



Welcome to SUNY Cortland

A Guide for International Scholars



**International Programs Office
Old Main, PO Box 2000
Cortland, New York 13045
Tel.: 607-753-2209, Fax.: 607-753-5989**

Contents

Welcome from the International Programs Office	5
Applying for a J-1 Exchange Visitor Visa	6
Tips for Your Visa Interview	9
Payment of SEVIS Fee	11
J-1 Exchange Visitors: Professors, Researchers, and Short-Term Scholars	14
Exchange Visitor Categories	14
Two-Year Home Residency Requirement	15
Financial Support Required	16
SEVIS Fee and Visa Fees	16
Health Insurance	16
Off-Campus Employment, Consulting, Lecturing	17
J-2 Spouses and Dependent Children	17
Social Security Number- What It Is, Eligibility, & How to Apply.....	18
Taxes.....	21
Driver’s License	22
Getting Here.....	25
The Cortland Area	26
Surviving Cortland’s Winter	29
Culture Shock!.....	30
English Classes.....	31
Living in Cortland: Practical Resources.....	32
Child Care and Schools	34
Child Protection Laws	34
Emergency Contact Information	34
Enrollment in Child Care or School.....	34
Child Care Providers.....	35
Public Schools.....	36
Going Home Checklist.....	38
Shipping Books and Belongings Home	39



P.O. Box 2000
Cortland, New York 13045
USA

Welcome to the State University of New York College at Cortland. The International Programs Office is committed to providing you with the support necessary to ease your transition to SUNY Cortland. This guide was developed in hope that it will answer your many questions and provide you with basic information prior to your arrival and while you are here. Thanks for choosing SUNY Cortland and we hope you will have a fantastic experience.

International Programs Office

206 Brockway Hall
Phone: (607) 753-2209
Fax: (607) 753-5989
Email: studyabroad@cortland.edu
<http://www.cortland.edu/studyabroad/>
Hours: Monday-Friday 8:30am – 4:30pm



Applying for a J-1 Exchange Visitor Visa

(From the U.S. Department of State web site: http://travel.state.gov/visa/temp/types/types_1267.html#7)

Where and When Do I Need to Apply for My Visa?

Applicants may apply for their visa as soon as they prepared to do so. Exchange visitor visa applicants are encouraged to apply for their visa early to provide ample time for visa processing. Applicants for visas should generally apply at the American Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it may be more difficult to qualify for the visa outside the country of permanent residence.

Applying for an Exchange Visitor Visa - Required Documentation

As part of the visa application process, an interview at the embassy consular section is required for visa applicants from age 14 through 79. Persons age 13 and younger, and age 80 and older, generally do not require an interview, unless requested by embassy or consulate. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. Visa wait times for interview appointments and visa processing time information for each U.S. Embassy or Consulate worldwide is available on our website at Visa Wait Times, and on most embassy websites. If you are authorized by your sponsor to be accompanied by your spouse (husband or wife) and children, they will also be given a Form DS-2019 and they can apply at the same time. During the visa application process, usually at the interview, an ink-free, digital fingerprint scan will be quickly taken. Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview by a Consular Officer. **You may apply for your visa at an Embassy or Consulate any time before the beginning of your exchange program.**

Each visa applicant must submit these forms and documentation, and submit fees as explained below:

- **DS 2019, Certificate of Eligibility for Exchange Visitor Status.** You will need to submit a SEVIS generated Form, DS-2019, which was provided to you by your program sponsor. All exchange visitors, including their spouses and dependents must be registered in the Student and Exchange Visitor Information System (SEVIS), an Internet-based system that maintains accurate and current information on non-immigrant students and exchange visitors and their dependents (J-2 visa holders). Your program sponsor is responsible for entering your information for the DS 2019 Certificate of Eligibility for Exchange Visitor Status into SEVIS. Exchange visitors not part of a U.S. Government-sponsored program will also have to pay a SEVIS I-901 fee for each program. Questions regarding your exchange program should be directly to your program sponsor.
- **Online Nonimmigrant Visa Electronic Application, Form DS-160.** Visit the DS-160 webpage to learn more about the DS-160 online process: http://travel.state.gov/visa/forms/forms_4230.html.
- **A Contact Information and Work History, Form DS-158,** completed.
- **A passport valid for travel to the United States** and with a validity date at least six months beyond the applicant's intended period of stay in the United States (unless country-specific

agreements provide exemptions). If more than one person is included in the passport, each person desiring a visa must complete an application;

- **One (1) 2x2 photograph.** See the required photo format explained in Nonimmigrant Photograph Requirements.

What are the Required Visa Fees?

- **Nonimmigrant visa application processing fee** - For current fees for Department of State government services select Fees.
- **Visa issuance fee** – Additionally, if the visa is issued, there may be an additional visa issuance reciprocity fee, if applicable. Please consult the Visa Reciprocity Tables to find out if you must pay a visa issuance reciprocity fee and the fee amount. If there is a fee for issuance for the visa, it is equal as nearly as possible to the fee charged to United States citizens by the applicant's country of nationality.

Additional Documentation

- It is important that you refer to the Embassy Consular Section website to determine visa processing time frames and instructions, learn about interview scheduling, and find out if there are any additional documentation items required. Learn more by contacting the Embassy Consular Section.
- Applicants must demonstrate to the consular officer that they have binding ties to a residence in a foreign country which they have no intention of abandoning, and that they are coming to the United States for a temporary period. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly.

My Visa Has Been Issued- When Can I Travel to the U.S.?

- Be advised of the Department of Homeland Security regulation which requires that all J exchange visitors, and J-2 spouse and dependents enter the U.S. 30 days or less in advance of the applicant's program start date as shown on the Form DS-2019. Please consider this date carefully when making travel plans to the U.S. Immigration officers may deny you entry into the United States at your expense if you attempt to enter more than 30 days before your program start date. The 30-day limitation does not apply to current exchange participants who are returning to continue with their exchange program.
- If you want an earlier entry in the U.S. (more than 30 days prior to the course start date), you must qualify for, and obtain a visitor visa, as explained below; however, this is strongly discouraged.

Spouses and Children

Spouses and/or children under the age of 21 who wish to accompany or join the principal exchange visitor (J) visa holder in the United States for the duration of his/her stay require exchange visitor visas (derivative J visas). The application procedure is the same as that for a primary visa applicant. The sponsor

must approve the accompaniment of the spouse and/or children and who will each be issued their own Form DS-2019. This form is used to obtain the required visa and the spouse and dependents can enter the U.S. at the same time as the principal exchange visitor or at a later date.

Work - The spouse and/or children of an exchange visitor in the U.S. may not work in J-2 status. If employment is desired, the dependent must make an application to DHS, US Citizenship and Immigration Services (USCIS) and be approved for permission to work. They must file Form I-765 Application for Employment Authorization with the USCIS office that serves the area where they live for a work permit (employment authorization document). To learn more, please speak with the International Programs Office scholar advisors.

Study- The spouse and/or children of an exchange visitor visa holder who are in the U.S. on an exchange visitor visa may study in the U.S. without also being required to apply for a student (F-1) visa or change to F-1 status.

Spouses and/or children who do not intend to reside in the United States with the principal visa holder, but visit for vacations only, may be eligible to apply for visitor (B-2) visas, or if qualified, travel without a visa under the Visa Waiver Program.

Family Members Following to Join the Exchange Visitor

The spouse and children can also apply for visas after the principal applicant has already traveled. In general, they must present the following:

- Form DS 2019, SEVIS generated, and approved by the sponsor
- Proof that the principal applicant (the person who received the DS-2019 or IAP-66) is maintaining his/her J visa status
- Copy of the J-1's (principal applicant's) visa
- Proof of relationship to the principal applicant
- Proof of sufficient money to cover all expenses in the United States

Spouses and children of exchange visitors may not enter the United States before the principal visitor enters for the first time.

