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International Student Programs’ Staff

Directory

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Welcome to
ISP (International Student Programs)

The office of International Student Programs (ISP) is the primary office on campus that addresses the needs of De Anza's international student population. Prospective and degree-seeking international students are encouraged to contact our office.

De Anza College
International Student Programs
21250 Stevens Creek Blvd Cupertino, California 95014

Building: Learning Center West(LCW), Room 102
Phone: 408.864.8826
Fax: 408.864.5638
E-mail: dainternational@fhda.edu
Web: www.deanza.edu/international

ISP has professional, multilingual staff that is well informed about educational development, personal and financial planning, cross-cultural issues, immigration rules and regulations, and community programs and resources. The international student counselors assist students in designing their educational plans and prepare students for their transfer to a four-year university to continue their undergraduate education. ISP also serves many international students who have already received a bachelor's degree either from the U.S. or their home country who wish to take additional courses to improve their skills before applying to a graduate program.

Each quarter, ISP organizes an orientation program for all new international students that cover a wide range of topics including placement tests, health issues, personal safety, banking and transportation. ISP also conducts numerous workshops throughout the academic year on a broad range of topics based on student needs and interests. Furthermore, the office organizes a selection of social, cultural and recreational programs and activities to help familiarize international students with life in the Bay Area and the United States.

De Anza Mission’s Statement
De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world. De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college’s Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Global, cultural, social and environmental awareness
- Critical thinking
Unlike many countries, the United States has no single system of education. U.S. education is
decentralized and highly diversified.

The responsibility for education rests with the 50 individual states, not the federal government.
The states, in turn, pass on most of the responsibility for local school arrangements to their cities
and communities. This explains the variety of plans for public school education and the variety
of curricula, particularly in the high schools.

The “college” is the core from which all institutions of higher learning in America have
developed. Traditionally, its curriculum covers a period of four years of undergraduate study
leading to a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree. The “university” is
the outgrowth and expansion of the college. It usually consists of several undergraduate
colleges, a graduate school and professional schools. The university offers bachelor degrees,
master’s degree, and doctoral degrees.

The “community college” is a public two-year institution offering technical training and basic
academic programs for students, some of who go on to a four-year college or university. De
Anza College is such a California State funded community college.

Classes in American colleges and universities do not necessarily follow prescribed patterns. The
individual professor is allowed a great deal of freedom in the conduct of his/her classes. To a
large extent, the way a class is conducted depends on the class size and the instructors. Students
also have considerable flexibility in selecting the majors and courses they wish to concentrate in.

International students may find that the teaching method and practices at De Anza College are
quite different from those in their home country. They are expected to conform to De Anza
College’s pattern of education, which requires registration, regular attendance in class,
preparation for frequent examinations and participation in class discussions. International
students frequently find the classroom atmosphere here and the student-professor relationship far
more informal than they have previously experienced. For detailed explanations of De Anza’s
academic policies, please refer to the college catalog.
Methods of Instruction

Classroom Etiquette

Courtesy and respect in the classroom are expected. Wait until an appropriate time to ask a question or make a statement. Wait until you are asked to speak or until the class is dismissed. Be on time for classes and appointments. Attendance and punctuality are essential. Often times, partial grades are determined by attendance.

Lectures

The most common method of instruction at De Anza College is the classroom lecture. Lectures are supplemented by classroom discussion (especially when classes are small) by reading assignments in textbooks or library books, and often by written assignments.

It is important for the student to contribute to classroom discussion. In some countries, it is “disrespectful” for the student to question or challenge the teacher. In this country, questioning or challenging the teacher or professor is considered a healthy sign of interest, attention and independent thinking. In many classes your grade will be determined in part by your contribution to class discussion/participation. Coming from another culture, there will be many times that your comments (on how things are done or how things are regarded in your country, for example) can greatly enrich the discussion.

When the class is too large to permit questions and discussion or if, for some other reason, you do not have the opportunity to raise questions in class, you can visit privately with the professor during office hours or make an appointment. Professor’s office hours are generally posted.

Laboratories

Many courses, especially science courses, require work in a laboratory, where theory learned in the classroom is applied to practical problems. Language courses (e.g., English and foreign languages) are also supplemented by “language labs” whereby students listen to tapes and practice on their own.
Seminars

The seminar is a small class, typical at the graduate level. It is likely to be devoted entirely to discussion. Students often are required to prepare presentations based on independent reading or research.

Term Papers

Many courses require a “term paper,” often called simply a “paper.” A term paper is based on a study or research you have done in the library or laboratory. The professor will usually assign the term paper early in the course, and it will be due near the end of the course. The grade you earn on the term paper may count heavily toward your grade in the course. It is wise to complete the term paper in advance of the due date, to provide time for review, either by yourself or another person, and revision. Always make a copy for yourself of any term paper you write. It happens rarely, but sometimes papers do get misplaced or lost after they have been turned in.

A. The Term Paper Format

There are booklets in the bookstore that explain the format of the term paper, including the use of footnotes and bibliographies. If you have questions about a particular term paper assignment, you should discuss them with the professor.

B. Typewritten Term Papers

It is strongly recommended to submit typewritten or computer printed rather than handwritten papers; in fact, this is usually required. It is also possible to purchase typewriters or computers (new or used), rent or borrow them and to take a typing class or lessons.

C. Using the Library

In the preparation of term papers, in studying and in doing assignments for your classes, you are likely to use the library more than you have in the past. American university libraries tend to be larger than university libraries elsewhere, and students use them regularly. The library is a good, quiet place to study, as well as computers are available for student use.
Tests and Examination

You will have many examinations or exams at De Anza College. Nearly every class has a “final examination” at the end of each quarter. Most classes also have “mid-term” examinations near the middle of the term. There may be additional “tests” or “quizzes” given with greater frequency, perhaps even weekly. All these examinations are designed to be sure that the students are doing the work that is assigned to them and to measure how much they are learning. There are two types of tests or examinations:

A. **Objective examinations** test the student’s knowledge of particular facts. International students often have a great deal of difficulty with objective examinations, not because they do not know the material, but because they are unfamiliar with the way the tests are given. Also, their knowledge of English may not be sophisticated enough to allow them to distinguish between subtle differences in meaning.

There are five different ways questions are asked in objective examinations. You must learn to deal with all of them:

1. **Multiple Choice** – The student must choose from among a number of answers the one most appropriate.
2. **True and False** – The student must read a statement and indicate whether it is true or false. If any part of the statement is false, the whole statement is false.
3. **Matching** – The student must match words, phrases or statements from two columns.
4. **Identification** – The student must identify and briefly explain the significance of a name, term or phase.
5. **Blanks** – The student must fill in the blanks left in a phrase or statement in order to make it complete and correct.

B. **Subjective examinations**, often called “essay questions” require the student to write an essay in response to a question or statement. This kind of examination tests the student’s ability to organize and relate his/her knowledge of a particular subject.

*Tip: Save all examinations papers. They are helpful in studying for final exams.*
Academic Honesty

**Cheating** means getting unauthorized help on an assignment, quiz or exam:

1. You must not receive from any other student or give to any other student any information, answers, or help during an examination or test.

2. You must not use unauthorized sources for answers during an examination. You must not take notes or books to the examination when such help is forbidden, and you must not refer to any book or notes while you are taking the test.

3. You must not obtain test questions illegally before a test.

**Plagiarism** means copying material or statements directly from a book or other source without acknowledging that the words are someone else’s and not the student’s own. You may “paraphrase” – that is, put ideas from a source into your own words. If you copy an author’s words exactly, direct quotations must be marked with quotation marks, and proper references and credits must be given.

These rules reflect the value U.S. educators put on original work and independent learning. You **must** do your own work and use your own knowledge!

In some cultures, assistance during examinations may be acceptable. This is not true in the U.S. The student at De Anza College is urged to seek help when he/she needs it, but not during examinations and not so much help on written assignment that the paper or project ceases to be the student’s own work. Papers and examinations are supposed to be honest evidence of what the student has learned.

