

F-1 STUDENT HANDBOOK



www.cgc.edu/admissions/international-students

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Welcome to Chandler Gilbert Community College!

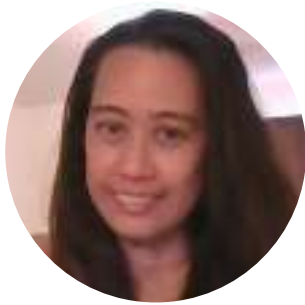
Congratulations! You have been accepted to CGCC and have been granted an F-1 visa. We are excited to have you on campus and hope that your time here will be enriching, both academically and personally. The college operates from three locations including the Pecos campus, Williams campus and Sun lakes Center.

We look forward to seeing and talking with you on our campus in the months ahead. In the meanwhile, if you should have any questions or comments regarding international student program, you are welcome to contact us at iep@cgc.edu.

WELCOME



MEET OUR TEAM



Supaluck (Supie) Senaluang

Student Services Analyst, Sr.

✉ supaluck.senaluang@cgcc.edu

Greetings. My name is Supie. I am originally from Thailand. I have been working in the higher education, especially in international program for over 20 years. If you have any questions, please do not hesitate to ask me. I'm happy to connect you with the appropriate department at CGCC or within Maricopa colleges for support. Good luck in your educational journey!

Edith Megui

Student Services Specialist, Sr.

✉ edith.megui@cgcc.edu

Hi everyone, I'm from Mexico but have lived in Arizona since I was 6 months old. Been working with Maricopa Colleges for over 15 years. Please don't hesitate to contact me with any assistance.



Martin Ocampo

Student Services Assistant (Part-time)

✉ martin.ocampo@cgcc.edu

My name is Martin, and I'm a Filipino who was born in Thailand. Currently, I work as a Student Services Assistant for the International Program Department while pursuing an Associate of Applied Science degree in Machine Learning and Artificial Intelligence. As an international student myself, I'm here to help, so please don't hesitate to reach out if you have any questions!

YOUR LEGAL STATUS IN THE UNITED STATES

The information and instructions contained in this section are very important to you. During your stay in the United States, you must comply with immigration regulations that are based upon laws of the U.S. and are enforced by the United States Citizenship and Immigration Services (USCIS). A violation of the regulations (for example, failure to maintain a fulltime credit load or unauthorized employment) could jeopardize your student status. The U.S. government does not accept ignorance of its regulations as a justifiable reason for breaking those regulations. Violation of immigration requirements can result in serious consequences up to and including removal or deportation from the U.S. Please read the following information carefully.

The Office of International Education Program (IEP) has been established to assist you in complying with all federal regulations. Keep in mind, however, that it is your personal responsibility to see that you comply with all regulations. Please call the IEP office if you have any questions: 480-732-7391 or send email to: iep@cgc.edu.

Each international student is advised to make a photocopy of the following documents. These copies should be kept in a separate place from the original documents. IEP will also keep a copy of these documents.

- SEVIS I-20
- Copy of your entire passport (except blank pages) – it must be valid at all times.
- I-94 copy which you can print out at <https://i94.cbp.dhs.gov/I94/#/home>
- U.S. Visa (placed inside your passport, or official letter from USCIS)
- Entry date stamp (usually stamped near your F-1 visa in your passport)



SEVIS I-20: CERTIFICATE OF ELIGIBILITY

SEVIS is an electronic reporting system that provides the U.S. Department of Homeland Security (DHS) with information on international students and scholars in the United States who hold F, J, and M visas. The system also tracks entries into the U.S. and departures from the U.S. Every school, college, and university that admits students or scholars on F, J, or M visas is mandated to use SEVIS.

This document gives the foreign student permission to study in the U.S. for the time it takes to complete their educational program. The I-20 is used to obtain the F-1 visa at the US Consulate or Embassy. Students must finish on or before the completion date. You will have 60 days after completion to leave the U.S., apply for another visa, apply for Optional Practical Training (OPT) or transfer to another school. Please bring the stamped I-20 and passport to the Office of International Education Program (IEP) as soon as you enter the country so that a photocopy remains in your file.

SEVIS requires daily reporting on full course enrollment and changes you may make in your academic program (examples: change of major or degree program). The following information is reported as well and includes: academic status, employment, and residential address. You need to make sure that all information printed on your I-20 remains accurate. If there has been any change in the information printed on your I-20 form (example: your name has changed, the source and/or amount of your financial support is different, etc.).

SEVIS Reporting requirements by IEP includes:

- Whether the student has enrolled at the school, or failed to enroll.
- A change of the student or dependent's legal name.
- A change of the student or dependent's home address in the U.S.
- Any student who graduates prior to the end date listed on the I-20.
- Academic or disciplinary actions taken due to criminal conviction.
- If the student drops below a full course of study without prior authorization from IEP
- Termination date and reason for termination.
- Any student who fails to maintain status or complete his or her program.
- Other data generated by standard procedures such as program extensions, school transfers, changes in level of study, employment authorizations, and reinstatement.

Sample SEVIS I-20

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0004705859

<p>SURNAME/PRIMARY NAME Sample STEM</p> <p>PREFERRED NAME</p> <p>COUNTRY OF BIRTH UNITED KINGDOM</p> <p>DATE OF BIRTH 05 FEBRUARY 1997</p> <p>FORM ISSUE REASON CONTINUED ATTENDANCE</p>	<p>GIVEN NAME Student</p> <p>PASSPORT NAME</p> <p>COUNTRY OF CITIZENSHIP UNITED KINGDOM</p> <p>ADMISSION NUMBER</p> <p>LEGACY NAME Jay SamOne</p>	<p>CLASS</p> <h1 style="font-size: 2em; margin: 0;">F-1</h1> <p>ACADEMIC AND LANGUAGE</p>
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SCHOOL INFORMATION

<p>SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies</p> <p>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson FDSO</p>	<p>SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744</p> <p>SCHOOL CODE AND APPROVAL DATE BAL214F4444000 09 APRIL 2015</p>
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PROGRAM OF STUDY

