



**INTERNATIONAL  
STUDENT  
HANDBOOK**  
FALL 2023 & WINTER 2024



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## GLOBAL ENGAGEMENT OFFICE (Formerly ISSO)

Welcome! The Global Engagement Office (GEO), formerly known as the International Student Services Office\*, assists international students at CCS throughout their entire college experience. The Global Engagement Office comprises international student services, study abroad, and global partnerships.

\*We will refer to the office as International Student Services/ISSO throughout this document, but will begin to use the new name this year.

### OFFICE SERVICES:

- Immigration Advising
- Course Registration + Academic Advising
- Support for life in Detroit + CCS + America
- Your first point of contact for questions
- Study abroad opportunities

### LOCATION:

Ford Campus, Yamasaki Building, 2<sup>nd</sup> floor

### OFFICE HOURS:

Monday - Friday, 8:30 AM - 4:30 PM

### OFFICE EMAIL:

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

*You may schedule an in-person appointment if necessary. Please schedule an appointment in advance if possible.*

***After Hours Emergency Immigration Issues: (313)-920-1296 (Katherine's Cellphone)***

### STAFF:

#### **Katherine Campbell**

*ISSO Director*

Phone: (313)-664-7448

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

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

#### **Stephanie Koslowski**

*Global Programs Advisor*

Phone: (313)-664-7428

Email:

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

#### **Paige Sheffield**

*Office Coordinator*

Phone: (313)-664-7449

Email:

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

### SCHEDULE AN APPOINTMENT:

Katherine Campbell:

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

### ISSO CAMPUS OFFICE WEBPAGE:

Find many common forms on our Campus Office page:

**Website:** <https://campus.collegeforcreativestudies.edu/intl-student-services/>

Instagram: @issoccs



## GENERAL CCS AMENITIES

*Check Peacock Pride and Access Manager > Campus Offices for up-to-date information about hours and services*

### WI-FI (WIRELESS INTERNET)

CCS provides wireless internet access throughout the Ford Campus, Taubman Center (TC), and the Art Centre Building (ACB). To connect to Wi-Fi, follow the instructions on Access Manager > Campus Offices > Information Technology Services. If you have any questions or concerns about connecting to the internet, please contact the CCS HelpDesk by phone: (313)-664-7818 or website: <http://helpdesk.collegeforcreativestudies.edu>.

### ATM MACHINES

**Locations:** Ford Campus: Kresge Ford 1<sup>st</sup> Floor B-side + Taubman Center (TC): 1<sup>st</sup> Floor near the CCS Bookstore  
For a service fee of \$1.50, you may make withdrawals in multiples of \$20 (Participating banks may also charge a fee).  
Most nationwide bank cards are accepted.

### ARTS + CRAFTS CAFE

**Location:** Ford Campus, Kresge-Ford Building, 1<sup>st</sup> Floor  
**Hours:** Posted each semester  
You may use Dining Dollars or a credit card to buy drinks and snacks from Starbucks. The cafe offers a variety of ready made entrees and side dishes.

Check hours and other details at the **Campus Dining Website:** <https://campus.collegeforcreativestudies.edu/campus-dining/>

### A. ALFRED TAUBMAN CENTER (TC) CAFETERIA

**Location:** Taubman Center (TC), 2<sup>nd</sup> Floor  
**Hours:** Posted each semester  
The cafeteria is open for breakfast, lunch, and dinner with a variety of freshly prepared entrees and side dishes.

### CASHIER/BUSINESS OFFICE

**Location:** Ford Campus, Yamasaki Building, 1<sup>st</sup> Floor  
**Hours:** Monday - Friday 9:00 AM - 4:00 PM  
Students can use the Cashier's window to make tuition and housing payments, rent lockers, purchase stamps, and pick up Work-Study paychecks.

### CCS BOOKSTORE

**Location:** Taubman Center (TC), 1<sup>st</sup> Floor  
**Hours:** Monday - Thursday 8 AM - 7:00 PM, Friday 8 AM - 5:00 PM, Saturday 11:00 AM - 4:00 PM  
The Bookstore sells art supplies, textbooks, magazines, CCS merchandise, snacks, beverages, and more.

### CAMPUS LIBRARY

**Location:** Ford Campus, Manoogian Visual Resource Center  
**Hours:** Monday - Thursday 8:00 AM - 10:00 PM, Friday 8:00 AM - 6:00 PM, Saturday 10:00 AM - 5:00 PM, Sunday 1:00 PM - 7:00 PM  
The Library offers research help and access to collections, including print books, periodicals, DVDs, material samples and color resources.

### COMMUTER LOUNGE

**Locations:** A. Alfred Taubman Center (TC), 6<sup>th</sup> Floor + Ford Campus, Kresge Ford, 2<sup>nd</sup> Floor  
The Lounge features lounge furniture, television, and a work space for use.



### FITNESS ROOM

**Location:** Ford Campus, Art Centre Building, 1<sup>st</sup> Floor

**Hours:** 24 Hour Access\*

Free weights, fitness equipment, and weight machines for CCS students, faculty, and staff use. Bring your Student ID.

**Note:** CCS assumes no liability for any injuries resulting from the use of equipment. Use at your own risk. Please report any equipment repair needs or suggestions to the Office of Student Affairs (Ford Campus, Yamasaki Building, 2<sup>nd</sup> Floor).

### IMAGING CENTER (IC)

**Location:** A. Alfred Taubman Center (TC) 6<sup>th</sup> Floor (next to the 24-Hour Computer Lab)

**Phone:** (313)-664-1507

**Hours:** Monday - Thursday 8:00 AM - 7:00 PM, Friday 8:00 AM - 4:00 PM, Saturday + Sunday CLOSED

The Imaging Center offers high quality laser prints and wide format inkjet prints for a reasonable cost. The IC also offers plastic and wire binding and stack cutting. The Imaging Center only accepts cash or CCS Flex Dollars.

### MAILROOM

**Location:** Ford Campus, Art Centre Building, 1<sup>st</sup> Floor (Near the vending machines)

**Hours:** Posted each semester

The Mailroom provides a variety of shipping services, including UPS, FedEx, regular US Post Office delivery and Priority Mail. Stamps can be purchased at the Cashier/Business Office (Ford Campus, Yamasaki Building, 1<sup>st</sup> Floor). In the ACB, every suite has a mailbox and all of the residents in the suite share a mailbox. Taubman Center student residents have their own individual mailbox. ACB student residents can pick up their packages here.

| ACB student resident mailing address  | TC student resident mailing address*   |
|---|--|
| <p style="text-align: center;"><b>Your Name</b><br/>201 E. Kirby Street<br/>ACB #(Your Room Number)<br/>Detroit, MI 48202</p> | <p style="text-align: center;"><b>Your Name</b><br/>201 E. Kirby Street<br/>TC #(Your Room Number)<br/>Detroit, MI 48202</p> |

*\*TC addresses use the main CCS address, 201 E. Kirby Street, because mail is received in one location and then redistributed on campus.*



## TRANSPORTATION

### CCS CAMPUS SHUTTLE

CCS offers a free shuttle service to transport students, faculty, and staff between Ford Campus and Taubman Center (TC). The shuttles also provide transportation to a shopping center (Meijer) in Allen Park on the weekends. After classes start, check your email for an invitation from Student Affairs to shop for groceries and supplies.



### DETROIT PUBLIC TRANSPORTATION

#### QLINE

**Website:** <https://qlinedetroit.com>

The QLINE is a 6.6 mile circulating streetcar serving 12 locations on Woodward Avenue from Downtown Detroit through Midtown, New Center, and the North End. Visit their website to learn more. It is currently free but check their website for updates.

#### DDOT BUSES

**Website:** <https://detroitmi.gov/departments/detroit-department-transportation/bus-schedules>

DDOT (Detroit Department of Transportation) buses travel all over Detroit. Their bus stops are green + yellow rectangle signs. You should use exact payment or passes. To check the bus route number and name, look above the windshield. Push the plastic strip beside the window when the bus nears your stop. Purchase DDOT passes on their cell phone app, at CVS, and other places. A ticket for a 4 hour ride costs around \$2.

### DETROIT LOCAL TRANSPORTATION

#### ZIPCARS

**Website:** <https://www.zipcar.com>

Zipcars are available for rent in the CCS Ford Campus Parking Structure. **You must apply online first.** Apply by using a valid US or foreign driver's license (International Driving Permits are not accepted). Once approved, you can borrow a car by the hour or day, then return the car to its specific parking spot. Visit the Student Life Office located on Ford Campus Yamasaki Building 2<sup>nd</sup> Floor for more information.

#### MOGO BIKES

**Website:** <https://mogodetroit.org/>

Use a MoGo bike by purchasing a pass with the Transit App or at a MoGo bike station. When finished, return the bike to any station: firmly slide the bike into an empty dock and wait for a green light to make sure it's locked. Visit their website for details about pass types, prices, and more.

#### BIRD + LIME

**Bird Website:** <https://www.bird.co>

**Lime Website:** <https://www.li.me/electric-scooter>

Bird and Lime are cell phone apps that rent motorized scooters around Detroit. The scooters cost \$1 to unlock and about \$0.15 to ride per minute. You must be 18 years old with a valid driver's license and credit card to ride. The scooters are available from 5AM until 8PM.

#### LYFT + UBER

**Lyft Website:** <https://www.lyft.com>

**Uber Website:** <https://www.uber.com>

Lyft and Uber are cell phone apps that allow you to schedule affordable personal rides. Prices are estimated based on the type of Lyft or Uber you choose and the distance you will travel. Cancellation fees may be applied. Payment is processed by the app using your credit card information. **You cannot pay with cash.**



## DETROIT AREA

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

Want information about the city of Detroit, local events, and places to visit?

**Website:** <https://visitdetroit.com/>

Midtown Detroit Specific Resources:

**Website:** <https://visitmidtown.com/> Visit this website to find restaurants, stores and events in Midtown.

### LOCAL HOTELS

Is your family visiting CCS? Check out these local hotel options. We suggest that you contact the inn or hotel or in advance to make a reservation.