Following the “Honor Code” is the responsibility of each student and, thus, you will not find elaborate systems to prevent cheating – such as cameras during examinations. However, instructors and fellow students are very sensitive to indications that a person may be cheating. Sometimes people speaking a foreign language during an examination are perceived by others to be cheating, even though they may simply be asking for a pen, piece of paper, or for the time. You should be aware of this and avoid being innocently “caught” in such a situation.

If caught cheating, i.e., violations of the “Honor Code,” may result in a failing exam, a final grade of failure or expulsion from the class or school. You always have the right to appeal under due process that is explained in the catalog under “Student Rights and Responsibilities.”
Glossary of Common College Terms

Academic Council – A group that handles enforcement, interpretation, and waiver of academic regulations.

Associate in Arts/Science Degree (A.A./A.S.) – A degree awarded by a community college upon satisfactory completion of an organized program. Usually requires two years of full-time study.

Bachelor Degree (B.A./B.S.) – A degree awarded by a four-year college or university after satisfactory completion of an organized program of studies, usually requiring four years.

Catalog – A bulletin issued by a college outlining the course offerings, majors’ admission requirements, regulations, etc.

Certificate – A program of study not leading to a degree, but demonstrates the completion of usually a specialized training program.

Curriculum Sheet – A list of all courses and requirements for a major course of study.

Disqualification – When a student is asked to leave the college for any academic reasons. This normally results in the cancellation of your Certificate of Eligibility for Nonimmigrant (f-1) Student Status (I-20).

Freshman – A term used in American colleges to describe a student who is attending college for the first year.

General Education Requirements (also called Breadth Requirements or Liberal Arts Requirements) – A specific group of undergraduate courses required of all students in a college or university in order to receive an associate or bachelor’s degree.

Junior – A term used in American colleges to describe a student who is attending college for the third year.

Liberal Arts – A broad program focusing on a classical education.

Lower Division – Refers to undergraduate students or courses at the freshman (first year) and sophomore (second year) level of college.

Major – A group or series of courses designed to provide intensive education or training in a specialized area.
Placement – Assignment into courses based on test results.

Prerequisite – A requirement that must be met before enrolling in a particular course.

Probation – An academic warning given to students who are not making satisfactory academic progress.

Quarter – One-third of the academic year (12 weeks). The Fall Quarter begins in September, the Winter Quarter begins in January, and the Spring Quarter begins in April.

Schedule of Classes – List of courses, days, times, rooms, and instructors for a particular quarter. A new schedule is printed every quarter including summer.

Semester – Some colleges operate on the semester system (16 weeks) that equals half of the academic year.

Senior – A term used in American colleges to describe a student who is attending college for the fourth year.

Sophomore – A term used in American colleges to describe a student who is attending college for the second year.

Syllabus – An outline or a summary of the structure of a course showing its reading assignments, grading system, exams, etc. The syllabus is distributed to students usually on the first day of class.

T.B.A. – Acronyms for “To Be Arranged” or “To Be Announced,” often found in schedule of classes.

Transcript – An official record of a student’s academic history at De Anza College showing the courses taken, units attempted, units completed, grades, averages, awards and other academic information. A transcript from De Anza College will only show De Anza courses.

Tuition – The amount of money which non-resident students must pay each quarter based on the member of units enrolled.

Unit – A number that indicates the amount of college credit given to a course. (90 units are required for the Associate in Arts Degree)
Summary of International Student Tuition and Fees Policies

All students, domestic and international, must follow the tuition and fee payment policies and procedures set by the College. International students are strongly recommended to arrange in advance with their parents and sponsors the transferring and wiring of money on a regular basis prior to the start of each quarter to ensure timely payment of all required tuition and fees by the deadlines set for each quarter. Non-compliance will result in possible dismissal from the college, termination of F-1 status, and loss of refunds.

SCHOOL FEES:
All fees listed below are applicable for Academic year 2011-12 and are subject to change without notice.

Tuition and Enrollment Fees
$159 per unit ($135 for tuition + $24 for enrollment fee)

F-1 students are required by the U.S. government to be full-time enrolled; i.e., a minimum of 12 units per quarter. Summer courses are optional and charged in addition to the formula below.

\((159 \times 12 \text{ units per quarter}) \times 3 \text{ quarters} = 5,724 \text{ per year (excluding summer)}\)

Materials Fee
In addition to tuition and enrollment fees, instructional materials fees are required for some courses as authorized by state regulations. Textbook expenses are not included in the tuition or enrollment fees.

Basic Fees
Each quarter/session you will be charged the following basic fees ($47.00):
Campus Center: $17.50
Health Services: $15.00
DASB membership: $9.00
Registration Support: $1.50
Eco Pass: $5.00 *Eco Pass allows for unlimited rides on all VTA buses and light rail for the duration of each quarter with a valid sticker.*

Health Insurance Fee: $448

Health Insurance Fee
Purchase of health insurance as selected by the Foothill-De Anza College District is REQUIRED of all international students who are De Anza F-1 students. The current cost is $448.00 per 4-month-cycle. (Note: To be eligible for enrollment in DA’s No-fee Installment Payment Plan, one must demonstrate full payment of Health Insurance fee first)

PAYMENT POLICY
All fees are due upon registration. Your payment must be received or the enrollment of De Anza’s No-Fee Installment Payment plan must be signed by the 2nd Friday of each quarter (or the 1st Thursday of Summer) for F-1 De Anza I-20 holders only, OR a HOLD on your record will be placed on the 4th week of the quarter. The HOLD status suspends the processing and issuing of all documents by the College, such as transcripts, diplomas, certificates, immigration paperwork,
etc. and prevents the student from registering: adding/dropping classes. All delinquent account information will be reported to a collection agency for billing and reporting to all national credit reporting agencies 30 days from the end of each quarter/session. Collection costs as high as 30% will be charged to the student.

It is highly advisable that during registration, students are to check their De Anza account on line for their charges and to stay current with changes to school policy.

**No-Fee INSTALLMENT PAYMENT PLAN**

De Anza College allows its students to make interest-free tuition fee payments in equal installments during the academic quarter and in summer. Upon completion of your payment of health insurance fee and domestic fees (enrollment, material & basic fees), you are eligible to enroll in the tuition payment plan. The college reserves the right to refuse enrollment due to inadequate payment history. You must enroll in the plan **by the 2nd Friday of the quarter or 1st Thursday of summer.** Please refer to the web page for more information: http://www.deanza.fhda.edu/registration/cashier/deferpay.html

**PAYMENT METHODS**

There are several ways to pay your fees at De Anza College depending on your personal convenience and physical access to the college. The methods are as follows:

**Internet:**  [Pay online](http://deanza.edu/registration/myinfo.html) with a credit card.

**U.S. Mail:** Mail your check to: Cashier's Office, De Anza College, 21250 Stevens Creek Blvd., Cupertino, CA 95014. Be sure to provide your Student ID number with your check.

**Pay In Person:** Go to the Cashier's window in the lobby of the Student and Community Services Building. Photo ID is required. **Always request for a receipt upon payment for your records.**

**ACCEPTABLE FORMS OF PAYMENT**

**Personal Check:** Make your check payable to De Anza College. Deliver in person or send to: Cashier's Office, De Anza College, 21250 Stevens Creek Blvd., Cupertino, CA 95014. Please make sure that your full name, current address, and phone number are on the face of the check. To help us process your payment and ensure that you receive proper credit, please include your student ID number on the check. **Returned check fee is $25 per check.**

**Certified Funds:** Make cashier's check, money order, or other certified funds payable to De Anza College. Please include your full name, student ID number, current address, and phone number.