EDUCATION LEVEL BACHELOR'S	MAJOR 1 Mechanical Engineering 14.1901	MAJOR 2 Forest Engineering 14.2401
NORMAL PROGRAM LENGTH 36 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient.
PROGRAM START DATE 01 SEPTEMBER 2011	PROGRAM END DATE 30 MAY 2015	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 4 MONTHS			STUDENT'S FUNDING FOR: 4 MONTHS		
Tuition and Fees	\$	1	Personal Funds	\$	8
Living Expenses	\$	2	Funding School Remarks	\$	6
Expenses of Dependents (0)	\$	3	Funding Other Remarks	\$	7
Expense Other Remarks	\$	4	On-Campus Employment	\$	8
TOTAL	\$	10	TOTAL	\$	26

REMARKS

finished program - applying for OPT

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

<input checked="" type="checkbox"/>	DATE ISSUED	PLACE ISSUED
SIGNATURE OF: Helene Robertson, FDSO	18 October 2015	Ft. Washington, MD

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

<input checked="" type="checkbox"/>	
SIGNATURE OF: Student Sample STEM	DATE
<input checked="" type="checkbox"/>	
NAME OF PARENT OR GUARDIAN	SIGNATURE
	ADDRESS (city/state or province/country) DATE

PASSPORT

The U.S. government requires that international students keep their passports valid for at least six months into the future. If you are working on campus, you will learn that the college payroll office is unable to issue your paycheck if your passport is expired. Only your government can renew or extend your passport. Contact your country's embassy or consulate in the United States for information. Addresses and telephone numbers for foreign embassies in the United States are available on the web at <http://www.embassy.org>

VISA

A visa is a sticker placed in your passport and visa gives permission to enter the U.S. F and M visas can be obtained only outside the U.S. at a U.S. embassy or consulate. Student should have an F-1 visa to study in the U.S. If your visa expires while you are studying in the U.S., you do not need to renew it unless you plan to travel outside of the United States. You are encouraged to renew your visa in your home country. Your visa stamp also includes information on the number of entries allowed. If your visa allows one entry only, you will need to obtain a new one if you travel overseas. Updated information about applying for a visa at many U.S. embassies and consulates around the world is available on the web at <http://www.travel.state.gov>. Look for information about nonimmigrant visas.

I-94 ARRIVAL/DEPARTURE RECORD

The Arrival and Departure Record is the I-94, in an electronic format (in rare cases paper) issued by a Customs and Border Protection (CBP) Officer to foreign visitors entering the United States. Since April 30, 2013, most Arrival and /or Departure records are created electronically upon arrival. An I-94 form is needed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and most Canadian citizens visiting or in transit. Air and Sea travelers will be issued I-94s during the admission process at the port of entry. Students can print out a copy of their most recent I-94 by visiting: <https://i94.cbp.dhs.gov/I94/#/home>

Sample: Passport ID page & Visa Page



Sample: F-1 Entry Stamp & Electronic I-94 record



MAINTAINING F-1 STATUS

As an F-1 international student, you are responsible for learning, understanding, and complying with the U.S. laws and regulations that apply to your F-1 student status. This is referred to as “maintaining status” or “being in status”. Failure to be aware of and to comply with F1 regulations could jeopardize both your legal status in the U.S. and your future academic plans. Once you enter the U.S. with an I-20 and F-1 visa, you will be issued an I-94 which means you are in F-1 Student status. F-1 international students are responsible for understanding the requirements for maintaining F-1 student status in the U.S

- 01** **Valid I-20**
Check the “Program End Date” in the “Program of Study Section” on the first page of your I-20. I-20 must reflect your current degree program of study at all times. If you are unable to finish all degree requirements before the program end date in the “Program Study Section” of your I-20, you must apply for a Program Extension at IEP before your I-20 expires.
- 02** **Valid Passport**
Maintain a valid passport at all times. (Contact your Embassy/Consulate to extend your passport). Valid is defined as expiration date is at least 6 months into the future.
- 03** **Full-Time Enrollment**
Maintain full-time enrollment (12 credits each semester). Exceptions to full-time enrollment are defined by DHS and must be approved by an International Student Advisor BEFORE the semester begins.



MAINTAINING F-1 STATUS

Notify IEP Advisor

04 Notify us of any change in your degree program so that we can inform DHS of the change within the required time (within 15 days of the beginning of the new program). Any change in your U.S. residential address must be reported within 10 days after moving.

Employment

05 Refrain from unauthorized employment. As an F-1 student, you are eligible to work on campus no more than 19.5 hours per week while you are enrolled full-time. You are not allowed to work on-campus after you complete your degree program.

Taxes

06 All F-1 students must file federal tax forms every year that they are in the U.S. The deadlines to file the forms are April 15, if U.S. money is earned, and June 15, if no U.S. money is earned.

Travel

07 Anytime you travel outside of the U.S., please submit a request for a travel endorsement **AT LEAST ONE WEEK** before you leave. Please plan ahead. If you have dependents in the U.S., and they will travel without you, they will need separate travel documents.

EMPLOYMENT OPTIONS

ON-CAMPUS WORK - REQUIREMENTS

1. Must maintain F-1 status,
2. Must have a current and valid I-20 issued by Chandler-Gilbert Community College,
3. Limited to work on-campus for 20 hours (or less) a week while the semester is in session and full time during semester breaks or summer vacation periods if funding is available. You do not need USCIS authorization to work on-campus.
4. Cannot work off-campus without approved authorization (see Optional Practical Training page),
5. Must be registered full-time,
6. Students must have a social security number (see Applying for a Social Security Number).
7. Apply for “TEMPORARY” jobs postings ONLY – DO NOT apply for “Federal Work Study” postings.

CGCC’s Career Center & Job Placement office has employment opportunities advertised on their website along with instructions. You must apply for positions just as any other student by completing an application and interviewing with the department. If you have concerns regarding your interviewing skills, please make an appointment with an advisor in the Career Center for assistance.

Applying For A Social Security Number

Students need to apply for a Social Security Number (SSN) to begin working on campus. In order to qualify for a SSN number, students must have a valid F-1 student visa, valid passport, enrolled fulltime, tuition paid and an official letter of employment offer. The employer wants to hire the you will need to write a letter to the International Education Program (IEP) confirming the intent to hire the student, including job title, employment dates (beginning and ending dates and duties). Bring the letter to the IEP. You will also need to complete an SSN application (Form SS-5) and get a letter from the IEP written to the Social Security Administration Office, verifying full time enrollment at CGCC.





