International Student & Scholar
“Now That You Are Here” Booklet
2015-2016

International Student and Scholar Office
Trinity Evangelical Divinity and Graduate School
Trinity College
Trinity International University
# TABLE OF CONTENTS

Welcome .................................................................................................................. 2  
Checklist .............................................................................................................. 3  

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival</td>
<td>3</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>3</td>
</tr>
<tr>
<td>Mailbox</td>
<td>3</td>
</tr>
<tr>
<td>Trinity Student Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Renting a Car</td>
<td>4</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>4</td>
</tr>
<tr>
<td>Housing</td>
<td>4</td>
</tr>
<tr>
<td>Electricity</td>
<td>5</td>
</tr>
<tr>
<td>Furniture</td>
<td>5</td>
</tr>
<tr>
<td>Internet</td>
<td>6</td>
</tr>
<tr>
<td>Banking</td>
<td>6</td>
</tr>
<tr>
<td>Address Change</td>
<td>6</td>
</tr>
<tr>
<td>Phones</td>
<td>6</td>
</tr>
<tr>
<td>Buying A Car</td>
<td>8</td>
</tr>
<tr>
<td>Schools in the Area</td>
<td>9</td>
</tr>
<tr>
<td>Weather</td>
<td>10</td>
</tr>
<tr>
<td>Clothing</td>
<td>10</td>
</tr>
<tr>
<td>Maintaining Your Visa Status</td>
<td>12</td>
</tr>
<tr>
<td>Conclusion</td>
<td>12</td>
</tr>
<tr>
<td>Useful Contact Information</td>
<td>13</td>
</tr>
</tbody>
</table>
Dear Trinity Student,

We are very excited to have you here on our campus. You are an integral part of our community, and we eagerly anticipate your perspective and presence among us as you pursue your education at Trinity International University.

Our students come from several countries and have consistently made a very significant contribution to our campus life. This is why we are delighted to welcome you to the fellowship of TC/TEDS/TGS. It is our hope that we may contribute to your and your family’s growth as a Christian during your Trinity experience. In a very tangible way, our fellowship here at TEDS/TGS illustrates the reality of Oneness in Christ that transcends national and cultural barriers. May you find this practically true during your time here on campus.

Upon arrival at TEDS/TGS, you may be faced with many new and different customs, complex procedures and unfamiliar rules and regulations. The International Students and Scholars Office (ISSO) is a source of information and assistance for each international student. We attempt in every way possible to make the international students and scholars experience at Trinity a successful one. We encourage international students and scholars to address their questions to the ISSO so please feel free to come by, call or email us as much as you need to.

While we attempt to provide you with a thorough guide, this handbook will deal with some of the immediate issues you may face as you arrive and begin your journey at Trinity. As much as possible, please read through this handbook with your family and note the details contained in it.

Jana Holiday  
Associate Dean of Students  
jholiday@tiu.edu  
847-317-4063

Kate Reed  
Coordinator of the International Student & Scholar Office  
kreed@tiu.edu  
847-317-4064
Checklist

**Arrival:** As soon as you arrive on campus, please come by the International Students and Scholars Office (ISSO) located on the lower level of the Waybright Center to check in with Kate Reed with all of your Immigration documents to have them copied (passport, J-1/F-1 visa and I-94) and to be sure all documents are in order. **Also, it is important for you to get your Student ID while you are on campus because you will need this to conduct business as you transition here at Trinity.**

**New Student Orientation:** All International Students are required to attend the International Students Orientation and the General New Students Orientation. *These sessions are extremely beneficial for our incoming students (whether you are a transfer student, never been in the US or an “experienced” American traveler) so that you can transition well to the US and to Trinity.*

**Mailbox:** Stop by the Mailroom in the Waybright building to obtain a Trinity mailbox or submit a mailbox request form through myTIU. Office hours are Monday through Friday, 9 am - 4 pm. If you had packages sent to Trinity prior to your arrival, check with the Mailroom to see if they have arrived.

**Trinity Student Accounting:** The Student Accounting Office is responsible for managing all student accounts. The student account is a summary of billing generated by course registration, room and board, other associated fees, and financial aid as awarded to and accepted by the student. The Student Accounting office works closely with the Records, Student Financial Services, Housing and Security Offices, among a host of others, to serve you in the best way possible. All payments to the student account should be sent to the Student Accounting office.
Renting A Car: If you need to rent a car when you arrive on campus, there are multiple car rental companies available that offer this service. However, one of the most convenient is Enterprise Car Rental because they offer a service to pick you up from campus/your home and their office is very close to Trinity. They are located at 1750 Lake Cook Rd, Deerfield, IL 60015 and their phone number is (847) 374-1527. Check their website http://www.enterprise.com/ for more details.