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

**Website:** <https://innonferrystreet.com/>

**Address:** 84 E. Ferry Street, Detroit, MI 48202

**Phone:** (313)-871-6000

Westin Book Cadillac Hotel

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

**Address:** 1114 Washington Blvd, Detroit, MI 48226

**Phone:** (313)-442-1600

El Moore

**Website:** <https://elmoore.com/>

**Address:** 624 W. Alexandrine Street, Detroit, MI 48201

**Phone:** (313)-924-4374

Courtyard by Marriott (Downtown Detroit)

**Website:** <https://www.marriott.com/hotels/travel/dtwdc-courtyard-detroit-downtown/>

**Address:** 333 E Jefferson Ave, Detroit, MI 48226

**Phone:** (313)-222-7700

Hilton Garden Inn (Downtown Detroit)

**Website:** <https://www.hilton.com/en/hotels/detdhqi-hilton-garden-inn-detroit-downtown/>

**Address:** 351 Gratiot Ave, Detroit, MI 48226

**Phone:** (313)-967-0900



## STUDENT ORGANIZATIONS

There are a variety of student organizations at CCS that you can join. To learn more, visit the Office of Student Affairs located on Ford Campus Yamasaki Building, 2<sup>nd</sup> Floor. New organizations may not be included on this list - check online!

**Website:** <https://collegeforcreativestudies.presence.io/organizations>

### ASIAN STUDENT UNION

A group of students looking to support Asian culture on campus.

### AIGA

CCS AIGA is the College for Creative studies chapter of AIGA. It's pretty much a communication design club. Open to majors & minors of CD at CCS (or other students that are really interested in Communication Design). AIGA is the Professional Association for Design... so the world's graphic design club. There's also a Detroit Chapter which hosts opportunities for graphic design professionals & students in Detroit.

### BLACK CREATIVES CLUB +

We are a student-led organization encouraging cultural diversity and inclusion by offering discussions and programming that address the needs and concerns of historically marginalized students. We are committed to providing a safe space for students who support our mission. We're dedicated to encouraging cultural diversity and equity at CCS by offering an inclusive space for sharing, learning, and growth.

### C4 - COMICS AND CHARACTER CREATION CLUB

Welcome to the Comics and Character Creation Club (C4)! C4 is dedicated to making comics. We're NOT interested in busywork, our goal is to make great work that can get each of us noticed and hopefully even published. Along the way, we hope to share resources with club members and make connections with industry professionals.

### CHINESE STUDENTS & SCHOLARS ASSOCIATION

Join us to build our community and share resources to get settled at CCS and in Detroit. Open to all students!

### CCS DOJO

A space for students to learn the traditional Japanese art of Goju-Ryu karate from someone who has over 10 years of

training experience. We are specifically Seiwakai Goju-Ryu Karatedo; an organization part of the All-Japan Karatedo Federation (JKF). Basically, a very traditional and legitimate martial arts lineage. Starting with basics and exercises, we will work up to advanced kata and everything in between. Learn karate, work out a little, maybe pick up some Japanese, and have fun!

### CCS ESPORTS GAMING

Our organization is dedicated to creating a competitive and friendly environment for professional gamers looking to grow in the Esports Collegiate scene.

### CCS STRINGS

A meeting for students that play violin, viola, cello, or bass: to come together and play music, giving students an outlet to continue playing during college, and perform small concerts around campus! Follow us on Instagram @ccs\_strings

### CRU

We are a multiethnic community to help every student know and follow Jesus Christ. We also just love people and want to get to know each and every one of you so please come by and enjoy some free food and chat!

### QUEERS AND ALLIES (Q&A) CLUB

A space for LGBTQIA+ and Allies alike to discuss topics related to the community and general topics that affect the current global situation. Join our discord for topic info, meeting info, and general discussion!

### RISO CLUB

We hold meetings monthly to work on collaborative Risograph projects. Meeting dates and times are posted on both our instagram (@ccs\_risoclub) and discord! No previous Risograph experience is required! Come hang out, meet new friends, and work on fun stress free projects.





### SCRIBBLE SPACE DOODLE CLUB

The Scribble Space is a group that meets twice a week where students can come to relax and draw for themselves: it's your place to draw whatever you want while not fretting over class requirements! Scribble Space will occasionally hold small, themed event days – providing optional prompts for fun or if you can't decide what to create. We will provide paper and pencils, but if you want to play with other supplies, you can, of course, bring your own!

### THE GHIBLI GROUP

We're an organization/club that wants to bring new and veteran anime fans together to watch anime, and participate in other anime related activities such as: Art

Contact the Office of Student Life (Yamasaki Building, 2<sup>nd</sup> Floor) to join one of these groups or for more information on starting a student group.

challenges, Anime Trivia, Making a short anime or manga, and more.

### WOMEN IN ANIMATION

Women in Animation, or WIA, is an internationally recognized, non-profit organization with the goal to empower and promote female animators. WIA helps female animators navigate their way through the business side of animation. Membership benefits include, but are not limited to, things such as a members only talent database, scholarship opportunities, and mentorship programs. All are welcomed and encouraged to join regardless of their gender presentation.

## SAFETY + SECURITY

The CCS Campus consists of Ford Campus (201 E. Kirby Street, Detroit, Michigan, 48202) and the Taubman Center, also known as "TC" (460 W. Baltimore Street, Detroit Michigan 48202). Uniformed Campus Safety officers patrol the interior of all the buildings, the campus grounds, and contiguous roadways.

**Website:** [www.collegeforcreativestudies.edu/life-at-ccs/campus-safety-security/](http://www.collegeforcreativestudies.edu/life-at-ccs/campus-safety-security/)

### **Services provided by Campus Safety include but are not limited to:**

- Building security
- First Aid services
- Arrangements for emergency medical transport
- Parking management
- Shuttle drivers
- Crime prevention programs + safety education

### CAMPUS + LOCAL SAFETY PHONE NUMBERS

- **Ford Campus Phone:** (313)-664-7444
- **Taubman Center Phone:** (313)-664-1444
- **Immediate Emergency Help - Dial 911**
- **Wayne State Police Phone:** (313)-577-2222

### CAMPUS SAFETY OFFICE LOCATIONS

#### **Ford Campus:**

- Kresge Ford Building 1<sup>st</sup> Floor B side (24 hours a day, 7 days a week, 365 days a year)
- Art Centre Building 1<sup>st</sup> Floor Lobby (24 hours a day, 7 days a week, 365 days a year)
- Walter B. Ford II Building (WB) - 1<sup>st</sup> Floor Atrium (Hours vary)
- Manoogian Building (Library) - 1<sup>st</sup> Floor (Hours vary)

#### **Taubman Center (TC):**

- East Entrance 1<sup>st</sup> Floor (24 hours a day, 7 days a week, 365 days a year)
- South Entrance Lobby 1<sup>st</sup> Floor (24 hours a day, 7 days a week, 365 days a year)
- North Lobby 1<sup>st</sup> Floor (Hours vary)



## PUBLIC EMERGENCIES

Campus Safety uses an Emergency Notification System to notify the campus community if there is an emergency or dangerous situation on campus or on nearby city streets.

You may also call this number during any public emergency for up-to-date information: **Phone: (313)-664-7400**

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

Working closely with both the Detroit Police Department and the Wayne State University Police Department, CCS 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.

## 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 the city.

- Avoid walking alone - If you can, create a buddy system for walking to parking lots or public transportation after hours. If you are on campus, you can request a security officer to escort you.
- Walk in well-lit and regularly traveled pathways (especially at night)
- Don't be distracted - limit talking on your cell phone or wearing headphones
- Park your vehicle in attended parking lots or structures when possible
- Keep your money and cell phone in a safe, secure place
- Call 911 if you are in danger, need emergency assistance, or if you witness a crime
- Campus Safety + Security are available 24/7 by calling (313)-664-7444

## **REMEMBER: IF YOU SEE SOMETHING, SAY SOMETHING**

### OTHER SERVICES FROM CAMPUS SAFETY + SECURITY

#### LOST CCS STUDENT ID

If you lose your CCS Student ID card, go to the Campus Safety Office on either campus to get a replacement at a cost of \$20.00.

#### PARKING STRUCTURE

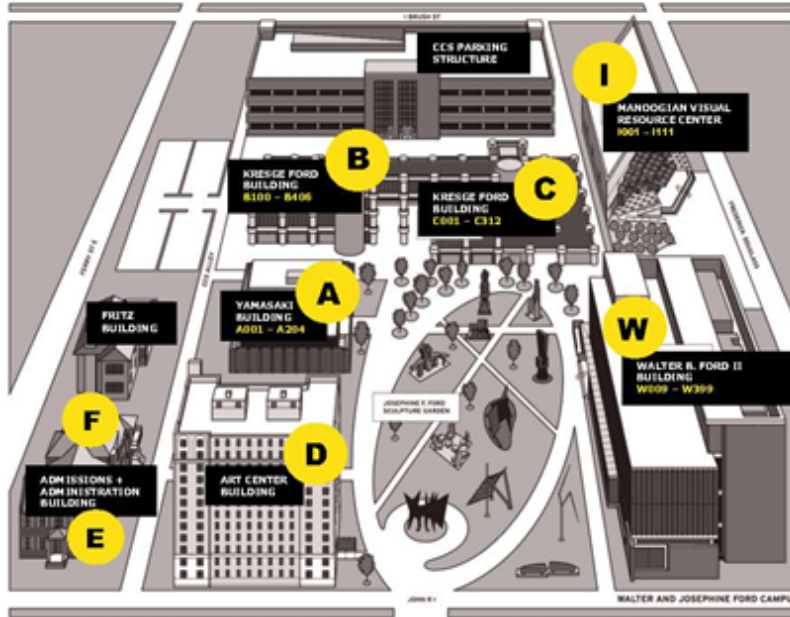
CCS students, faculty and staff, and visitors are welcome to park in the structure. Students and employees must use their CCS ID card to enter the parking structure. Students must notify Campus Safety if they park after 12:00 AM.