OPTIONAL PRACTICAL TRAINING (OPT)

OPT is temporary employment authorization that gives F-1 students an opportunity to apply knowledge gained in the classroom to a practical work experience off campus. Authorization for OPT is granted by the U.S. Citizenship and Immigration Service (USCIS) and can take at least 90 days and often up to 120 days to obtain. It is important that you apply for the authorization at the earliest possible date. The maximum amount of time granted to work with F-1 OPT status is **12 months per degree level**.

01

Apply for Graduation

The employment must be directly related to your major area of study. You can work anywhere in the U.S. (including Hawaii and Alaska). You are not limited to the state of Arizona.

02

Submit OPT I-20 Request

IEP will verify the eligibility. If you maintain an F-1 status, complete the program requirements, and have not been on OPT before. IEP will note on your I-20 the OPT recommendation. You will select the start date of OPT (within 60 days after graduation).

03

Create USCIS Online Portal

Scan all your documents to be submitted online. Once you create an account, you will be allowed to complete the Form I-765, upload your scanned documents and make a payment for the filing fees.

04

Submit Notice of Action to IEP

Once you file the petition online, you will receive a proof of filing called Notice of Action (Form I-797C) in the mail. You will also be able to see a copy of it on your USCIS Portal. Please submit a copy of it to IEP for our record.

05

Submit a copy EAD Card

Once your petition is approved, you will receive an Employment Authorization Document (EAD) or work permit card. Please check to make sure information on the card is accurate. Please send IEP copy of both front and back of your EAD card.

06

Report Employment on SEVIS

SEVIS system will send a link to activate the SEVIS Portal. This is where you will report your contact and employment information while you are on OPT. Students on post-completion OPT may have up to **90 days of unemployment**.

OUT-OF-STATUS - LOSING YOUR LEGAL STATUS

If you fail to follow the above guidelines you and your dependents will lose legal status and all related benefits. This is very serious and you want to avoid this situation at all possible. It means that you will not be eligible to enroll for classes for the following semester, apply for any employment, even on-campus jobs and you will not be able to receive a reentry signature on your I-20 for travel or apply for a change of status. Furthermore, your SEVIS record (and those of your dependents) will be terminated and SEVIS will automatically notify the immigration services of your loss of legal status. You may be asked to appear at an immigration office and become subject to deportation from the U.S. If you lose your legal status, you must meet with some in the IEP immediately to discuss your options. You might also need to consult with an immigration lawyer.

REGAINING YOUR LEGAL STATUS

Failure to maintain status can happen by either dropping under 12 credit hours, working off campus without legal authorization or not beginning classes by the date indicated on the I-20. You cannot regain your legal status without new documents. There are two options to regain your legal status:

- (1) filing an application for reinstatement with USCIS or,
- (2) reentering the U.S. on an initial attendance document. Both methods carry fees, risks and success cannot be guaranteed.

OPTION I – REINSTATEMENT BY RE-ENTRY INTO THE U.S.

This is done by departing the U.S. and re-entering with a new “Initial Attendance” I-20. You may also need to apply for a new entry visa before your return and must pay a new I-901 SEVIS fee. You are at an increased risk for denial of a visa and re-entry, if embassy or immigration officials find you have violated your legal status. In addition, your eligibility for practical training work authorization is lost when you regain your status through re-entry. You will need to complete and submit a new “Evidence of Financial Support” form along with new bank letter.

OPTION II – REINSTATEMENT WITH THE U.S.C.I.S INSIDE THE UNITED STATES

If you have been out-of-status for longer than 5 months, you are ineligible for reinstatement. This is done from within the United States by mailing an application with supporting documents to the immigration service. Remember, while your reinstatement request is being processed (in pending status), you cannot:

1. legally work on-campus or off-campus while in the U.S.
2. cannot relocate to a new residency – mail from USCIS is not forwarded

Reinstatement may result in a greater risk that future visa applications may be denied. Also, if you leave the United States while your application is pending, your application will be canceled. CGCC is required to report to USCIS within 21 days when a student drops below 12 credits. Make an appointment with an IEP staff to determine eligibility for reinstatement.

TRAVELING OUTSIDE OF THE UNITED STATES

To reenter the United States after a temporary departure, students will need to present:

1. valid passport
2. valid I-94 card
3. valid visa
4. valid SEVIS I-20 signed for travel by a DSO on Page 2 (signature is valid for up to 1 year)
5. current proof of financial guarantee

Recommended:

- Request an official Enrollment Verification of current semester, available at the Admissions/Records & Registration Office.
- Register for the next semester and take a copy of your class schedule with you
- Absences longer than 5 months will require a new “initial attendance” I-20 and constitute beginning a new program with 9 month full-time attendance prior to authorization of any off-campus employment.

TRAVELING TO MEXICO OR CANADA FOR 30 DAYS OR LESS - AUTOMATIC REVALIDATION

To facilitate entry into Canada or Mexico as a visitor, an F-1 student should have:

1. valid I-94 card,
2. valid passport,
3. valid I-20 - signed for travel by a DSO

These documents are also needed to request permission to re-enter the United States as an F-1 student. F-1 visa does not need to be valid to re-enter the United States from a visit to Mexico or Canada NOT exceeding 30 days.

F-1 students planning a trip to Mexico should contact the nearest Mexican Consulate well in advance (<http://www.sre.gob.mx/nuevayork/>) to determine whether or not a Mexican visa is needed for entry into Mexico for residents from your country. Canada requires a Canadian visa for citizens of a number of countries. Individuals needing a Canadian visa should check Citizenship and Immigration Canada on-line for instructions at <http://www.cic.gc.ca/english/information/applications/visa.asp>

I-20s must be endorsed for travel by a P/DSO, located in the first floor, Coyote Center before you departing the United States. The signature is valid for up to one-year from the date of signature, but you are advised to have it renewed every 9 months if you are traveling outside the United States.



TRANSFER TO ANOTHER SCHOOL

WHO IS CONSIDERED A TRANSFER STUDENT FOR IMMIGRATION PURPOSES?

A student is considered to be a transfer student when he or she leaves one U.S. institution (before or after earning a degree) to begin attendance at another U.S. institution. Please note that this does not refer to the transfer of academic credits.

WHO IS ELIGIBLE TO TRANSFER?

