

# College for Creative Studies International Student Handbook





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## International Student Services Office

Welcome! The international Student Services Office located on the 2<sup>nd</sup> floor of the Yamasaki Building on the Ford. The International Student Services Office (ISSO) serves to assist international students at CCS throughout their entire college experience, from initial application through eventual graduation. Services include application and admissions processing, orientation, academic and immigration advising, and support for housing and health insurance. Furthermore, the ISSO exists to support international students with personal and acclimation issues, as needed.

### Office Services

- Immigration Advising
- Course Registration & Academic Advising
- Acclimating to life in Detroit, CCS and USA
- Your first point of contact for all your questions
- Pick up common forms in our office

Visit our CCS blackboard page!

<https://bb.collegeforcreativestudies.edu>

### Office Hours

Monday through Friday 8:30 a.m. to 4:30 p.m.

The office is closed weekends.

***Schedule an appointment by emailing, calling or visiting the front desk***

#### **International Student Services Office Coordinator**

Gracie Soignet

[international@collegeforcreativestudies.edu](mailto:international@collegeforcreativestudies.edu)

[gsoignet@collegeforcreativestudies.edu](mailto:gsoignet@collegeforcreativestudies.edu)

T. 313.664.7449

#### **International Student Advisor**

Katherine Campbell

T. 313.664.7448

[kcampbell@collegeforcreativestudies.edu](mailto:kcampbell@collegeforcreativestudies.edu)

[www.calendly.com/katherinecampbell](http://www.calendly.com/katherinecampbell)

Social media

<https://www.facebook.com/ISSOCCS/>

**After Hours Emergency Immigration Issues 1-313-920-1296 (Katherine's Cell)**

## International Ambassadors

Meet your ambassadors at orientation! These are international students that have identified themselves as people you can ask questions, and contact if needed.

## International Peer Mentors

The Student Success Center offers a mentoring group of student that assist international students through their time at CCS. These students are available to help you adjust to the new culture, socialize, and stay informed. As a new student you will be matched with a mentor during international orientation. For more information email the Student Success Center [ssc@collegeforcreativestudies.edu](mailto:ssc@collegeforcreativestudies.edu)





## **General CCS Amenities**

### **Wireless**

CCS provides wireless access throughout the Ford Campus and the Taubman Center and in the Art Centre Building. Please contact the technology helpdesk at 313-664-7818 or at <http://helpdesk.collegeforcreativestudies.edu> with questions.

There are instructions on connecting your devices to the wireless service on CCS Blackboard under campus offices – Information Technology Services.

### **ATM Machines**

Kresge Ford 1st floor B side and Taubman Center 1st floor near the Bookstore  
Withdrawals in \$20 increments may be made for a service fee of \$1.50(participating banks may also charge a fee). Most nationwide bankcards are accepted.

### **Arts and Crafts Cafe**

Kresge-Ford Building First Floor, Ext. 7684

Hours: To be posted each semester

The cafe offers breakfast, lunch and dinner service. It features a variety of ready made entrees and side dishes. The menu changes daily.

### **A. Alfred Taubman Center**

Second Floor Hours: To be posted each semester. The cafeteria is open for breakfast, lunch and dinner service. It features a variety of freshly prepared entrees and side dishes. The menu changes daily. The A. Alfred Taubman Center will also house a quick-service grill on the ground floor.

### **Cashier**

Yamasaki Building First Floor, Ext. 7435

Monday-Friday, 9:00 A.M. - 4:00 P.M.

At the Cashier's Window, students can make Tuition and Housing payments, rent lockers, purchase stamps, and pick up Work-Study paychecks.

### **Bookstore**

1st floor Taubman Center Hours: Monday-Thursday 8:15 A.M. - 7:00 P.M. Friday 8:30 A.M. - 5:00 P.M. Saturday 11:00 A.M. - 4:00 P.M. 1st floor Yamasaki Hours: Monday-Friday 8:15 A.M. – 5:00 P.M. The bookstore sells art supplies, textbooks, magazines, CCS merchandise, snacks, beverages and other materials.

### **Fitness Room**

Art Centre Building, Ground Floor Hours: 24-Hour Access

Free weights, fitness equipment and weight machines for CCS students, staff and faculty use. Important: CCS assumes no liability for any injuries resulting from the use of this equipment. Use at your own risk. Please report any equipment repair needs or suggestions to the Office of Student Affairs.





### **Commuter Lounge**

The Lounge features a billiards table as well as lounge furniture, television and work space  
A. Alfred Taubman Center  
Sixth Floor & Kresge Ford Second Floor

### **Imaging Center**

6th floor Taubman (next to the 24-hour lab) / 313-664-1507  
Hours: Monday-Thursday 8:00 A.M - 10:00 P.M. / Friday 8:00 A.M. - 3:00 P.M. /  
Saturday-Sunday CLOSED

The Imaging Center is a paid service that offers high quality laser prints and wide format inkjet prints for a reasonable cost. The IC also offers plastic and wire binding in addition to stack cutting. The IC accepts cash and the CCS Flex.

### **Mailroom**

Art Centre Building, Ground Floor (near vending machines), Ext. 7646  
Hours: To be posted each semester The Mailroom offers students a variety of shipping services, including UPS, Federal Express, regular U.S. Post Office delivery and Priority mail. ACB residents also pick up their packages here.

### **Receiving Mail at CCS**

There is a mailroom located on the ground floor of the ACB that can assist students with most mailing needs including USPS Priority and Express mail, FedEx, and UPS. Stamps can be purchased at the cashier's window in the Yamasaki. Every suite has a mailbox and all of the residents in the suite share a mailbox in the ACB. Taubman Center residents have their own mailbox.

ACB resident's mail should be addressed:

Name  
201  
E. Kirby  
ACB # \_\_\_\_\_  
Detroit, MI 48202

Taubman resident's mail should be addressed:

Name  
201  
E. Kirby  
TC # \_\_\_\_\_  
Detroit, MI

## Transportation

### CCS Campus Shuttle

CCS operates a shuttle service to transport students, faculty and staff between the Ford Campus and the Taubman Center. The shuttles also provide regular transportation to a shopping center in Allen Park on Sunday



### Detroit public transportation

QLINE <https://qlinedetroit.com/>

DDOT <http://www.detroitmi.gov/How-Do-I/Locate-Transportation/Bus-Schedules>

MOGO <https://mogodetroit.org/>

### Local Transportation:

UBER – Download the APP on your Phone - <https://www.uber.com>

LYFT- Download the APP on your Phone - <https://www.lyft.com/>

CCS ZIP Cars- rent a car from CCS- visit the office of student life for more information



## Detroit Area

Midtown Detroit is where the College for Creative Studies makes its home. It's just north of Downtown Detroit and arguably the most progressive and growing part of our rapidly changing city.

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

Interactive maps of the area can be found at Midtown Detroit Inc.

<http://midtowndetroitinc.org/visit/local-area-directory>

**Is your family visiting?**

### Hotels Suggestions:

**The Inn on Ferry Street (adjacent to the CCS Ford Campus)**

84 E. Ferry St.

Detroit, MI 48202

Phone: 313.871.6000

<http://www.theinnonferrystreet.com>

**Hilton Garden Inn Detroit Downtown**

351 Gratiot Ave, Detroit, MI 48226

[\(313\) 967-0900](tel:3139670900)

<http://hiltongardeninn3.hilton.com/en/hotels/michigan/hilton-garden-inn-detroit-downtown-DETDHGI/index.html>





**Westin Book Cadillac Hotel**

1114 Washington Blvd, Detroit, MI 48226

(313) 442-1600

<http://www.bookcadillacwestin.com/?SWAQ=958P>

**Courtyard by Marriott Detroit Downtown**

333 E Jefferson Ave, Detroit, MI 48226

[Phone\(313\) 222-7700](tel:3132227700)

<http://www.marriott.com/hotels/travel/dtwdc-courtyard-detroit-downtown/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2>

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## Student Organizations on Campus

There are many student groups on campus you may wish to be involved with. To find out more visit the office of student life on the 2<sup>nd</sup> floor of the Yamsaki. Joining a student organization can offer social and academic resources, where students establish relationships with peers and encourage one another to succeed.

### Student Government

The Student Government is the formal link between CCS administration and students, and provides students a forum in which to voice opinions and concerns. Meetings are held twice a month. Student Government takes on special projects as necessary.

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### Industrial Design Society of America (I.D.S.A.)

I.D.S.A. is a not for profit organization dedicated to the advancement of the profession of industrial design. Our student lead organization is focused on providing students with access to the professional chapter of IDSA. We help students to build a strong foundation of skills to be successful within the profession of industrial design.

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### Q&A: Queers and Allies

Q&A is a LGBTQIA+ club that aims to create an atmosphere where people can be themselves in a judgment free environment.

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### Magic Club

Magic Club is a place for people who play Magic to get together and for new people to learn the game.

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### Women in Animation (W.I.A.)

W.I.A. is the only organization dedicated to advancing women in the field of animation. We envision a world where women share equality in the creation, production, and rewards of animation. We provide resources and connections to make it happen.

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### Smash Club

Smash Club is a place for students to play casual and competitive Super Smash Bros together.

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### **Women in Design**

CCS Women in Design is an intersectional student organization focused on empowering students on campus and combatting sexism in the design industry.

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### **The Peacock Drollery**

The Peacock Drollery is the official College for Creative Studies humor magazine. Every week Drollery members meet to pitch ideas, joke around, and have fun in a writer's room environment. Issues of The Peacock Drollery come out twice a semester.