Social Security Number: You will need to obtain a Social Security Number (SSN) to conduct business in the United States. The ISSO will help you to navigate this process.

Housing:

On-Campus Residence Halls/Dormitory: If you have made arrangements for an on-campus dorm or apartment, visit the Housing Office. When you move in, introduce yourself to your RA (Resident Advisor in the dormitory/Residence Hall).

Campus Apartments: Once in an on-campus apartment, check with the Housing Office to arrange to have electricity billed in your name.

Off Campus Apartments: The ISSO has a list of contacts for possible off-campus apartment. In addition, you can complete an off-campus housing information request form to obtain a list of current off-campus housing listings to be emailed to you - http://divinity.tiu.edu/student-life/housing-dining/living-off-campus/off-campus-housing-information-request/. If you are staying in an off-campus apartment, contact the ISSO as soon as possible to inform us of your arrival so that we can assist you in getting acclimated to the area. Once in an off-campus apartment, arrange to have electricity, and telephone service installed to receive your telephone number and billing information.

Housing Office Contact Info: Phone: 847-317-7135, Email: housing@tiu.edu and online at http://divinity.tiu.edu/student-life/housing-dining/living-off-campus/
Electricity

All apartments’ on-campus and off-campus require that you turn on your electricity service with Com Ed www.comed.com. As an international student you will be required to follow the guidelines listed below to turn on service. First, contact ComEd and the complete the following:


2. It will take **3 business days** for the verification process to be complete. After that you can call Com Ed 1-(800)-334-7661 to set up your electricity service.

Furniture: All apartments’ on-campus and off-campus are generally furnished with only a stove and a refrigerator. Most apartments are not furnished (they are more expensive if furnished) and therefore you will be expected to obtain your furniture, dishes, linens, etc. Trinity frequently receives donations of furniture and household items, linens, etc. that are made available for the needs of F-1 visa international students and furloughing missionary students and their immediate family who have recently arrived at Trinity and will be returning to their country at the completion of their studies at Trinity.

The furniture and household items must be returned at the end of the students’ sojourn at Trinity since this is an on-going ministry clean and in good condition. Items are not to be sold or taken when a student finishes his/her studies at Trinity, even if transferring to another school.

All furniture and household items are stored in the **Furniture Room** located in the basement of the North Apartment building. Contact the ISSO at (847)-317-4064 for more information. If there is anything you need that is not available from the furniture room, you may purchase items from garage sales in the area (check the notice boards on campus) or visit second-hand stores nearby (Goodwill, Salvation Army, etc.).
Internet: For international students living off campus and need internet service in their residence, there are options with AT&T, Century Link and Comcast Xfinity. Depending on the type of connection you obtain, you may purchase a wireless router from Best Buy, Staples, and Walmart or online at Amazon.

Banking: There are many banks in and around the Trinity area. Some of them include

Bank of America - 1315 Lake Cook Rd, Northbrook, IL, (847) 564-4890
Chase Bank - 770 Waukegan Rd, Deerfield, IL, (847) 374-4901
First American Bank - 701 N Milwaukee Ave, Vernon Hills, IL 847-816-9100

In order to open the bank account, you will need the following documents:

- Passport
- I-20
- Letter from the ISSO certifying your status and local address
- Social Security Number
- Trinity Student ID Card

Most persons do not carry large amounts of cash in their wallets as most things are paid for by credit or debit card. We encourage you to use your checking account to pay for bills and purchases and to set up a budget that will allow you to maximize the money that you have.

Address Change: Complete a Change of Address form to receive Trinity information, including Student Accounting and Records information, at your new address at Trinity or nearby Trinity. Please find the forms at: http://www.tiu.edu/tiu/records/forms. Please click on the link for your particular school.

Phones:

Prepaid or “Pay-As-You-Go” Plans/No Contract: Having a Prepaid cell phone plan is typically easier for international students, because they do not require a Social Security number and/or a credit history check in order to obtain. Advantages of these plans include no long-term contracts, security deposits, or penalties for cancellation.
**Contract:** A contract plan will typically offer the best prices to customers who sign two-year contracts for cellular service. While the rates are lower with this option, ending your contract early will require you to pay a penalty. Also, qualifying for a contract plan generally involves a review of your credit history. Because new international students may not have Social Security numbers or a credit history in the US, you will likely have to pay a security deposit for a contract plan.

**SIM Card Option:** It may be possible to use a cell phone from your home country if it uses a SIM card and has been unlocked. However, make sure to contact one of the companies below and ask a technician to confirm if your phone is compatible with that company's network.