**Credit Card:** You may use VISA, MASTERCARD, or DISCOVER to pay your fees and/or any previous balance. You can either pay online or in person at the Cashier's window. **Please note:** When paying in person, you will be asked to show a picture ID. **Returned charge fee is $25 per transaction.**

**Cash:** You must make cash payments at the Cashier's window. **Do not mail cash!**
REFUND POLICY
If you are entitled to a refund from De Anza because you have paid for more than the actual numbers of units you are enroll in, you must go to the Cashier’s Office and request for a refund. **Refunds are not made automatically and it MUST be requested in writing.** Please refer to the Refund Schedule and Policy in the Class Schedule or on the web for more details. [http://www.deanza.edu/registration/cashier/refunds.html](http://www.deanza.edu/registration/cashier/refunds.html)

Tuition for quarter-length classes are refunded/credited upon classes dropped within the deadlines specified below:
- classes dropped during the **first week**=100% of tuition fee less applicable $10 refund service fee;
- classes dropped during the **second week**=75% tuition fee less applicable $10 refund service fee;
- classes dropped during the **third week**=50% tuition fee less applicable $10 refunding service charge;
- classes dropped during the **fourth week**=25% tuition fee less applicable $10 refunding service charge.
**No refunds after the fourth week.**

**Summer session** (quarter-length classes only):
- classes dropped during the **first week**=100% tuition fee less applicable $10 refunding service charge

**No refunds after the first week.**

Refunds are not automatic. Go to [http://www.deanza.edu/registration/cashier/refunds.html](http://www.deanza.edu/registration/cashier/refunds.html) for process.

All refunds will be processed beginning with the third week of school.

**Students who drop/withdraw from classes after the “Drop for refund deadline above” are responsible for all fees.**

Contact information:

Cashier's Office Location: [Student and Community Services Building](http://www.deanza.edu/registration/cashier/refunds.html)
Phone: (408) 864-8747 Fax: (408) 864-5800 e-Mail: deanzacashier@fhda.edu
Office Hours: Monday and Thursday: 8am to 6pm; Tuesday and Wednesday: 8am to 7pm; Friday: 8am to 1pm
(Closed on Fridays during summer)
Campus Life and Services

See Counselors early and on a regular basis. Counselors are trained to assist you with your academic and career choices, and graduation or transfer requirements. They are also able to counsel you on personal issues relating to cultural adjustment, understanding the American value systems, relationships, eating and anxiety difficulties and many other topics. Academic advisors will help you with academic/educational issues.

All International Student Counselors at De Anza are located in the International Student Programs (ISP) office. International students are required to meet with the counselor at least once per year.

Subscribe to ISP Listserv. Be the first to receive the latest news concerning F-1 students: change in Immigration rules and regulations, special events, etc. At the beginning of your first quarter at De Anza, your e-mail address will be added to our announcements Listserv. If you don't receive messages from the ISP Office within two weeks of your first quarter @ De Anza, email Angelica Strongone, Office Coordinator of ISP at: strongoneangelica@fhda.edu and ask her to be added to the Listserv. Please include your full name, De Anza ID#, and the email you would like to use to receive messages.

Be sure to inform ISP if your e-mail address changes or if you don’t receive any e-mails within two weeks of your first quarter at De Anza.

De Anza newspaper-La Voz: Many campus activities and news are announced in the campus paper – La Voz. This is an excellent source of information on special events and events which are important to student life.

Integrate yourself to the American society. Being a student in America is more than taking classes and studying. It is also a matter of becoming familiar with the culture, the values and traditions of the host country. Join a student club on campus as well as cross-cultural activities offered by ISP.

*Utilize your college services. De Anza offers extensive services to assist students with special interests and needs:

- Eco Pass [http://www.deanza.edu/ecopass/get.html](http://www.deanza.edu/ecopass/get.html)
- Bookstore [http://books.deanza.edu/home.aspx](http://books.deanza.edu/home.aspx)
- Campus Safety/Security Services [http://www.deanza.edu/edresources/security.html](http://www.deanza.edu/edresources/security.html)
- Health Services [http://www.deanza.edu/healthservices/](http://www.deanza.edu/healthservices/)
- Library Services [http://www.deanza.edu/library/](http://www.deanza.edu/library/)
- Office of College Life [http://www.deanza.edu/collegelife/](http://www.deanza.edu/collegelife/)
- Transfer Center [http://www.deanza.edu/transfer/](http://www.deanza.edu/transfer/)
- Tutorial Center [http://www.deanza.edu/studentsuccess/tutorial/](http://www.deanza.edu/studentsuccess/tutorial/)
Health Insurance Policy

All F-1 international students enrolled in Foothill and De Anza colleges are required to purchase and subscribe to the health insurance selected by the FHDA district. The policy provided through Renaissance Agencies offers our F-1 students the best possible medical coverage at the best possible price. Its provisions allow students to choose from a large number of health care providers in our local communities using a Preferred Provider Organization (PPO) called Blue Cross: www.bluecrossca.com. This insurance is mandatory for all F-1 international students. Students will automatically be enrolled in this policy at the time of registration, and automatically billed along with every quarter's tuition and fees.

The Renaissance Agencies policy provides excellent benefits, including a generous maximum of $100,000 per condition per year and 90% coverage for most physician and clinic/hospital services within network. The policy has no co-payment if you first seek medical help from the nurse in the College's Health Services office. If needed, she will refer you to a doctor, and there will be no co-payment for the doctor visit. If you go directly to a doctor without first seeing the nurse at the Student’s Health Services, there is a $50 co-payment that you will need to pay. Policy specifics are included in a separate brochure. Health care in the U.S. is very expensive and complicated. Please READ the insurance brochure carefully to know what illnesses are covered and what are not covered or “Exclusions” since this is a brief description.

When you register for classes, a $448.00 charge will be added to your bill each quarter, which will automatically enroll you in the insurance program. You will receive your insurance membership card shortly after purchasing the medical insurance.

Important Points Regarding the medical Plan:

1. The benefits provided by Renaissance Agencies plan are very comprehensive. As with any insurance plan, however, there are some specific limits to the coverage that is provided. If you accrue a charge for a service that is either not covered or which is in excess of the allowable coverage, you will be responsible for paying those charges.

2. Do not assume that regardless of circumstances your treatment will be covered. Carefully review the "Exclusions and Limitations" section of the plan brochure so you know what is NOT covered or has limited coverage. To verify specific coverage, call Renaissance Agencies at 1.800.537.1777 or log into: www.renstudent.com

3. The medical plan has a co-payment of $50 per visit for all physicians’ services not starting at the Student Health Services office. If the student who needs care goes first to Health Services, there is NO co-pay. The nurse will provide a referral to a doctor as needed.
4. Each $448 payment purchases insurance coverage for a 4-month period/cycle.
   • August 15 through December 14 for Fall Quarter.
   • December 15 through April 14 for Winter Quarter.
   • April 15 through August 14 for Spring Quarter.

If you leave Foothill or De Anza before the end of the academic year, your insurance coverage ends on the last day of the last insurance quarter or cycle for which you paid. For example, if you leave at the end of Fall Quarter, coverage ends December 14; at the end of Winter Quarter, it ends on April 14; and at the end of Spring Quarter, it ends on August 14. You may purchase one additional month of transition insurance before or after any insurance period if you arrive in the U.S. before a cycle starts or if you are transferring to another school that begins after the end of a cycle. Information about this is available in the International Student Programs office.

5. Dependent/s are NOT automatically enrolled in De Anza’s health insurance plan. IT IS YOUR RESPONSIBILITY to complete an ‘Enrollment Form for Dependents’ to enroll your spouse/child in the health plan. This form is available in the International Student Programs office or by contacting Renaissance Agencies at: 1.800.537.1777. Dependent’s coverage for spouse and children is strongly recommended so your family will have health care protection.

6. If you cease to be an F-l visa student, you may no longer purchase this health insurance. Students involved in Optional Practical Training are eligible for the medical plan but will not be automatically enrolled. In order to qualify, you must enroll for the insurance as you start OPT and remain enrolled through the entire OPT period. Dependent coverage is not available during OPT. In order to enroll, contact Renaissance Agencies.