#### MOTOR VEHICLE ASSISTANCE PROGRAM

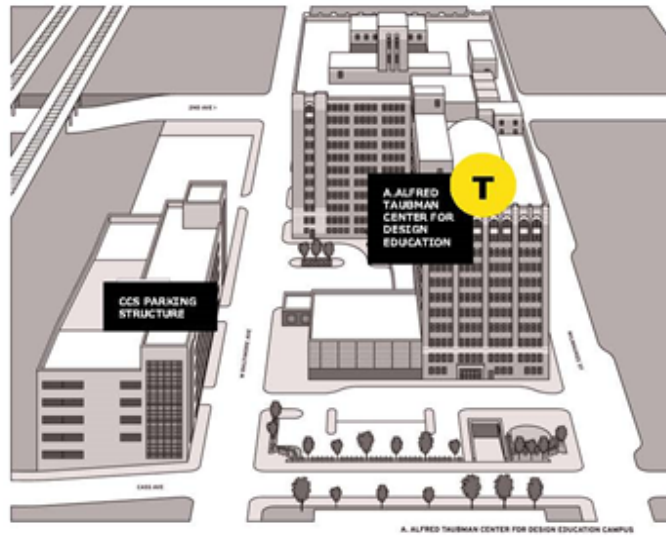
Dead car battery? Don't worry! The Campus Safety Department has a portable battery pack to help "jump start" your vehicle in case your battery dies. To use this service, contact Campus Safety and they can help you.

# CCS MAPS

## Ford Campus



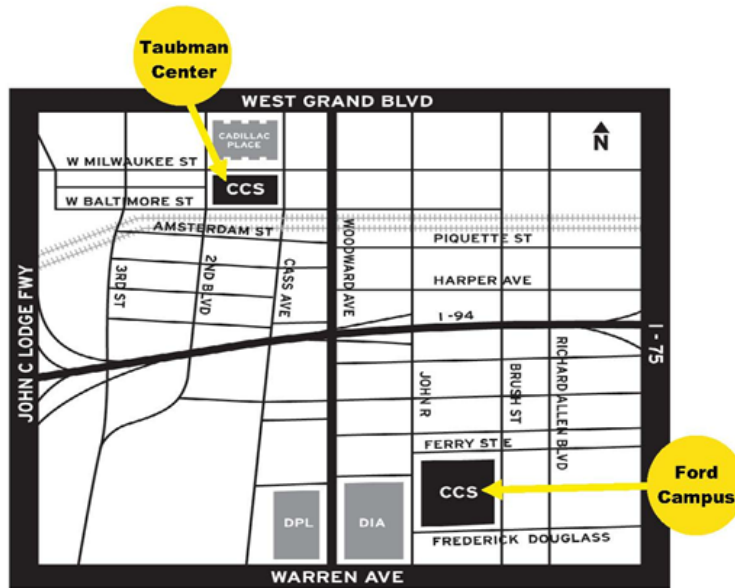
- **Alfred Taubman Center for Design Education (TC)**





## CCS Campus Map & Key: Buildings & Classroom Locations

| Building Name                                    | Offices, Services and/or Rooms   |
|--|--|
| <b>A</b> Yamasaki                                | Academic Advising & Registration Office, Campus Nurse, Career Development, Cashier/ Business Services, Financial Aid, Human Resources, Information Technology Services, International Student Services, Personal Counseling/Wellness Center, Student Affairs, Student Housing Office |
| <b>B</b> Kresge-Ford                             | Art Education, Campus Safety, Crafts, Fine Arts, Liberal Arts  |
| <b>C</b> Kresge-Ford                             | Cafeteria, Center for Tutoring & Writing, Crafts, Photography, 24 hour Computer Lab  |
| <b>D</b> Art Centre Building (ACB)               | Student Housing, Fitness Center  |
| <b>E</b> Admissions/ Administrative (ADM)        | 222 E. Ferry St: Admissions, Enrollment Services, Precollege & Continuing Education  |
| <b>F</b> Admissions/ Administrative (ADM)        | 222 E. Ferry St: Executive Offices   |
| Fritz Fritz Building                             | Alumni Relations, Institutional Advancement  |
| <b>I</b> Manoogian Visual Resource Center (MVRC) | Center Galleries, Color & Materials Library, Computer Lab, Library   |
| <b>T</b> Taubman Center (TC)                     | Academic Affairs, Advertising Design, Bookstore, Campus Safety, Cafeteria, Communication Design, Community Arts Partnerships, Fashion Accessories Design, Graduate Studies, Imaging Center, Interior Design, Product Design, Transportation Design                                   |
| <b>W</b> Walter B. Ford II (WBF)                 | Audio Visual Services (AVS), Entertainment Arts, Foundations, Illustration, Wendell W. Anderson Jr. Auditorium   |





## FINANCES

### BUSINESS SERVICES OFFICE: STUDENT ACCOUNTS

**Location:** Ford Campus Yamasaki Building 1<sup>st</sup> Floor (Cashier)

**Hours:** Monday - Friday 9:00 AM - 4:00 PM

**Website:** <https://campus.collegeforcreativestudies.edu/business-services/>

### PAYING YOUR TUITION

**Refer to the Academic Calendar for important payment dates.**

You may pay your tuition at the CCS Business Services Office.

You can make credit card payments over the phone by calling (313)-664-7435.

Visa, Mastercard, American Express, Discover, Checks, Money Orders and Cash are acceptable forms of payments.

### ONLINE PAYMENTS

#### FROM OVERSEAS

**Website:** <http://www.flywire.com>

Pay from your home country (typically in your own currency) and track your payment online from start to finish.

#### FROM THE US:

**Website:** <https://selfservice.collegeforcreativestudies.edu>

Access your statements and make payments through the **Self Service** website.

### QUESTIONS?

#### BILLING-RELATED QUESTIONS AND ISSUES:

CCS Business Services Department

Mark Fanning - Accounting Specialist

**Phone:** (313)-664-7439

**Email:** [mfanning@collegeforcreativestudies.edu](mailto:mfanning@collegeforcreativestudies.edu)

#### SCHOLARSHIP-RELATED QUESTIONS:

CCS Financial Aid Office

*Apply your scholarships to your student account*

**Phone:** (313)-664-7496

**Email:** [finaid@collegeforcreativestudies.edu](mailto:finaid@collegeforcreativestudies.edu)

### PAYMENT PLANS

**Website:** <https://www.officialpayments.com>

You can set this up when you arrive at CCS if you prefer to make monthly payments.

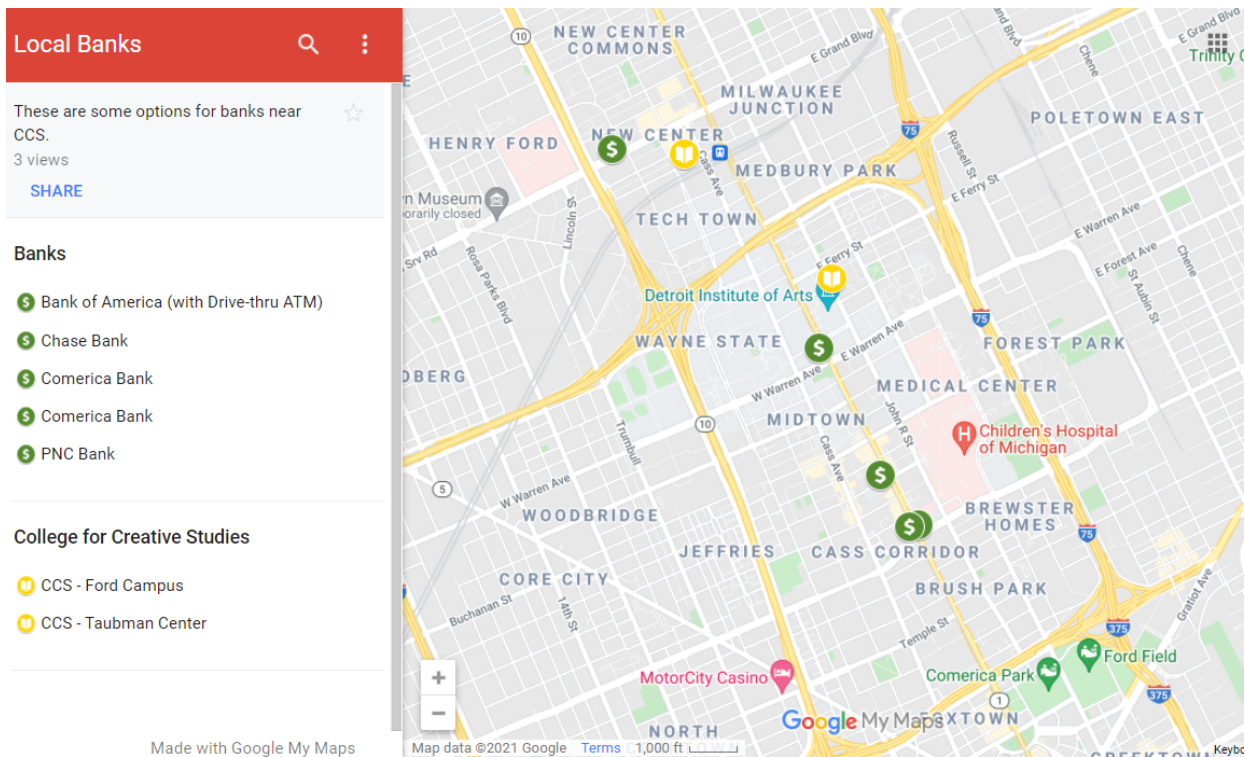


## BANKING INFORMATION

### LOCAL BANKS IN MIDTOWN DETROIT

| BANK            | ADDRESS + PHONE  | HOURS   |
|-----------------|--|---|
| Bank of America | 3670 Woodward Avenue<br>Phone: (313)-832-4744            | Monday - Friday 9:00 AM - 4:00 PM<br>Saturday 9:00 AM - 2:00 PM |
| Chase Bank      | 5057 Woodward Avenue<br>Phone: (313)-833-1900            | Monday - Friday 9:00 AM - 5:00 PM<br>Weekends Closed            |
| Comerica Bank   | 3663 Woodward Avenue, Suite 140<br>Phone: (313) 833-3341 | Monday - Thursday 9:00 AM - 5:00 PM<br>Friday 9:00 AM - 5:30 PM |
| Comerica Bank   | 2911 W. Grand Boulevard<br>Phone: (313) 875-9201         | Monday - Thursday 9:00 AM - 5:00 PM<br>Friday 9:00 AM - 5:30 PM |
| PNC Bank        | 4111 Woodward Avenue<br>Phone: (313)-832-4040            | Monday - Friday 9:00 AM - 5:00 PM<br>Saturday 9:00 AM - 1:00 PM |

## MAP OF LOCAL BANKS





## US INCOME TAXES AND FORM 8843

The ISSO staff are not tax professionals and cannot legally advise on individual tax issues, answer tax questions, or review documents. However, we can provide you with resources and services to help!