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### **Crit Club**

Fine Art Crit Club is an organized group that explores the world of art outside the classroom setting. The club's main goal is to provide a pressure-free environment where art students can discuss current and past projects on a weekly basis for the benefit of their individual art practice. All majors and class levels welcome, just know that the critique will be handled in the context of the Fine Art World.

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### **PKWHO: CCS Photo Club**

Primary Goals: To provide an exciting support group, helpful student run critiques, and student run photography based lessons which include City Safety tips, Lighting demos and more.

Group Meetings: Meetings will be made up of great photography learning opportunities like lighting demos, Photoshop tutorials, and camera controls, as well as fun Photography walks around Detroit, Artist and Faculty talks and trips to different photography studios.

PKWHO strives to bring the entire CCS community a great opportunity to learn more about a wildly popular art form. PKWHO invites all students, alumni, and faculty to stop by during meetings to give advice and learn. We hope to continue this club throughout the years by inspiring the younger grades to join and keep up with weekly meetings.

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### **New Life Church**

New Life Church Detroit exists to help students at CCS and Wayne State explore a relationship with God in a community of peers. We host small group bible studies on and around campus, engage in community service, and hold a worship service every Sunday morning (11:01AM @ WSU General Lectures Building - [5045 Anthony Wayne Dr.](#))

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### **Cru**

Cru is an organization that provides on campus bible studies and mentorship for people of all faith backgrounds.

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### **Collab Club**

Collab Club is a place for students of all majors to participate in interdepartmental networking as well as share material explorations, project ideas, and encourage interdisciplinary collaboration.

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### **CCS Chinese Christian Fellowship (C.C.C.F.)**

C.C.C.F. is a student run Christian Fellowship who seeks to know Christ and make Him known.

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### **CCS Student Sketch Club**

CCS Student Sketch Club is a student organized group that provides a place for our creative body to gather in a stress free environment and opens the door to many different opportunities. Such as figure drawing sessions dictated by student given prompts, networking with students and faculty



members, and creating the opportunity to receive critique, advise, and industry related insight from faculty members from other departments

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### **CCS Bike Club**

CCS Bike Club is a student organization whose mission is to promote physical health through safe and fun weekly bike rides, while also promoting involvement and exploration around Detroit.

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### **CCS Soccer Club**

CCS Soccer Club is a fun, after class student organization where students can come together and play soccer. If you love soccer, staying active, or just want to take a break from your studies join us every Tuesday and Thursday at 10:30PM in the TC gym.

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### **LGBTea+ Cookies**


LGBTea+ Cookies is a weekly meeting safe space for LGBTQIIAA+ students and allies to talk about related issues, feelings, and events on campus while enjoying tea and cookies.

### **M.S.C. (Multicultural Student Collective)**

The Multicultural Student Collective is designed to be a committee of students working closely with faculty and staff to develop culturally diverse programming for the student body. By including selected students in the development process, this initiative becomes more student-focused. The involvement of faculty and staff establishes a solid institutional connection. Throughout the school year the entire student population will be introduced to a series of events orchestrated by the Collective that showcase the contributions of minorities in art and design. From workshops conducted by guest artists and designers to exhibitions featuring the works of CCS students of color, programs will highlight minority involvement in all the disciplines represented at CCS.

**B.A.R.T. (Black Artists Researching Trends)** A nonprofit student organization that was founded in 1984. It was originally organized to bring together minority students who share common concerns and interest. Over the years B.A.R.T. has evolved into a more inclusive organization, avoiding the stigma of exclusivity and thereby encouraging cultural inclusion. These groups and other affiliates often come together to provide various activities and programs, offering networking and community service opportunities.

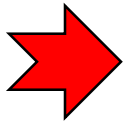
To join one of these groups or for information on starting a student group, please contact the Multicultural Affairs office. [charris@collegeforcreativestudies.edu](mailto:charris@collegeforcreativestudies.edu) or 313-664-7403.

 COLLEGE for Creative STUDIES	FALL TERM 2018	WINTER TERM 2019	SUMMER TERM 2019
Registration begins Seniors, Graduate Students, Veteran Students Juniors Sophomores Freshmen	April 4, 2018 April 9, 2018 April 16, 2018 April 23, 2018	October 31, 2018 November 5, 2018 November 12, 2018 November 19, 2018	March 4, 2019
Tuition and housing payment due (total balance) Accounts not paid in full by this date are assessed a \$25 late fee	August 1, 2018	December 14, 2018	May 31, 2019
Open registration	April 23, 2018 - September 12, 2018	November 19, 2018 – January 16, 2019	
New student housing move-in	August 26, 2018	January 2, 2019	
English placement exercise (EPE)	August 27, 2018	January 3, 2019	
New student orientation	August 28-29, 2018	January 4, 2019	
International student orientation – undergraduate students	August 20-24, 2018	January 3, 2019	
Returning student housing move-in	August 31, 2018	January 6, 2019	
<b>Accounts not paid in full by this date are assessed an additional \$25 late fee</b>	September 4, 2018	January 17, 2019	
<b>Classes begin</b>	September 4, 2018	January 7, 2019	June 3, 2019
<b>Last day to make any additions or section changes to Schedule</b>  Last day to register for classes  <b>Last day for 100% refund for dropped credits</b>  Last day to adjust meal plan	September 12, 2018	January 16, 2019	June 10, 2019
Grade of W applied to dropped classes  Last day for 80% refund/credit for dropped credits (grade of W)  Last day for 60% refund/credit for dropped credits (grade of W)  Last day for 40% refund/credit for dropped credits (grade of W)	September 17, 2018  September 24, 2018  October 1, 2018	January 22, 2019  January 28, 2019  February 4, 2019	June 11–17, 2019
Last day for 50% refund/credit for dropped credits (grade of W) – Summer only			June 17, 2019
Deadline for application for graduation	October 1, 2018	February 1, 2019	June 28, 2019
Full charges apply– no refunds (grade of WN begins)	October 2, 2018	February 5, 2019	June 18–July 12, 2019
Accounts not paid in full by this date are assessed a \$75 delinquency fee (in addition to \$25 late fees as they apply)	October 5, 2018	February 18, 2019	July 15, 2019
Mid-term grades available through WebAdvisor	October 24, 2018	February 27, 2019	
Final deadline to apply for graduation	October 31, 2018	March 1, 2019	July 19, 2019
No Classes - break	November 22 – 24, 2018 Thanksgiving	January 21, 2019 Martin Luther King Jr. Day  March 4-9, 2019 Spring Break	July 4, 2019 Independence Day
<b>Last day to withdraw from classes. Absolutely no withdrawals after this date!</b>	November 26, 2018	April 5, 2019	July 12, 2019
Review week		April 29-May 4, 2019	
Last day of semester	December 15, 2018	May 4, 2019	July 27, 2019
Final grades available	December 17, 2018	May 8, 2019	July 31, 2019
Commencement	December 12, 2018	May 9, 2019	
Student exhibition opening		May 10, 2019	

## Safety & Security

The CCS campus consists of the Ford Campus and the Taubman Center. Uniformed Campus Safety officers patrol the interior of all buildings, the campus grounds and contiguous roadways. Services provided by Campus Safety also include: First Aid services, arrangements for emergency medical transport, parking management, shuttle drivers, crime prevention programs and safety education. Working closely with both the Detroit Police Department and the Wayne State University Police Department, Campus Safety maintains a safe community and a quality of life that supports the educational mission of the College. CCS falls under the jurisdiction of the Detroit Police Department.

### CCS Security contact phone numbers:



- Immediate help - Dial 911
- Ford Campus [\(313\) 664-7444](tel:3136647444)
- Taubman Center 313-664-1444
- Wayne State Police [\(313\) 577-2222](tel:3135772222)



**Main CCS Phone** 313-664-7400 – This number will have a recording of up-to-date information during any emergency.

### Campus Safety office locations:

#### Ford Campus

- Kresge Ford Building – first floor B side of building (24 hours a day, 7 days a week, 365 days a year)
- Art Centre Building – first floor lobby (24 hours a day, 7 days a week, 365 days a year)
- Walter B. Ford II Building – first floor atrium (hours vary)
- Manoogian Building – first floor (hours vary)

#### Taubman Center

- First floor east entrance (24 hours a day, 7 days a week, 365 days a year)
- First floor south entrance lobby (24 hours a day, 7 days a week, 365 days a year)
- First floor north lobby (hours vary)

**Off-Campus Assistance:** If you are experiencing an emergency off campus, call 911 and ask for local agencies to respond. After calling 911 please contact CCS Campus Safety at 313-664-7444 or 1444 to let us know about your situation (or ask the local agency officials who are assisting you to contact Campus Safety of CCS)



## Crime Prevention Tips:

CCS' campus is located in a major metropolitan area. All the same precautions you would take for a visit to any other major city should apply when traveling around in the city (some tips are listed below).

- Avoid walking alone. If you can, create a buddy system for walking to parking lots or public transportation after hours, or if you are on campus, request a security officer for an escort.
- Walk in well lit, regularly traveled pathways especially at night
- Don't be distracted by wearing headphones or talking on your cell phone.
- Try and park your vehicle in attended parking lot or structures.
- Please keep your money and cell phones tucked away.
- Call 9-1-1 if you feel you are in danger, need emergency assistance or if you witness a crime.
- Campus Safety & Security is available 24/7 at [313-664-7444](tel:313-664-7444).

## Remember if you See Something, Say Something

### Safety Walk and Motor Vehicle Assistance Program

#### Safety Walk

During the winter months daylight fades fast and although the campus area is safe, there are times when you might feel uncomfortable walking to your car. In order to assist you the Campus Safety Department is offering a program called "Safe Walk". Simply put, if you feel uncomfortable walking to your vehicle alone at night just call **Campus Safety at 664-7444** (ext 7444 on any campus phone), or stop by the office and make arrangements for a safety officer to walk with you to your vehicle. The officer will make sure that you get to your vehicle safely and that it starts. The program is available for students, staff and faculty of the College.