7. Foothill and De Anza Colleges health insurance plan is mandatory. If you wish to retain another health insurance plan, it is your choice to continue with that insurance. However, you will still be required to purchase the health insurance selected by the FHDA district, which will automatically be charged as part of your tuition and fees payment during registration.

8. Dental and vision are not covered under this medical plan. If you would like more information on purchasing vision and/or dental insurance, check with De Anza Health Services office or directly with Renaissance Agencies.

9. Waivers are granted ONLY if ALL requirements as stated on the waiver form are met. No exceptions. You can find the waiver form online at: http://www.deanza.edu/international/pdf/health_insurance_waiver.pdf
What to do if you get sick or hurt

1) Go to the De Anza Health Services, Room 166 (Lower level of the Campus Center)

1) If you are seriously hurt, go to the nearest Hospital or call 911 for emergency

2) The De Anza Health Services staff will help you with your illness/injury OR refer you to a clinic/specialist and give you their address. Please call the clinic/doctor yourself to schedule an appointment.

If you go to the emergency room, you will be required to pay $100.

If you visit a doctor without going to the De Anza Health Services first, you will be required to pay $100.

3) You will be given a ‘Referral Form’ if you need to go see a doctor

Referral Form:
- Keep one copy and give one to the doctor/clinic.
- The De Anza Health Service office keeps one copy.

NOTE: if you don’t bring a referral form to the doctor, you will have to pay $100

You (the student) must pay the full amount when you pick up your medications.
- For a 50% refund, send:
  - original receipt (keep a copy for your records) &
  - a Claim Form to:

BC – Life & Health
P.O. Box 60007
Los Angeles, CA 90060-0007

Claim Form:
- Fill it out completely
- Keep one copy and send the original to:

BC – Life & Health
P.O. Box 60007
Los Angeles, CA 90060-0007

- The Health Center keeps one copy

NOTE: If you need to see a doctor while De Anza Health Services is closed, be sure to return to the health center as soon as possible to notify them of your doctor/medical facility visit.

If you need to submit a medical bill that you have received in the mail OR if you need to obtain a reimbursement for your medications, go to the Health Services office to complete a ‘Claim Form’

If you receive any bills in the mail, do not pay. Send them to the Claims Department along with the Claim Form:

BC – L & H
P.O. Box 60007
Los Angeles, CA 90060-0007

To check the status of your claim, call Blue Cross at (888) 850-4770.

If you have any problems with your submitted claim contact the De Anza Health Services office at 408 864-8732.
Health Insurance - Frequently Asked Questions

What if I don’t receive my Insurance ID card in the mail?

If you don’t receive your ID card in the mail, go to the International Student Programs’ office. Some ID cards are sent to the Center because International students change their addresses or never provide a mailing address. If the International Student office does not have your ID card, call 888-850-4770 to request a duplicate ID card, or ask ISP to issue a temporary insurance identification card. During the year, always report a change of address to the insurance company. **Carry your Insurance ID card with you at all times.**

What is a PPO?

PPO stands for Preferred Provider Organization. It is the network of all doctors, specialists and hospitals that accept the HealthCare Plus insurance plan. All of those listed are available to you for consultation and treatment.

What if I use a doctor or hospital that is not part of the PPO?

If you utilize a doctor or hospital that is not a member of the Preferred Provider Organization, you will be responsible for 30% of the eligible expenses charged.

What do I need to bring with me for a scheduled visit with a physician or hospital?

Always bring your insurance ID card and a referral from the Health Center.

How do I check on the status of a claim?

You may contact the Claims Department directly by calling 1-888-850-4770.

What if I already have a Health Insurance Policy from my home country?

De Anza College’s Health Insurance is mandatory. No other insurance is accepted. Insurance waivers are accepted only under special circumstances; check with the ISP office for more details.

What if I’m outside of California and I need medical treatment?

Any treatment received outside of California is covered at 100% after the co-payment when visiting a PPO provider. You should send bills, receipts, and other information to the following address:

BC – L & H
PO Box 60007
Los Angeles, CA 90060-0007
Why do I need Health Insurance?

Medical care in the United States is very expensive, as well as complicated. When an unforeseen accident or illness occurs, it is important that you have insurance to cover the high costs of medical treatment. When used in accordance with the guidelines, the insurance policy the college provides is designed to cover 90% of medical treatment that a student receives and 50% of medication costs that are prescribed.

De Anza Health Insurance plan is represented by:
Renaissance Agencies, Inc
Tel: 1.800.537.1777
Fax: 1.310.394.0142
For plan information, please access the website: www.renstudent.com

Campus Health Services
http://www.deanza.edu/healthservices/

Located in the lower level of the Hinson Campus Center.

Phone: 408.864.8732
Hours: 8:00 a.m. to 8:30 p.m. Monday through Thursday
8:00 a.m. to 4:30 p.m. Friday

A nurse is available on drop-in hours and by appointment. The Health Services staff provides a variety of health related services to students:

- Personal and health counseling
- Birth Control information/clinic/counseling
- Pregnancy tests/counseling
- First aid
- Medical referrals
- Over-the-counter medicine/self-help box
- Tuberculosis (TB) and Immunization (MMR) tests
- Alcohol/substance use/abuse information/referral
- Student insurance information

List of Hospitals, Clinics, and Medical Groups

You will need to visit the De Anza Health office upon your arrival especially for your immunizations and Tuberculosis test.
List of Hospitals, Clinics, and Medical Groups

For our international students’ convenience, FHDA has prepared a list of hospitals and medical providers located near both Foothill and De Anza Colleges. Points to remember:

- **Find in advance if the medical provider you plan to use accepts Blue Cross.** Your medical expenses will be lower if you see a doctor or utilize the medical services within the network than outside of the network.

- **If you need to see a specialist (e.g., a skin doctor, a foot doctor), call first to find out if the medical provider you plan to use have doctors specializing in that area.**

- **Read the medical insurance brochure issued you carefully so you understand the benefits covered and those excluded by the health insurance.**

<table>
<thead>
<tr>
<th>Name of Medical Provider</th>
<th>Phone #</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. El Camino Hospital</td>
<td>(650) 940-7000 (General)</td>
<td>2500 Grant Road, Mountain View</td>
</tr>
<tr>
<td></td>
<td>(650) 940-7055 (Emergency Services)</td>
<td></td>
</tr>
<tr>
<td>2. Stanford Hospital and Clinics</td>
<td>(650) 723-4000 (General)</td>
<td>300 Pasteur Drive, Stanford</td>
</tr>
<tr>
<td></td>
<td>(650) 723-5111 (Emergency Services)</td>
<td></td>
</tr>
<tr>
<td>3. Good Samaritan Hospital</td>
<td>(408) 559-2011 (General)</td>
<td>2425 Samaritan Drive, San Jose</td>
</tr>
<tr>
<td>4. Santa Clara Valley Medical Center</td>
<td>(888) 334-1000 (Patient Referral)</td>
<td>Mountain View, Sunnyvale, Santa Clara, San Jose (751 S. Bascom Ave.)</td>
</tr>
<tr>
<td></td>
<td>(408) 885-5000 (General)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(408) 855-6950 (Emergency Services)</td>
<td></td>
</tr>
<tr>
<td>5. Camino Medical Group</td>
<td>(408) 730-4357</td>
<td>Sunnyvale, Mountain View, Los Altos, Santa Clara</td>
</tr>
</tbody>
</table>

Visit the insurance website to find doctors and/or medical facilities in your area by following the steps below:
1. log on to gghstudents.com
2. complete the one-time registration process using the information on your GGH ID card
3. click on “Doctor Search”
Additional Medical Facilities closest to De Anza College:

1) Cupertino Medical Center
   10040 Bubb Rd.
   Cupertino, CA 95014
   Phone#: (408) 996-8656

   This clinic is for non-urgent care and on a drop in basis

2) West Valley Clinic
   7225 Rainbow Drive
   Cupertino, CA 95014
   PH# (408)366-0595

   This clinic will be used for non-urgent care. By appointment only.
   Hours: M-F 8:30 to 5:30.