**All international students who were present in the U.S. in F or J status for any portion of the previous year must file a Form 8843.** Some students may also need to file taxes. The 8843 and taxes are typically due **April 15** in the United States.

**Check your email during Winter Semester for the following important tax-related information:**

- International Student Tax Workshops
- ISSO Tax Guide

### FORM 8843

- If you need to file taxes, you may submit your taxes and Form 8843 together using Sprintax (see below)
- If you do not need to file taxes, you will only submit the Form 8843
  - Instructions for submitting Form 8843 are included in the ISSO Tax Guide

### TAXES

International students are subject to special rules with respect to the taxation of their income:

Filing income taxes **is required** by nonresident international 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 income taxes **is not required** by nonresident international students who have income **ONLY** from:

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

The International Student Services Office recommends using Sprintax to help you to file taxes.

**Website:** <http://www.sprintax.com>

For more information, please reference the IRS and Study in the States websites below:

**IRS Website:**

- <https://www.irs.gov/individuals/international-taxpayers/foreign-students-scholars-teachers-researchers-and-exchange-visitors>
- <https://www.irs.gov/forms-pubs/about-form-8843>

**Study in the States Website:**

- <https://studyinthestates.dhs.gov/2019/04/students-read-these-resources-filing-taxes>





## HOUSING

### CCS ON-CAMPUS HOUSING OFFICE

Please contact the Housing Office if you have any questions about living on campus.

**Website:** [www.collegeforcreativestudies.edu/life-at-ccs/housing/on-campus-housing/](http://www.collegeforcreativestudies.edu/life-at-ccs/housing/on-campus-housing/) and <https://campus.collegeforcreativestudies.edu/student-affairs/student-housing/>

**Location:** Student Affairs Office - Ford Campus, Yamasaki Building 2<sup>nd</sup> Floor

**Phone:** (313)-664-7879

**Email:** [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu)

### MEAL PLANS

Meals plans are required for Taubman Center (TC) residents and optional for Art Centre Building (ACB) residents.

**Meal plans cannot be canceled after the start of the Fall Semester. The size of a meal plan can be changed until the Add/Drop date for each semester.** Meal plans cannot be canceled during the Winter Semester. Dining dollars 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 Ford Campus or <https://campus.collegeforcreativestudies.edu/campus-dining/>

### HOLIDAY BREAKS

CHECK THE ACADEMIC CALENDAR FOR DETAILS

During Winter Break, CCS closes and all students need to vacate the buildings by a certain date. This date will be announced in the Academic Calendar and also by the Director of Residence Life. If you need to stay extra days or partial days, you will need to fill out an extended housing form request with Student Affairs before the holiday break. Students approved to stay may be charged. Please plan accordingly.

### MOVING OUT

CHECK THE ACADEMIC CALENDAR FOR DETAILS

The dates for student move out are strict. Please contact the Student Affairs Office to arrange your specific move out date should it exceed the mandatory date.

### SUMMER STAY FOR OPT STUDENTS

Graduating international students who have applied for OPT benefits through USCIS may stay in CCS housing during the summer. The deadline to apply for this is May 1<sup>st</sup> each year.

### SUMMER STORAGE

There is a limited amount of on-campus storage available over the summer through the Student Affairs Office. Please contact them to see if storage space is available. In addition to storage on campus, there are storage facilities around the Detroit area to utilize. Please note that CCS has not visited these facilities and is not endorsing one over the other or guaranteeing their quality. You may search for them online - a few summer storage alternatives are listed below:

U-Haul Moving + Storage of New Center (Near TC)

**Location:** 899 W. Baltimore Street, Detroit, MI 48202

**Phone:** (313)-879-5852

**Website:** <http://www.uhaul.com/Locations/Self-Storage-near-Detroit-MI-48202/754024/>

iStorage Self Storage

**Location:** 181 W. Marshall Street, Ferndale, MI 48220

**Phone:** (248) 617-8217

**Website:** <https://www.istorage.com/storage/michigan/storage-units-ferndale/181-W-Marshall-St-355>





## 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 International Student Services (ISSO) and CCS Housing.

### OFF-CAMPUS HOUSING

We suggest that you reference the CCS website listed below to find housing suggestions, resources and advice.

**Website:** [www.collegeforcreativestudies.edu/life-at-ccs/housing/off-campus-housing/](http://www.collegeforcreativestudies.edu/life-at-ccs/housing/off-campus-housing/)

You will see these resources at the bottom half of the CCS Off-Campus Housing website:

**[Apartment Guide](#)** 

An apartment shopping tool for Metro Detroit

**[Apartment List](#)** 

Free rental search in and around Detroit

**[The Boulevard](#)** 

A new development within walking distance of the Taubman Center

**[Midtown Detroit Inc.](#)** 

Provides listings for apartment and townhouse rentals near CCS

**[In My Area](#)** 

A tool to help you shop internet, cable and security.

**[RENTCafe](#)** 

Safe search: Detroit listings directly from property managers.

**[Renters Insurance Info](#)** 

**[Rent Calculator](#)** 

Tool for developing a safe budget for rent

### NEED ASSISTANCE?

If you need assistance or have any questions regarding off campus housing, please contact ISSO.

- Most landlords require a security deposit upon move in. This protects them from any damage you may cause to the apartment. Security deposits costs can vary from a half month to two months of rent.
- Ask if utilities are included in the monthly rent. If not, ask the landlord about the average monthly utility bills costs.
- 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 and 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 + MOBILE PHONE SERVICES

At the International Student Check-In during International Student Orientation, we will have Campus Sims available to get your phone working properly and quickly.

**Website:** <https://campussims.com/>

If you do not want to use Campus Sims, here are other options to consider:

- You may be able to bring your current cell phone and use it in the US if it is unlocked and has a SIM card slot.
- If you are staying in the US for a short time period, consider a prepaid plan. Prepaid plans have no contract and provide affordable data plans.
- If you plan on visiting a phone store, bring proof of identification (passport). All locations are off-campus.

If you have any questions or concerns about getting a phone plan, please contact ISSO.

### STORE LOCATIONS

#### AT&T

**Website:** <https://www.att.com/prepaid/>

**Location:** 4501 Woodward Avenue, Detroit, MI 48201

**Hours:** Monday - Friday 10:00 AM - 7:00 PM, Saturday 10:00 AM - 6:00 PM

**Phone:** (313)-265-3343

#### T-MOBILE

**Website:** <https://prepaid.t-mobile.com/prepaid-plans>

**Location:** Check online at

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

**Location:** 3151 E. Jefferson Avenue, Detroit, MI 48207

**Hours:** Monday - Saturday 10:00 AM - 8:00 PM,

Sunday 12:00 PM - 6:30 PM

**Phone:** (313)-396-1759

#### METRO BY T-MOBILE

**Website:** [www.metrobyt-mobile.com](http://www.metrobyt-mobile.com)

**Location:** 500 E. Warren Avenue, Detroit, MI 48201

**Hours:** Monday 10:00 AM - 6:00 PM Tuesday -

Saturday 10:00 AM - 7:00 PM,

Sunday 10:00 AM - 5:00 PM

**Phone:** (313)-832-3721

**Location:** 4210 Woodward Ave, Detroit, MI 48201

**Hours:** Monday - Friday 10:00 AM - 7:00 PM,

Sunday 12:00 PM - 5:00 PM

**Phone:** (313)-831-2050

#### VERIZON

**Website:** [www.verizonwireless.com/prepaid](http://www.verizonwireless.com/prepaid)

Locations in nearby suburbs - not within walking distance



## LOCAL GROCERY STORES

| STORE              | LOCATION + DISTANCE   | HOURS   | TYPE   |
|--------------------|---|---|--|
| Seasons Market     | 4125 2nd Ave, Detroit, MI 48201<br>27 minute walk from Ford Campus  | Every day except Tuesday<br>8:00 AM - 8:00 PM<br>Closed Tuesdays  | Small American<br>Grocery + Cafe                                 |
| Whole Foods Market | 115 Mack Avenue, Detroit, MI 48201<br>5 minute drive from Ford Campus,<br>20 minute walk from Ford Campus | Monday - Sunday<br>8:00 AM - 10:00 PM   | American Grocery   |
| Eastern Market     | 2934 Russell Street, Detroit, MI 48207<br>10 minute drive from CCS  | Saturday 6:00 AM - 4:00 PM<br>Details: <a href="http://www.easternmarket.org/markets/taste-of-our-markets">www.easternmarket.org/markets/taste-of-our-markets</a> | American Indoor +<br>Outdoor Market                              |
| Meijer             | 1301 Eight Mile Road, Detroit, MI 48203<br>15 minute drive from CCS                                       | Monday - Sunday<br>6:00 AM - 11:00 PM   | American Grocery<br>Food, toiletries, pharmacy<br>+ more         |
| Marcus Market      | 4614 2nd Ave Detroit, MI 48201<br>20 minute walk from Ford campus   | Monday - Thursday<br>9:00 AM - 11:00 PM<br>Friday + Saturday<br>9:00 AM - 12:00 AM<br>Sunday<br>10:00 AM - 11:00 PM   | Small American<br>Grocery<br>Essential food products +<br>snacks |
| 168 Asian Mart     | 32393 John R Road, Madison Heights, MI 48071<br>20 minute drive from CCS                                  | Monday - Sunday<br>9:00 AM - 10:00 PM   | Asian Grocery Store  |
| H Mart             | 2963 E Big Beaver Road, Troy, MI 48083<br>30 minute drive from CCS  | Monday - Sunday<br>9:00 AM - 10:00 PM   | Korean Grocery Store   |

### GROCERY STORE DELIVERY

#### SHIPT

**Website:** [www.shipt.com/detroit-grocery-delivery](http://www.shipt.com/detroit-grocery-delivery)

You can have your groceries delivered to you using a cell phone app! There is an annual membership fee.

#### INSTACART

**Website:** [www.instacart.com/meijer](http://www.instacart.com/meijer)

You can get groceries from Meijer shipped to your local address same day delivery with a fee.