#### Motor Vehicle Assistance Program

Dead car battery? Don't worry.

The Campus Safety Department has a portable battery pack capable of "jump starting" your vehicle in case your battery died. To take advantage of this service call the Campus Safety office and let them

#### Parking Structure

Students, employees and visitors are welcome to park in the structure. Students and employees must use their CCS ID card to enter the parking structure. If you lose your ID, go to the Campus Safety Office for replacement at a cost of \$20.

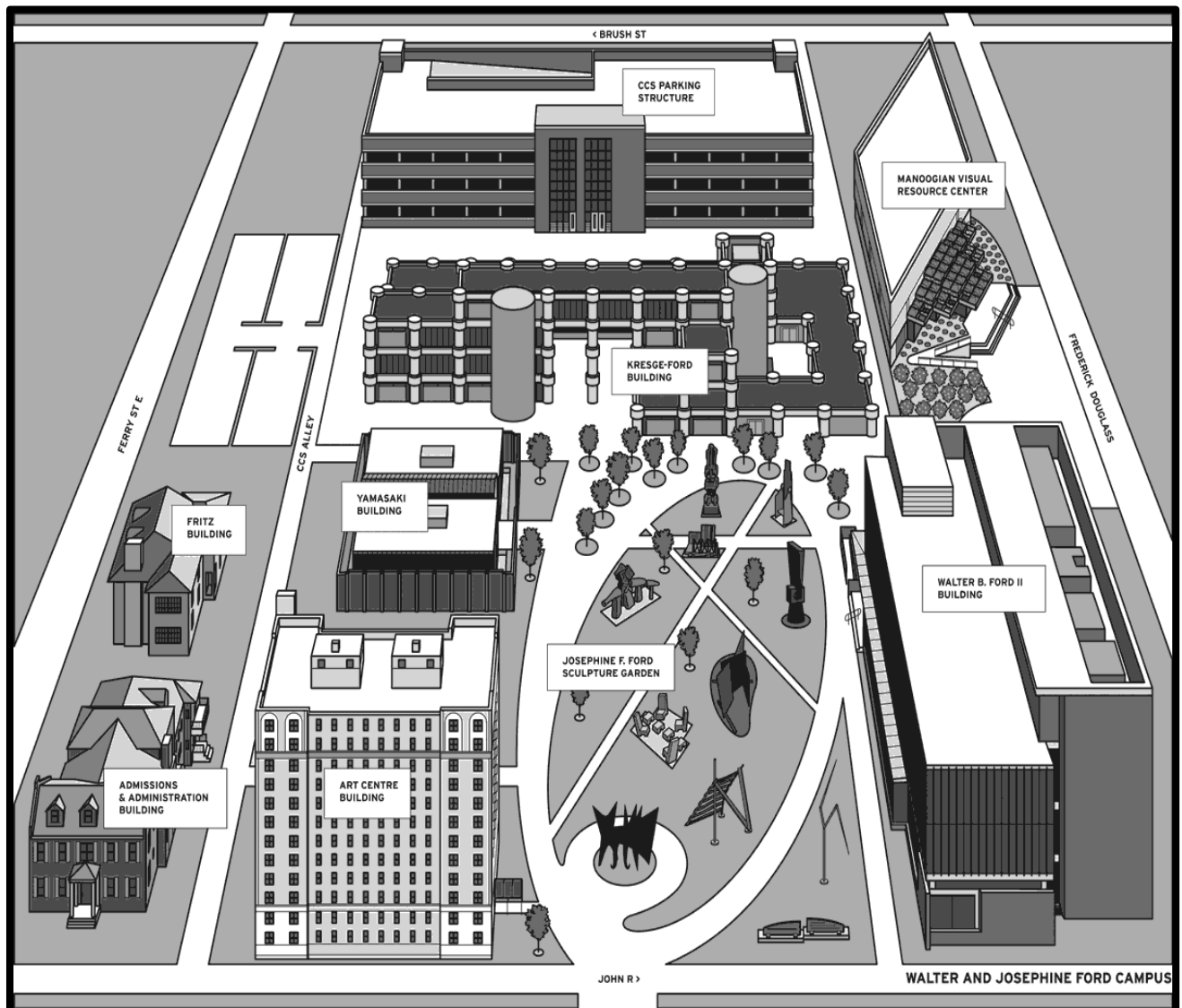


## CCS MAPS

<https://www.collegeforcreativestudies.edu/contact-us/maps-and-directions>

### Ford Campus

201 East Kirby Detroit, MI 48202

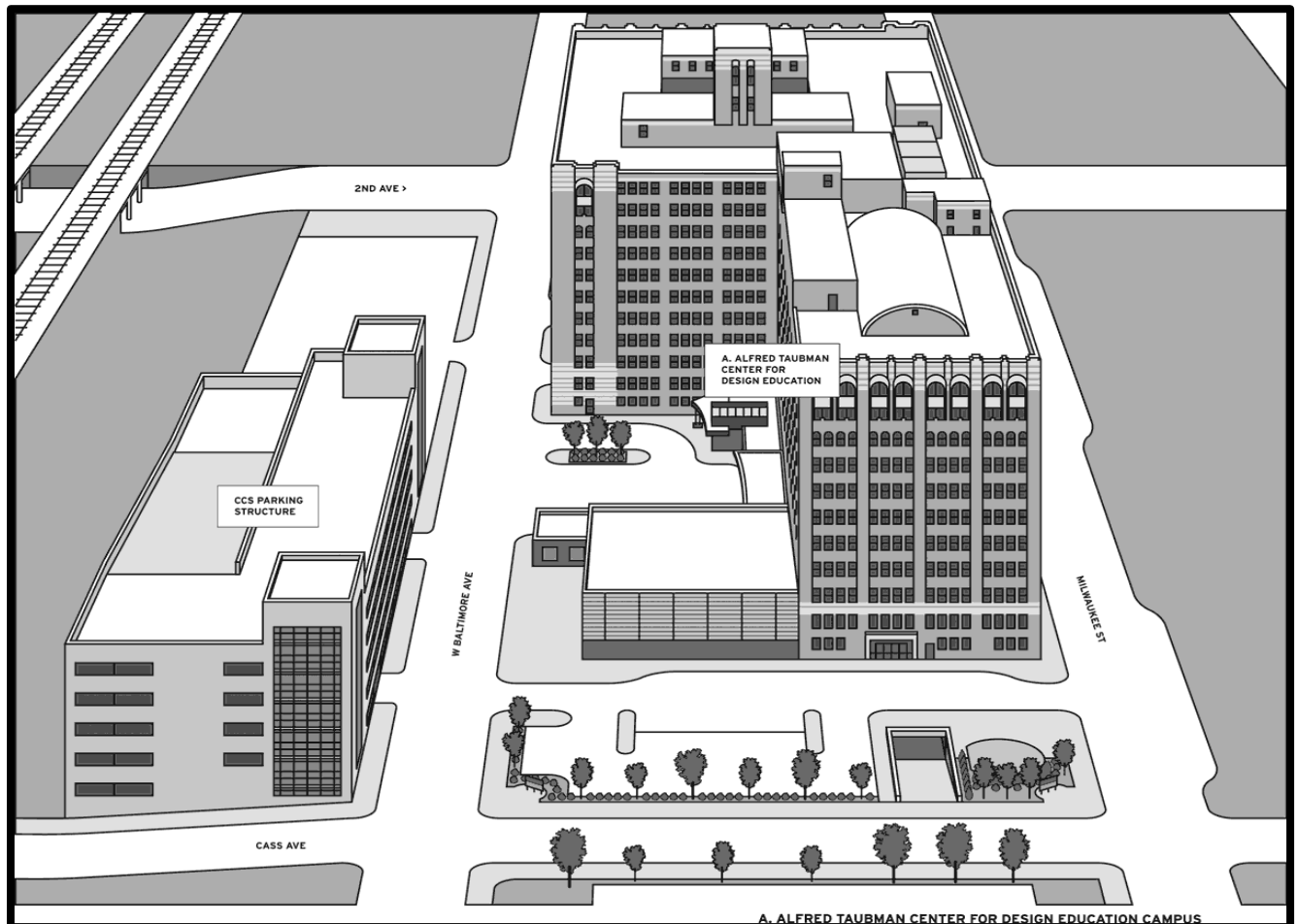


Building codes: A, B, C, D, E, F, I B, W.

Buildings: Yamasaki, Walter B Ford, Kresge Ford, Fritz, Administration, and the Manogian Visual Resources Center

## Taubman Center

460 W. Baltimore Ave Detroit, MI 48202



Building codes- T- Each floor is a department- studio room numbers correspond to the floor numbers.



## **Financial | Paying your tuition**

You may pay your tuition at the CCS Business Services office located in the Yamasaki Building on the Ford Campus. The Office hours are 9:00-4:00, Monday thru Friday. Refer to the Academic calendar for important payment dates.

