http://www.dhs.gov/index.shtm">http://www.dhs.gov/index.shtm</a>

# National University International Student Handbook

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## Important Telephone Numbers

### In any emergency call 911

#### San Diego

Police (619) 531-2000  
Fire Department (619) 533-4300  
Poison Control Center 1-800-876-4766

#### Los Angeles

Police (310) 444-0701  
Fire Department  
Poison Control Center 1-800-876-4766

## Hospitals

#### San Diego

Alvarado Community Hospital (619) 287-3270  
Sharp Mary Birch Hospital (858) 541-3400  
Scripps Mercy Hospital (619) 294-8111  
USCD Medical Center (619) 543-0205

#### Los Angeles

Daniel Freeman hospital (310) 673-4660

## Clinics

Mission Valley Medical Clinic (619) 295-3335  
Mercy Clinic (619) 260-7022  
University Square Med Clinic (619) 584-3215

## SAN DIEGO

### **First Contact Person**

Kieu Vo  
Director, International Programs

Office: (858) 541 7737  
Email: [kvo@nu.edu](mailto:kvo@nu.edu)

### **Second Contact Person**

Naira Yeghian  
Manager, Student Services

Office: (858) 541 7741  
Email: [nyeghian@nu.edu](mailto:nyeghian@nu.edu)

### **Home Placement Services, Inc.**

Mr. Gary Davidson (President/CEO)  
Website: [www.homeplacement.com](http://www.homeplacement.com)  
**(San Diego placements only)**

Office: (619) 423 1449  
Fax: (619) 423 1480  
Email: [hpservices@san.rr.com](mailto:hpservices@san.rr.com)

### **Immigration Related Matters**

Rebecca Smith  
Manager, International Programs Office

Office: (858) 541 7960  
Email: [ipo@nu.edu](mailto:ipo@nu.edu)

### **English Language Program**

Melissa Diaz  
Manager, English Language Program

Office: (858) 541 7968  
Email: [mdiaz@nu.edu](mailto:mdiaz@nu.edu)

# National University International Student Handbook

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## LOS ANGELES

### ***First Contact Person***

Michael Vu  
Director, Enrollment and Student Services

Office: (310) 662 2083  
Email: [mvu@nu.edu](mailto:mvu@nu.edu)

### ***Second Contact Person***

Laura Kaufman  
Student Services Coordinator

Office: (310) 662 2084  
Email: [lkaufman@nu.edu](mailto:lkaufman@nu.edu)

Updated: 08/12/08