3) Sunnyvale Clinic (main)
   301 Old San Francisco Road
   Sunnyvale, CA
   PH# (408)739-6000

   This clinic will be used for chest x-rays (The West Valley Clinic does not have radiology) and can be used for non-urgent care. Call for hours.

4) Sunnyvale Clinic - Urgent Care Center
   201 Old San Francisco Road
   Sunnyvale, CA
   PH# (408)739-6000

   This clinic will be used for urgent care. Walk-in clinic open 365 days a year. Hours: M-F 8:00 a.m. to 9:00 p.m. & weekends and holidays: 8:00 a.m. to 8:00 p.m. No appointments necessary.
De Anza's campus security is managed by the [FHDA District Police](https://www.fhda.org/police/).

The FHDA District Police **substation is located** in the [Hinson Campus Center, lower level](https://www.deanza.edu/hinson-campus-center) across from the Advanced Technology Center.

The **campus is patrolled by District Police Officers** and the Santa Clara Sheriff's Officers 24 hours a day, seven days a week, including holidays.

**HOURS**

**Monday-Friday**
7:30 a.m. - 4:30 p.m.
**Closed** Saturday, Sunday and all district holidays

**PHONE**

- **EMERGENCY ASSISTANCE** [Dial 911](https://www.police.fhda.edu/emergency-assistance/)
- **Non-emergency** (Day)
  650.949.7313
- **Non-emergency** (Evening and Weekends)
  408.924.8000
- **The non-emergency** phone number is extension 5555 when using a campus phone and (408) 864-5555 when calling from off-campus.

**Non-Emergency Services**

- Report non-violent crimes such as theft
- Report non-injury vehicle accidents
- Report minor disturbances such as loud music
- Assistance with unlocking doors, jump-starting a car or obtaining a nighttime police escort.
- Inquire about parking issues, fingerprinting, lost and found items, and general district police information

**Parking Structure Telephones:**

When you need to reach Campus Security while you’re in the parking structure, locate one of the telephones found on each level of the structure. The emergency phones, which are found directly above the bright yellow signs, automatically direct your call to Campus Security when you just push the button. After midnight, dial 911 at the public phone near the first-floor elevators.
The following information has been prepared by the Santa Clara County Sheriff’s Office for your protection so you will not take unnecessary risks. By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crimes.

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

**Street Precautions**
- Be alert to your surroundings and the people around you – especially if you are alone or when it is dark.
- Travel with a friend when possible.
- Stay in well-lighted areas as much as possible.
- Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
- Walk confidently and at a steady pace.
- Make eye contact with people when walking.
- Do not respond to conversation from strangers on the street – continue walking.
- If you carry a purse, carry it securely between your arm and your body. Although a purse-snatcher’s intent is to steal the purse, your personal safety may depend on not clinging to it.

**Car Safety**
- Always lock car doors after entering or leaving your car.
- Park in well-lighted areas.
- Have your car keys in your hand so you don’t have to linger before entering your car.
- Check the back seat before entering your car.
- If you think you are being followed, drive to a public place or a police or sheriff’s station.
- If your car breaks down, open the hood and attach a white cloth to the car antenna. If someone stops to help, stay in your locked car and ask them to call the police or sheriff or a tow truck service.
- Don’t stop to aid motorists stopped on the side of the road. Go to phone and request help for them.

**Bicycle Rules**

The U.S. has particular rules and regulations regarding riding a bicycle, **BE SURE** to inform yourself about these rules before riding a bike through the Department of Motor Vehicle (DMV) website at: [http://www.dmv.ca.gov/about/bicycle.htm](http://www.dmv.ca.gov/about/bicycle.htm)
While Waiting for a Bus and On Board Buses

- Try to avoid isolated bus stops.
- Stand away from the curb until the bus arrives.
- Don’t open your purse or wallet while boarding the bus – have your pass or money already in your hand.
- Don’t invite trouble – keep gold chains out of sight; don’t flash your jewelry; and turn your rings around so the stones don’t show.
- At night, ride as near to the bus operator as possible.
- Stay alert – and be aware of the people around you.
- If someone bothers you, change seats and /or tell the driver.
- Keep your handbag in front of you and hold it close to your body with both hands.
- Check your purse or wallet if someone is jostling, crowding or pushing you.
- If you see any suspicious activity, tell the driver.

Residential Security

- Never leave your purse or wallet in plain view of a window.
- Keep your windows closed and locked at night.
- Personal property should be marked with your California Driver’s License number.
- Don’t leave large amount of cash or valuables at home.
- Stand near the control panel if you are in an elevator with another person. If attacked, press the alarm and as many of the control buttons as possible.
- Report all suspicious persons and activities to the proper authorities (apartment manager, building security, law enforcement).
- Be aware of escape routes for emergencies and post the police and fire department numbers near telephones.
- Install effective locks on all doors and windows – and USE them.
- Install a peephole viewer in your door. NEVER open your door without knowing who is on the other side. Require salespeople or repair people to show identification.
- If you live alone, use only your last name and initials on mailboxes and in telephone directories.
- If strangers telephone or come to your door, don’t admit that you are alone.
- Don’t let any strangers into your home – no matter what the reason or how urgent the emergency is supposed to be. Offer to make an emergency phone call while they wait outside.
- If you live in an apartment, avoid being in the laundry room or garage by yourself, especially at night.
- If you come home and find a door or window open or signs of forced entry, DON’T GO IN! Go to the nearest phone and call the police or sheriff.
IF A CRIME DOES OCCUR…REPORT IT!

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

In many cases, it is the information provided by victims and witnesses that leads to the arrest of a criminal. So tell the police as much as you can; no fact is too trivial. The police need the eyes and ears of all citizens.

Crime Prevention is Everyone’s Business!

De Anza College is a beautiful, generally safe campus; however, normal precautions should be exercised to safeguard persons and property. The Campus Security Department provides campus protection and distributes periodic information regarding current concerns. But the most effective crime deterrent is when students are aware of their surroundings and call Campus Security whenever there is a concern or problem. Here are some suggestions:

☞ If you are an evening student, consider making arrangements with your classmates to park in a specific area before class so afterwards you can all walk out to your vehicles together. Also, have your key ready before you reach your car.

☞ If you see anyone who appears to be loitering, behaving suspiciously, or looking into parked cars, contact Campus Police. Try to observe what is going on and remember as much information as you can about the physical appearance of the person, including what type of clothing is worn.

☞ If you are the victim of an illegal act, contact Campus Police immediately.

☞ If you feel uncomfortable about walking alone to or from class, contact Campus Security to arrange for an escort to walk or drive you in a security vehicle. Campus Security escort can also walk you to your car or the bus stop.

☞ If you see an unsafe condition such as a broken light fixture near a walkway or in a parking lot, you should promptly report it to Campus Security because it may create a security risk.
Preventing Sexual Assault

The following tips for preventing sexual assault were compiled by the Santa Clara County Sheriff’s Office.

Know the Facts About Rape

- Rape is a violent crime – a hostile attack – an attempt to hurt and humiliate. It is NOT the result of “uncontrolled passions.”
- Rape can happen to anyone. Students, workingwomen, wives, mothers, children, grandmothers, and even males are the victims of rape.
- Rape can occur anywhere and at any time, in public or in your own home, day or night.
- Rapists are not necessarily strangers. In fact, in over one-third of reported cases, the rapist is an acquaintance, neighbor, friend or relative of the victim.
- Rape is one of the most underreported crimes. The majority of rapists continue until caught. So report any kind of sexual assault.

If You Are Attacked…

Remember, your main concern must always be YOUR SAFETY. No one can tell you whether you should fight back, submit, or resist. IT DEPENDS ON YOU AND THE SITUATION.