### **Contact the CCS Business Services Department –responsible for billing.**

Mary Tarte Accounting Specialist 313-664-7435

[mtarte@collegeforcreativestudies.edu](mailto:mtarte@collegeforcreativestudies.edu)

**Contact CCS Financial Aid office** – responsible for applying your scholarships to your student account. 313-664-7496 [finaid@collegeforcreativestudies.edu](mailto:finaid@collegeforcreativestudies.edu)

### **Online payments from overseas**

Please use [www.flywire.com](http://www.flywire.com)

### **Online payments & access your statement- through SELF SERVICE**

<https://selfservice.collegeforcreativestudies.edu>

### **Payment Plans:**

<https://www.officialpayments.com>

## **Local Banks (in Midtown)**

Chase Bank  
5057 Woodward Ave  
(313) 833-1900  
Open · Closes 5PM

PNC Bank  
4111 Woodward Ave  
(313) 832-4040

Fifth Third Bank & ATM  
4501 Woodward Ave  
(313) 309-2603

Bank of America Financial Center  
3670 Woodward Ave  
(313) 832-4744  
Open · Closes 5PM

Comerica Bank  
4 E Alexandrine St  
(313) 833-3341  
Open · Closes 5PM

## US Income Taxes

<https://www.irs.gov/individuals/international-taxpayers/references-for-foreign-students-and-scholars>

Aliens temporarily present in the United States as students, trainees, scholars, teachers, researchers, exchange visitors, and cultural exchange visitors are subject to special rules with respect to the taxation of their income. The International office has partnered with [www.Sprintax.com](http://www.Sprintax.com) to help you file taxes should you be required to do so.

Filing IS required by nonresident alien students and scholars who have:

1. A taxable scholarship or fellowship, as described in Chapter 1 of [Publication 970, Tax Benefits for Education](#);
2. Income partially or totally exempt from tax under the terms of a tax treaty; and/or
3. Any other income, which is taxable under the Internal Revenue Code.

Filing IS NOT required by nonresident alien students and scholars who have income ONLY from:

1. Foreign sources;
2. Interest Income from a:
  - a. U.S. bank
  - b. U.S. savings & loan institution
  - c. U.S. credit union
  - d. U.S. insurance company

**There will be a workshop each year for international student Tax information- watch your email for an invitation!**



## HOUSING

### CCS on Campus Housing

<https://www.collegeforcreativestudies.edu/student-resources/housing/applying-for-housing>

### What if I have more questions about housing?

You can contact the housing office at:

- 313-664-7879
- [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu)
- Student life office: Yamasaki building 2<sup>nd</sup> floor



### Meal Plans

All residents at the Taubman Center are required to have meal plans. For Art Centre Building residents, the meal plan is optional. A meal plan cannot be cancelled past the start of the fall semester. The size of the meal plan can be changed until the add/drop date for the semester. At the beginning of the winter semester, meal plan sizes can be changed until the add/drop date, however; the meal plan cannot be cancelled. Dining dollars do transfer from the fall semester to the winter semester but expire after the winter semester. For more information about meal plans, please go to the Student Affairs Office on the Ford Campus or the dining website found on Blackboard.

### Holiday Breaks (check the Academic Calendar)

CCS is closed for winter break. During this time, all students need to vacate the building. This date will be announced in the academic calendar and also by the Director of Residence Life. If students need to stay extra days or partial days, they are required to fill out an extended housing form request with Student Affairs prior to the holiday break. Students approved to stay will be charged \$25.00 per day. Students who were not approved to stay will be fined \$50 for each additional day that they remain.

### Moving out (check the Academic Calendar)

The dates for student move out are strict please contact the office of student life to arrange your specific move out date should it exceed the mandatory date.

### Summer Storage

Some limited on campus storage is available over the summer through the office of Student Life.



## Off Campus Housing

Please note, if you are living in CCS Housing, your Housing Contract will be for the entire Academic Year. Therefore, you should NOT plan to move out of CCS Housing until the end of the current Academic year, because you will be responsible for paying your CCS Housing through the end of your Housing Contract. We strongly recommend that you do not sign a new housing lease before consulting with the ISSO and CCS Housing.

You can start your search with the links below.

<http://midtowndetroitinc.org/>  
[www.apartmentlist.com/mi/detroit](http://www.apartmentlist.com/mi/detroit)

### A suggested list to provide to those students with interest in off-campus options:

- 1. Lofts at New Amsterdam (<http://jonna-detroitlofts.com/new-amsterdam-lofts>). This building is located near the Taubman Center (TC). It is quite an interesting building, with nice loft-style apartments.
- 2. Regis House Apartments (<http://www.regishouzeapartments.com/>). This building just opened last semester after an extensive renovation project. I've heard it is ver nice! It used to be a St. Regis Hotel, and is very close to the TC.
- 3. Park Shelton (<http://theparkshelton.com/>). This is a fabulous building, located very close to the Ford Campus, but with very limited availability.
- 4. The Union at Midtown (<http://www.unionatmidtown.com/>). I do not know anything about this one except that it is very close to the Ford Campus, and it seems to attract many students from our neighbor, Wayne State University.
- 5. The Belcrest (<http://www.livemidtown.org/places/location/midtown-wayne-state/the-belcrest>). I think this building is pretty nice and it too is located very close to the Ford Campus.
- 6. Kirby Street Lofts (<http://www.apartments.com/kirby-center-lofts-detroit-mi/5jxrmfp/>): This location just opened, and it looks very nice! Super close to the Ford Campus.
- 7. The listings on Midtown Detroit Inc, <http://midtowndetroitinc.org/live/rent>. This website is dedicated to the neighborhood where CCS's main campus is located and they manage a lot of rental listings

### If you need assistance, please contact the International Student Services Office.

- Most landlords require a security deposit upon move in. This protects them from any damage you may cause to the apartment. Security deposits can vary from a half month's rent to two months' rent.



- Ask if utilities are included in the monthly rent. If not, ask the landlord what average monthly utility bills may be.
- Most apartments will not have laundry facilities, so you'll want to know the location of the nearest laundromat, as well as the nearest grocery store.
- Apartment buildings should have a secure, well-lit parking lot. If only street parking is available, make sure it is well lit and close to where you will be living.
- Leases are usually for the full year, so consider your summer plans when you sign the lease.



## Cellular and Mobile Phone services

At the International Student Orientation, we will have Campus Sims <https://campussims.com/> available to get your phone working quickly. However, you are welcome to explore the following options:

VERIZON WIRELESS

<https://www.verizonwireless.com/plans/verizon-plan/>

T MOBILE

<https://www.t-mobile.com/>

## Local Grocery Stores:

### Whole Foods Market

115 Mack Ave, Detroit, MI 48201

[wholefoodsmarket.com](http://wholefoodsmarket.com)

(313) 576-5300

Open 8AM–10PM

### Food Pride Market

500 E Warren Ave, Detroit, MI 48201

[foodpridedetroit.com](http://foodpridedetroit.com)

(313) 832-1151

Open 8AM–9PM

### 168 Asian Mart (take a car or bus)

<http://168asianmarket.com>

32393 John R Rd, Madison Heights, MI

48071 | 248.616.1689

### University Foods

1131 W Warren Ave, Detroit, MI 48201

[universityfoodsmidtown.com](http://universityfoodsmidtown.com)

(313) 833-0815

Open 8AM–8PM

### Little Asia Mart

5130 Anthony Wayne Dr, Detroit, MI 48202

[littleasiamart.com](http://littleasiamart.com)

(313) 833-0618

Open 8:30AM–10:30PM

## Grocery Store delivery

<https://www.shipt.com/detroit-grocery-delivery/>

<https://www.instacart.com/meijer>

## Local Restaurants and Cafes

There are many restaurants and cafes within walking distance of the Ford or TC. Below are some favorites.

**Byblos Café & Grill**

**Cass Café – American Cuisine  
restaurant**

**Wasabi – Korean | Japanese  
restaurant**

**Panda Express – Chinese fast food  
(Wayne state student center)**

**Northern Lights Lounge (Bar food)**

**Detroit Pizza Company**

**Café DIA- inside the museum of art  
(cafeteria)**

**International Café (inexpensive  
variety of food)**

**Go Sy Thai (Thai cuisine)**

**La Pita Fresh (middle eastern  
cuisine)**

**Shangri La – Chinese dim sum**

**Starbucks**

**Avalon Breads/ Café**

**Jolly Pumpkin**

**And many more...**



### Delivery options:

**Subway – Sub Sandwiches (313) 832-3812**

**Jimmy Johns- Sub Sandwiches (313) 832-7614 Domino's Pizza (late night delivery until 2 AM) (313) 831-2100**

### On campus prior to classes starting:

**Tim Hortons Café (TC)**

**Student Cafeteria (TC)**

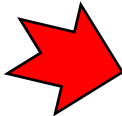
**ZIME- name change in 2018 (FORD Campus)**

## Staying Healthy

Expectations can be quite high for students at CCS, and we understand that you may also have family pressure to be highly successful. It is extremely important that you prioritize your health. Eat well, sleep regularly and manage your time wisely. You may need to stay very focused and organized over the next year to stay well, and succeed.

## CCS International Student Health Insurance Policy

Getting sick or hurt in a foreign country can be intimidating, and we are here to help. Having health insurance to cover the costs of visiting doctors, and specialists is mandatory as an international student at CCS. You are automatically enrolled in our group insurance titled Student Insurance (CHP) Consolidated Health Plan/First Health Network. Your official card will be available in September for fall term, and January for winter term but, your coverage begins when you arrive in the country 30 days prior to your arrival.



Visit the website

<http://www.chpstudent.com/>

**Pharmacies for basic medical supplies |  
prescriptions and/ over the counter medicines:**  
[www.CVS.com](http://www.CVS.com)

350 E Warren Ave Detroit, MI 48202  
(313) 833-0201 Open: 8AM–9PM

7451 Woodward Ave, Detroit, MI 48202  
(313) 872-7737 Open: 9AM–8PM



## Doctors in the Area

It is important to establish a relationship with a doctor when you arrive to the USA. Especially if you have any type of health condition that needs monitoring. Taking care of your health is a priority that can ensure success in your classes. We understand that health systems in the USA are complicated, and can be intimidating. We will help you, please ask us if you need anything. Do not put off getting treatment because it is too confusing.