### CCS Weekend Meijer Trip

CCS offers free weekly trips to Meijer for groceries by email invitation to all students. You can reserve a spot through the invitation. Starts around the beginning of the semester. If you have questions about the Weekend Meijer Trip, please contact the Student Affairs Office (Ford Campus, Yamasaki Building 2<sup>nd</sup> Floor).



## LOCAL RESTAURANTS

Here are some popular Detroit restaurants in Midtown, Corktown, and Eastern Market.  
Please make sure to check their hours online or by calling.

### MIDTOWN DETROIT

| RESTAURANT                  | LOCATION                                       | TYPE OF FOOD                       |
|-----------------------------|--|------------------------------------|
| Avalon International Breads | 441 W Canfield, Detroit, MI 48201              | Salads + sandwiches + bakery goods |
| Cafe DIA (Inside the DIA)   | 5200 Woodward Avenue, Detroit, MI 48202        | Modern cafeteria-style lunch       |
| Ima                         | 4870 Cass Avenue, Detroit, MI 48201            | Japanese-inspired                  |
| Go Sy Thai                  | 4240 Cass Avenue Suite 103, Detroit, MI 48201  | Thai food                          |
| Gus's World Famous Chicken  | 4101 3 <sup>rd</sup> Avenue, Detroit, MI 48201 | Fried chicken                      |
| Honest John's               | 488 Selden Street, Detroit, MI 48201           | American breakfast                 |
| HopCat                      | 4265 Woodward Avenue, Detroit, MI 48201        | American bar food                  |
| Jolly Pumpkin               | 441 W Canfield Street #9, Detroit, MI 48201    | American bar food                  |
| Motor City Brewing Works    | 470 W. Canfield Street, Detroit, MI 48201      | Pizza                              |
| Panda Express               | 5221 Gullen Mall, Detroit, MI 48202            | American-Chinese fast food         |
| Pho Lucky Detroit - Midtown | 3111 Woodward Avenue, Detroit, MI 48201        | Vietnamese food                    |
| Selden Standard             | 3921 2 <sup>nd</sup> Avenue, Detroit, MI 48201 | Small plate dishes                 |
| Seva Detroit                | 66 E. Forest Avenue, Detroit, MI 48201         | Vegetarian                         |
| Shangri La                  | 4710 Cass Avenue, Detroit, MI 48201            | Cantonese + dim sum                |
| Slows To Go                 | 4107 Cass Avenue, Detroit, MI 48201            | American BBQ                       |
| Small World Kitchen         | 111 E. Kirby Street, Detroit, MI 48202         | Indian + Middle Eastern food       |
| The Peterboro               | 420 Peterboro Street, Detroit, MI 48201        | Modern Chinese cuisine             |
| Charminar Biryani House     | 111 W. Warren Ave, Detroit, MI 48201           | Indian food                        |
| Wasabi                      | 15 E. Kirby Street, Detroit, MI 48202          | Korean + Japanese Food             |



## EASTERN MARKET DETROIT

| RESTAURANT          | LOCATION                               | TYPE OF FOOD                  |
|---------------------|--|-------------------------------|
| Zeff's Coney Island | 2469 Russell Street, Detroit, MI 48207 | Diner-style breakfast + lunch |
| Supino Pizzeria     | 2457 Russell Street, Detroit, MI 48207 | Pizza                         |
| Trinosophes         | 1464 Gratiot Avenue, Detroit, MI 48207 | Breakfast + Brunch (VG/GF)    |

Find more at <https://easternmarket.org/district/directory>

## CORKTOWN DETROIT

| RESTAURANT                    | LOCATION                                   | TYPE OF FOOD                    |
|-------------------------------|--|---------------------------------|
| Mudgie's Deli                 | 1413 Brooklyn St, Detroit, MI 48226        | Sandwiches + Soups (VE options) |
| Bobcat Bonnie's               | 1800 Michigan Avenue, Detroit, MI 48216    | American bar food               |
| Bucharest Grill               | 1623 Michigan Avenue, Detroit, MI 48216    | Middle Eastern food             |
| ima                           | 2015 Michigan Avenue, Detroit, MI 48216    | Japanese food                   |
| Green Dot Stables             | 2200 W. Lafayette Blvd., Detroit, MI 48216 | American sandwiches (sliders)   |
| UFO Factory                   | 2110 Trumbull Avenue, Detroit, MI 48216    | American hot dogs               |
| Takoi                         | 2520 Michigan Avenue, Detroit, MI 48216    | Modern Thai cuisine             |
| The Brooklyn Street Local LLC | 1266 Michigan Avenue, Detroit, MI 48226    | American + VE/VG options        |

## DELIVERY OPTIONS

- JIMMY JOHN'S (Subs + Sandwiches) - You can place your order online.  
**Website:** <https://online.jimmyjohns.com/>  
**Phone:** (313)-832-7614
- DOMINO'S (Pizza + Pasta) Late night delivery until 2:00am - You can place your order online.  
**Website:** <https://www.dominos.com/en/>  
**Phone:** (313)-831-2100
- FOOD DELIVERY APPS/WEBSITES  
**Uber Eats:** <https://www.ubereats.com/>  
**Grubhub:** <https://www.grubhub.com/>  
**Doordash:** <https://www.doordash.com/>  
**ChowNow:** <https://eat.chownow.com/>



## DETROIT COFFEE SHOPS

Here are some popular Detroit coffee shops. Please make sure to check their hours online or by calling.

| COFFEE SHOP                          | LOCATION                                      | HOURS  |
|--------------------------------------|---|--|
| Madcap                               | 1413 Farmer St., Detroit, MI, 48226           | Sunday - Wednesday 8:00 AM - 4:00 PM<br>Thursday - Saturday 7:00 AM - 7:00 PM  |
| -320                                 | 4830 Cass Ave, Detroit, MI 48201              | Monday - Friday 7:00 AM - 7:00 PM<br>Saturday + Sunday 8:00 AM - 3:00 PM   |
| Cafe 1923                            | 2287 Holbrook Avenue, Hamtramck, MI 48212     | Monday - Friday 8:00 AM - 6:00 PM<br>Saturday + Sunday 10:00 AM - 6:00 PM  |
| Cairo Coffee                         | 2712 Riopelle Street, Detroit, MI 48207       | Check at <a href="https://www.easternmarket.org/district/cairo-coffee">https://www.easternmarket.org/district/cairo-coffee</a> |
| Dessert Oasis Coffee                 | 1200 Griswold Street, Detroit, MI 48226       | Monday - Thursday 6:00 AM - 9:00 PM<br>Friday 6:00 AM - 10:00 PM, Saturday 7:00 AM - 10:00 PM,<br>Sunday 9:00 AM - 8:00 PM     |
| Folk Detroit                         | 1701 Trumbull Ave. Suite B, Detroit, MI 48216 | Sunday, Monday, Wednesday + Thursday<br>9:00 AM - 3:00 PM<br>Friday + Saturday 9:00 AM - 6:00 PM                               |
| Milwaukee Caffè                      | 447 E Milwaukee Ave, Detroit, MI 48202        | Monday - Friday 6:00 AM - 5:00 PM<br>Saturday + Sunday 8:00 AM - 4:00 PM   |
| Cafe Sous Terre                      | 445 W Forest Ave, Detroit, MI, 48201          | Monday + Tuesday 8:00 AM - 4:00 PM<br>Wednesday - Sunday 8:00 AM - 11:00 PM  |
| Oloman Cafe                          | 10215 Joseph Campau Ave, Hamtramck, MI 48212  | Monday - Saturday 9:00 AM - 3:00 PM  |
| The Commons<br>(Coffee + Laundromat) | 7900 Mack Avenue, Detroit, MI 48214           | Tuesday - Friday 10:00 AM - 7:00 PM<br>Saturday 9:00 AM - 7:00 PM  |
| The Red Hook Midtown                 | 3965 Woodward Ave, Detroit, MI 48201          | Monday - Friday 7:00 AM - 5:00 PM<br>Saturday 8:00 AM - 5:00 PM, Sunday 9:00 AM - 2:00 PM                                      |



## STAYING HEALTHY

There can be high expectations for CCS students and we understand that you may also have family pressure to do well. It is extremely important that you prioritize your health so that you can stay focused and organized during your time at CCS and be successful. Try to eat well, sleep regularly, and manage your time wisely. Getting sick in a foreign country can be intimidating but we are here to help!

**Health Resources in Detroit map:** [https://www.google.com/maps/d/viewer?mid=1YwC1sXZwl\\_JqyDkHNMRHKDhLwKwL5tMX&usp=sharing](https://www.google.com/maps/d/viewer?mid=1YwC1sXZwl_JqyDkHNMRHKDhLwKwL5tMX&usp=sharing)

### CCS INTERNATIONAL STUDENT HEALTH INSURANCE POLICY

**Website:** <https://campus.collegeforcreativestudies.edu/policy/health-insurance-requirement-for-international-students/>

CCS requires that all international students enroll in the health insurance plan offered by Wellfleet through the college. All international students are automatically enrolled in this insurance program and their student accounts are billed. Coverage for the Fall term begins mid-August.

If you prefer alternative coverage, or already have coverage through a spouse or family member, you can submit a waiver form along with proof of your coverage to the ISSO by email. **Health insurance waivers must be submitted before the Course Drop/Add registration date each September.**

### HOW TO ACCESS YOUR WELLFLEET ACCOUNT ONLINE

You can log in to your account at this website: <https://www.studentinsurance.com/MyAccount/Account/Index/996>

The first time you access your Wellfleet account, you need to set up your account using this website:

<https://www.studentinsurance.com/MyAccount/Account/Create/996>

### HOW TO RECEIVE YOUR HEALTH INSURANCE CARD

After you log in to your Wellfleet account (see above), find the "Student Options" tab then select either "Print ID Card(s)" or "Email ID Card(s)" from the list and download your health insurance card.

Physical health insurance cards will be mailed directly to your address used during enrollment. If an international address is used, your card may be sent to the Wellness Center in September/October and picked up there.