- Student has and is currently maintaining his or her F-1 status at the current school
- Student has submitted all necessary documents to CGCC and has been officially admitted.
- The new program begins within five months of the end of the course of study at the current school or the end of the authorized optional practical training period.

A transfer must be requested no later than the end of the student's grace period; otherwise the student is considered to be **"out of status"** and may have to apply for reinstatement.

F-1 students: The SEVIS record has to be transferred within the 60 day grace period following the student's completion of study or practical training

Eligibility Requirements - student must have maintained lawful status by:

1. Maintaining full-time status every semester.
2. Making normal progress towards completing program of study.
3. Has not engaged in unauthorized employment.
4. Has not received notification of deportation.
5. Submit a completed Transfer SEVIS Release form.
6. Submit a SEVIS Transfer Request form from the transfer school.

You will need to decide which university you want to transfer to before your last semester ends at CGCC. You will need to submit a SEVIS Transfer Out Request form. Please make sure you begin transfer procedures at least one semester before your desired transfer semester, if not sooner. Most professional programs have application deadlines, so please check with the university of interest for more information on the specific program of interest.

WHAT ARE THE TRANSFER PROCEDURES?

All students planning to transfer to another college or university must submit a completed SEVIS Transfer Out Release form. Forms are available in the office of International Education Program office. Student applies through the appropriate International Admissions Office at the new institution. Students are given a Transfer-in or Transfer Eligibility form from the new school and student must bring this form to CGCC's International Education Program (IEP) office to process. SEVIS release date (Tuesday or Wednesday of the week after finals) is the date on which the student's nonimmigrant record will be entered into SEVIS provided final grades for all classes has been posted. Students will not be eligible to transfer unless the student is released on SEVIS. Student will be released on SEVIS once all the requirements have been submitted.

STUDENT RESOURCES

<u>Academic Calendar</u>	<u>Math Tutoring</u>
<u>Scholarships</u>	<u>Science Tutoring</u>
<u>Career Services</u>	<u>Writing Center</u>
<u>Academic Advisement</u> (For semester planning) Note: New appointments added every week	<u>Brainfuse Tutoring</u> (Log in with your MEID & password)
<u>Bookstore</u>	<u>Prerequisites Override Request Form</u>
<u>Coyote Connect</u> (Includes club information and events)	<u>Library</u>
<u>Canvas</u>	<u>Campus Map</u>
<u>Student Basic Needs</u>	<u>Counseling</u> CGCC Counseling is here to help you in your personal growth, career decision making, and academic pursuits
<u>Student Center</u>	<u>Find-A-Class</u>

EDUCATION IN THE UNITED STATES



THE U.S. ACADEMIC ENVIRONMENT

Some of the U.S. American values discussed in the previous section help to shape the academic environment in the following ways:

- Active classroom participation is expected.
- Time pressure is high--often there are many small assignments due each week--and time management is an important skill to develop.
- Critical thinking must be developed and independent thinking is highly valued.
- Presenting ideas concisely in class is expected.
- Assignments (reading, writing, homework, tests) are numerous.
- Achievement and hard work are highly valued; the finished product is most important.
- Students must be responsible for themselves.
- Equality--all students should be treated equally.
- Informality is normal but direct and straightforward communication is expected.
- Combining theory and practice--the practical application of ideas--is emphasized.
- Problem-solving orientation--"If it's broken, we ought to be able to fix it!"

CLASSROOM ETIQUETTE

Some **behaviors** you witness in the classroom here may be very different from what you're accustomed to. Some international students consider classroom etiquette in the U.S. to be surprisingly **informal**. For example, students often bring beverages and sometimes food to class, particularly if the class takes place near mealtime. Instructors have different opinions about eating in class so; if you are in doubt about what is appropriate in class, **ask**. Some instructors conduct their classes formally, others, particularly in higher level courses, are much more informal with their students. You may have an instructor who wears a suit and another that wears jeans or shorts and sandals. Some professors may even invite you to call them by their first name! Because people in the U.S. are often focused on achievement, the outward appearance may not be as important to status as it is in some cultures. Typically it is a good idea to call an instructor by their title followed by their last name, such as "Professor Nelson" until you are invited to do otherwise.

Most instructors expect you to show respect by **attending class regularly and participating**. Although discussion is not possible in some large lecture courses, it is usually expected and encouraged in discussion sections or smaller courses. In such classes, you may raise your hand to ask questions, comment on what has been said, and even disagree (as long as it is done in a respectful manner). Participation may even be factored into your grade. Refer to the **syllabus** the instructor hands out on the first day of class, or observe U.S. students in the class during the first few days to get an idea of the level and type of participation expected. If you're still unsure, ask the professor.



ACADEMIC ISSUES

ATTENDANCE

Students are expected to attend each class period. In some classes, grades may be lowered for a poor attendance record. Many instructors do not give ‘makeup’ exams under any circumstances. Plan to take examinations when they are scheduled. If you know you are going to miss a class for a valid reason, it is very important to notify your instructor before class time. If you cannot reach your instructor, leave a message with your instructor’s department office assistant. Continue trying to contact your instructor personally to get information on missed assignments and homework due. Also, during the first week of classes, get personal phone numbers and email addresses of several classmates so you can contact them for class notes or information on missed assignments.



CHEATING



Cheating is not an acceptable practice in U.S. colleges and universities. There may be things that are considered acceptable in other countries that would be considered to be cheating here in the United States. For example, looking at someone else’s paper during an examination, using crib notes, using your textbook during an exam or working with someone else on homework could be considered cheating. The penalty for cheating can be severe and could lead to expulsion from the college.

INCOMPLETE

If for some valid reason (includes medical emergency, family emergencies, illnesses, accidents, etc.) a student was not able to finish all the coursework for a class, he/she may be able to get an incomplete for a particular class for that semester.

An incomplete is a contract between the faculty and the student stating that the student will complete certain assignments by a certain date in order to get a grade for a course that the student was unable to complete during the semester. At the end of the semester, a student will receive a grade of “I” for incomplete and will remain so until all the agreed coursework is completed.

Once the student turns in all the coursework, the faculty will assign a grade between A - F. It is the instructor’s choice if they want to give a student an incomplete and provide an opportunity to receive a letter grade. The student can only request the instructor to give them an incomplete, it is not an obligation.