Tips for Your Visa Interview

1. **TIES TO YOUR HOME COUNTRY.** Under U.S. law, all applicants for nonimmigrant visas, such as student visas, are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your home town, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans and career prospects in your home country. Each person's situation is different, of course, and there is no magic explanation or single document, certificate, or letter which can guarantee visa issuance. If you have applied for the U.S. Green Card Lottery, you may be asked if you are intending to immigrate. A simple answer would be that you applied for the lottery since it was available but not with a specific intent to immigrate. If you overstayed your authorized stay in the U.S. previously, be prepared to explain what happened clearly and concisely, with documentation if available.
2. **ENGLISH.** Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview, but do NOT prepare speeches! If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.
3. **SPEAK FOR YOURSELF.** Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf. If you are a minor applying for a high school program and need your parents there in case there are questions, for example about funding, they should wait in the waiting room.
4. **KNOW THE PROGRAM AND HOW IT FITS YOUR CAREER PLANS.** If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the U.S. relates to your future professional career when you return home.
5. **BE BRIEF.** Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.
6. **ADDITIONAL DOCUMENTATION.** It should be immediately clear to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have 2-3 minutes of interview time, if you're lucky.

7. **NOT ALL COUNTRIES ARE EQUAL.** Applicants from countries suffering economic problems or from countries where many students have remained in the US as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the U.S.
8. **EMPLOYMENT.** Your main purpose in coming to the United States should be to study, not for the chance to work before or after graduation. While many students do work off-campus during their studies, such employment is incidental to their main purpose of completing their U.S. education. You must be able to clearly articulate your plan to return home at the end of your program. If your spouse is also applying for an accompanying F-2 visa, be aware that F-2 dependents cannot, under any circumstances, be employed in the U.S. If asked, be prepared to address what your spouse intends to do with his or her time while in the U.S. Volunteer work and attending school part-time are permitted activities.
9. **DEPENDENTS REMAINING AT HOME.** If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If the consular officer gains the impression that your family will need you to remit money from the United States in order to support themselves, your student visa application will almost certainly be denied. If your family does decide to join you at a later time, it is helpful to have them apply at the same post where you applied for your visa.
10. **MAINTAIN A POSITIVE ATTITUDE.** Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

This document was adapted from NAFSA, which would like to credit Gerald A. Wunsch, Esq., 1997, then a member of the Consular Issues Working Group, and a former U.S. Consular Officer in Mexico, Suriname, and the Netherlands, and Martha Wailes of Indiana University for their contributions to this document. NAFSA also appreciates the input of the U.S. Department of State

Payment of SEVIS Fee

The U.S. Department of Homeland Security's Federal SEVIS Fee took effect on September 1, 2004. The fee of \$200.00 for F-1 students or \$180 for J-1 Visiting Scholars is generally a one-time fee (see exceptions, below) and is required of those who are applying for an F-1, J-1 or M-1 visa based on an I-20 issued for "initial attendance" or a DS-2019 issued to "begin a new program."

Proof of fee payment must be presented at the visa interview.

Who needs to pay the new Federal SEVIS fee

- You must pay the SEVIS fee if you are seeking an **initial F-1 or J-1 visa** from an embassy or consulate abroad for initial attendance or initial participation in an exchange visitor program.
- You must pay the SEVIS fee if **you have previously been enrolled at a U.S. school**, but you are no longer enrolled and you have been outside the United States for more than five months, **even if you have an unexpired F-1 visa in your passport.**
- You must pay the SEVIS Fee if you are a **Canadian citizen**, and are therefore exempt from the U.S. visa requirement, before you can enter the United States.
- You must pay the SEVIS fee if you are already in the United States prior to submitting a **change of non-immigrant status application to F-1 or J-1.**
- You do **NOT** need to pay the SEVIS fee if **item 3 on your Cortland I-20 reads "transfer pending from <name of school>"**, even if you will be applying for a new F-1 visa.
- Applicants for **F-2 or J-2 dependent visas** are **NOT** required to pay the SEVIS fee.

SEVIS Fee Rules

The SEVIS fee must be processed **at least three business days** before the visa interview, unless you have a printed receipt from an Internet payment.

The SEVIS fee **cannot** be paid at the embassy or consulate, or at the U.S. Border.

A visa will not be issued unless the visa officer can verify that the SEVIS fee payment has been made.

However, you may schedule your visa interview prior to paying the SEVIS fee.

The SEVIS fee is not refundable. If your visa application is denied, and you decide to re-apply for the same type of visa at a later date, you will not be asked to make a second SEVIS fee payment as long as your visa application is made within 12 months of the initial denial.

How to Pay the SEVIS Fee

Currently, there are two payment methods:

- payment in U.S. dollars by credit card over the Internet, OR

- payment in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank, and mailed to an address in the United States.

Payment of the SEVIS fee may be made by you or by any other individual, either in the United States or abroad, including family or friends. However, anyone paying the fee on your behalf will need to have a copy of your I-20 or DS-2019, or a completed copy of Form I-901.

Procedure for Paying the SEVIS Fee

- a. Obtain form I-20 from SUNY Cortland or DS-2019 from SUNY Buffalo
- b. Access form I-901 on the internet at <http://www.fmjfee.com> OR use the form I-901 included with your I-20 or DS-2019
- c. Complete form I-901, answering all questions (you must have an I-20 from SUNY Cortland or DS-2019 from SUNY Buffalo in order to complete form I-901). Be sure that you enter your personal information exactly as it appears on the I-20 or DS-2019
- d. Pay the \$100 SEVIS fee according to one of the methods described below.

Note: to complete form I-901, you must enter the Cortland School Code of BUF(214F)00274000 if you have been sent an I-20, OR the Buffalo Program Number of P104839 if you have been sent a DS-2019. You must also enter your SEVIS ID number, which is printed at the top right of the I-20 or DS-2019, above the bar code. It starts with the letter "N."

Paying on the Internet

Once you have received your I-20 or DS-2019, you can make the fee payment by submitting form I-901 on-line using a credit card. The web address is <http://www.fmjfee.com>

MasterCard, Visa, or American Express debit or credit cards are accepted. It does not matter if the card was issued in the United States or overseas. Follow the on-line instructions, include the required credit card information, and print out the payment screen to verify your payment. The printed receipt should be presented at the visa interview or at the U.S. port of entry as proof of payment. ***Thus, when paying the fee on the Internet, it is essential that your printer be ready before starting the payment process. Do not exit the receipt page until you have successfully printed the receipt. You will not be able to return to the receipt page.***

Paying by Mail:

To pay by mail, you must download and print form I-901 from <http://www.fmjfee.com> or use the paper copy provided with your I-20 or DS-2019, fill out the form and mail it with your payment to the address below.

Your payment must be in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank. Your check, bank draft or money order should be made payable to: "I-901 Student/Exchange Visitor Processing Fee."

Also, be sure to print your name and SEVIS ID number in the lower left-hand corner of the check, money order or bank draft.

The need for a check, bank draft or money order in U.S. dollars drawn on a U.S. bank does not mean that only a U.S. bank can issue the document. Many foreign banks are able to issue checks or money orders drawn on a U.S. bank, because they are chartered in the United States, or because they are foreign subsidiaries of a U.S. bank, or because they have arrangements with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.

<p>Mail the payment and form I-901 to:</p> <p>I-901 Student/Exchange Visitor Visa Processing Fee P.O. Box 970020 St. Louis, MO 63197-0020 USA</p>	<p>To send by courier, use the following address:</p> <p>I-901 Student/Exchange Visitor Processing Fee 1005 Convention Plaza St. Louis, MO 63101 United States Phone Number: 1-314-418-8833 (United States Country Code 011)</p>
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Once the form and fee are processed, a paper receipt will be mailed to you. Return courier service is available for an additional \$30.

Payment by mail is not the recommended process for fee payment from abroad, as it can take as long as four weeks from the day you mail in the fee to the day that you receive the required receipt in the mail if you are applying from outside the United States, unless you pay for courier service.

Showing Proof of SEVIS Fee Payment at the Visa Interview and/or the U.S. Port of Entry

You must be able to prove that the fee has been paid when you appear for your visa interview, and when you enter the United States. This is done by presenting a printed receipt, either from the Internet if you made an on-line payment, or a mailed receipt if you paid by mail.

Visa officers and U.S. port-of entry inspectors should be able to verify SEVIS fee payment electronically three business days after payment is processed, but in case of problems, having a printed receipt is the best evidence of fee payment. If you lose or did not receive a receipt for fee payment, the U.S. government does retain an electronic record that the fee has been paid.