### HOW TO USE YOUR HEALTH INSURANCE CARD

Tips and information about how to use your insurance card when you visit the doctor and/or pharmacist:

- When you schedule an appointment, ask the doctor's office if they accept the network you have. Wellfleet's supporting Provider Network is **Cigna (Choice Fund) PPO**.
- Bring your insurance card and your passport every time you see a doctor or have a health care visit. Show your insurance card to the doctor's front desk when you check in for your appointment.
- When you visit the doctor or pick up a prescription at a pharmacy, you will be asked to pay a **copay/copayment**. A copay is a specific amount of money that you pay for a health care service (e.g. Doctor visit) or prescription. The amount can vary by the type of service. Your insurance plan determines copay costs for different services.
- A **deductible** is the amount you pay for covered services before your health plan begins to pay.
- Your Wellfleet health plan does not include dental or vision coverage.

Glossary of health-related terms: <https://wellfleetstudent.com/wp-content/uploads/2019/07/Glossary.pdf>

### QUESTIONS ABOUT INSURANCE?

Contact Emily Van Wormer from the Wellness Center - **Email:** [evanwormer@collegeforcreativestudies.edu](mailto:evanwormer@collegeforcreativestudies.edu)



## CCS WELLNESS CENTER

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 a variety of services and activities aimed at building and fostering community, inclusion, and the overall well-being of students.

The CCS Wellness Center offers both **Professional Counseling services** and **Health services** throughout the school year.

*Additional services: Yoga, Group Support, Referral Resources, and other Wellness initiatives and workshops*

### PERSONAL COUNSELING

**Services are free of charge and confidential. Appointments may be online or in person depending on preferences and current college recommendations.**

**Location:** Ford Campus, Yamasaki Building 2<sup>nd</sup> Floor

**Personal Counseling Hours:** Monday - Friday 8:30 AM - 4:30 PM

**Website:** <https://campus.collegeforcreativestudies.edu/student-affairs/wellness-and-counseling-services/>

**Email:** [counseling@collegeforcreativestudies.edu](mailto:counseling@collegeforcreativestudies.edu)      **Phone:** 313-664-7830

The following are some examples of what brings students in for personal counseling:

- Social Concerns: relationship issues, family stress, roommate conflicts, loneliness, discrimination
- Emotional Concerns: low self-esteem, anxiety, self-care, feelings of sadness, grief and loss, identity
- Behavioral Concerns: substance abuse, disordered eating, sleep problems, relaxation
- Student Specific Concerns: adjustment to CCS culture, homesickness, financial concerns, feeling overwhelmed, academic performance, future goals and planning

**Request an appointment:** [tinyurl.com/CCSCounseling](https://tinyurl.com/CCSCounseling)

\*Note - this form is not for urgent appointments. To talk to someone quickly please use Quick Chats or TELUS (info below).

If you need help to book an appointment or have any questions or concerns of a personal issue, please call the front desk at (313)-664-7830/313-664-7879, or email [wellness@collegeforcreativestudies.edu](mailto:wellness@collegeforcreativestudies.edu).

### **Quick Chats**

Monday/Wednesday/Friday, 11 am - 12:30 pm

Walk into the 2nd floor Wellness office during these times for a brief (20-30 min), solution-focused conversation. No appointment needed. If all spots are filled, you can use the office

TELUS Health Student Support

**Website:** <https://myssp.app/us/home> Available on the Apple App Store or Google Play - search for 'TELUS Health Student Support'

Additional mental health support is available anytime at no additional cost for all CCS students. Students can call or chat with a multilingual Support Counselor 24/7 in real-time or schedule a phone or video session. Your information is private and confidential so no one - including your family, friends, or professors - will ever know you used the program unless you choose to tell them.

Additional Features and Information:

- Available in: English, Spanish, French, Mandarin & Cantonese (Simplified Chinese chat)
- Browse the digital library of helpful articles, videos, and mental health assessments





- Access unlimited Fitness Journeys through LIFT, an app-based fitness program customized to your fitness level and goals that can be performed anywhere, at any time
- You can also reach a counselor by calling directly 1.866.743.7732 (If calling from outside North America, dial 001.416.380.6578)

## SCHOOL NURSE

**On campus and telemedicine Nurse Appointments are free of charge.**

**Location:** Ford Campus, Yamasaki Building 1<sup>st</sup> Floor

**In-Person On Campus Nurse Hours:** Monday 9:00 AM - 2:00 PM + Thursday 12:00 PM - 5:00 PM

**Website:** <https://campus.collegeforcreativestudies.edu/student-affairs/ccs-school-nurse/>

CCS is now partnering with The Nursing Practice Corporation (NPC) to provide health care to students. This partnership offers CCS students quality, accessible health care and expands the services currently offered at CCS's Wellness Center. For the most up to date information and nurse schedule, please visit their campus office page. If you have questions, please email [wellness@collegeforcreativestudies.edu](mailto:wellness@collegeforcreativestudies.edu).

## WHAT SERVICES ARE AVAILABLE?

### FREE SERVICES: IN-PERSON (ON CAMPUS) AND TELEMEDICINE NURSE APPOINTMENTS

The nurse can assess, treat, and prescribe for most minor illnesses and injuries. You may also schedule consultations to discuss chronic conditions, college health issues, preventative care, and mental health strategies. Students examined by the nurse at the Wellness Center may ask for documentation to use when requesting an excused absence due to illness/injury. Appointments can be in-person on campus (Ford Campus, Yamasaki 1st Floor) or as a video call. All visits are free of charge.

The following are some examples of issues that the In-Person Campus Nurse can help with:

- Common illnesses
- Stable chronic conditions
- Sleep and nutrition counseling
- Sprains, soreness, and pain
- Health education: how to manage/improve your health
- Pregnancy tests
- Rashes, cuts, and skin irritation
- Referrals to other providers/facilities

To schedule an appointment with the On Campus Nurse:

**Website:** [s.odoro.com/wayne](https://s.odoro.com/wayne)

**Email:** [nurse@collegeforcreativestudies.edu](mailto:nurse@collegeforcreativestudies.edu)

**Phone:** 313-664-7830

**We highly recommend going to the Campus Nurse Practitioner for non-emergency medical issues such as minor illnesses or pain, or simple first aid. If you are unsure of what medical office to visit, they can offer referrals.**

### INSURANCE/SELF-PAY RESOURCES: OFF CAMPUS APPOINTMENTS

Schedule with the same website - [s.odoro.com/wayne](https://s.odoro.com/wayne). The on-campus clinic, Campus Health Center, and Taylor Street Primary Care use the same medical record system and doctors.

#### CAMPUS HEALTH CENTER (ON WAYNE STATE CAMPUS)

**Location:** 5285 Anthony Wayne Dr, Suite 115, Detroit MI 48202

**Hours:** Monday - Friday 9:00 AM - 5:30 PM

**Website:** <https://health.wayne.edu/> **Phone:** 313-577-5041

Campus Health Center provides health care services to prevent and treat common physical illnesses. Learn more at their website.

#### TAYLOR STREET PRIMARY CARE CLINIC

**Location:** 1550 Taylor Street, Detroit MI 48206

**Hours:** Monday - Friday 9:00 AM - 5:00 PM

**Website:** [taylorstreetclinic.com](http://taylorstreetclinic.com) **Phone:** 313-486-9337

Taylor Street is able to treat acute and chronic conditions, provide immunizations, provide basic mental health screenings, blood draws, STI testing, annual physicals and more. COVID-19 testing is also available



## WHAT IF I NEED TRANSPORTATION?

The Campus Health Center is walkable from both campuses. We recommend asking a friend or roommate to drive you if it is not an urgent medical concern. Medical Transportation can be arranged by contacting Campus Security at 313-664-1444.

## DOCTORS IN THE AREA

It is important to establish care with a doctor when you arrive in 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 US are complicated and can be intimidating. If you need assistance, please ask us and we will help you. Do not put off getting treatment because it is too confusing.

**Please do not go to the emergency room (hospital) unless you have a severe life-threatening condition that needs to be treated immediately. The hospital is expensive, even for minor treatments.**

If you have illnesses that are more severe than the ones listed for the CCS Wellness Center (e.g. flu, strep throat, ear infection, food poisoning, etc.), we suggest seeing a **primary care physician** who accepts the school insurance. A primary care physician is a healthcare professional who practices general medicine. If you need to see a doctor regularly, primary care physicians offer affordable and convenient medical care. Find a doctor who accepts your insurance using this site:

**Website:** <https://hcpdirectory.cigna.com/web/public/consumer/directory/search>

You can search as a guest, and find doctors and locations that accept "Cigna PPO Choice Fund".

Some examples of reasons to schedule a doctor appointment are:

- Preventative Care & Well Checks
- Vaccines
- Coughs and colds
- Sprains and cuts
- Pain, irritation or swelling in ears, eyes, or nose
- Maintaining asthma, diabetes, and other chronic conditions

The following are some Detroit area physician referral services:

### ST. JOHN HEALTH SYSTEMS

**Website:** <https://healthcare.ascension.org/Locations/Michigan/MIDET/Detroit-Ascension-St-John-Hospital>

**Phone:** 1-(888)-757-5463

### HENRY FORD HEALTH SYSTEM

**Website:** <https://www.henryford.com>

**Phone:** 1-(800)-653-6568

### THE DETROIT MEDICAL CENTER

**Website:** <https://www.dmc.org>

**Phone:** 1-(888)-362-2500



## BILINGUAL PRIMARY CARE DOCTORS

CCS does not endorse any physicians. This list is for your reference:

### HOMA HASNAIN

**Gender:** Female

**Languages:** English, Hindu, Urdu

**Phone:** (313)-543-6200

**Locations:** Henry Ford Medical Center - Detroit Northwest: 7800 West Outer Drive, Detroit, MI 48235  
Henry Ford West Bloomfield Hospital: 6777 W. Maple Road, West Bloomfield, MI 48322

### THOMAS DOYOUN KIM

**Gender:** Male

**Languages:** English + Korean

**Phone:** (248)-898-7999

**Location:** Beaumont Professional Services: 3601 W. 13 Mile Road, Royal Oak, MI 48073

### NAOMI C. SO

**Gender:** Female

**Languages:** English + Korean

**Phone:** (248)-898-7999

**Location:** William Beaumont Hospital: 3601 W. 13 Mile Road, Royal Oak, MI 48073

### FANG SHI

**Gender:** Female

**Languages:** English + Chinese

**Phone:** (800)-436-7936

**Location:** Henry Ford Medical Center - Columbus: 39450 W. 12 Mile Road, Novi, MI 48377

## URGENT CARE + HOSPITAL

### URGENT CARE/WALK-IN CLINICS

When you are sick with minor medical conditions and the CCS nurse is unavailable, you should go to an urgent care or walk-in clinic. These health centers are effective and will help you avoid the ER, saving you the cost.