Keep assessing the situation as it is happening. If one strategy doesn’t work, try another.
Possible options are:

1. Negotiating;
2. Stalling for time;
3. Distracting the assailant and fleeing to a safe place;
4. Verbal assertiveness;
5. Screaming to attract attention;
6. Physical resistance.

Your best defense, however, is to BE PREPARED – know your options ahead of time. Your safety may depend upon your ability to stay cool and calm.

Weapons

Carrying Weapons for self-defense is controversial and sometimes illegal. To be better prepared, you could take a self-defense class offered by De Anza College or a private organization. For more information, contact Campus Security or your local police station.
If You Are Raped

1. Go to a safe place immediately and call the police, sheriff, a rape crisis center, doctor, friend or relative. The sooner you make the report, the greater the chances the attacker will be caught.

2. As much as you want to take a bath and crawl into bed, it is very important to be medically examined first. You must go directly to a hospital or a rape crisis center.

3. Do not wash, douche, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy valuable evidence for court use.

4. Shock, anger, fear and humiliation are emotions a victim may experience. Remember, you are the victim. You have nothing to feel guilty about. Do not deny feelings. Contact a treatment or crisis center. The International Student Counselor and Health Center at De Anza can assist you and serve as referrals for resources.

RAPE AND SEXUAL ASSAULT
Rape Crisis Center, YWCA of Silicon Valley

- 408-287-3000
- 650-493-7273
F-1 Student Visa Responsibilities

Immigration Documents

A. **Passport:** The expiration date should always be valid at least 6 months into the future (for example, if your passport expires in July, it should be extended in January). To extend your passport, please contact your country's consulate/embassy in the U.S. or come visit the ISP office for the latest contact information.

B. **Visa:** The visa is either a stamp or sticker put in your passport by the U.S. Consulate in your home country. A visa is necessary only to ENTER the U.S. The date on the visa shows the latest date you can enter the U.S., NOT how long you can stay here. If it is expired or if you change your visa status while in the U.S., you must re-apply for a new visa in order to return to the U.S. It is not necessary to extend your visa if you are not planning a trip outside the U.S. Renewal of visa can only be done at a U.S. Consulate/Embassy in your home country or country of primary residence.

C. **I-94:** As known as the Arrival/Departure Record, is the small white paper stapled to the page next to your visa stamp in your passport. The date written on the lower right hand corner is the date you must leave the United States. D/S (Duration of Status) is the notation on F-1 visa holder's I-94 Card. The D/S notation is written on the I-94 card as well as in the upper right corner of the I-20 Form.

D. **I-20:** The Certificate of Eligibility for Nonimmigrant (F-1) Student Status, often referred to as the I-20 Form, is an non-immigration document authorized by the ICE to be issued to you by International Student Programs when you were first admitted to De Anza College, three pages total. The I-20 should be kept with you at all times and NOT given up when you leave the U.S. as it will be needed to re-enter the U.S. after a trip or temporary absence. All records of school transfers, work permission, etc. will be recorded on the I-20.

Full-Time Attendance

F-1 visa students are required by U.S. immigration regulations to maintain full-time status while studying in the United States. At De Anza, full-time attendance means the student must **ENROLL AND COMPLETE** a minimum of 12 units of coursework each Fall, Winter and Spring Quarter. You are not required to take any classes during summer vacation or winter and spring breaks. **If, for any reason, you are forced to withdraw from classes (either by the instructor or by yourself) or if you take less than 12 units, you must FIRST speak to a counselor and get the final approval from the international student advisor at ISP prior to drop and/or withdraw from classes.**

Distance Learning (on-line) Courses

Effective January 1, 2003, no more than the equivalent of one on-line/distance education class or 3 units/credits per academic term may be counted toward the “full course of study” requirement.
Exceptions to the Full-Time Enrollment Requirement

Taking less than 12 units each quarter is only permissible for the following reasons upon approval by the International Student Programs:

1. English language difficulties.
2. Unfamiliarity with American teaching methods or reading requirements.
3. Improper course level placement.
4. Valid health/medical reasons.

Academic Performance

You are expected to remain a student in good academic standing (2.0 G.P.A. or higher) while you attend De Anza College. If you are placed on academic probation or disqualified for inadequate academic performance, please contact ISP immediately for a counseling appointment.

Extension of Program of Study

F-1 visa students are admitted to the U.S. for Duration of Status (D/S), which is defined as:

- the time during which are pursuing a full-course of study and making normal progress toward completing your requirements; plus
- the time you may be working in authorized practical training after you complete your studies (if you qualify and are so authorized); plus
- 60 days to depart the U.S. after you complete your program.

The “completion of studies date” in Item #5 on the I-20 Form issued to you by De Anza's ISP is the date by which the ICE expects you to complete all requirements for your current program. If you are unable to complete your program of study by that date, you will need to consult with the International Student Advisor at ISP at least 45 days before reaching the I-20 completion date. If you are eligible for an extension of your time limit, the advisor will assist you with the extension application process.

Travel Abroad and Re-Entry

Whenever you plan to leave the U.S. temporarily and return to continue your studies at De Anza, you must check with the ISP regarding documents needed to re-enter the U.S. If you plan to travel outside the U.S., you must obtain the following document:

- a valid passport with more than six month left before expiration;
- a valid F-1 visa in order to re-enter the U.S.;
- a travel I-20 Form endorsed (signed) by the International Student Programs;
- a tourist visa for the country that you plan to visit (if required) other than your home country;

If you need to renew your expired F-1 visa when overseas, you will then need additional documents:

- financial verification/documentation;
- De Anza transcript;
- enrollment verification letter from International Student Programs.
Employment

Employment is a benefit granted by the U.S. Citizenship and Immigration Services (USCIS) to eligible F-1 visa students who have been in good academic standing and have not violated any F-1 status rules and regulations. You should always consult the International Student Advisor first to check your eligibility before searching for a job.

I. On-Campus Employment

You may accept on-campus employment at De Anza without prior approval from BCIS. However, you need approval from the International Student Programs. On-campus employment is limited to part-time (maximum 20 hours per week) when school is in session (i.e., Fall, Winter and Spring Quarters) and full-time (maximum 40 hours per week) during summer vacation and winter/spring breaks.

II. Off-Campus Employment

There are different types of off-campus employment opportunities available to international students.

Practical Training

Practical training is defined as work experience in the student's major field of study that can be conducted off-campus. Two types of practical training are available to international students:

1. Curricular Practical Training (CPT) available before completing their studies.
2. Optional Practical Training (OPT) available before or after completing their studies. For example: vacation and post-completion optional practical training.

Students interested in doing practical training should attend one of the practical training workshops offered by International Student Programs as early as possible followed by preparing the paperwork with the international student advisor. Prior authorization from either International Student Programs or USCIS is required before engaging in employment.

Economic Hardship

Student must have been in F-1 status for one full academic year. Must prove to BCIS that employment is needed due to SEVERE Economic Hardship caused by circumstances beyond student's control. Must apply to USCIS for approval and show proof of hardship.
U.S. Income Tax

U.S. Federal Tax

- **Publication 519**: “U.S. Tax Guide for Aliens.” Helpful when preparing a nonresident tax return (1040NR or 1040NR-EZ).
- **Publication 901**: “U.S. Tax Treaties.” Essential for individuals from nations having tax treaties with United States.
- **8843**: “Statement for exempt Individuals and Individuals with a Medical Condition.” This one page document must be completed and returned with the 1040NR and 1040NR-EZ. It verifies nonresident alien tax status.
- **1040NR**: “U.S. Nonresident Alien Income Tax Return.” The longer version of the return completed by many nonresidents. This form is distinct from 1040, 1040A, or 1040EZ filed by residents for tax purposes. It is not interchangeable with those forms. The IRS publishes an instruction booklet to accompany the form.
- **1040NR-EZ**: “U.S. Income Tax return for Certain Nonresident aliens with No Dependents.” A simplified version of the 1040NR. Most F-1 students who are nonresidents may file the 1040NR-EZ. The IRS publishes an instruction booklet for this form.
- **W-2**: “Wage and Tax Statement.” A form issued annually by employers (normally during the month of January). Copies of the W-2 must be filed with federal, state and local tax returns.
- **W-4**: “Employee’s withholding allowance Certificate.” A form completed by employees at the time of hire to indicate how much tax is to be withheld from the paycheck.