A visa will not be issued unless verification of the SEVIS fee payment can be made.

For detailed information on the SEVIS fee payment process and for a list of frequently asked questions, visit: <http://www.ice.gov/graphics/sevis/i901/index.htm>

J-1 Exchange Visitors: Professors, Researchers, and Short-Term Scholars

The J-1 Exchange Visitor classification exists to promote international academic exchange, and is a relatively easy way for SUNY Cortland to sponsor short- or long-term academic visitors who will be teaching or conducting research. J-1 faculty and scholars may be paid a salary, consulting fee, honorarium, or reimbursement of expense, but if not, must show sufficient personal or sponsored funds to cover their expenses. Although this visa type is not appropriate for tenured or tenure-eligible faculty, it does suit short- and longer-term appointments of up to five years.

Exchange Visitor Categories

The Department of State has designated SUNY Cortland as a J-1 sponsor of several Exchange Visitor categories. Departments can host exchange visitors either as a short-term researcher, for visits of less than six months with no possibility of extension, or as a Professor or Research Scholar category, for a maximum of five years. In addition, departments can host visiting undergraduate and graduate students from educational institutions outside the U.S. who will be engaging in research or internship activities. The Professor/Researcher, Short-Term Scholar, and Specialist categories are described below:

Professor/Researchers

Professors and researchers who will hold paid or unpaid College appointments, including Visiting Scholar, generally come in J-1 Professor or J-1 Researcher status. **The appointment may not be for a tenure-eligible position.** The distinction between Professors and Researchers lies mainly with the portion of time a scholar is teaching versus conducting research. Since in reality professors' and researchers' roles overlap, the general guideline is that if a scholar will be devoting at least 50% of his or her time to teaching, he or she will come in the J-1 Professor category; if less than 50%, then the J-1 Researcher category.

Time Limits

A J-1 Professor/Researcher may participate in a continuous J-1 program from three weeks up to five years. The five-year period is not an aggregate of five years, but is a continuous five-year period given to a participant on a "use or lose" basis. This establishes a fixed 5-year eligibility window, during which an alien can participate in one or more programs. If the individual leaves prior five years of program participation, then the window is closed and he or she will be subject to the 24-month bar on returning in J-1 Professor/Researcher status, as described below.

24Month and 12-Month Bar for J-1 Professor/Researchers

J-1 Professor and J-1 Researcher are subject to two special conditions related to J-1 program participation: the 24- and 12-month bars described below. Departments and scholars may wish to consult with the International Programs office about the implications of the 12- and 24-month bars to current and future program eligibility.

24-Month Bar

Individuals who complete a J-1 professor/research scholar programs, regardless of the duration of that program, may not return to the U.S. to begin a new Professor/Researcher program for two years before beginning any new professor/research scholar program. Note that this bar does not apply to those who come to the U.S. as J-1 Short-Term Scholars, and it does not preclude visitors from returning to the U.S. in Short-Term Scholar status before the end of the two-year period.

Consequently, in order to access a full five years of professor/research scholar eligibility, the visitor's J-1 SEVIS record will have to be kept active for the full period of time, even if the visitor will be spending periods of time abroad. If not, the 5-year window will be closed, and the participant will become subject to the two-year bar. To avoid closing the window, a department may consider to use the Short-Term Scholar option for visits of less than six months. Alternatively, in cases where a scholar will be repeating visits to SUNY Cortland over a period of years, a department may request a DS-2019 for the maximum period (five years). Departments and scholars may wish to consult with the International Programs Office about the implications of the 12- and 24-month bars to current and future program eligibility.

12-Month Bar

A scholar is not eligible to begin a new exchange program a Professor/Researcher if he or she was physically present in any J status (including J-2 status) for more than six months of the preceding 12-month period, with two exceptions: 1) J-1 transfers who will begin a program by transferring to a new program sponsor in the midst of a J-1 program; or 2) those who were in the U.S. as a J-1 Short-Term Scholar.

Short-Term Scholar Category

Short Term Scholars may come to the U.S. on a short-term visit not to exceed six months for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The Short-Term Scholar category is appropriate for those who will be at SUNY Cortland for less than six months and who do not plan to extend their program beyond six months or change their status while in the U.S. This category is occasionally used for those who are otherwise not eligible for the Professor/Researcher category due to the 12- or 24-month bar (see below).

Specialist Category

A J-1 Specialist must be an expert in field of specialized knowledge, coming to US to observe, consult or demonstrate special skills for periods of one year or less.

Two-Year Home Residency Requirement

Please note that some J-1 Exchange Visitors in any category and their J-2 Dependent family members may be required to return home for a period of two years upon completion of their program, based on their source of funding, country of citizenship or residency, and/or their field of study. Prospective J-1 exchange visitors with concerns about this two-year home residency requirement should consult with the International Programs Office prior to obtaining J-1 status.

Financial Support Required

Host departments are required to verify that the visitor and any accompanying dependents will have sufficient funding for the entire length of stay. The minimum amount of financial support for a visiting researcher or professor is \$1000 per month, plus \$500 per month for each accompanying J-2 dependent spouse or child. If the department will pay the visitor a salary or stipend, then the amount of financial support should be noted in the letter of invitation or appointment. If the visit will be unpaid, then the department should request from the visitor evidence of financial support in the form of a personal or family bank statement or a sponsor letter and provide the International Programs Office with copies.

SEVIS Fee and Visa Fees

Prospective J-1 Exchange Visitors are required to pay certain fees, described below, in order to obtain their J-1 visas* and enter the United States. Either the Exchange Visitor or the department may pay these fees.

SEVIS Fee: The U.S. Department of Homeland Security charges all new J-1 visitors a \$180 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. The International Programs Office, when sending the DS-2019 form, generally provides prospective J-1 visitors with instructions on how to pay the SEVIS fee. Departments preferring to pay the fee on behalf of the Exchange Visitor can either pay the SEVIS fee directly or reimburse the visitor for the fee later. Departments preferring to pay the fee directly should contact the International Programs Office for payment instructions.

Visa Fees: In addition to the SEVIS fee, the prospective Exchange Visitor must pay certain visa fees. Please see the Department of State web site for more information on fee amounts:

http://travel.state.gov/visa/temp/types/types_1263.html. In addition, if the visa is issued, the scholar may have to pay a further visa issuance reciprocity fee, if applicable. Prospective visitors can consult the following web site to determine if they must pay a visa issuance reciprocity fee and the fee amount: http://www.travel.state.gov/visa/frvi/reciprocity/reciprocity_3272.html. Prospective visitors should consult the web site of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

Health Insurance

Federal regulations require J-1 Exchange Visitors to maintain a minimum level of health insurance for themselves and any J-2 dependents for the duration of their stay in the United States. The medical insurance coverage must meet the following minimum requirements:

1. Medical benefits of at least \$50,000 per accident or illness'
2. Repatriation of remains in the amount of \$7,500'
3. Expenses associated with the medical evacuation of the exchange visitor to his/her home country in the amount of \$10,000'
4. A deductible not to exceed \$500 per accident or illness.

* Please note: Canadian citizens must pay the SEVIS fee, but are not required to obtain a J-1 entry visa.

Exchange Visitors must provide proof of health insurance for themselves and any family members when they first arrive and report to the International Programs Office, and again if they later apply for an extension of their J-1 status. Visitors may purchase any plan that provides the minimum level of coverage listed above, or they may wish to purchase a comprehensive insurance plan especially designed for SUNY Cortland's international students and scholars. The insurance plan, provided by HTH Worldwide Insurance Services, may be purchased through the College's broker, Haylor Freyer & Coon. For more information, please visit http://international.syr.edu/health_insurance.htm.

Off-Campus Employment, Consulting, Lecturing

J-1 Exchange Visitors may participate in occasional and short-term off-campus lecturing or consulting for which they receive payment or an honorarium, if the activity contributes to the visitor's original objectives in coming to the U.S. The activity must be in the exchange visitor's field of specialization and can only be for a short period. The exchange visitor must obtain advanced permission from the International Programs Office prior to the activity by submitting the invitation letter from the other institution and a letter from the exchange visitor's supervisor or department chair stating that they support the activity and it falls within the exchange visitor's original J-1 program objective. The International Programs Office will review the request, and if it meets the regulatory requirements, will issue a letter authorizing the other institution to pay the exchange visitor.