A walk-in clinic is similar to a primary care doctor - they can treat basic injuries and illnesses, and typically is very low cost.

Urgent Cares are usually open later and have more specialized care and equipment like X-Ray machines. The cost is higher than a normal doctor's office, but much less expensive than an Emergency Room.

We highly suggest visiting a walk-in clinic when you are sick with minor medical conditions.

**AVOID THE EMERGENCY ROOM FOR MINOR MEDICAL CONCERNS**

Walk-In Clinics are open seven days a week and on holidays.

### LOCAL WALK-IN CLINICS

#### Minute Clinic in CVS Pharmacy

17120 Kercheval Avenue  
Grosse Pointe, MI 48230

#### Minute Clinic in CVS Pharmacy

2025 Fort Street  
Wyandotte, MI 48192

#### Henry Ford - Same Day Care Detroit

7800 W. Outer Drive  
Detroit, MI 48235  
(313) 543-6200

#### Henry Ford Same-Day Care - Royal Oak

110 E. 2nd Street  
Royal Oak, MI 48067  
(248) 546-2110



## **LOCAL URGENT CARE CLINICS**

*The clinics listed below are located within ~10 miles and accept CCS insurance (and most other insurance plans). CCS provides this list as a courtesy to students and does not endorse or promote any service or provider.*

### **FIRST CHOICE- Nearest 24/7 Option**

DEARBORN EAST  
12841 FORD RD  
DEARBORN, MI 48126  
P: (313) 710-4199

### **NEU URGENT CARE**

Monday-Friday: 9AM to 9PM  
Saturday-Sunday: 9AM to 6PM  
248-629-7497  
624 E. 9 Mile Road Hazel Park, MI 48030

### **VERNOR URGENT CARE**

**Location:** 3456 W Vernor Hwy., Detroit, MI 48216  
**Phone:** (313)-254-9693  
**Hours:** Monday - Sunday 10:00 AM - 10:00 PM

### **CONCENTRA URGENT CARE**

**Location:** 2630 E. Jefferson Ave., Detroit, MI 48207  
**Phone:** (313)-259-7990  
**Hours:** Monday - Friday 8:00 AM - 8:00 PM,  
Saturday 10:00 AM - 4:00 PM

## **EMERGENCY ROOMS + HOSPITALS**

*Open all day, every day. 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**

**Location:** 4201 St. Antoine Blvd., Detroit, MI 48201  
**Phone:** (313)-745-3000  
**Website:** <https://www.dmc.org>

Closest to Taubman Center:

### **HENRY FORD HOSPITAL EMERGENCY DEPARTMENT**

**Location:** 2799 W. Grand Blvd., Detroit, MI 48202  
**Phone:** (313)-916-2600      **Emergency:** (313)-916-1545  
**Website:** <https://www.henryford.com>

Closest to Madison Heights, Royal Oak, Southfield, Troy:

### **STUART H. BLANCK EMERGENCY CENTER - BEAUMONT HOSPITAL, ROYAL OAK**

**Location:** 3601 W. 13 Mile Road, Royal Oak, MI 48073  
**Phone:** (248)-898-2000  
**Website:** <https://www.beaumont.org>



## PHARMACY

Pharmacies provide basic medical supplies, prescriptions from your doctor, and **over the counter** medication. Over the counter medications are non-prescription medicines that you can buy without a doctor's permission. This includes headache medication, cold/flu medication, vitamins, etc.

If your doctor prescribes medicine for you, they may call the pharmacy or write your prescription as a note for you to take. They may ask if you have a preferred pharmacy location - we suggest writing down the address and phone number of a pharmacy listed below to share with the doctor. If the doctor calls the pharmacy, you can pick up your prescription at your convenience. If the doctor writes you a prescription note, bring it with you to the pharmacy to pick up your prescription.

Provided below are some pharmacies near CCS campus for when you need to pick up medication or other health necessities.

### CVS PHARMACY

Website: <http://www.cvs.com>

| PHARMACY     | LOCATION + DISTANCE   | PHONE          | HOURS   |
|--------------|---|----------------|---|
| CVS Pharmacy | 350 E. Warren Ave., Detroit MI 48201<br>7 minute walk from CCS Ford Campus    | (313)-833-0201 | Monday - Friday 8:00 AM - 9:00 AM<br>Saturday + Sunday 10:00 AM - 6:00PM  |
| CVS Pharmacy | 2590 West Grand Boulevard, Detroit, MI<br>48208<br>20 minute walk from CCS TC | (313)-875-4457 | Monday - Friday 9:00 AM - 8:00 PM<br>Saturday + Sunday 10:00 AM - 5:00 PM |

CVS has a cell phone app that you can use to order and track your prescription refills and orders to save time.

Website: <https://www.cvs.com/mobile-cvs/apps>



## APPLYING FOR A MICHIGAN DRIVER'S LICENSE

### New Students: Your SEVIS record must be activated first before applying for a license

To apply for a Michigan driver's license, you must visit a Secretary of State (SOS) Office to submit documents and take several tests, which are explained below.

The closest Secretary of State Office is located just north of the Taubman Center in Cadillac Place.

**Location:** 3046 W. Grand Blvd., Detroit, MI 48202

**Website:** [https://dsvsesvc.sos.state.mi.us/TAP/\\_/](https://dsvsesvc.sos.state.mi.us/TAP/_/)

The tests you will take at the Secretary of State\* are:

- vision test
- road signs test
- written test
- road test\*

\*The road test is administered by independent driver testing businesses, visit the Secretary of State website to learn more.

To apply for a Michigan Driver's License, bring the following documents to a Secretary of State (SOS) Office:

- I-20 or DS-2019
- I-94
  - You can print your I-94 online by visiting: <https://i94.cbp.dhs.gov/i94/#/recent-search>
    - Enter the required information and print the webpage after submitting
- Passport
- Proof of Residence
  - If you are living on campus, contact or visit Student Life to obtain a student housing verification letter. They are located on Ford Campus, Yamasaki Building 2<sup>nd</sup> floor.
  - If you are living off-campus, be prepared to present **at least two of the following documents:** Lease, Utility Bill, Bank Statement with address included, CCS Transcript
- Social Security Card
  - If you **do not have** a Social Security card, and are ineligible for one, then you must FIRST visit the Social Security Administration Office to obtain a **Letter of Ineligibility:**
    - At the Social Security Administration Office, **present your I-20/DS-2019, Passport, and I-94.** The Letter of Ineligibility will be issued on the same visit.

You can find the most up-to-date checklist for license applications as well as helpful materials regarding the required exams on the SOS [website](#). The sections **"What Every Driver Must Know"** and the **"Driving Skills Test Study Guide"** are especially recommended - you can find them under the **"Frequently Used Forms and Publications"** section.

**"What Every Driver Must Know":** <https://www.michigan.gov/sos/0,4670,7-127-1642-103522-,00.html>

**"Driving Skills Test Study Guide":** [https://www.michigan.gov/documents/ROAD\\_SKILLS\\_TEST\\_STUDY\\_GUIDE\\_05-02\\_21935\\_7.pdf](https://www.michigan.gov/documents/ROAD_SKILLS_TEST_STUDY_GUIDE_05-02_21935_7.pdf)

**You may be eligible to use your foreign license in Michigan.  
Check with the Secretary of State for restrictions and instructions.**



## APPLYING FOR A SOCIAL SECURITY NUMBER

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

Applications for Social Security Numbers are made through the Social Security Administration (SSA).

To apply you must present the following documents at the Social Security Administration office:

- I-20 or DS-2019
- I-94
  - You can print your I-94 online by visiting: <https://i94.cbp.dhs.gov/i94/#/recent-search>  
Enter the required information and print the webpage after submitting.
- Job Offer Letter from employer (as proof of employment)
- ISSO SSN Verification Letter\* to support Social Security Number Application
- Passport
- The completed Social Security Card Application Form (SS-5)
  - The SS-5 Form is available online: <https://www.ssa.gov/forms/ss-5.pdf>

### \*IMPORTANT

You can request a SSN Verification Letter from the ISSO by stopping by our office and submitting a copy of your job offer letter and an International Student Services Letter Request Form, or by emailing these documents to [international@collegeforcreativestudies.edu](mailto:international@collegeforcreativestudies.edu). Your job offer letter must include your job title, location address, and start/end dates. Letter Requests may take up to 48 hours for ISSO to process.

Campus Offices > International Student Services Office > Student and Exchange Visitor System (SEVIS) Forms > Letter Request

### SOCIAL SECURITY ADMINISTRATION OFFICE

The most convenient Social Security Administration Office location for CCS students is in the McNamara Federal Building. **It is approximately a 10 minute drive from CCS Ford Campus.**

#### **Location:**

McNamara Building, Room 450  
477 Michigan Avenue  
Detroit, MI 48226



## ACADEMIC INFORMATION

### IMPORTANT WEBSITES:

#### ACCESS MANAGER

Access to Campus Offices, Self Service, Zoom, Google Applications, and more

**Website:** [https://idp.collegeforcreativestudies.edu/nidp/portal?locale=en\\_US](https://idp.collegeforcreativestudies.edu/nidp/portal?locale=en_US)

#### CAMPUS OFFICES

Campus Offices and Services

**Website:** <https://campus.collegeforcreativestudies.edu/>

#### CANVAS

Your Courses

**Website:** <https://collegeforcreativestudies.instructure.com>

#### SELF SERVICE

Academic Planning, Course Registration, Course descriptions and offerings

**Website:** <https://selfservice.collegeforcreativestudies.edu>

### ENGLISH COURSE PLACEMENT

You will be placed in an English path based on either your high school language of instruction, your SAT/ACT scores, your transfer credits, or your TOEFL/IELTS scores. If you have any questions regarding your placement, please contact the ISSO.

### COURSE REGISTRATION

**If you are attending CCS on an F-1 or J-1 Visa, you must be registered for enough credits to be enrolled “full-time”:**

- **12 credits or more per term for BFA**
- **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 requirements for immigration purposes. See below for details and restrictions about online classes.