## Find a primary care physician that accepts CHP Insurance:

Use this search tool to find a doctor that will accept your insurance

<https://providerlocator.firstthealth.com/LocateProvider/SelectNetworkType>

The following are some Detroit area physician referral services:

- ❖ St. John Health Systems: 1-888-757-5463
- ❖ Henry Ford Health System: 1-800-653-6568
- ❖ The Detroit Medical Center: 1-888-362-2500

## Campus Health Services

The CCS Wellness Center is dedicated to promoting the well-being of the whole student and the whole campus through the use of innovative, creative, accessible and effective services and initiatives. The Wellness Center offers personal counseling, group support, health services, workshops and various student-oriented activities aimed at building and fostering community, inclusion and the overall well-being of students.

**Location:** The Wellness and Counseling Services Office is located on the second floor of the Yamasaki Building.

**Office Hours:** 8:30 am -4:30 pm, Monday through Friday

**Contact:** [wellness@collegeforcreativestudies.edu](mailto:wellness@collegeforcreativestudies.edu) or 313-664-7852

## Campus Nurse Office Hours

Students who are examined by the Nurse may request documentation to use when requesting an excused absence due to illness/injury.

**Monday 10:00 a.m. - 3:00 p.m.**

**Wednesday 10:00 a.m. - 3:00 p.m.**

**Friday 8:30 a.m. - 12:30 p.m.**

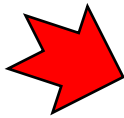
Students are seen on a walk in basis during the above hours. The Nurse's office is located on the second floor of the Yamasaki Building.

To communicate with the Nurse directly, call [313-664-7982](tel:313-664-7982) or email [nurse@collegeforcreativestudies.edu](mailto:nurse@collegeforcreativestudies.edu).

## Personal Counseling

The following are some examples of what bring students in for personal counseling: Academic concerns, Communication challenges, Feelings of sadness, depression or anxiety, Panic attacks, Feeling overwhelmed, Grief or loss, Family stress, Financial concerns, Roommate conflict, Relationship issues, Low self-esteem/self-worth, Lack of personal support, Adjustment to CCS culture, Homesickness, Self-care issues, Sexuality/Identity (LGBTQ), Mood swings, Excessive fear or worry, Loneliness, Academic performance, Confidence concerns, Stress, Substance use, Eating concerns, Disabilities.

Please feel free to contact us with any questions or to schedule an appointment. Services are free of charge and confidential.



### **Emergency Rooms| Hospitals:**

*CCS provides this list as a courtesy to students and does not endorse or promote any service or provider.*



#### **CLOSEST TO FORD CAMPUS:**

DMC Detroit Receiving Hospital/University Center 4201 St Antoine Blvd. Detroit, MI 48201 (313) 745-3000 [www.DMC.org](http://www.DMC.org)

#### **CLOSEST TO TAUBMAN CENTER:**

Henry Ford Hospital 2799 W. Grand Blvd Detroit, MI 48202(313) 916-2600 [www.henryford.com](http://www.henryford.com)

#### **CLOSEST TO: Royal Oak, Southfield, Troy, Madison Heights Suburbs**

William Beaumont Hospital  
3601 W. 13 Mile Rd. Royal Oak, MI 48073  
(248) 898-5000  
[beaumont.edu](http://beaumont.edu)

## **URGENT CARE | Walk in clinics –when the CCS nurse is out!**



**Avoid the ER for minor medical concerns**

Walk-In Clinics are open seven days a week  
and on holidays for those medical

### [Local Urgent Care Clinics](#)

*Within ~5 miles*

*Takes CCS Insurance & most Major Insurance Plans*

#### [Henry Ford Quick Clinic](#)

45 Grand River Ave | CAPITOL PARK

313-324-8177

M-F, 8 am – 6 pm, walk-in clinic

#### [Vernor Urgent Care](#)

3456 W Vernor Hwy | MEXICAN TOWN

313-254-9693

7 days a week, 10 am – 10 pm

#### [Concentra Urgent Care](#)

2630 E Jefferson Ave | DOWNTOWN

313-259-7990

M- F, 7 am – 11 pm, Sat. 8 am – 3 pm

#### [AM Medical Center](#)

13031 Conant Street | HAMTRAMCK

313-893-5490

M-F, 9 am – 8 pm, Sat. 10 am – 3 pm





## Applying for a Michigan Driver's License

To apply for a Michigan driver's license, you must visit a Secretary of State (SoS) office, with the following documents:

1. I-20 or DS-2019
2. I-94
  - I-94s can be downloaded and printed online:  
<https://i94.cbp.dhs.gov/i94/consent.html;jsessionid=zVg9XZLTkJPn7SCJTg3ZyLbHLTxJJmGy7LyXRSySyWJ9GVkTDIRL!122191775>.
3. Passport
4. Proof of residence
  - If living on campus, student should visit Student Life to obtain a student housing verification letter
  - If living off-campus, student should be prepared to present at least two documents from the following: lease, utility bill, bank statement, college transcript
5. Social security card
  - If the student does not have, and is ineligible for, a social security then they must first visit the Social Security Administration Office to obtain a "letter of ineligibility." At the Social Security Administration, they should present their I-20 or DS-2019, passport, and I-94. The letter of ineligibility will be issued on the same visit.

In addition to the application materials listed above, students applying for a Michigan driver's license will have to complete a vision test, road signs test, and written test at the SoS, followed by a road test. You can learn more about these tests at the SoS website, here:

<http://www.michigan.gov/sos/0,1607,7-127-1627---,00.html>.

At the link, you may refer to the most up-to-date checklist for license applications, as well as helpful materials regarding the required exams. You may refer, under the section titled "Frequently Used Forms and Publications," specifically to "What Every Driver Must Know" and the "Driving Skills Test Study Guide."

The SoS office location that is most convenient to campus is located in Cadillac Place, just north of the Taubman Center: 3046 West Grand Blvd, Detroit, MI 48202

Local office locations can be found at the SoS Office locator:

[http://www.michigan.gov/sos/0,1607,7-127-1640\\_14837-34560--,00.html](http://www.michigan.gov/sos/0,1607,7-127-1640_14837-34560--,00.html).



## Applying for a Social Security Number

To apply for a Social Security Number (SSN), you must first have a job offer. Among other things, SSNs are required for tax-reporting purposes. If you have accepted a job, and will receive taxable income, then you will have to obtain a SSN.

Applications for SSNs are made through the Social Security Administration (SSA). To apply, you must present the following documents at the SSA:

1. I-20 or DS-2019
2. Passport
3. I-94
  - I-94s can be downloaded and printed online:  
<https://i94.cbp.dhs.gov/i94/consent.html;jsessionid=zVg9XZLTkJPn7SCJTg3ZyLbHLTxJJmGy7LyXRSySyWJ9GVkTDIRL!122191775>.
4. Offer letter from employer (as proof of employment)
5. The completed Social Security Card Application form (SS-5)
  - The SS-5 form is available online
6. ISSO verification letter to support SSN application

You must make an appointment with the ISSO so that your verification letter can be prepared ahead of your visit. In order to prepare your verification letter, the ISSO will require a copy of your job offer letter.

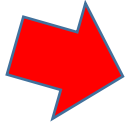
The most convenient SSA office location for CCS students is in the McNamara Federal Building:

McNamara Building  
Room 450  
477 Michigan Ave  
Detroit, MI 48226

## Academic

Important Websites:

- **BLACKBOARD** (campus office, and services & your courses) <https://bb.collegeforcreativestudies.edu>
- **SELF SERVICE** (academic planning, course registration and course descriptions and offerings) <https://selfservice.collegeforcreativestudies.edu>



## Your new course schedule

Check in on the new student website <https://welcome.collegeforcreativestudies.edu/>

1. View your class schedule
2. Confirm your class schedule
3. Submit your final transcripts
4. Register for the English Placement Exercise

## English Course Placement

If you do not have an SAT, ACT or College transfer credit for English placement you it **is mandatory that you take the English Placement Exercise (EPE)** to enroll in either English-Composition (I or II). English placement will be determined by your EPE score.

Your English Composition course is required Liberal Arts prerequisite must be completed before advancing towards any 200/400 level Liberal Arts course and will affect your ability to successfully complete your degree requirements in future semesters. Please specify if you need any special testing assistance or arrangements.

**Please attend the Fall 2018 English Placement Exercise:**

**When:** Monday, August 27, 2018

**Where:** Walter B. Ford Building-Room W-217

**Time:** Check-in: 12:30pm ▪ Testing begins at 1:00pm

**To register for the EPE you may:**

- Call the Advising & Registration Office at (313) 664-7674
- Email [jsurma@collegeforcreativestudies.edu](mailto:jsurma@collegeforcreativestudies.edu)
- OR
- Register via New Student Welcome Page <https://welcome.collegeforcreativestudies.edu/>



## Course Registration

If you are attending CCS on an F1 or J1 Visa, you must be registered “full time” which is 12 credits or more per term for BFA, and 9 credits or more per term for MFA. Unless, you are in your final semester, or you have an approved medical reduced course load (RCL see immigration section of this book) *Any courses you take for “audit” or “visit” do not count toward the full-time enrollment requirement for immigration purposes.*

Follow your **curriculum chart**, and your **degree audit** to determine the courses you should register for each term. Your first semester, you are registered for classes automatically.