PREREQUISITES

Some classes require another class or classes be taken before a student can register for a particular course. The CGCC Catalog states what the prerequisites are for each class. Check the CGCC Catalog for prerequisites when deciding on courses for each semester. Students can obtain a Catalog from any Student Services office on campus.



PLAGIARISM



All course submitted to the instructor should be the student's own work. Anything quoted or used that is not made of the student's own words should be footnoted. If material is quoted directly from a textbook, newspaper, magazine, or article, it must be footnoted. Plagiarism (representing someone's work as your own) is a serious offense. **Footnote:** A note placed at the bottom of a page of an assignment, book or manuscript that comments on or cites a reference for a designated part of the text.

"EARLY" REGISTRATION FOR COURSES

Early registration starts approximately in the middle of each semester for the following semester. Students need to register early if they want to be able to get the desired schedule for the following semester. Students can make an appointment for registration in the Advisement Center, but only after visiting the International advisor every semester. The course schedule books will state the first day of registration.

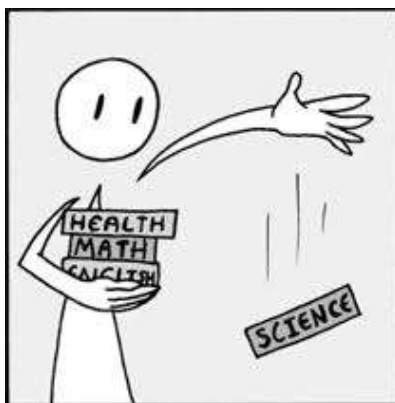
FAILING A COURSE



If an International F-1 student is failing a course, it is necessary to speak with an International Student Advisor. F-1 students must keep in mind they must be enrolled in a minimum of 12 credit hours at all times in order to remain in-status. If reasons for failing are due to language difficulties, please see the International Advisor the IEP. If failing due to absences, not submitting required homework, failure to complete class projects or assignments, etc. the student will be considered out of status and require to apply for reinstatement.

WITHDRAWING FROM A COURSE

F-1 students can only drop a course if they will remain in 12 units after dropping the class. For example, if a student is enrolled in 15 credits and 3 credit hours are dropped but remain with at least 12 units, then the student is still in status. If students fall under 12 credits, they are out-of-status. All students are encouraged to consult with the international advisor in the IEP before making the decision to drop a class.



ACADEMIC ADVISING

All F-1 students are encouraged to meet with an academic advisor before they register for courses. An advisor will help decide the best courses to take for the desired degree. Students are also encouraged to ask for a Program of Study (or Individual Education Plan). This is an outline of all the required courses to complete general study requirement for the chosen program in the order courses should take while attending CGCC. You can meet with an advisor in the Coyote Center. F-1 students who need immigration assistance, are encouraged to meet with an international student advisor in the IEP.



STUDENT GRIEVANCE & ACADEMIC PROCESS

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student **within fifteen working days** from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten working days of the request for the conference with the faculty member, the problem is not resolved or the faculty to meet with the student, the student may continue the process by filing a written complaint with Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.
3. Upon receipt of a written complaint, the Department Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
4. If the grievance is **not** resolved at this level within **ten working days**, the student should forward to the Dean of Instruction or appropriate college/center administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Dean of Instruction or appropriate college/center administrative officer will meet with the student, faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
5. If the grievance, other than those concerning grades, is not resolved by the Dean of Instruction or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

The appeal process for grades expires one year from the date the grade was issued.

LEGAL ISSUES

Alcohol, Tobacco & Drugs

In Arizona, you must be 18 years of age to purchase or use tobacco products. You will find that smoking is prohibited on this campus. Many surrounding cities have banned smoking in many bars and restaurants. Smoking is generally allowed outdoors or in one's own home. It is considered polite, if you are with someone else, to ask if he or she would mind if you smoke before lighting up.

This is especially true if you are in someone else's home, but is even the case if you have guests in your own home. You must be **21 years of age** to legally purchase or consume alcohol in the state of Arizona, and no one may consume alcohol while in an automobile. Driving while intoxicated is a crime, as is providing alcohol to anyone under the age of 21. If you drink, please do so responsibly, and do not drive.



Discrimination



In the U.S., there are many federal, state, college & university, and other laws that prohibit discrimination. For example, a Arizona state statute states that, no student may be denied admission to, participation in or the benefits of, or discriminated against in any service, program, course or facility of the Maricopa Community College District because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

Sexual Harassment & Stalking

In the U.S., sexual harassment and stalking laws (Title IX) legally protect all individuals—including citizens, residents, and visitors—from being victims of sexual and other harassment. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is a condition of employment, academic progress, or participation in a college program; or
- submission to or rejection of such conduct influences employment, academic or college program decisions; or
- the conduct interferes with an employee's work or a student's academic career, or creates an intimidating, hostile, or offensive work, learning, or program environment.
- It is also illegal to “**stalk**” an individual by following the person, continually making unwanted phone calls, or other unwelcome attempts to contact another person. If you have questions about sexual harassment or stalking, or you feel you are being harassed, contact IEP or the Vice President of Student Affairs



Sexual Assault & Relationship Violence

Sexual assault is any sexual contact made without consent. Under U.S. law, individuals have the right to stop sexual contact at any time. This means that when a person says “no” to any type of sexual contact, it violates the law if the partner attempts to emotionally or verbally coerce or physically force that person into continuing the sexual contact.

Relationship violence, also called domestic abuse or domestic violence, refers to an ongoing pattern of controlling and abusive behaviors, including physical, sexual, and psychological attacks, as well as economic control, that individuals use against their intimate partners. The state of Arizona has a mandatory arrest law, which means that a law enforcement officer shall arrest and take a person into custody if the officer has reasonable grounds to believe that the person is committing or has committed domestic abuse and that the person’s actions constitute the commission of a crime, the officer has reasonable basis for believing that continued domestic abuse against the victim is likely, or there is evidence of physical injury to the alleged victim.

If you are a victim of sexual assault or relationship violence, you can choose to report these crimes to local law enforcement and/or the Offices of the Vice President for Student Affairs. These branches can investigate your report and pursue action against perpetrators. In an emergency, contact the local law enforcement office by dialing 911. You may also want to seek counseling services, located in the College Support Services in the Bradshaw building, Room 101.