J-2 Spouses and Dependent Children

Work

The spouse and/or children of an exchange visitor in the U.S. may not work in J-2 status. If employment is desired, the dependent must make an application to DHS, US Citizenship and Immigration Services (USCIS) and be approved for permission to work. They must file Form I-765 Application for Employment Authorization with the USCIS office that serves the area where they live for a work permit (employment authorization document). To learn more, please speak with the International Programs Office scholar advisors.

Study

The spouse and/or children of an exchange visitor visa holder who are in the U.S. on an exchange visitor visa may study in the U.S. without also being required to apply for a student (F-1) visa or change to F-1 status.

Social Security Number- What It Is, Eligibility, & How to Apply

Please note: This provides general information on the Social Security Number. When you check in at the Office of International Programs, an advisor will provide you with more specific information on the Social Security Number application process and location.

What is a Social Security Number?

The Social Security Administration issues Social Security Numbers to all who are work-eligible as a way to identify participants, including taxpayers, in the federal government's social security program, which provides retirement and disability benefits to workers and their families. Although the Social Security Administration states that the SSN is intended only for employment purposes, some public and many private institutions, such as banks, phone companies, and utilities (gas and electric) have adopted the SSN as a unique identifier for its customers. There is no charge for a Social Security number and card.

Do I need an SSN?

If you are going to work in the United States, either on-campus or with off-campus work authorization, you must obtain a Social Security Number. Your employer will withhold Social Security taxes from your paycheck and submit them to the Internal Revenue Service (IRS), which credits each payment to your Social Security account. You may start working on-campus at SUNY Cortland without a SSN, but you must provide your SSN to your department and the University Registrar upon receiving your card.

Am I eligible for an SSN?

If you hold J-1 visa status, you may apply for an SSN.

If you hold F-1 visa status, you are eligible to apply for an SSN if you meet at least one of the following criteria, and can provide proof of employment (see INTERNATIONAL STUDENT ADVISOR for details).

- you are currently working on campus
- you have been offered an on-campus job
- you have obtained off-campus work authorization

If you hold any other visa status, please consult with an international student advisor about your eligibility to apply for an SSN.

How do I apply?

To apply for a Social Security number, please:

1. Once you have obtained a job, make an appointment with the international student advisor to talk about your eligibility for a SSN. If you are eligible, the advisor will provide you with a letter certifying that you have the necessary immigration status and work authorization to be eligible for an SSN. The advisor will give you detailed instructions on where and how to apply.

2. After you have been in the U.S. for **AT LEAST 10 days**, take the documents listed below to the Cortland County Office Building on 60 Central Avenue, Cortland. This office is open on Thursdays **ONLY** from 9 am – 12:00 pm. You will need both originals and copies of the following documents:
- Completed Social Security Application form
 - Certification by the international student advisor of your immigration status and work authorization (F-1 or J-1) and Proof of employment (F-1 students only).
 - I-94 front and back (small, white arrival/departure card)
 - I-20 (F-1) or DS-2019 (J-1) Certificate of Eligibility for Visa

Passport bio

3. You will receive your number and card in 4-8 weeks. **Once you receive your card, please take it to the Registrar's Office** at Miller Building, Room 223, to update your SSN in the university information system and inform the administrator in the department that is employing you

Not eligible for a SSN?

What if I am not eligible for an SSN?

As mentioned above, some other government agencies (e.g., the state departments of motor vehicles) and private institutions (e.g., banks, phone companies, utilities) now use the SSN for administrative and identification purposes. Below is some information on how to access these services without an SSN.

New York State Driver's License

The New York State Department of Motor Vehicles requires all applicants for driver's licenses to provide a Social Security card, or a letter from the U.S. Social Security Administration stating that you are not eligible for a Social Security Number. The SSA Letter must have been issued within the last 30 days. You can obtain a letter from the local SSA office.

Banking

You do not need a Social Security Number (SSN) in order to open up a bank account. You will need to show your passport and a copy of either your bill from SUNY Cortland or your student identification card. You will also be asked to complete a W-8BEN form (for tax withholding).

When opening up a checking account, you can apply for a check card. This VISA or MASTERCARD check card can be used to make purchases. The amount of your purchase is debited, directly from the checking account.

A credit card is available by applying for a Secure Credit Card (minimum is between \$500 and \$1000). The funds have to be in an account at the bank. This is necessary because there is no credit history or SSN to do a credit history report. The advantage to the Secure Credit Card is that it helps to establish credit.

Several local banks, including CFCU and Tompkins Trust Company, have the secure credit card. M&T bank does not have this service.

Utilities

Students applying for gas and electric utilities through NYSEG are not required to have a SSN. You will be asked to provide a Cortland ID, passport, biographical information, address etc., as well as a lease. If lease is for less than a year, then you are required to pay a deposit.

Phones

Verizon Land Phone: (For those living off campus in non-Cortland housing.)

You can set up an account without a SSN. Call 607 890 1350 to initiate the order and you will then be transferred to the Welcome Center. Because you do not have a SSN, you are asked to verify your identification by faxing 2 forms of ID, which should include your passport and I-20. Four hours after faxing the information, and after they have had time to process the fax, you are asked to call the original number 607 890 1350, to set up your account. There is no advance payment required when setting up the account. Installation fee will be included in your first month's bill.

Cell Phones:

Cellular phone companies require a deposit from customers who do not have a SSN or credit card history. Prices vary between companies. For example, Sprint requires a deposit between \$125-\$250 and Verizon's deposit is \$400. This deposit would be refunded after one year if you maintain a good payment history. To avoid paying a deposit, many choose to purchase pre-paid calling cards.

Contacting the Social Security Administration

For more information, visit the Internal Revenue website at www.socialsecurity.gov or call toll-free 1-800-772-1213 (for the deaf or hard of hearing, call the TTY number, 1-800-325-0778). They can answer specific questions and provide information by automated phone service 24 hours a day. To contact the Syracuse SSA office, please see below.

SOCIAL SECURITY ADMINISTRATION
Federal Building, 4th floor
100 South Clinton Street

Phone: 1 (315) 479-0020 (Syracuse) • 1 (800) 772-1213 (Automated Customer Service)

Hours of Operation: Monday-Friday, 9 am - 4 pm (except for Federal holidays.)

Taxes

All visiting scholars and professionals are subject to U.S. federal and state income tax on U.S. source income, as well as on most grants and scholarships. In certain cases, particularly if your stay in the U.S. exceeds a certain number of years, you may be subject to income tax on your worldwide income. The extent of that tax liability for that income, however, varies significantly depending on numerous factors, including your tax status as either a resident or nonresident taxpayer. Please note that tax status is different than immigration status; you may find that you are treated as a nonresident for immigration purposes and a resident for tax purposes. The nonimmigrant status you have in the U.S. will have an impact on what tax treatment you receive, but it is not the only consideration in determining that treatment. Inquire about your tax treatment before you leave your home country so that you can make adjustments as necessary. Be sure to find out if there is tax treaty between your country and the U.S., and what provisions might affect your tax status. Bring the necessary records and keep copies of any documents involved in tax records. Depending on your immigration status, you may also be subject to U.S. Social Security taxes. Contact the Payroll Manager, extension 2405, for additional information.

Specifics:

*You need to file the Federal Income Tax forms 1040NR or 1040NR EZ (if you had income in the U.S.), the New York State tax form IT203 (if you had income in New York State), and the IRS form 8843.

*Before you file your return, you need a U.S. social security number, your 1042S (tax information form that reports U.S. source income to foreign nationals), and your W-2 (tax information form that reports the wages paid to foreign nationals that are not exempt under a U.S. tax treaty).

*You should file your tax return before April 15th. The 1042's are usually not issued until March so you must wait until you have them.