- ❖ You may schedule an appointment with your academic advisor in the International Student Services Office [www.calendly.com/katherinecampbell](http://www.calendly.com/katherinecampbell)
- ❖ You may self-register on **Self Service**  
<https://selfservice.collegeforcreativestudies.edu>
- ❖ You may come into the International Student Services Office and fill out a Drop/Add form

## Withdrawal and Refunds

Refunds of tuition paid for dropped classes follow the schedule below:

- Through the 7th business day of classes 100% refunded
- Through the 8th to 10th business day of classes 80% refunded
- Through the 11th to 15th business day of classes 60% refunded
- Through the 16th to 20th business day of classes 40% refunded
- There is no refund for classes dropped after the 20th business day of classes.

**Please note:** After the 20th business day of classes, tuition for the dropped classes must be paid in full.



## Academic Policies

Please refer to the college catalog for a full list of requirements such as the required GPA, passing grades, academic probation, suspension, course repeat policies and other information.

Academic Catalogs can be found on blackboard:

[https://myccs.collegeforcreativestudies.edu/registration/course\\_catalog/17-18-UG-CATALOG.pdf](https://myccs.collegeforcreativestudies.edu/registration/course_catalog/17-18-UG-CATALOG.pdf)

[https://myccs.collegeforcreativestudies.edu/registration/pdf/graduate\\_catalog/17-18.pdf](https://myccs.collegeforcreativestudies.edu/registration/pdf/graduate_catalog/17-18.pdf)

Suspension, dismissal, enrollment withheld, expulsion, or any other similar action which prevents enrollment may have effect on legal immigration status.

## Academic Integrity

The College condones no form of academic dishonesty, including but not limited to plagiarism, copying, cheating, and other forms of misrepresentation. Students who violate the standards of academic integrity face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes. Students who are found guilty of any form of academic dishonesty on two or more occasions will be dismissed from the College.

### **SLP 007 CCS FIRST YEAR EXPERIENCE COURSE DESCRIPTION:**

The First Year Experience course is designed to acclimate new CCS students to campus culture, academic expectations and life as a college student. The course strives to equip new students with the skills needed to be successful students and artists/designers while providing the support needed to meet the challenges set before them by CCS. Students will be required to participate in a group research project and community service project and other assignments. Topics for this course will include career exploration, transitioning into college life, Blackboard skills, campus technology, presentation skills, and community service. The course will also strive to assess student strengths and weaknesses relative to college success and to act as a support system for new CCS students.

*This course is not required for international students if you have attended 24 credits or more at the University or College level.*



## **Concurrent Enrollment Eligibility and Requirements**

F-1 Students are eligible to simultaneously enroll at two institutions if they meet the following criteria.

- The combined credits taken at both institutions must total a full-time course load, at least 12 credit hours
- Student must maintain at least 9 credit hours at CCS, and a minimum of 3 credit hours at the second institution
- Courses taken at a second institution must be transferrable to CCS and must fulfill curricular requirements for the student's CCS degree program
- Course eligibility and approval will be confirmed by the ISSO
- Students are not eligible for concurrent enrollment in their final semester at CCS

Students must schedule an appointment with the ISSO in order to submit an approval form. Concurrent enrollment must be approved by the ISSO before student enrolls at second institution. If approved, the ISSO will issue a new I-20 reflecting approval for concurrent enrollment. The new I-20 will record the secondary institution under the "remarks" section, on page 1.

## **Academic Minor and Concentrations**

**Minors 15 credits – form required available in the ISSO**

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| • Advertising Design  Digital        | • Fashion Design   Handbag          |
| • Advertising Design   Integrated/TV | • Fashion Design   Fashion Business |
| • Advertising  Copywriting           | • Fine Arts                         |
| • Communication Design               | • Illustration                      |
| • Crafts                             | • Interior Design                   |
| • Entertainment Art                  | • Photography                       |
| • Entertainment Art  Concept Design  | • Product Design                    |
| • Fashion Design  Footwear           |                                     |

**Concentrations 12 credits – form required available in the ISSO**

**Students should consult with the liberal arts Chair for Specific information.** All concentrations appear on the final official transcript but do not appear on the diploma. Students who complete the Business Concentration receive a certificate

- Art History
- Art Therapy
- Business
- Creative Writing
- Critical Theory
- Sustainability & Social Responsibility
- Visual Culture



## **Leave of Absence**

Many students will need to take a semester off, or a few years to serve mandatory military service. The college policy is that your original admission and scholarship are valid for up to 2 years or 4 semesters off. If you are on a mandatory military leave this time period is extended to accommodate your service.

Please come into the ISSO to fill out the temporary leave form. Depending on the duration of your leave, you may need a new I20 form or a new student visa. Please schedule an appointment to receive instructions regarding your return. We recommend contacting the ISSO at least 6 months prior to your return to be certain of a smooth reentry.



## **Staying Informed**

Please be sure that you receive your CCS email on your cell phone, check your email often as this is the official communication of the college.

## **Where to get Academic help at CCS**

### **Student Success Center**

The Student Success Center is a user friendly environment staffed by learning specialists and peer tutors. All of the services are FREE and provide EVERY student with the possibility to boost classroom performance, build learning strategies, hone study and writing skills and develop confidence. Location: Yamasaki Building 2<sup>nd</sup> Floor.

### **Peer Tutoring**

In the Student Success Center our peer “creatives” are juniors and seniors in their majors who assist students with the specifics of a puzzling project or give tips for tackling life as a CCS student. Peer creatives help with Foundation studios, software challenges, or just general questions about building successful work habits. Peer tutor schedules are posted on the SSC webpage and in the SSC each semester. Students can meet with a peer tutor on a walk-in basis.

### **Students with Disabilities**

The Americans with Disabilities Act in conjunction with section 504 of the Rehabilitation Act are Federal laws that protect people with disabilities, both life-long as well as short-term disabilities. Students identified as having any type of disability are entitled and encouraged to request academic accommodations. Contact 313-664-7858.



## **BFA/Undergraduate Writing Assistance**

is available for any type of assignment: research papers, essays, artist's statements, resumes, etc. The Writing Studio, staffed by CCS Liberal Arts faculty, provides highly interactive assistance to students for every level of the writing process from brainstorming topic ideas and sharpening grammar to honing organizational, critical thinking and editing skills.

## **Additional Services**

Students with learning challenges can receive individualized assistance based on particular needs. Students with documented learning disabilities can receive advocacy assistance to ensure accommodation requirements are met. International students can join an English conversation group, receive help interpreting difficult reading assignments and study one-on-one for exams.

## **MFA /Graduate Writing Assistance**

One on one appointments to work on writing assignments (thesis and portfolios). I'm also available to work on presentations and edit boards. Workshops throughout the term include grammar, pronunciation, small talk, and other subjects.

Contact: Kristin Hamuth [khomuth@collegeforcreativestudies.edu](mailto:khomuth@collegeforcreativestudies.edu)

Desk phone is [\(313\) 664-1464](tel:3136641464).

## **CCS - Academic Affairs**

**Michelle Cade**. Assistant Provost for Student and Global affairs

[mcade@collegeforcreativestudies.edu](mailto:mcade@collegeforcreativestudies.edu)

## **Student Ombudsman**

The Student Ombudsman position was created to provide students a consistent, centralized point of contact for questions, concerns and/or problems they may be experiencing on campus. The position is not intended to eliminate standard office and academic procedures elsewhere on campus, more to provide a supplemental resource for students. The Student Ombudsman's primary rule is to ensure that policies are enforced fairly and that students are fully informed of what is being done and why.

Contact Dan Long, [dlong@collegeforcreativestudies.edu](mailto:dlong@collegeforcreativestudies.edu)

## **Immigration regulations**

International students are, ultimately, responsible for maintaining their immigration status. However, the ISSO is here to help! A DSO, or Designated School Official, is the person at CCS who will assist you with all matters regarding your immigration status.

Students must attend CCS International Student Orientation ahead of their first semester at CCS.

At Orientation, the ISSO will make copies of students' passports, visas, and I-20s and verify that each new international student is registered full-time (at least 12 credit hours for BFA and 9 for MFA). This documentation will be used to process each students' official immigration record in the US Government online reporting database, SEVIS. By processing all international students in SEVIS, at the beginning of every semester, the ISSO confirms to the American government that each international student is maintaining status.

At Orientation, each student will sign the F-1 Understanding Agreement.

Please consult this useful website to refresh your knowledge regarding immigration regulations and how to successfully maintain your F-1 student status.

❖ <https://studyinthestates.dhs.gov/students>

- Learn about studying in the United States
- Find information for F and M international students
- Read the latest Study in the States blog posts
- Use tools that help throughout the international student life cycle



# International Student Life Cycle (F-1/M-1)



U.S. Immigration  
and Customs  
Enforcement

## 1 Apply to a Student and Exchange Visitor Program (SEVP)-Certified School

Student applies and is accepted to an SEVP-certified school.



## 2 Receive a Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status"

A student's Student and Exchange Visitor Information System (SEVIS) record is created and the student is then issued a Form I-20 by the designated school official (DSO) at the SEVP-certified school they have chosen to attend.



## 3 Pay the I-901 SEVIS Fee

Student must pay the I-901 SEVIS Fee at [FNUFee.com](http://FNUFee.com).



## 6 Maintain Status During Program Study

Student must take a full course of study, not work without prior authorization and speak with their DSO if they cannot finish classes before their program end date, or have any other concerns about maintaining lawful status.



## 5 Arrive in the United States

Student arrives no more than 30 days before their program start date and presents their Form I-20 and valid student visa to U.S. Customs and Border Protection at the port of entry.



## 4 Apply for Student Visa

Student brings their Form I-20 and other required documents to apply for a student visa from the U.S. Department of State.



## Work Requirements(F-1 Students Only)

An F-1 student may work only when authorized, including:

- On campus
- Off campus, if financially needed and with authorization from USCIS
- Curricular practical training integral to their program of study
- OPT-related to the student's major and with authorization by USCIS.