HEALTH INSURANCE

It is very important for all international students to have adequate health insurance coverage while they are in the United States. High quality health care and medical treatment is available in the USA, but it is very expensive. An international student who becomes sick or injured may incur medical expenses beyond his or her ability to pay. This situation could create hardship for the student and their family.

Most CGCC international students are enrolled in the **Maricopa Community Colleges: International Student Health Insurance Plan**. The health insurance fee is paid in 2 annual payments divided by Fall (5 months) and Spring/Summer (7 months).

Please read the International Student Health Insurance policy completely. If you do not have a copy of the policy, please make sure you download a copy from the MCCCD website. Once you are in this site, make sure you download the current year plan by selecting the current fiscal year from the drop down menu.

We recommend you spend time browsing the MCCCD Health Insurance website to familiarize yourself with the plan.





The **Williams Campus of CGCC** is near the Phoenix-Mesa Gateway Airport on Sossaman between Ray and Williams Field roads. Opened in 1995 on the former Williams Air Force Base, the Williams Campus is a comprehensive campus offering associate degrees, certificates and a wide array of general studies and university transfer courses. The campus neighbors ASU Polytechnic campus for the benefit of students interested in completing their four-year degree in one location.

Williams Campus

7360 East Tahoe Avenue
Mesa, AZ 85212-0908
480-988-8000

On-Campus Housing - Williams Campus

CGCC - Williams Campus has affordable housing available for students. You can call 480-727-1700 for availability and costs. If you want information on floor plans, please log onto ASU Polytechnic Housing at <https://housing.asu.edu/>. ASU and CGCC share dormitory housing. If you choose CGCC housing (available only at the Williams's campus), you might also need transportation, such a car, especially if you decided you will take classes at the main campus - CGCC-Pecos Campus. There is also a bus route from the Williams to Pecos campus.

The **Pecos Campus of CGCC** is located on Pecos Road between Cooper and Gilbert Roads in Chandler. CGCC's original campus opened in 1987 and is home to numerous associate degrees, university transfer, general studies, occupational, and special interest courses and programs. There is no on-campus housing available. However, there are several apartment complex and housing developments in the area available for rent. You can also utilize a homestay service to find accommodation.

Pecos Campus

2626 East Pecos Road
Chandler, AZ 85225-2499
480-732-7000



Homestay - OVECS, LTD

Homestay programs involve local city families that offer a room and board in their home in exchange for monthly rent. OvECS, Ltd. is a home stay organization which offers a wonderful experience that can help you improve your English while learning American Culture. Students who chose this program will live with an American family close to CGCC campuses. Options might include:

- Your own private bedroom in a home near your school
- 2 meals (breakfast & dinner 7 days a week)
- Free airport pick up by your host family
- You can stay a minimum of 4 weeks or continue for as long as you like.
- \$220 for placement & processing fees (1 time charge only)
- \$980 rent for each 4 week stay (includes meals, lodging & utilities)

Leasing (Renting) an Apartment

Another option is to rent or lease an apartment by signing a 6 - 12 month lease (contract). There are also nearby leasing communities which a student can rent for a monthly fee ranging from \$800 - \$2,000 a month for a studio depending on the quality of living preferred and location. For apartment leasing in Chandler or Gilbert, Arizona go to one of these websites.

Rent.com (www.rent.com/)

ForRent.com (www.forrent.com/)

Apartment.com (www.apartments.com)

Apartmentfinder (<https://www.apartmentfinder.com/>)

Apartment Ratings (www.apartmentratings.com/)

Apartment Guide (www.apartmentguide.com/)

Zumper (<https://www.zumper.com/>)

Make sure you use either of these search words within each website: **85225** (zip code where CGCC is located), East Valley, Chandler, Gilbert. Many students share apartments to help out with monthly leasing fees. You might want to consider a roommate if you are considering living in an apartment.

MONEY MATTERS

U.S. currency is based on a decimal system, with one dollar (\$1 or \$1.00) equal to one hundred cents. Coin currency is used for amounts less than one dollar. The most common coins, their equivalencies, and appearance follow:

Penny (copper) = One Cent or 0.01 dollars



Nickel (silver) = 5 Cents or 0.05 dollars



Dime (silver) = 10 Cents or 0.10 dollars
(rear image varies)



Quarter (silver) = 25 Cents or 0.25 dollars
(varies state images)



Paper currency, all printed in green and white, is most often circulated in the amounts of **\$1, \$5, \$10, \$20, \$50 or \$100**. The slang term for a dollar bill is a **“buck”**—so \$10 may be referred to as “ten bucks.”

INTERNATIONAL WIRE TRANSFERS FROM BANK TO BANK

Transferring money from your home country to the United States can be very complicated and time consuming. Therefore, try to plan your funds well in advance for each semester so you can make sure that you have sufficient money to cover your expenses at the beginning of each semester. These expenses include tuition, health insurance, books, rent, and other living expenses (utilities, phone, food, car, social activities , etc.) One of the best ways of keeping track of your funds is by using the American Banking System.



FREE BANK ACCOUNT WITH BANK OF AMERICA

By opening a checking or savings account, you will not be in danger of losing your money or having it stolen from you, and you will have a record of where you spent your money. You could also earn interest on the balance in your account with a savings or interest-bearing checking account.

The **Bank of America** located near the Pecos Campus on Germann and Gilbert Road is willing to allow international students to open an account hassle-free as long as CGCC's International Education Office confirms the student is admitted and enrolled with CGCC as an international student. Many banks require a social security identification number to open checking and saving accounts, but the Bank of America is willing to accept a confirmation letter from CGCC and make it easy to open an account.

Students interested in opening an account, please make an appointment to meet someone in the International Education Program (IEP) office.



BANKING SYSTEM

Use of the banking system is very common in the United States. Banks make it possible for any individual to deposit cash and use checks as a substitute for money called a “**checking account**”. If you apply to open a checking account, make sure you ask if you are eligible for a “debit card”. A debit card allows you to access funds from your checking account via ATM machines. You can also apply for a “visa debit card”, which allows you to use the debit card to pay for transactions as you would using a visa card, except the funds are directly withdrawn from your checking account. If you apply and qualify for a visa debit card, you must keep careful records so that you do not overdraw your account.