The IRS provides information through free publications and a telephone information line. The phone number for general tax information is 1-800-829-1040 (ask for the Technical Division). To order any of the federal publications or forms contact the IRS Tax Forms and Publications division at 1-800-829-3676. Or check the IRS website to download publications or forms online: [http://www.irs.ustreas.gov](http://www.irs.ustreas.gov)

**State Tax – California** ([http://www.ftb.ca.gov/forms/index.html](http://www.ftb.ca.gov/forms/index.html))

If you have been in California:

- 9 months or more: California Resident Tax Book
- less than 9 months: California Non-Resident Tax Book

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**Need More Help? Have More Questions?**
Please visit ISP’s website at: [www.deanza.fhda.edu/international](http://www.deanza.fhda.edu/international) for additional information & assistance

During the Spring Quarter, ISP offers workshops related to filing your Income Tax.
U.S. Social Security Numbers

Social security numbers are primarily intended to identify participants in the federal government’s Social Security Program, which provides retirement and disability benefits to workers and their families. However, they are now widely used for administrative and identification purposes, and as an international student, you will need one for just about any type of employment. A valid SSN is required in order to obtain a California Identification Card or Driver’s License. **However, due to changes in SSA regulations, you will generally receive your SSN card within 2 to 4 weeks if you are qualify for one.**

**Application for a social security number can be made in this office:**

<table>
<thead>
<tr>
<th>Social Security Administration Office</th>
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<tbody>
<tr>
<td>280 South First Street</td>
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<tr>
<td>San Jose, CA 95113</td>
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<tr>
<td>Room 244 2nd Floor</td>
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<tr>
<td>Phone Number (800) 772-1213</td>
</tr>
<tr>
<td>Office Hours: Mon – Fri 9:00am to 3:30pm</td>
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**SSN & Employment**

*If you have found a job, you will be required to obtain a US Social Security Number. You must first obtain a letter of job offer from employer. Then request a work authorization or recommendation letter from ISP in order to apply for Social Security Number.***

**SSN & Obtaining a California Identification Card/Driver’s License**

The Social Security Administration does not assign an SSN when the only reason for needing a number is to comply with a state statute requiring an SSN for the issuance of a California Identification and/or a Driver’s License.

**SSN & Opening a U.S. Bank Account**

You are not required to have a Social Security Number in order to open a U.S. bank account or for most other financial transactions. Simply explain to the ‘New Accounts Representatives” at your local bank that you are a non-immigrant on a F-1 student Visa.

**NOTE:** Students on F-1 visas and whose income is earned in support of the objectives for which they were admitted to the U.S. should not have social security (FICA) taxes withheld from their pay, as they are exempt from FICA taxes as long as they have received employment authorization.
U.S. Culture

This information is meant to provide some generalities about people in the U.S. not all people from the U.S.

Friendship

Many people in the U.S. have a number of friends with whom they share something in common. A U.S. student might consider you a friend, but he or she might only invite you to do something once or twice a quarter. This is not because he or she doesn’t like you. It simply means that life in the U.S. is very busy and U.S. students tend to have many more commitments (work, study, and family) in addition to study than students from other countries.

Superficial?

Sometimes international students feel that U.S. students are “superficial” because they “act” very friendly but do not wish to build a friendship. Acting friendly is a U.S. custom. It’s intended to create positive feelings. Some new international students feel confused when someone they do not know says hello to them in the street. This casual greeting is not intended to encourage a conversation or express a romantic interest. It is just another form of American friendliness.

Hi! How are you?

This is a common greeting in the U.S., but very often the person who asks the question “how are you?” does not wait for a response. Some international students think this is very rude, but it is not intended to be. It is not customary for the person asking this question to wait for a deep answer. It is customary to reply, “fine” or “okay.” You might also want to ask how the other person is. She or he will most likely answer with the same brief response.

Meeting Americans

Because the U.S. is a nation of immigrants, international students look as “American” as students from the U.S. U.S. students are very sensitive about difference, and some do not want to risk offending someone by asking an ignorant or insensitive question. For that reason, some U.S. students may feel shy about approaching you. If they do notice that you have a foreign accent, they may be unaccustomed to talking with someone who is not from the U.S. They may wait for you to take the initiative to talk with them first. Many students at De Anza may never have met anyone from another country! Although it may seem awkward, you may find that saying hello to someone in your class and explaining that you are a new international student will give you an opportunity to meet Americans.

Independence

The United States was founded by people who value independence. This “independent spirit” is still evident in this culture. Many people from the U.S. believe that they are responsible for their own destinies. Being self-reliant is considered more important that relying on family and friends. Many people from the U.S. believe that individuals reach maturity at age 18 and should be ready to make independent decisions. Privacy is valued for many of the same reasons. Even among members of a family, issues such as money, marriage, and career decisions may not be discussed out of respect for a person’s privacy.
Race, Ethnicity and Gender

Many people in the U.S. like to think that all people are equal – race, color, religion, ethnicity, class, gender and sexual orientation are unimportant to our value as human beings. Words like “tolerance” and “appreciation” are words that we might use to describe our relationship with people different from ourselves. For this reason, racist and sexist jokes and comments are not tolerated in many social and business settings. In fact, people who make such comments could lose their jobs.

However, despite these principles, many inequalities still exist in the U.S. You might hear people make negative comments about other groups. You might even experience discrimination because you are an international student. If this happens to you and you wish to talk about it, come to ISP or contact the police if you feel threatened. An advisor who is familiar with these issues will try to understand the situation and make some suggestions for dealing with it.

Many international students have seen American movies, many of which portray black communities as violent and poor and portray American women and men as having many sexual partners. These are stereotypes in U.S. films. Just remember that many people do not fit the stereotypes in these movies.
Cultural Adjustment

Most international students and scholars spend the first few days in the USA settling in and getting adjusted to their new environment. But Adjustment is an on-going process that will usually take more than just a few days or weeks.

Adjustment Process

- Learning about the new culture
- Making new friends
- Appreciate differences and similarities
- Maintaining contact with family and friends back home
- Feeling comfortable in both settings

Stages of Cultural Adjustment

The Honeymoon Stage: Characterized by a feeling of excitement and anticipation. The international student is usually very happy to be studying in a new country and to be learning about and meeting new people.

The Uncomfortable Stage: Characterized by frustration, anger and sometimes depression. Students may experience homesickness, boredom, problems sleeping and eating, loss of sense of humor, mistrust of Americans, and some academic problems.

The Adjustment Stage: This occurs when the student begins to relax in the new environment and has an established support system. The student realizes the importance of their home culture while navigating and adjusting to the norms of the new culture. The student has the best of both worlds and chooses ideals from both cultures.

Adjustment Tips From International Students

- Don’t stay alone in your room every night.
- Go out with a friend to see the city or go shopping.
- Get involved with Nationality Clubs or other clubs on campus: http://www.deanza.edu/clubs/clublist_name.html
- Travel to see the USA.
- Laugh at yourself if you make a mistake.
- Do not be afraid to try new words or to practice your English.
Transportation

You need to count on the public transportation to come to De Anza College if you don’t have a car. The following Bus routes pass by De Anza College:

Bus #: 23, 25, 53, 54 & 55

For more bus routes specifics, please check out
VTA Web site: www.vta.org
VTA Routes to De Anza: http://www.vta.org/schedules/schedule_cupertino.html

VTA DASB Eco Pass
http://www.deanza.edu/ecopass/index.html

What is the Eco Pass and how do I get one?