## 7 Explore Post-Graduation Opportunities

A student has the option to transfer schools, change education levels (e.g., undergraduate to graduate), or if eligible, apply to U.S. Citizenship and Immigration Services (USCIS) for post-completion Optional Practical Training (OPT) opportunities.



## 8 Depart the United States

An F-1 student has 60 days to depart the United States after completion of their program of study or OPT. An M-1 student has 30 days after completion of their program of study to depart.





## Maintaining F1 status

<https://studyinthestates.dhs.gov/maintaining-status>

Failure to abide by any of the below regulations is a direct violation of F-1 Student or J-1 Exchange Student status. If a student fails to follow these regulations, the student's I-20 or DS-2019 will be terminated, F-1 or J-1 student status will end, and the student will be required to leave the USA immediately.

1. Students must inform the International Student Services Office (ISSO) of changes in any of the following within 15 days:

- Local or home country address which, including changing apartments in the same building
- Name
- Major
- Scholarship amount
- Addition of minor
- Concurrent Enrollment
- Source or amount of funding from original Statement of Financial Feasibility

2. Must not engage in off-campus employment without prior authorization from the ISSO and USCIS.

3. On-campus employment is permitted but must be limited to no more than 20 hours per week during the academic year, and 40 hours per week during summer vacation. On-campus employment must be reported to the ISSO.

4. Maintain a valid passport with more than 6 months validity. International students are also responsible for keeping the most recent official copy of their I-20, or DS-2019, and I-94.

5. Maintain full-time enrollment: 12 credit hours for BFA; 9 credit hours for MFA

6. Maintain health insurance coverage: If your government or program sponsor is providing you with health insurance, you will later have the opportunity to apply for a waiver of the mandatory health insurance.

7. Be in good academic standing and make progress toward an academic program.



## Immigration documents

### ❖ I-20

**For F-1 Visa Students** an I-20 is a “Certificate of Eligibility for [Nonimmigrant](#) Student Status – For Academic and Language Students.” The Form I-20 is an important document that you should keep safe, as you will need it throughout the international student life cycle. You need to have the original copy of your I-20 with ink signature on hand as you enter the country. Do not pack it away in your suitcase. A [U.S. Customs and Border Protection](#) officer will instruct you to present your Form I-20 at the [port of entry](#). You may arrive up to 30 days before the start date listed on your Form I-20.

### When to Get a New Form I-20

After receiving the initial I-20, upon program acceptance, students may receive a new Form I-20 from their DSO in the following circumstances:

- If the physical copy of the form is destroyed or misplaced.
- For travel endorsement.
- When the student’s SEVIS status changes (e.g., from Initial to Active).
- For any substantive change to student information, such as changes to a student’s personal information, program of study, optional practical training, etc.

In receiving a new I-20, international students must keep all previous I-20s for their records. Copies of previous I-20s may be required for future immigration benefits applications or petitions to demonstrate lawful status over the course of the student’s academic career.

### ❖ DS-2019

Form DS-2019 allows a [J exchange visitor](#) to apply for a visa. The [Department of State-designated sponsor](#) issues this form. The Form DS-2019 identifies the [exchange visitor](#) (or J-2 dependent) and the designated sponsor and provides a brief description of the exchange visitor’s program, including the start- and end-date, category of exchange, and an estimate of the cost of the exchange program. For more information about exchange visitor programs, visit [J1Visa.state.gov](#).

## ❖ I-94

The I-94 is an official Department of Homeland Security document that records the admission date and status of all non-immigrant visitors to the United States. The I-94 used to be a paper document that visa-holders would be issued at the port of entry. In recent years, DHS has automated and digitized the process. As a result, I-94s can now be accessed and printed online:

<https://i94.cbp.dhs.gov/I94/consent.html>.

A copy of the I-94 is required for many official government applications, including driver's license, social security, and OPT.

### **Travel Authorization**

International students (and others) on F- or J- visas must obtain Travel Authorization on their I-20 or DS-2019 in order to travel internationally. This occurs when a DSO signs the immigration document in the space reserved for travel authorization (page 1 of the DS-2019 or page 2 of the I-20). Each travel signature is dated, and valid for up to one year on I-20s, and 6 months on DS-2019s.

### **Extension of Stay/Program Extension**

Request an extension of your I-20 prior to its expiration date if you are unable to complete your academic program by the original expiration date. This request must be received by the ISSO at least 30-60 days prior to the expiration date on your current I-20. If you fail to meet the deadline, there is no guarantee that your request will be processed before your current I-20 expires. This will have a negative impact on your immigration status.

- To be eligible for a program extension, you must be maintaining status, making normal progress toward completion of your degree, and have academic requirements remaining.
- Extensions may only be granted in situations where students can demonstrate compelling academic or medical circumstances.
- Delays caused by academic probation or suspension are not acceptable reasons for program extensions [8 CFR 214.2(f)(7)(iii)].
- Extension requests will not be granted due to delays caused solely by employment, such as Curricular Practical Training (CPT).

### **Reduced Course Load**

A reduced course load is defined as anything below 12 credit hours for undergraduate students, and anything below 9 credit hours for graduate (MFA) students. Please note, requests for reduced course loads are only considered in exceptional circumstances.





- The student is in the final term of the degree and does not require a full-time course load to complete the program
- The student is having English language or reading difficulties
- The student is having difficulties in understanding American teaching methods
- The student has a serious medical condition which will interfere with his/her ability to enroll in, and attend, a full-time course of study for the specified term.
  - Medical conditions must be verified by a doctor or physician with supporting documentation. The verification should specify the amount of time required for convalescence. Verification is required ahead of each new term, for the course of the condition, and cannot exceed 12 consecutive months.

## Change of status

In general, you may apply to change your nonimmigrant status if you were lawfully admitted to the United States with a nonimmigrant visa, your nonimmigrant status remains valid, you have not violated the conditions of your status and you have not committed any crimes that would make you ineligible. Until you receive approval from USCIS, do not assume the status has been approved and do not change your activity in the United States.

USCIS recommends that you apply as soon as you determine that you need to change to a different nonimmigrant category. If USCIS denies your application, be prepared to leave the United States when your current status expires.

### **There are two methods by which an international student may change visa status.**

1. The Travel Method: The student may return to his/her home country and use his/her new CCS I-20 to apply for a new visa at a local US embassy or consulate. When they return to the US on the new CCS visa, they will reenter in F-1 category.
2. The Non-Travel Method: The student may submit the “Application to Change Non-Immigrant Status” directly to US Citizenship and Immigration Services (USCIS), while remaining in the United States.

Each method has advantages and disadvantages. The travel option is potentially faster, but perhaps more expensive since it involves international travel. In the case of method 2, USCIS warns that it may take as long as 90 days to approve a Change of Status application. During the adjudication process, the student cannot travel outside the US at all.



The Application to Change Non-Immigrant Status may be submitted as a paper application through the mail, or it may be e-filed entirely online.

A student in F-2 or J-2 status is eligible to attend college without changing status. Potential drawbacks include the following:

1. Student will be ineligible for CPT or OPT
2. The student's visa will be entirely contingent on the continued sponsorship of their parent/guardian's visa. Their immigration status, in this respect, is out of their control

The only perceivable advantage to not changing status is that an F-2 or J-2 student attending college is not required to maintain a full-time course-load. They are eligible to take as many, or as few, classes as they wish.

## **H-1 B and the Cap Gap Extension**

If you are an F-1 student seeking to switch nonimmigrant classification from F-1 student status to H-1B temporary employment status after completing a program of study or post-completion OPT, talk to your DSO about the cap gap extension.

The cap gap extension may allow you to extend your F-1 status and/or authorized period of post-completion OPT until you transition to the H-1B status. This transition occurs on Oct. 1 each year. Additional information can be found on the [H-1B and Cap Gap Extension](https://www.studyinthestates.org) page on [www.studyinthestates.org](https://www.studyinthestates.org)

## **Change of Academic Level**

Should you find it necessary to change your academic level you will need to do the following:

1. Apply to the new program using a change of academic level form available in the ISSO- meet with Katherine Campbell.
2. Once approved, extend or shorten your program end date on your I20 form-meet with Francisco Lopez.
3. Update your I20 with your new program

## **Change of Major or Program**

Obtain the change of major or program form in the ISSO and work with Katherine and Francisco to update your I20 with the new information once approved. Meet with the new program chair to determine any transfer credit and gain the approval signature needed to complete the change.

## Employment

U.S. government regulations require F-1 students to be in the U.S. for the primary purpose of attending school. In general, employment in the U.S. is restricted. The following employment possibilities exist for F-1 students:

- **On-campus employment:** Limited to 20 hours per week while school is in session, but may be extended to full-time during school vacation and holidays. On-campus employment is defined as work done on the premises of the school who issued I-20, and which is supervised and paid for by the school.
- **Off-campus employment:** Under certain conditions you may be eligible for off-campus employment either based on economic need or practical training. However, international students on F-1 visas may not engage in off-campus employment, at all, without first receiving proper authorization  
**Under no circumstances can a student work off-campus during the first academic year.**
- **Social Security numbers:** A student may apply for a social security number with a written letter of a job offer in order to work on campus.