U.S. Tax forms can be obtained by telephone or the web:

U.S. forms: 1-800-829-3676

N.Y. forms: 1-800-225-5829

Web: www.1040.com

If you need help preparing your return:

I.R.S. Telephone Advice: 1-800-829-1040

I.R.S. Publications: 1-800-829-3676

Driver's License

The following information was adapted from the New York State Department of Motor Vehicles (DMV) website (<http://www.nydmv.state.ny.us>). For the most current information on DMV procedures and requirements, please visit that web site.

New York honors all valid foreign licenses. By law, New York will honor a valid driver license issued by any other nation to a resident of that nation. The DMV recommends that you not apply for a New York State license unless you become a resident of New York.

If you drive using your valid home country license, you must carry **your home country license** with you. If your license is not in English, you must also carry **a certified English translation of your license** while you drive. The ISSO can refer you to a certified translator for your language.

Obtaining an International Driver's License

We suggest that you obtain a current International Driver's License (also called the International Driving Permit) in your home country, if possible, because it might avoid confusion if the police stop you while driving. You can only obtain an International Driver's License, which is typically valid for one year, in your home country. New York police suggest that you obtain this license because it informs authorities, in several languages, that you have a valid foreign driver license. An International Driving Permit by itself is not valid for driving in New York State. New York honors the underlying license, not the permit alone. U.S. residents usually obtain International Driving Permits from local auto clubs affiliated with the AAA. The DMV does not issue International Driving Permits.

Non-U.S. Resident Driver's License Applicants:

Although there is nothing in the Vehicle and Traffic Law which prohibits a non-U.S.-resident from applying for and receiving a New York State license, the DMV recommends against this because it is not necessary; New York will honor your foreign license, as long as you have certified English translation of your license. Many non-U.S. Residents, however, find it difficult to register a personal vehicle and find that automobile insurance companies either charge higher rates or will not insure those without a U.S. driver's license. If you decide to apply for a NY State driver's license, keep the following in mind:

- If you have a license from any nation other than Canada or Puerto Rico, you must pass a written test, complete a 5-hour pre-licensing course and pass a road test to qualify for a New York license. Your foreign license is valid for driving, but not for waiving the tests and course for new drivers. If

you have a valid license from Canada or Puerto Rico, you do not need to take a driving course or a road test.

- You must be able to provide proof of identity and date of birth. You must also show your Social Security card, or provide a letter from the U.S. Social Security Administration stating that you are not eligible for a Social Security Number. The SSA Letter must have been issued within the last 30 days. You MUST also present an I-94 card, with supporting documentation of visa status, such as an I-20 or DS-2019. Your document must be valid for at least 6 months into the future, and the document must have been issued for a period of at least 12 months.

Some visa types cannot apply at the DMV in Cortland or need additional documentation. For more information, please see the handout “Proofs of Identity”, available on the DMV website (www.nydmv.state.ny.us/idlicense.htm).

When you receive your New York license, you must surrender your foreign license. Your foreign license will be stored at the local DMV office and destroyed after 60 days. If you will need your foreign license because you will be returning to your home country, ask the examiner that your foreign license be filed. You may then request that license back by going to the office where it is filed and surrendering your NYS license. For more information, contact the Department of Motor Vehicles at: 607-753-5023, or visit the office at:

Cortland Motor Vehicles
112 River Street
Cortland, NY 13045

How to Apply for a New York State Driver’s License

1. Study the DMV Driver’s Manual, available at <http://www.nysdmv.com/dmanual/default.html>.
2. Take your passport (with I-94 card and visa stamp), I-20/DS-2019, social security card (with signature), and SUNY Cortland ID down to the DMV. For information about these, and other proofs of identity, see the DMV website.
3. Before getting in line at the DMV, fill out the application for a Learner’s Permit. When you reach the counter, you will pay a fee (around \$75) and take an eye test. You can then take a written test on New York State driving rules; if you pass, you will receive a learner’s permit.
4. Next, you must take a 5-hour pre-licensing course, offered at area high schools, or commercial driving schools, listed in the yellow pages of the phone book under “Driving Instructions”.
5. With proof that you have taken the 5-hour course, you can sign up for a road test (sometimes it can take as long as a month to get an appointment). Until you take the road test, you can drive with the permit, but only with a licensed driver with you at all times.
6. Once you have passed the road test, you will be issued a temporary license, and receive your photo driver’s license in the mail.

Note for those who have a valid foreign driver license: when you receive your NYS driver license, you must surrender your foreign driver license to the DMV road test examiner. The local DMV office keeps your foreign driver license, and then destroys the license after 60 days. If you plan to return to your home country and use your foreign driver license, you should submit a written request asking the road test examiner how to make sure that your foreign driver license is not destroyed. If you need to get your foreign driver license, go to the local DMV office where you applied for your NYS driver license and submit a similar written request asking to reclaim it. (Retrieved from: <http://www.nydmv.state.ny.us/license.htm#newdrivers>)

Getting Here

[TIP: get to New York as early in the day as you can!]

Most internationals coming to Cortland fly first into New York City or Newark. Both airports are in the New York City Metropolitan area. If you wish, you can book flights all the way to Syracuse or Ithaca, but you will still have to disembark at the port of entry in order to clear U.S. Immigration and Customs. You may then take your connecting flight to Syracuse or Ithaca.

Getting to Cortland by airplane from New York City (JFK) or Newark (EWR)

Your destination is Syracuse Airport or Ithaca Airport. Obviously you do *not* want to get into Syracuse or Ithaca too late. This is an important consideration when booking your tickets to the U.S. Keep in mind that bus service from the airports in Syracuse or Ithaca to Cortland is infrequent and may require a time-consuming transfer in the city center. It is much easier to reserve a seat with *Ithaca Airport Limousine Service*. It is advisable to make a reservation with the company as soon as possible and certainly before you arrive in the United States. Be sure to get a firm price and exact instructions regarding where and when to meet the limousine driver upon your arrival at the airport.

If you are traveling in a group, it may be worthwhile to take a taxi from Syracuse or Ithaca to SUNY Cortland, but be sure to get a firm price *before* getting into the taxi. It will probably range between \$60 and \$100.

If you do not want to fly from the New York area to Cortland, you can get to Cortland directly by bus. Bus transport from the New York City area to Cortland is the least expensive, but it takes the longest amount of time and may require several connections.

Getting to Cortland by BUS from New York City or Newark airports

Take the bus [Carey "limo"] from the airport to the Port Authority Bus Terminal at 42nd Street and 8th Avenue in Manhattan (New York City). Ask for a bus going to Cortland. The last bus leaves New York City at about 8:30pm and arrives in Cortland at approximately 2:30am.

*Schedules subject to change- be sure to reconfirm. For up to date bus fare and schedule information, contact Greyhound Bus Lines by phone at 1-800-231-2222 or access their website at www.greyhound.com.

Taxi services in Cortland:

American Taxi: 607-753-3030
Express Taxi: 607-758-8294
L&M City Taxi: 607-753-1133
Tower Taxi: 607-753-1200

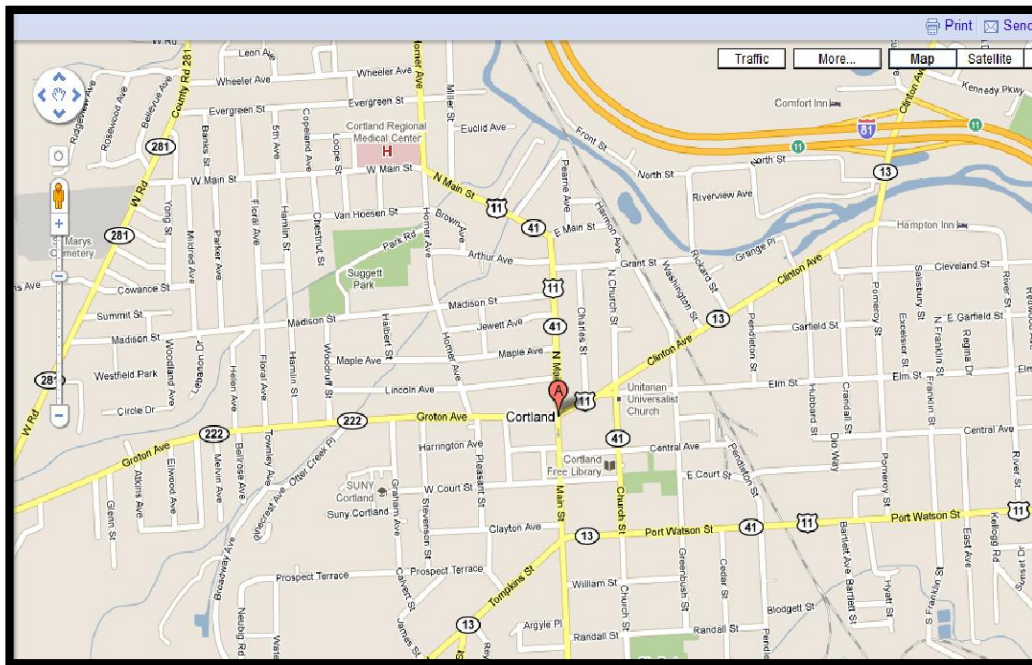
*****BE FOREWARNED: DO NOT TAKE A TAXI FROM THE NEW YORK CITY/NEWARK AREA TO CORTLAND. SUCH TRIPS WOULD COST SEVERAL HUNDRED DOLLARS!**