Overdrafts can cost you anywhere between \$15 - \$35 dollars per overdraft. Overdraft fees are determined by each individual bank. Make sure you have enough money in your account to cover any visa debit card transactions and avoid overdraft fees. There are also many other services within a banking system such as savings accounts, money orders, loans, traveler checks, cashier checks, and many others. International students will be required to present their passport as identification. Having a checking account with one of the local banks is an easy way to safeguarding funds as well as a good record-keeping device.

When traveling, it is advised to carry traveler checks instead of cash. **Traveler’s checks** are the same as cash, but if they are lost or stolen they are replaced without charge. You can buy them at banks in \$10, \$20, \$50, and \$100 for a very small charge. When you buy traveler’s checks, you sign them before you use them (you should actually sign them before you leave the bank) and then you sign them again when you pay for something. Traveler’s checks are accepted almost everywhere: at banks, hotels, restaurants groceries, theaters, etc. To safeguard your traveler’s checks, record the check’s number on a separate piece of paper. In case of loss, report to the banks promptly.

If you need to mail money, never send cash. If you have a checking account, write a check so you will also have a record in case of any transaction problem. You can also send a money order or cashier checks, which can be purchased at a bank for a very small fee.



LOCAL TRANSPORTATION

Buses: You can usually find bus routes close to where you live, though the times may not always be convenient. There are local and express bus routes to most parts of the greater Phoenix area. Local bus transportation in the metro-Phoenix area is not as good as in cities such as New York or Los Angeles, so we recommend you make transportation arrangements soon after you arrive. There is a cities-wide bus system which stops within a ½ mile of CGCC. If you know your residing street address, you can determine if there is a bus route from your location near to CGCC by visiting the [Valley Metro Bus](#) on line. You can also purchase student bus passes at a discounted rate.

Bicycles are a very popular mode of transportation for many students. Inexpensive second-hand bikes can be purchased in several places from second-hand bike shops to swap meets, campus "for sale" bulletins, personal advertising in newspapers, and garage sales. It is important to lock your bicycle securely whenever you leave it. We recommend you purchase a strong and secure U lock. You might want to ask a bicycle sales person to recommend an effective lock. You should always lock your bike to a rack and not a post or tree. Bicycle riders should always wear a helmet.

Scooters are a style of two-wheeled motor vehicle (looks like a motorcycle) defined by elements such as a step-through frame, wheels less than 16" in diameter, and an engine located below the rider and to the rear. They do not have shift-gears which make them very easy to control. Scooters (or mopeds) are much more affordable than a car and are much more fuel-efficient. Scooters are a popular option for many students who want more speed than a bicycle can offer and do not want the type of physical conditioning needed for riding a bike. For more info., Google "about scooters".

Automobiles and Driving

Many students purchase inexpensive (\$3000 or less) vehicles to get to school. Students who purchase a car will need to get a [driver's license](#). Though cars are in many ways the easiest form of transportation in this large valley, you should think long and hard before you take steps to buy a car. First, figure out how much you can afford to spend on a car, title and license, insurance, maintenance, and fuel. Owning a car could double your expenses as a student at CGCC. Discuss the matter with your financial sponsor as well. If your sponsor doesn't know that you are planning to get a car, he or she may be very surprised when your expenses suddenly are doubled. Even if you buy a relatively inexpensive car, you could easily spend another \$3,000 per year on fuel, license plates, upkeep, tires, repairs, parking, and insurance.

Driver Licenses

Everyone who drives in Arizona must have a valid driver license or instruction permit from the Motor Vehicle Department (www.azdot.gov/mvd/). As an out-of-state foreign student you can drive with an International Driver License and your home country driver license. In fact, you may not be able to get car insurance without an Arizona license. If you don't plan to drive but would like some state identification, you can apply for an Arizona State ID card instead.

ADJUSTMENT & CULTURE SHOCK

You may notice that these American values are, in some instances, quite different from your own. You may experience culture “shock” as you learn to adjust to the new culture and way of living. It includes the shock of a new environment, meeting new people, and learning the ways of a different country. It also includes being separated from the important people in your life, such as family, friends, colleagues, or teachers. This is very normal and requires both time and patience. Culture shock is entirely normal, usually unavoidable, and it does not mean anything bad about you or your new home. Actually, it can be a very significant learning experience, because it makes you more aware of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways in the future—it’s part of the benefit of international education.

Signs Of Culture Shock – Some typical signs of culture shock are:

- Extreme homesickness
- Loneliness
- Avoiding contact with other people, especially Americans
- Negative feelings and hostility toward American culture and people
- Anger, frustration, confusion
- Tiredness or need for excessive amounts of sleep
- Boredom
- Inability to concentrate or work
- Loss of appetite
- Loss of enjoyment in daily activities
- Lack of confidence
- Feelings of inadequacy or insecurity
- Depression and feelings of helplessness



Managing Culture Shock – Here are some ideas to help you manage culture shock:

- Understand that your reactions are normal
- Be open-minded and curious about your new environment
- Talk with an advisor about your feelings
- Make friends with Americans and other international students
- If you struggle with academics, talk with your professors and advisors
- Stay busy with academics, hobbies, friends, and other interesting activities
- Exercise or participate in sports
- Try a new activity that you can’t do in your home country
- Don’t forget the reasons you came to America
- Be patient with yourself and your new culture

If you experience culture shock, just remember that it is a normal part of being an international student. You will pass through periods of ups and downs, but in the end it will all be worth it. Try to focus on all the positive and rewarding aspects of your experience!

Things to do in Arizona!



GRAND CANYON

At the top of our recommendation list, of course, is to visit one of the most popular natural wonders of the world, the famous Grand Canyon. Experience a powerful and inspiring landscape that overwhelms the senses through its immense size. The canyon is a unique combination of geologic color and erosional forms which decorate a canyon that is 277 river miles (446km) long, up to 18 miles (29km) wide, and a mile (1.6km) deep.