**Major Cell Phone Carriers:**

**T-Mobile:** $50 a month for unlimited talk & text, 1GB of data, and free international texting.

[http://prepaid-phones.t-mobile.com/](http://prepaid-phones.t-mobile.com/)

**T-Mobile Authorized Retailer: Walmart**
1455 E Lake Cook Rd
Wheeling, IL 60090
(847) 537-5090

**T-Mobile Store**
275 Parkway Drive Suite 613
Lincolnshire, IL 60069
(847) 465-1131

**AT&T:** $60 a month for unlimited talk & text (includes 100 international countries) and 2.5GB of data (for smartphone). Basic phone package is $45 a month (with 2GB of data).


**AT&T Authorized Retailer: Cingular**
910 Milwaukee Ave, Suite B
Lincolnshire, IL 60069
(847) 478-1700

**AT&T Company Store**
59 Skokie Valley Road
Highland Park, IL 60035
(847) 579-9023

**Verizon Wireless:** $45 a month for unlimited talk & text and 500MB of data.

Virgin Mobile: $40 a month for unlimited talk & text plus 50MB of web access (There are cheaper plans available for about $25 a month – check with the store for details)

http://www.virginmobileusa.com/

*Please note these prices are subject to change

Buying A Car: If you live off-campus you will need to have your own automobile for transportation from your apartment to the various places you need to go because there is no regular public transportation near Trinity. You may be able to purchase a reasonable automobile from a fellow-student who may be finishing his/her studies or has recently acquired another car. If you will be driving a car, you will need to apply for a driver's license at the Department of Motor Vehicles. Information about how to do this is available from the International Students and Scholars Office. Please keep this in mind for your financial planning.

Here are some tips for buying a used car:

1. Go online and check CARFAX (www.carfax.com) which will help you check a car’s history and assist you in finding a quality used car. Also check Kelley Blue Book (www.kbb.com) to find the best deals on both new and used vehicles.
2. Ensure you are able to pay for the proper Auto Insurance for your vehicle - there are several insurance agencies to choose from.
3. Should you choose to finance or buy on credit, it is best to do this through a credit union, bank, or savings and loan association.
4. Drive the car before buying and check for any leaks, wear, or other problems/damages. Also, take it to a mechanic for a diagnostic check to be sure that the car is in good working order.
**Schools in the Area:** There are two school districts in the Trinity area - Bannockburn School District [http://www.bannockburnschool.org/](http://www.bannockburnschool.org/) and Deerfield Public School District [http://www.dps109.org/](http://www.dps109.org/). In the United States, there are four levels of schooling for children

- Kindergarten (Ages 5/6)
- Elementary (Grade 1-5 / Ages 6-11)
- Middle (Grade 6-8 / Ages 12-14)
- High (Grade 9-12/Ages 15-18)

Please visit the School District websites to obtain details about the schools in the area that can meet your child’s educational needs. You can also schedule an appointment with the Guidance Counselor at the appropriate school to have your child/children enrolled.

**Weather:** The weather at our Florida and Southern California campuses averages between 50-70° F in the Fall, Winter and Spring months while the Summer averages 80° F and higher. In Illinois, Fall is cool and damp with temperatures averaging 50-60° F while the Winter months (early November to mid-March/April) are very cold and snowy (0-30°F). In the Spring, the weather is wet and mild while Summer is often hot and humid with temperatures averaging 75-80°F (it is not unusual to have weeks where the temperature reaches 90-95° F with humidity levels of 60-70%). Chicago is known as the “windy city” with very strong winds blowing in the winter and therefore it is important that you keep exposed skin covered because your skin can freeze quickly - wear a hat over your forehead and a scarf or mask on the lower part of your face. You may check local weather conditions at [http://www.accuweather.com](http://www.accuweather.com) using the area zip code 60015 to obtain accurate temperatures.

**Clothing:** The climate in Illinois will require having appropriate clothing for the various seasons. The *Clothes Horse*, the clothing “store” on Trinity’s campus has clothing. Some tips for winter clothing include:

- Coats: Are they washable? Washable coats will save money on dry cleaning bills. Many ski-type jackets made with nylon are washable. Look for labels inside the jacket that tell you how to keep it clean. The label will usually say - MW or machine wash (wash at the
Laundromat or in your own washing machine). If the label says, "dry clean," then you will have to pay as much as $3.00 to have it cleaned each time. Nylon jackets with a Dacron lining may be very light but will be warm. Some ski jackets are lined with goose down which is also is light and warm but usually much more expensive than Dacron lining or fill. A hooded jacket is convenient but you will usually need a cap under the hood.

• A Scarf: usually wool, acrylic or Dacron, helps to keep your face and neck protected from the wind on cold days.

• Gloves: Mittens and gloves come in many styles and prices vary. Knitted gloves are less expensive than lined leather gloves but make sure they are heavy enough and warm. You might also consider a pair that is waterproof. This would be important for children when they play in the snow.