Whatever the mode of transport you choose to travel from your port of entry to Cortland, be sure to ask about special fares (e.g. student fares or Visit USA fares that are purchased before departure from your home country).

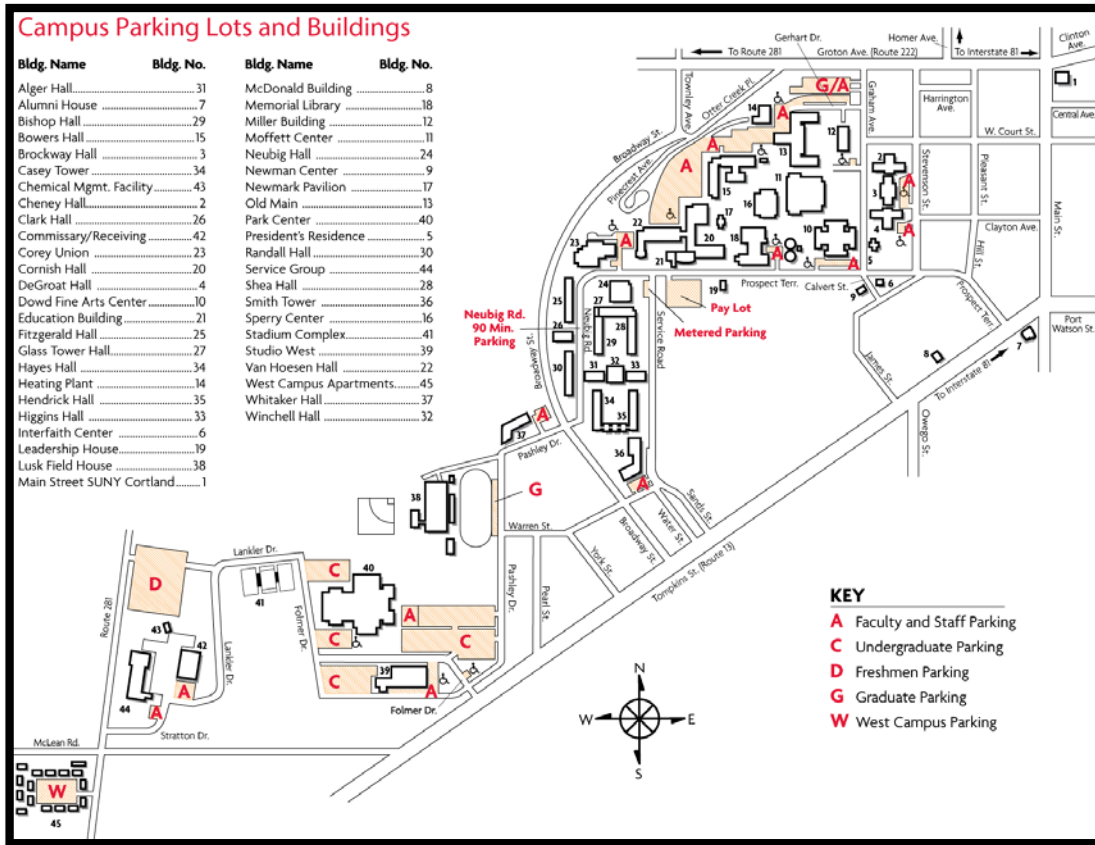
The Cortland Area



[www.inncortland.com]



[www.map.google.com]



[www.cortland.edu]

Cortland's Geography

We are in the geographical center of New York State, in what is generally known as "Upstate" New York. Specifically, we are in the Finger Lakes region, the most beautiful part of the state. Dairy farming is the main industry in our county and in many of the nearby counties. Rolling hills, many with cows grazing on them; small towns and cities; and patches of forest characterize our area. Most visitors (and permanent residents as well!) remark how beautiful the area is.

What's nearby?

About a 30-minute drive from Cortland is the city of Ithaca, the home of Cornell University and Ithaca College. The city is very popular with college students and has a cosmopolitan energy. Syracuse, also about a 30 minute drive, is a typical American city; the major attractions are the shopping malls, local theatre, and Syracuse University sports events. There are several New York State parks nearby, and these provide excellent opportunities for non-strenuous hikes in very inviting and natural settings.

What's not so nearby?

Boston, Philadelphia, New York City, Washington, D.C., Canada, etc.. While at Cortland, you might want to visit Boston, a fairly trendy city which is rich in heritage from the early development of our nation. It is a six-hour drive from Cortland. New York City is about a four-hour drive and has many interesting sights and things for a tourist to do. The District of Columbia (Washington, D.C.), the nation's capital, is a seven-hour drive (you can also take a train or bus) from Cortland. In a few days there, you can visit many historical monuments and see major museum attractions. Trips to Canada may also be arranged. Northwest of Cortland is the Canadian city of Toronto, and to the northeast is Montreal. Toronto is about four hours driving time away; Montreal is about five hours from Cortland. Montreal has a distinct European flavor; the official language is French (but people often understand English). If you are going to Toronto, Niagara Falls would be on the way, and you would probably want to stop for the view and perhaps experience the boat ride at the bottom of the falls.

**Check with the Office of International programs to see if you need a visa and to have your DS-2019 or I-20 form properly signed before departure.*

What's there to do in Cortland?

There is something interesting going on at the college every day. There might be a play, a movie, public lecture, a musical, sports event, or a program presented by the residence halls. In the city itself, we have a multi-screen movie theatre, providing six first-run films. We have several restaurants offering varied menus, and the downtown stores will have most items you will need or want. If you ski, one of the best ski areas in the Northeast is just 15 minutes away! Of course at the college, we have facilities for just about every sport as well.

Surviving Cortland's Winter

Winter weather can be extremely cold in Cortland. Not only are the temperatures low, but it is also windy. When wind chill is taken into consideration, temperatures are often below 0F/-18C. It is important to listen to the weather on the television or on the radio so you can dress appropriately. Try and limit outdoor exposure on bitter cold days. When dressing for cold weather, layering is imperative.

Average temperatures by month:

January 22F/-6C	February 23F/-5C	March 33F/1C	April 44F/7C	May 56F/13C	June 65F/18C
July 69F/21C	August 68F/20C	September 60F/16C	October 49F/9C	November 39F/4C	December 27F/-3C

Some tips to stay warm:

- Layering, buy long underwear for both top and bottom
- Keep head and ears covered. Wear hats, earmuffs, or head warmers
- Wear a scarf and mittens/gloves
- Down jackets or full length down coats insulate the best
- Wool sweaters. Cotton and acrylic sweaters are not as warm and durable
- Leather boots with insulated lining and thick rubber soles. It is important to waterproof them with silicon spray (sold at most shoe stores). Vinyl boots are waterproof but not as warm. The rubber soles should be well treaded and have small heels in order to be safe for walking on slippery surfaces
- Cotton socks, which allow feet to breathe and absorb perspiration. Thick wool socks can be worn over these for extra warmth
- Loose fitting jeans or pants of some other dense fabric
- Chamois, cotton, or flannel long-sleeved shirts to layer

If you need to buy some of the above items, it is recommended to look for sales in order to keep down the cost. Some stores gave pre-season winter sales in October, and many have post-holiday sales right after New Years. January and February tend to be the coldest months, so after New Years is not too late.