OUTDOOR ADVENTURES

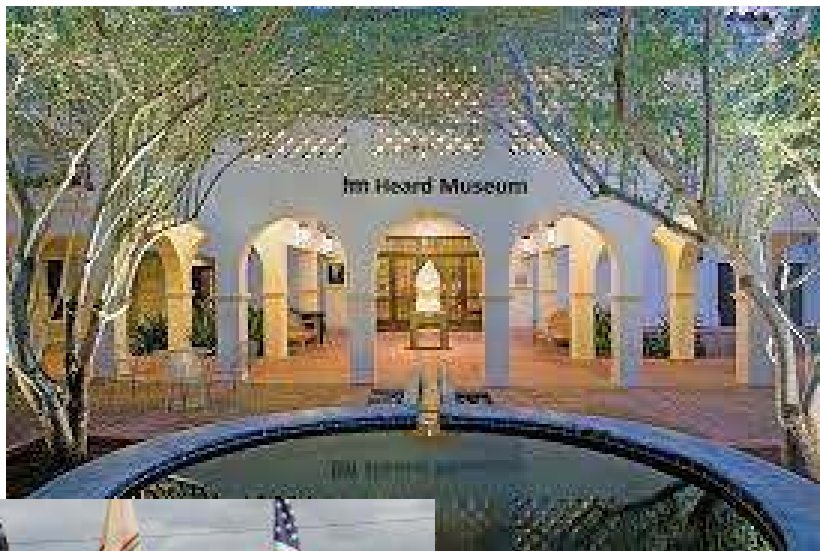
Bright sunshine and fantastic weather make Arizona the perfect playground for your favorite outdoor activities. From fishing along Arizona's rivers to hiking beautiful mountain ranges, biking along quiet highways or even skiing Arizona's snow areas, there are always something new to explore outdoors. Arizona has many lakes, several of which are located just outside the city limits. Most lakes have campground and hiking nearby.

Arizona Hiking Trails (<http://azstateparks.com/trails/>)



AMERICAN INDIAN CULTURES

American Indian tribes continue to contribute greatly to the spiritual, cultural and economic life of Arizona – and experiencing their diversity and heritage is a great addition to your vacation. Learn more about the tribes and attractions in Arizona. At museums and Indian ruin sites throughout the state, visitors may see structures built by these people and artifacts made by them. The Heard Museum emphasizes the lifeways of indigenous people of the southwest, but the museum collection and exhibitions cover the living cultures and arts of all contemporary Native peoples. Throughout the year, the museum hosts popular events like the Heard Museum Indian Market, Spanish Market and World Champion Hoop Dance Contest. There are also several “pow wows” (native festivals) scheduled throughout the year.



DRIVING TOURS & SCENIC ROADS

From Route 66 to Oak Creek Canyon to the Apache Trail Historic Road, Arizona is home to dozens of noteworthy roads, byways and historic loops that are perfect for a driving tour. Depending on where you drive, your road trip could feature dizzying climbs, hairpin turns, steep cliffs or all three – particularly on some of Arizona’s historic highways, many of which date back to the early part of the century and have since been bypassed by modern interstates. But no matter where you go, you’re sure to spy sprawling expanses of nature and stunning panoramic views.



RECOMMENDED ATTRACTIONS:

- Sedona/Oak Creek – Pink Jeep Tours (<http://pinkjeeptours.com/>)
- Phoenix – Heard Museum (<http://www.heard.org/>)
- Phoenix – Phoenix Art Museum (<http://www.phxart.org/>)
- Phoenix – Musical Instrument Museum (<http://themim.org/>)
- Camp Verde – Montezuma Castle National Monument (<http://www.nps.gov/moca/index.htm>)
- Benson – Kartchner Caverns State Park (<http://azstateparks.com/parks/kaca/index.html>)
- Town of Jerome (google map directions to Jerome, Arizona)
- Phoenix – Phoenix Botanical Garden (<http://www.dbg.org/>)
- Gilbert – The Riparian Preserve (<https://www.gilbertaz.gov/departments/parks-and-recreation/riparian-preserve-at-water-ranch>)



Federal Holidays 2025

Date	Federal holiday	Day of the week
January 1, 2025	New Year's Day	Wednesday
January 20, 2025	Martin Luther King Day	Monday
February 17, 2025	Presidents' Day	Monday
May 26, 2025	Memorial Day	Monday
June 19, 2025	Juneteenth	Thursday
July 4, 2025	Independence Day	Friday
September 1, 2025	Labor Day	Monday
October 13, 2025	Columbus Day	Monday
November 11, 2025	Veterans Day	Tuesday
November 27, 2025	Thanksgiving Day	Thursday
December 25, 2025	Christmas Day	Thursday

For the [academic calendar](#), please follow the link below:

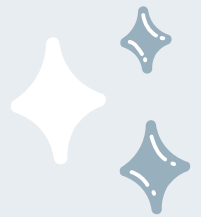
[2024 - 2025 Academic Year](#)

[2025 - 2026 Academic Year](#)

WHEN TO SEEK HELP FROM THE I.E.P

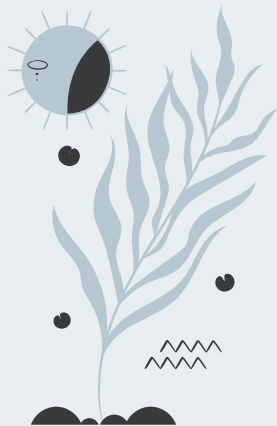
Time-sensitive and must be reported to IEP:

- Change with your degree objective from what is listed on your I-20 form.
- If you plan to quit school in the middle of the semester for whatever reason/s.
- If you are planning to change your immigration status.
- If your I-20 will expire before you complete your degree objective.
- If you are not planning to enroll for the next semester.
- If you are experiencing difficulties with your studies.
- If you have not maintained your F-1, M-1 or J-1 status (i.e. you are out of status).
- During your (or your family's) last entrance to the U.S. an official at the Port of Entry made an error on your documents or gave you an immigration form to file
- (most likely form I-515A – **THIS MUST BE filed with 15 days or less**).
- If you are planning to travel outside the U.S.
- If you need assistance with your health insurance policy.



Situations where IEP can offer expert advice:

- You are not sure what employment options and employment restrictions you have on your student visa.
- You are experiencing unforeseen financial difficulties arising after you last entered the U.S.
- You or your family members are unclear about the process involved in applying for a U.S. visa.
- You are unsure of your student visa requirements.
- You have relied on your friend(s) for immigration information/advice and now want confirmation of your status.
- You are making plans that you think may have immigration implications.





International Education Program
Chandler-Gilbert Community College

2626 E Pecos Road

Chandler, AZ 85225

Telephone: 480-732-7000

Email: iep@cgcc.edu

Web: www.cgcc.edu/admissions/international-students