## Curricular Practical Training (CPT)

- This type of employment does not require adjudication by USCIS. *It is the only type of employment for international students that does not require USCIS adjudication.*
- CPT can be optional internships or required parts of the curriculum for a given major. It must be directly related to the student's major of study.
- CPT cannot be granted for employment unrelated to the student's major.
- CPT must be for-credit. Therefore, the student is required to register for class during employment.
- CPT cannot exceed 20 hours per week during the academic term, when class is in-session.
- During the academic term, regardless of CPT authorization, F-1 students must maintain full-time enrollment
- CPT may exceed 20 hours per week during the summer, when the F-1 student is eligible for the annual break. However, even if class is not in session, the student must still be enrolled for credit toward CPT.
- Eligibility Criteria for CPT
  - Junior standing: Completion of all freshman and sophomore courses, including liberal arts requirements
  - Minimum cumulative grade point average of **2.8**
  - Enrollment on a full-time basis for at least one entire academic year (two consecutive semesters)



- You must have a job or internship offer to apply for CPT and the job/internship must relate directly to your CCS field of study as an integral part of the established curriculum. This must be verified and approved by your Department Chair.
- Your Complete CPT Application Must Include:
  - Career Services Internship Approval Form: signed by Department Chair, Associate Dean, Academic Advising, Career Services, and International Student Services
  - Registration of appropriate credit: if your CPT will occur in the summer, you must register the internship course that corresponds to your major. Internship for credit must be authorized by Career Services.
  - Degree Audit, confirming Junior standing and 2.8 cumulative gpa
  - Current I-20 and I-94
  - Job/Internship Offer Letter
- CPT Application Process
  - When you receive a job or internship offer, notify Francisco in ISSO and Kirstin in Career Services
  - You will work with Kirstin to have the internship approved for credit, and you will work with Francisco to obtain CPT approval and a new I-20
  - The ISSO and Career Services both have paperwork that must be completed, submitted, and approved before you will be able to engage in CPT.
  - When your CPT is approved, you will receive a new I-20 listing your employer on page 2
  - CPT approval takes time. Please plan accordingly.

Unpaid internships, on the other hand, do not usually qualify as “volunteer” activity. Therefore, regardless of pay or whether a position is “volunteer,” international students must obtain work authorization (CPT or OPT) before commencing employment/work.

**Internships, both paid and unpaid, are primarily offered by the private sector and must relate to the student’s major field of study.**

## Optional Practical Training OPT

- This type of employment requires adjudication by USCIS
- Generally, OPT authorization is for post-graduation employment and takes place after a student has graduated from the College
- Student must apply 2 to 3 months in advance of needing the employment authorization
- Required materials: Permission of DSO in SEVIS, I-20 stating that student is applying for OPT, I-765 form, copies of I-20s, passport, I-94 card, 2 passport photos, and an application fee drawn on a US bank.



- Student may not begin work until he or she is approved for OPT, and has received the Employment Authorization Document (EAD) from USCIS, in the mail.
- Student may be in the country legally 60 days between end of program and start of OPT. *This does not mean start of work. It means start of OPT.*
- **Students must be employed in a position DIRECTLY related to his or her major. If the student is found to be working outside his or her major, the OPT will be canceled by the DSO.**
- **The student has** a cumulative 90 days of unemployment during my OPT. The student must begin working within 90 days of the start date of OPT. If the student has not secured employment and physically reported to and begun working by the 90<sup>th</sup> day of OPT, then the student must depart the country on the 90<sup>th</sup> day. There is no grace period.
- Students are required to maintain valid health insurance during OPT

While on OPT, students are required to continue reporting information to the ISSO. This includes:

- Change of local address
- Change of address in home country
- Name change
- Abandonment of OPT and departure from the USA
- Change of employer
- While on OPT the student must have an updated travel signature every 6 months if traveling outside the United States

## STEM OPT

OPT is approved for 12 months. Specific fields of study are eligible for an additional 24-month STEM Extension. STEM Extension eligibility is determined by the program of study cipcode, as recorded on the student's I-20. The only two programs at CCS that are currently eligible for STEM extensions are Interaction Design (MFA) (30.3101) and Entertainment Arts (10.0304).

## Depart after program completion

Students who have maintained status and finished a program of study, or authorized period of post-completion OPT, have a 60-day grace period to depart from the United States. Failure to depart within this grace period could adversely impact your ability to re-enter the United States under a different nonimmigrant or immigrant classification. The 60-day grace period may also be used to transfer to a new program of study at a different SEVP-approved institution.



**Online Courses:** Only one online course, each semester, may be counted towards full-time enrollment.

## **Concurrent Enrollment (see Academic section)**

F-1 Students are eligible to simultaneously enroll at two institutions if they meet the following criteria.

- The combined credits taken at both institutions must total a full-time course load, at least 12 credit hours for BFA
- Student must maintain at least 9 credit hours at CCS, and a minimum of 3 credit hours at the second institution
- Courses taken at a second institution must be transferrable to CCS and must fulfill curricular requirements for the student's CCS degree program
- Course eligibility and approval will be confirmed by the ISSO
- Students are not eligible for concurrent enrollment in their final semester at CCS

Students must schedule an appointment with the ISSO in order to submit the Concurrent Enrollment Request Form. Concurrent enrollment must be approved by the ISSO before student enrolls at second institution.

## **Travel Outside the U.S. and Reentry**

While studying at CCS and traveling outside the United States, F-1 students must have proper documents in order to re-enter the United States:

- a valid F-1 visa (the visa stamp in your passport)
- passport validity of at least 6 months into the future
- current, valid I-20 with a travel signature less than one-year-old (travel signatures must be less than 6 months old on a DS-2019)

During OPT, international travel becomes more complicated. F-1 students on OPT, who wish to travel internationally, should schedule an appointment with the ISSO.

**Please check your Visa requirements for all travel including travel to Canada.**



## Dependents

As an F-1 international student, you may bring your spouse (for example, husband, wife, legal partner) and children with you while you study in the United States. However, they will also need to receive a Form I-20 from your DSO and follow specific rules while they are in the USA.

## Economic Hardship

### F-1 Student Severe Economic Hardship (SEH) Eligibility

You may be eligible to apply for employment authorization due to severe economic hardship if:

- You have been in lawful F-1 Student Status for one full year
- You are in good academic standing, and currently enrolled full-time
- Employment will not interfere with your studies

You **must** demonstrate that the employment is **necessary** due to unforeseen economic circumstances beyond your control. If your application for employment authorization as a result of severe economic hardship is approved by the ISSO, you will be issued a new I-20 with an official “employment recommendation.” You will use this new I-20 to submit your application to USCIS. Your employment authorization will depend on USCIS approval.

## Authorized Early Withdrawal

When an F-1 student chooses to suspend his or her program of study, and depart the country before the program end-date as recorded on their immigration document (I-20), they must notify the ISSO in order to have their SEVIS record properly terminated. With proper notification, a student may be eligible for Authorized Early Withdrawal. To assist with this notification, the ISSO manages the F-1 Student Departure Form.

## Termination

If an F-1 student falls out of lawful F-1 status, the student’s I-20 will be terminated. Termination will occur 15 days after the student receives official notice. If a student falls out of status as a result of failing to maintain a full course of study as the result of academic suspension, notice will emanate from AARO (in coordination with the ISSO). After receiving notice of suspension, the student may appeal the decision. The termination of the student’s I-20 will be delayed, pending the result of the appeal. A suspended F-1 student must either seek admission to another SEVP-approved institution within the 15-day window, or prepare to leave the country immediately. If the student is admitted to a new SEVP-institution, the ISSO will transfer the student’s I-20 to the new institution.





## **Reinstatement**

If a student violates F-1 student status, the student may be eligible to regain lawful status through the process of “reinstatement.”

The USCIS district director may consider reinstating an F-1 student who makes a request for reinstatement on Form I-539 accompanied by a properly completed Form I-20 indicating the Designated School Official (DSO)'s recommendation for reinstatement. The district director may consider granting the request if the student:

- Has not been out of status for more than 5 months at the time of filing the request for reinstatement (or demonstrates that the failure to file within the 5-month period was the result of exceptional circumstances and that the student filed the request for reinstatement as promptly as possible under these exceptional circumstances).
- Does not have a record of repeated or willful violations
- Is currently pursuing, or intending to pursue, a full course of study in the immediate future at the school which issued the form I-20
- Has not engaged in unauthorized employment
- Is not deportable on any ground other than section 237(a)(1)(B) or (C)(i) of the Act
- Establishes to the satisfaction of the Service by a detailed showing, either that:
  - The violation of status resulted from circumstances beyond the student's control. Such circumstances might include serious injury or illness, closure of the institution, a natural disaster; or
  - The violation related to a reduction in the student's course load that would have been within a DSO's power to authorize and that failure to approve reinstatement would result in extreme hardship to the student.

## **Reactivation**

If a student takes a leave of absence from their program of study, follows appropriate protocol for requesting the leave of absence, and has their I-20 terminated for “Authorized Early Withdrawal,” they may be eligible for reactivation. Through reactivation, a student’s SEVIS record is restored from “terminated” to “active” status, thereby allowing the student to return to the USA without having to apply for a new, initial I-20 form. To be eligible, a student must be returning to the United States from a leave of absence that does not exceed five months.

## **Transfer Out**

International students occasionally choose to transfer to a new school. If the new school is another American SEVP-approved institution, the DSO will transfer the student’s SEVIS record accordingly. The student can begin the transfer-out process by notifying the ISSO of their intention to transfer, and by sharing the acceptance letter from their new institution with the ISSO. Generally, the international advisor at the new school will



ask the DSO to complete and return a form similar to the CCS Transfer Certification Form.

In SEVIS, the DSO will select the “transfer out” link in the student’s record. Here, the DSO will be able to choose a transfer-out date, and select the destination school. The destination school can be identified by its SEVIS school code. The desired transfer-date and school code are generally provided on the Transfer Certification Form.

Once a student’s SEVIS record has been transferred, the new school will be able to begin the process of creating the student’s new I-20.

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**Important Contacts:**