Once you are prepared for winters in New York, you can begin to enjoy them because while winters are cold, they offer a lot of fun activities!

Culture Shock!

Culture Shock is the disorientation that may result from a myriad of new and ambiguous stimuli in the overseas environment. In our own culture we know what to expect when we go shopping, apply for a driver's license or attend a college class. We understand both the words and the nonverbal signals of the people with whom we come in contact without consciously paying attention to their meaning. In another culture, words, intonation and "body language" may not have the exact same meaning that we would normally assign to them. Everyday acts such as shopping, banking, and driving require much greater attention and energy and involve a much higher degree of uncertainty. Is this the right line to be in? Am I on the right side of the road? What did he mean by that peculiar intonation of voice? Obviously when the language is different, much greater ambiguity arises. Frequently you may not understand all that was said, or if you do, you may not know what the appropriate response is.

One result of this uncertainty is fatigue. The constant need to pay attention to things that we take for granted in our own cultures is very tiring. Frequently sojourners in another country react by temporarily withdrawing from contact with the people or by becoming hostile. In extreme cases, there can be physical symptoms.

Culture shock varies with each individual. Some may feel it very mildly or not at all while others may feel quite tired, irritable and withdrawn. There is, however, a somewhat predictable cycle that people living a foreign culture experience. For the first few weeks, there may be a sense of euphoria because everything is so new and exciting. This is usually followed by a period of decline where the effort of trying to understand everything seems overwhelming and you may feel fatigued, perhaps depressed or hostile toward the host country culture. As the stay progresses and you begin to understand the language, customs and behavior better, spirits rise and you will begin to feel more at home. Often, shortly before leaving home, there is once again a euphoric feeling and even a reluctance to leave.

What can you do to minimize culture shock? First of all, simply recognizing your feelings for what they are can help. If you realize that your reluctance to go out and meet people is predictable phase of cultural adjustment, it is somehow easier to cope with. Second, when you pack for your trip, take along one or two things that remind you of home: a favorite tape, some other favorite food, or mementoes from home such as photographs or anything else that can give you comfort. Thirdly, plan to rest more. Taking naps or going to bed earlier can help combat the fatigue. Talk about your feelings with others who may be experiencing the same thing. Last, make an effort to learn at least one thing useful about the language or culture each day. The more you know, the more you will feel at home!

English Classes

SUNY Cortland:

SUNY Cortland offers beginner level courses for non-native English speakers to help them develop the academic skills needed.

ICC 145- Introduction to Academic Language

Introduces international students (students whose first language is not English) to academic language and the American university system, practices and expectations. Special emphasis is placed on discipline-specific discourse conventions and assignments

ICC 147- Academic Grammar & Vocabulary

Introduces international students (students whose first language is not English) to academic grammar and vocabulary conventions. Reinforces and complements topics in ICC 145.

ICC 149- Academic Listening & Speaking

Provides international students (students whose first language is not English) with intensive practice in academic listening and speaking. Emphasizes listening strategies, note-taking skills and interpersonal, interpretive and presentational skills, which are crucial for the success of international students in an American university setting.

*For more information on courses offered at SUNY Cortland, visit

<http://www2.cortland.edu/offices/registrars-office/course-schedule-registration.dot>

Tompkins Cortland Community College (TC3)

Tompkins Cortland Community College offers intermediate and advanced level courses designed to help students develop their English language ability to a level sufficient to successfully undertake college level study in the U.S. Contact the Admission Office at (607) 844-8211, extension 4320, or visit www.tc3.edu.

Kaplan Test Prep

Kaplan Test Prep offers different English courses to help you prep your academic and daily lives in the U.S. They offer both in-class and online courses for your own convenience. For more information, visit www.kaplaninternational.com.

Living in Cortland: Practical Resources

Banks		
Alliance Bank- Main Office 65 Main Street, PO BOX 5430 Cortland, NY 13045 (607) 758-1201	Alliance Bank 1125 Groton Avenue Cortland, NY 13045 (607) 753-3391	Bank of America 1094 Hwy 222 Cortland, NY 13045 (800) 432-1000
First Niagara Bank 860 Route 3 Cortlandville Cortland, NY 13045 (800) 421-0004	First Niagara Bank 12 South Main Street Homer, NY 13077 (800) 421-0004	First Niagara Bank 1 North Main Street Cortland, NY 13045 (800) 421-0004
Fleet Bank of New York 1094 Groton Avenue Cortland, NY 13045 (607) 753-1701	HSBC Bank USA 36 Main Street Cortland, NY 13045 (607) 756-7575	M&T Bank- SUNY Cortland Neubig Hall, Cortland, NY 13045 (607)753-3868
M&T Bank 1091 NYS Route 222 Cortland, NY 13045 (607) 756-5607	Syracuse Federal Credit Union 143 Main Street Cortland, NY 13045 (607) 756-5002	

Hospital/ Emergency Services *Please call 911 in case of an emergency*		
Cortland Memorial Hospital 134 Homer Avenue Cortland, NY 13045 (607) 756-3500	Cortland Police 25 Court Street Cortland, NY 13045 (607) 756-2811	University Police- SUNY Cortland C-17 Van Hoesen Hall Cortland, NY 13045 (607) 753-4123 (main#) (607) 753-2111 (emergency#)

Mail/Courier Services		
U.S. Post Office 88 Main Street Cortland, NY 13045 (607) 753-0266	Federal Express (800) 463-3339	United Parcel Service (UPS) (800) 742-5877

Photocopy Services	
Carbon Copies 87 Main Street Cortland, NY 13045 (607) 753-0022	Staples Copy & Print Center 3918 Route 281 Cortland, NY 13045 (607) 662-0553

Shopping Center (Regional)	
Walmart Super Center 872 State Route 13 Cortland, NY 13045 (607) 756-1776	Price Chopper Grocery 854 New York 13 Cortland, NY 13045 (607) 756-4994
Tops Grocery Route 281 Cortland, NY 13045 (607) 250-2517	Syracuse Carousel Mall 9090 Carousel Center Drive Syracuse, NY 13290 (315) 466-7000

Taxi Services	
A-Z Taxi 3586 Route 215 Cortland, NY 13045 (607) 756-2119	Airport Luxury Sedans 195 Madison Street Cortland, NY 13045 (607) 753-9180
American Taxi 4363 North Homer Avenue Cortland, NY 13045 (607) 753-1133 (607) 753-3030	Cortland Taxi 110 Owego Street Cortland, NY 13045 (607) 756-5460

Tourism
Cortland County Convention & Visitors Bureau 37 Church Street Cortland, NY 13045 (607) 753-8463 (800) 859-2227 www.experiencecortland.com
Ithaca/Tompkins County Convention & Visitors Bureau 904 East Shore Drive Ithaca, NY 14850 (607) 272-1313 www.visitithaca.com
Syracuse Convention & Visitors Bureau South Salina Street Syracuse, NY 13202 (315) 470-1910 (800) 234-4797 www.visitsyracuse.com

Child Care and Schools

Child Protection Laws

It is illegal to leave small children or babies unattended in a home. If you cannot be home with your children you must arrange for an adult or responsible child (12 years or older) to supervise your child or bring your child to a day care center. If you are concerned about the welfare of someone else's children and you suspect the possibility of neglect or abuse, you may call the Child Abuse and Neglect Hotline 1-800-342-3720.

Emergency Contact Information

The Poison Control Center can give you the latest information on emergency treatment for poisons. Their telephone number is 1-800-252-5655. In case of an emergency you can take your child to the emergency room of the hospital, or call 9-1-1.

Enrollment in Child Care or School

When you enroll your child in either school or child care, you will need the following:

- ❑ Their birth certificate or passport
- ❑ Proof of Cortland residence (lease or bill addressed to you here)
- ❑ Record of their immunizations

New York State requires the following immunizations. The child care provider or school can provide more detailed information and forms.