• Caps: Many styles are available but probably the warmest are knitted caps (for both men and women). Purchase something that can cover your ears on cold days.

• Sweaters: A sweater worn under a heavy coat increases the insulation and warmth and many styles are available. Both wools and acrylics are warm.

• Boots: A good fit, warmth and waterproofing are important points to look for. Most students choose boots that they can wear indoors and outdoors on campus.
# MAINTAINING VISA STATUS

<table>
<thead>
<tr>
<th>Item</th>
<th>J- Exchange Visa</th>
<th>F-Visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have a validated SEVIS record</td>
<td>Report to Kate Reed Designated School Official (DSO) within 30 days of your program start date</td>
<td>Report to Kate Reed, Designated School Official (DSO) within 30 days of your program start date</td>
</tr>
<tr>
<td></td>
<td>A valid passport.</td>
<td>A valid passport.</td>
</tr>
<tr>
<td></td>
<td>A valid I-94 number. To retrieve your I-94 number, please visit</td>
<td>A valid I-94 To retrieve your I-94 number, please visit</td>
</tr>
<tr>
<td></td>
<td><a href="https://i94.cbp.dhs.gov/I94/request.html">https://i94.cbp.dhs.gov/I94/request.html</a></td>
<td><a href="https://i94.cbp.dhs.gov/I94/request.html">https://i94.cbp.dhs.gov/I94/request.html</a></td>
</tr>
<tr>
<td>Engage in appropriate activities</td>
<td>Enroll in a full time course load every semester as a student/ teach/conduct research as a professor or a scholar</td>
<td>Enroll in a full time course load every semester.</td>
</tr>
<tr>
<td>Employment <strong>as allowed by J-1 and F-1 regulations</strong></td>
<td>An exchange visitor is subject to termination if he or she engages in unauthorized employment.</td>
<td>A student visa is subject to termination if he or she engages in unauthorized employment.</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>All exchange visitor participants are required to maintain a valid health insurance. <strong>See Note 1 below</strong></td>
<td>All students are required to maintain a valid health insurance.</td>
</tr>
<tr>
<td>Report changes of address within 10 days of address change.</td>
<td>The Department of State treats very seriously the requirement to update the Responsible Officer or Alternate Responsible Officer with any address changes.</td>
<td>The Department of State treats very seriously the requirement to update the Designated School Official with any address changes.</td>
</tr>
<tr>
<td>Travel and Re-Entry Documents Needed</td>
<td>A valid passport , A valid visa, A valid DS-2019, signed by a Responsible Officer or Alternate Responsible Officer within 12 months of your return date to the United States.</td>
<td>A valid passport, Proof of finances, A valid visa, A valid I-20, signed by a DSO within 12 months of your return date to the United States.</td>
</tr>
</tbody>
</table>
**Note 1 - Health Insurance**

Health insurance must be underwritten by an insurance corporation with an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-I" or above, a Standard and Poor's Claims Paying Ability rating of "A-" or above, or a Weiss Research, Inc. rating of B+ or above.

The following health insurance requirements as set out by the Department of State must be met:

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

We hope that this handbook has been helpful. Let us know if you have any suggestions on what to improve or to include so that future students will continue to benefit from this handbook. We hope your preparation and transition to the United States will go well, and we look forward to meeting you at Trinity!
Useful Contact Information

Social Security Administration (Waukegan)
1930 North Lewis Ave.
Waukegan, IL 60085
1-800-772-1213 or 847-244-7460
http://www.ssa.gov/

United States Citizenship and Immigration Service (USCIS)
Nebraska Service Center
P.O. Box 82521
Lincoln, NE 68501-2521
INS Inquiry: 1-800-375-5283
http://www.uscis.gov

USCIS Chicago District Office
10 W. Jackson Blvd.
Chicago, IL 60604
312-385-1900

US Department of State
Office of Exchange Coordination and Designation
ECA/EC/AG – SA-44, Room 820
301 4th Street, S.W.
Washington, DC 20547
202-203-5029
www.state.gov

Illinois Department of Motor Vehicles
Deerfield Park Plaza
405 Lake Cook Rd.
Deerfield, IL 60015
(312) 793-1010
http://www.ilsos.gov/facilityfinder/facilityfinder

Illinois Dept. of Motor Vehicles
Driver’s License
342 Peterson Rd.
Libertyville, IL 60048
847-362-7171
www.cyberdriveillinois.com

Chicago Department of Motor Vehicles
Temporary Driver’s License
5301 W. Lexington Ave.
Chicago, IL 60644
312-793-1010

Internal Revenue Service (IRS)
1-800-829-1040
http://www.irs.gov/

Illinois Department of Revenue
http://www.dor.state.il.us/