The Eco Pass Project is a partnership between De Anza College’s Associated Student Body (DASB) and Santa Clara Valley Transit Authority (VTA), which allows enrolled students at De Anza College the opportunity to enjoy unlimited rides on all VTA Buses and Light Rail for the duration of each quarter with a valid sticker. Simply show your validated DASB card, with the VTA sticker affixed, to your VTA Bus operator or when requested by a Light Rail fare inspector. You must order your Eco Pass sticker for each quarter term. A valid sticker will have a serial number and your student ID number on it. Transfer of the sticker to another person is prohibited. Only a DASB Eco Pass sticker, used with your De Anza DASB Card ID, is valid on VTA. Other ID or proof of De Anza enrollment is not valid for transportation.

Follow procedures here: http://www.deanza.edu/ecopass/get.html to get your Eco Pass.
De Anza College, like most community colleges in the U.S., does not offer any dormitories or boarding. But given De Anza’s central location, there are many choices for housing in our area: apartments, shared housing and homestay. All of them are very convenient for shopping, restaurants and buses.

**Permanent Housing:** There are two main types of permanent housing to consider:

1. **Homestays**
   Homestays with American families are arranged by an organization called International Student Placements (ISP) ([www.isphomestays.com](http://www.isphomestays.com)). They will try to find the most suitable families for our students based on their needs. All families are pre-screened, visited, and interviewed. Students will fill out an extensive application form. Student will usually live within a 45-minute radius by bus. Student has a choice of including meals or no meals. Homestays are a great way to improve English, understand the American culture, concentrate on studies without having to worry about household needs, and develop friendships with the hosts. Students must apply at least one month in advance prior to moving in.

   International Student Placement also offers “Shared Housing” for older and more independent students. Student will live in a house with other students in a community setting. Students who enjoy living in group setting and manage their own lifestyle will enjoy Shared Housing. Information is available on their website.

   Contact info. For International Student Placement (ISP): Jean Ikeda
   Phone: (650) 947-8879
   Fax: (650) 948-1105
   E-mail: jean@isphomestays.com
   Web Site: [www.isphomestays.com](http://www.isphomestays.com)

2. **Apartments and Rentals**
   In this category, students can rent a Studio, a one-bedroom apartment, share an apartment with another person, or rent a room in a house. Selection is huge and the price range is very wide. We do not recommend students accept an apartment/rental without seeing the place first and know about all the terms of the policies. The rent varies according to location, size of the complex, and selection of facilities (such as swimming pool, tennis court, etc.) Student will sign a contract and pay a deposit.

   If you would like to find housing/apartments on your own, here are some searching websites:
   - [www.craigslist.com](http://www.craigslist.com)
**Apartment Listings**

Below is a sample list of some of the larger apartment complexes near De Anza and near supermarkets, shopping and buses, good environment and management, and good amenities (pool, fitness center, washer/dryer, etc.). *There are also many smaller and cheaper apartment complexes with fewer amenities.*

**Archstone Apartments**

5608 Stevens Creek Blvd. Cupertino, CA 95014 Phone: 408.255.6750  
www.ArchstoneCupertino.com

**Glenbrook Apartment Homes** ([www.glenbrook-apartments.com](http://www.glenbrook-apartments.com))

10100 Mary Avenue Cupertino, CA 95014  
Phone: (408) 253-2323; Fax (408) 253-0107

Large complex located directly across the street from De Anza (5 minutes) and next to a beautiful park. Good amenities. No studios. Junior one bedroom from $1300, one bedroom from $1500.

**Valley Green Apartments** ([www.valleygreenapts.com](http://www.valleygreenapts.com))

20875 Valley Green Drive Cupertino, CA 95014  
Phone: (408) 253-0200; Fax (408) 973-1025

Large complex located near De Anza. Walk: 15-20 minutes; Bus: 8-10 minutes. Many amenities. Some furnished units are available. Studios from $1099, one-bedroom from $1300.

**Forge Homestead**

20691 Forge Way Cupertino, CA 95014  
Phone: (408) 739-0870; Fax: (408) 739-4589; Email: forgehomestead@yahoo.com

Approximately 30 minutes walk from college. Good amenities. No studios. One-bedroom from $1675.

**Cupertino Park Center**

20380 Stevens Creek Blvd Cupertino, CA 95014  
1 bedrooms with central air and heat ranging in price currently from $1595 - $1795.  
2 bedrooms from $2000 - $2500 Prices fluctuate. Check website: [www.cupertinoparkcenter.com](http://www.cupertinoparkcenter.com)

**Cupertino City Center – Leasing office at Cupertino Park Center**

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

20350 Stevens Creek Blvd Cupertino, CA 95014  
1 bedrooms prices currently range between $1399 - $1700. Some have WD inside

**Lincoln Glen** ([www.lincolnglen.com](http://www.lincolnglen.com))

150 East Remington Drive Sunnyvale, CA 94087  
Phone: (408) 739-7771; Fax: (408) 739-4520

Smaller complex about five miles away from campus near Sunnyvale Community Center. Good amenities. Studios from $1295; one- and two- bedrooms from $1450.

**The Apricot Pit Apartments**

400 E. Remington Dr. Sunnyvale, CA 94087  
Phone: (408) 738-4862; Fax: (408)-738-4910

Nice complex, next to Lincoln Glen Studios from $1000, one-bedrooms from $1150.
SOCIAL MEDIA

Look us up on Facebook under De Anza ISP and stay in touch with us! www.facebook.com
Use it also to post any of your housing needs, selling/requesting books, etc etc.

ANDA's purpose is to keep all De Anza international alumni connected. Be a part of our professional group and join us on
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<td>789 E El Camino Real Sunnyvale, CA 94087 Ph: 408-736-7145</td>
<td>20385 Stevens Creek Blvd Cupertino, CA 95014 Ph: 408-777-8872</td>
<td>20735 Stevens Creek Blvd Ste E Cupertino, CA 95014 Ph: 408-777-0220</td>
<td>5194 Stevens Creek Blvd San Jose, CA 95129 Ph: 408-345-0300</td>
<td>10215 S De Anza Rd Cupertino, CA 95014 Ph: 408-255-7900</td>
<td>3963 Stevens Creek Blvd Santa Clara, CA 95051 Ph: 408-260-0748</td>
<td>10215 S De Anza Rd Cupertino, CA 95014 Ph: 408-255-7900</td>
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<tr>
<td>2366 El Camino Real Spc 1 Santa Clara, CA 95050 Ph: 408-247-7200</td>
<td>1546 Saratoga Ave #P-50 San Jose, CA 95129 Ph: 408-871-3870</td>
<td>1020 N Rengstorf Ave Ste D Mountain View, CA 94043 (650) 966-1414</td>
<td>2855 Stevens Creek Blvd Space 2335 Santa Clara, CA 95050 Ph: 408-260-8652</td>
<td>20011 Bollinger Rd. Cupertino, CA 95014 Ph: 408-973-8402</td>
<td>Cell Fone 19710 Stevens Creek Blvd Cupertino, CA 95014 Ph: 408-252-2228</td>
<td>760 E El Camino Real Sunnyvale, CA 94087 Ph: 408-738-8680</td>
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How Do I connect to the Internet?

In order to connect to the Internet, you need a computer that has a built in modem, a phone service and any of the following ISP (Internet Service Provider)

<table>
<thead>
<tr>
<th>ISP</th>
<th>Customer Service</th>
<th>Sign Up for High Speed Internet by Phone</th>
<th>Call</th>
<th>Costumer Service</th>
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<tr>
<td>AT&amp;T</td>
<td>1-800-288-2020</td>
<td>1-888-349-0029</td>
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<td>1-800-288-2020</td>
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Visit: [www.att.com](http://www.att.com)  
Visit: [www.comcast.com](http://www.comcast.com)  
Visit: [www.netzero.net](http://www.netzero.net)  
Visit: [www.earthlink.net](http://www.earthlink.net)  
Visit: [www.aol.com](http://www.aol.com)