1. Diphtheria/pertussis/tetanus toxoid (DPT or DT): a series of three or more doses.
2. Oral Polio: a series of three or more doses, or Injected Polio Vaccine (IPV): a series of four doses given after 1968, or Enhanced Injected Polio Vaccine: a series of three doses.
3. Proof that child has received two doses of live measles vaccines and one dose of mumps and rubella on or after their first birthday. Proof must also be given if the child actually had measles or mumps, a physician's

signature can verify this. If the child had rubella proof must be given by a protective-antibody titer.

4. Hepatitis B (HBV): a series of three doses.

Child Care Providers

Below is a list of some of the childcare facilities in Cortland:

<p>SUNY Cortland Child Care Center Twin Towers, Room 131 Cortland, NY 13045 (607)753-5955 http://www.cortland.edu/~childcare</p>	<p>Cortland Area Child Care Council 111 Port Watson Street Cortland, NY 13045 (607)753-0106</p>
<p>Cortland Child Development Program 59 Pomeroy Street Cortland, NY 13045 (607)758-9325</p>	<p>Here We Grow Child Care Center 16 Miller Street Cortland, NY 13045 (607)756-6070</p>
<p>Cortland YMCA Kindercare Day Care Center 22 Tompkins Street Cortland, NY 13045 (607)756-2893</p>	<p>Homer Children’s Center, Inc. 28 South Main Street Homer, NY 13077 (607)749-4719</p>
<p>Learning Adventure 5 Huntington Street Cortland, NY 13045 (607)753-6762</p>	<p>Preble Children’s Center Preble Road Preble, NY 13141 (607)749-4485</p>

Public Schools

Cortland City Schools:

Barry Elementary Raymond Avenue Cortland, NY 13045 (607)756-5712	Parker Elementary 89 Madison Street Cortland, NY 13045 (607)756-7012	Randall Elementary Randall Street Cortland, NY 13045 (607)756-9252
Smith Elementary Wheeler Avenue Cortland, NY 13045 (607)756-2041	Cortland Jr.-Sr. High School 8 Valley View Drive Cortland, NY 13045 (607)753-6062	

Dryden Central Schools:

Cassavant Elementary School 20 School Street McLean, NY 13102 (607)838-3522	Dryden Jr.-Sr. High School Route 38 Dryden, NY 13053 (607)844-8694	Freeville Elementary School Main Street Freeville, NY 13068 (607)844-9251
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Groton Central Schools:

Groton Jr.-Sr. High School 400 Peru Road Groton, NY 13073 (607)898-5801	Groton Elementary School 516 Elm Street Groton, NY 13073 (607)898-5853
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Homer Central School District:

Homer Elementary Park Place Homer, NY 13077 (607)749-1250	Homer Intermediate School Clinton Street Homer, NY 13077 (607)749-1240	Homer Junior High School Clinton Road Homer, NY 13077 (607)749-1230
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Homer Senior High School 80 West Road Homer, NY 13077 (607)749-7246	McGraw Central Schools West Academy McGraw, NY 13101 (607)838-3600
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Parochial Schools:

Bible Baptist Church 15 West Road Cortland, NY 13045 (607)756-7716	Cortland Christian Academy 15 West Road Cortland, NY 13045 (607)756-7716
Parkside Christian School 78 Homer Avenue Cortland, NY 13045 (607)756-7114	St. Mary's School 61 North Main Street Cortland, NY 13045 (607)756-5614

Other Schools:

Onondaga Cortland-Madison BOCES (BOCES coordinates much of the vocational training in New York) Clinton Avenue Ext. Cortland, NY 13045 (607)753-9301	Franziska Racker Center 882 Route 13 Cortland, NY 13045 (607)753-9375
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Going Home Checklist

Below we offer some suggested steps to consider when preparing to return home after your time at SUNY Cortland.

- ❑ Go to post office and fill out change of address postcards and forwarding address forms. Send your new address to friends, professional associates, and other contacts.
- ❑ Contact your telephone service provider and ask to have your telephone disconnected. Call your long distance provider and make sure all your telephone calls have been paid for.
- ❑ Notify utility companies of your departure (cable, gas, electricity, etc.). Ask if you can pay remaining bills before you depart.
- ❑ Clear all accounts. Call credit card companies and see if you can make outstanding payments before you depart. If you are a student, please check your SUNY Cortland student account through myRedDragon to make sure you have no balance. Even small balances will result in a hold on your record, which will prevent issuance of your transcript and/or diploma.
- ❑ Close your bank account. Purchase traveler's checks if you will need them.
- ❑ File any medical insurance claims that are still outstanding. Pay the balance that you owe. Note when your health insurance expires to see if you are leaving the U.S. after this date.
- ❑ Leave your permanent home address with your department, the Payroll Office, and others who might wish to be in contact with you. Return department keys.
- ❑ Check out of your apartment/rental. Leave a forwarding address with the manager/landlord. Return your keys and request the return of your security deposit.
- ❑ If you are taking a computer or other high tech equipment home, find out details about U.S. export regulations.

- ❑ Consult your country's embassy to determine what customs regulations you will need to consider when taking your belongings home.
- ❑ If you worked, leave your forwarding address with your employer so they can send you your W-2 forms for tax purposes in January or February. If you worked for a College office/department, please contact the Payroll Office; if you worked for ASC, contact their payroll department. To file your IRS 1040 NR tax forms by April 15, you will need your W-2, Social Security number, DS-2019, passport, and copy of your I-94 card (which you will turn in at the airport when you depart the U.S.). International Programs will send you information on tax filing in February.

Shipping Books and Belongings Home

As you begin to plan your return home, you must consider what you are bringing back. It is recommended that you compare the following list of services below and their prices before deciding on a method to send your belongings home.

Baggage Regulations: Check with the airline on which you will be flying home for specific regulations on the weight and size of suitcases, excess baggage, and air and freight costs. If you are not checking your baggage through to your ultimate destination, be sure to ask what the baggage regulations are for your intermediate stops. The regulations can vary by country and carrier.

Sending books through the U.S. Post Office: Boxes of books can be sent by asking for surface rates on books. The cost varies for each country. It is advised that you call the post office to inquire about the rate for your country. A minimum of 15 pounds must be sent at a time, the maximum that can be sent to most countries is 40-45 pounds at a time. It is important that you separate books from printed matter, since the rate for printed matter is double the rate for books. Also no insurance is available on these shipments.

Post Parcel through the U.S. Post Office: You can mail clothing that you do not need to bring with you. This is a relatively inexpensive option. Here again the rates differ for each country. Please call your local post office to inquire about rates for your country. To most countries the parcel should not exceed 40 pounds at a time. Insurance is strongly recommended. Packages do not always arrive and may arrive in poor condition. The shipments may take from 6-8 weeks to arrive. You do not

need to place stamps on the package, the post office will weigh the material and affix proper postage.

Air Shipment for Moderate Distances: If you are returning by air and do not have a great deal of baggage exceeding your maximum weight allowance or bag allowance, the cost of air shipment is not expensive. The freight offices of the international airlines are listed in the yellow pages of the local telephone book. The airline will be able to provide estimates for you even if they do not service your particular city. For an additional cost, some airlines will crate your belongings for you at the airport.

Shipment by Sea: Determine regulations on the size, weight and content of boxes if you are sending your belongings home by sea mail. Consider the length of time it will take for parcels to arrive, and any potential damage to books etc.

Overland Shipping: Greyhound Express is one of the cheapest ways of sending your belongings across the country to a port city. Packages or trunks must weigh below 100 pounds. For more information please contact greyhound 1-800-479-1329 or <http://www.shipgreyhound.com>. Please note that you will also have to set up shipment by sea from the port city.

International Sea and Air Shipping Corporation: Located at 61 Broad Street, New York, NY. They will send you information packets upon request. Please call (212)766-1616.

You may also look in your yellow pages for a list of Mailing services, Movers, Freight services and Courier services.

Whichever shipment method you choose, make sure to get a receipt and if possible purchase insurance on the packages.

This packet was designed by Jeanie Lam under the supervision of Mary Schlarb, Director and Senior International Student and Scholar Advisor, International Programs Office at SUNY Cortland.
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