### ONLINE COURSES

**Only one (3 credit) online course each semester counts towards your full-time enrollment.**

### CURRICULUM CHART + DEGREE AUDIT

Follow your **Curriculum Chart** and your **Degree Audit** to determine the courses you should register for each term. You are automatically registered for classes your first semester. For other semesters, you may self-register, drop, or add a course on **Self Service**.

- Questions? Schedule an appointment to chat with us or email [international@collegeforcreativestudies.edu](mailto:international@collegeforcreativestudies.edu)
- Need to Drop or Add a course? You may visit the ISSO to fill out a Drop/Add Course form in person, or you may use this online form to drop a class: <https://ccsedu.wufoo.com/forms/course-withdrawal-form/>. If you need assistance dropping and/or adding classes, please email the ISSO coordinator at [international@collegeforcreativestudies.edu](mailto:international@collegeforcreativestudies.edu)



# EXPLORE STUDENT PLANNING

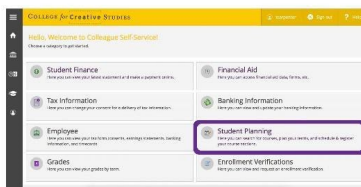
## 1. LOG INTO ACCESS MANAGER



## 2. CLICK ON & LOG INTO SELF-SERVICE



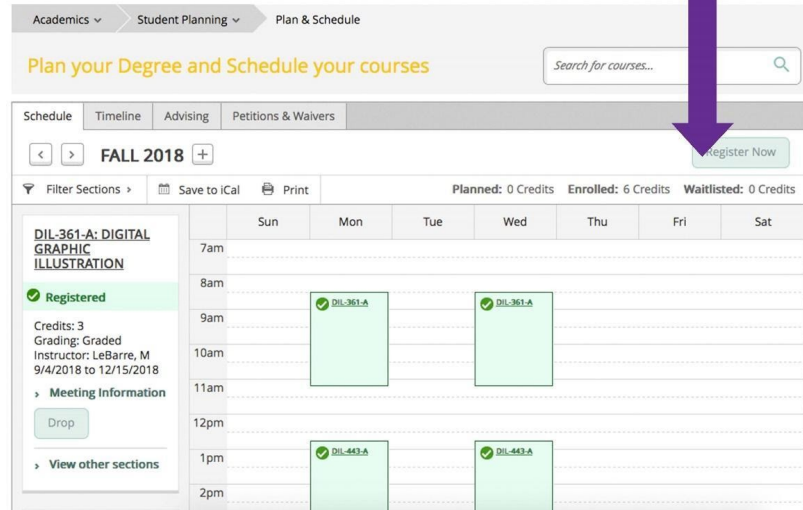
## 3. CLICK ON 'STUDENT PLANNING'



## 4. CLICK ON 'GO TO PLAN & SCHEDULE'



## 5. SEARCH, PLAN & REGISTER FOR CLASSES



### QUESTIONS?

1. GO TO CAMPUS OFFICES > ACADEMIC ADVISING AND REGISTRATION
2. LOOK FOR FAQs FOR REGISTRATION
3. VISIT OUR OFFICE IF YOU NEED ASSISTANCE!



Academic Advising & Registration Office (AARO)  
A103 Yamasaki Monday - Friday 8:30AM - 4:30PM  
aaro@collegeforcreativestudies.edu;(313) 664-7672

## WITHDRAWAL + REFUNDS

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

|   |
|---|
| Through the 7 <sup>th</sup> business day of classes: <b>100% refunded</b>                       |
| Through the 8 <sup>th</sup> to 10 <sup>th</sup> business day of classes: <b>80% refunded</b>    |
| Through the 11 <sup>th</sup> to 15 <sup>th</sup> business day of classes: <b>60% refunded</b>   |
| Through the 16 <sup>th</sup> to 20 <sup>th</sup> business day of classes: <b>40% refunded</b>   |
| <b>There is no refund for classes dropped after the 20<sup>th</sup> business day of classes</b> |

**NOTE:** After the 20<sup>th</sup> business day of classes, tuition for the dropped classes must be paid in full.



## ACADEMIC POLICIES

**Website for all Academic Policies:** <https://campus.collegeforcreativestudies.edu/policy/category/academics/>

**CCS Catalog:** [www.collegeforcreativestudies.edu/student-resources/student-services/advising-and-registration/course-catalogs](http://www.collegeforcreativestudies.edu/student-resources/student-services/advising-and-registration/course-catalogs)

Please refer to the **CCS Catalog** for a full list of requirements such as required GPA, passing grades, academic probation, suspension, course repeat policies and other information. Academic Catalogs for undergraduate and graduate students can be found on Academic Advising and Registration Office (AARO)'s Campus Office page.

**SUSPENSION, DISMISSAL, ENROLLMENT WITHHELD, EXPULSION, OR ANY OTHER SIMILAR ACTION WHICH PREVENTS ENROLLMENT MAY HAVE AN 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

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. Topics for this course will include career exploration, transitioning into college life, Canvas 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 + 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.
- Students 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 transferable to CCS and must fulfill curricular requirements for the student's CCS degree program.
- Course eligibility and approval will be confirmed by the International Student Services Office.
- *Students are eligible for Concurrent Enrollment in their final semester at CCS but certain regulations apply. Check with International Student Services to confirm your eligibility.*

**Students must schedule an appointment with the International Student Services in order to submit an approval form.**

**Concurrent Enrollment must be approved by the ISSO before you enroll at a 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 of your I-20.**



## LEAVE OF ABSENCE

Many students may need to take a semester off, or leave for 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 (for Military Leave only). If you are on a mandatory military leave this time period is extended to accommodate your service.*

**Other Leaves of Absence:** Please contact the ISSO (Ford Campus, Yamasaki Building 2F) to fill out the **Non-Return Form and F-1 Departure Form**. Depending on the duration of your leave, you may need a new I-20 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.*

## REDUCED COURSE LOAD

A reduced course load is defined as anything below 12 credit hours for undergraduate (BFA) students, and anything below 9 credit hours for graduate (MFA) students.

Please note, requests for reduced course loads are only considered for exceptional circumstances:

- The student is in their final term of their 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 full treatment. Verification is required ahead of each new term, for the course of the condition, and cannot exceed 12 consecutive months.

## CHANGE OF ACADEMIC LEVEL

Should you find it is 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** found on the ISSO Campus Offices page
2. Once approved, extend or shorten your program end date on your I-20 form by meeting with Katherine
3. Update your I-20 with your new program

## CHANGE OF MAJOR OR PROGRAM

Obtain the Change of Major or Program form on the ISSO Campus Offices page and work with Katherine to update your I-20 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.

## STAYING INFORMED

**Please be sure that you receive your CCS email on your cell phone and check your email as often as possible. This is the official communication of CCS.**



## WHERE TO GET ACADEMIC HELP + MORE AT CCS

### CENTER FOR TUTORING & WRITING (CTW)

**Location:** Ford Campus, Kresge-Ford Building C204

**Phone:** (313)-664-7860

**Hours:** Posted each semester - check for updates on Campus Office page

**Email:** [CTW@collegeforcreativestudies.edu](mailto:CTW@collegeforcreativestudies.edu)

**Campus Office page:** <https://campus.collegeforcreativestudies.edu/tutoring-writing-center/>

The Center for Tutoring & Writing (CTW) 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, improve study and writing skills and develop confidence.

### PEER TUTORING

In the Center for Tutoring & Writing, peer “creatives” are juniors and seniors in their majors who assist students with the specifics of a project or 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 CTW webpage and in the CTW each semester. Students can meet with a peer tutor on a walk-in or appointment basis. To download **Peer Tutor Schedules**, please visit their Campus Office page or visit the Center for Tutoring & Writing (CTW) for an updated schedule.

### BFA/UNDERGRADUATE WRITING ASSISTANCE

Writing assistance is available at the CTW for any type of assignment: research papers, essays, artist statements, resumes, etc. The Writing Studio at the Center for Tutoring & Writing, 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.

If you wish to schedule an appointment with a Learning Specialist or Peer Tutor, or have questions, please contact the Center for Tutoring & Writing via email.

### MFA/GRADUATE WRITING ASSISTANCE

One-on-one appointments to work on writing assignments (thesis and portfolios). There is also assistance to work on presentations and edit boards. Workshops throughout the term include grammar, pronunciation, small talk, and other subjects.

Please contact **Kristin Homulth** (Language Support Specialist - Graduate Studies)

**Phone:** (313)-664-1464

**Email:** [khomulth@collegeforcreativestudies.edu](mailto:khomulth@collegeforcreativestudies.edu)



## 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 disabilities are entitled and encouraged to request academic accommodations.

Please contact **Dan Long** (Dean of Students - Student Affairs)

**Phone:** (313)-664-7675

**Email:** [dlong@collegeforcreativestudies.edu](mailto:dlong@collegeforcreativestudies.edu)

## 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.

## OFFICE FOR INSTITUTIONAL EQUITY AND INCLUSION

Diversity, Equity, and Inclusion are Core Institutional Values at the College for Creative Studies. CCS strives to make our campus a welcoming and inclusive environment for everyone. We foster a community of inclusion that is free from harassment and discriminatory practices built on a foundation of respect, empathy, and knowledge.

**Location:** Taubman Center, 9th Floor

**Phone:** (313)-664-1487

**Website:** <https://www.collegeforcreativestudies.edu/about-us/diversity-equity-inclusion/>

**Email:** [diversity@collegeforcreativestudies.edu](mailto:diversity@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.

Please contact **Dan Long** (Dean of Students - Student Affairs)

**Phone:** (313)-664-7675

**Email:** [dlong@collegeforcreativestudies.edu](mailto:dlong@collegeforcreativestudies.edu)



## IMMIGRATION REGULATIONS

International students are 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.

**At CCS:**

**Katherine Campbell Primary Designated School Official (PDSO) & Responsible Officer (RO)**

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

Students will submit their passport, Visa, and I-20 as part of the International Student Orientation (digital copies are to be submitted during COVID). ISSO will verify that each new international student is registered full-time (at least 12 credit hours for BFA and 9 for MFA) and record local addresses in SEVIS. 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.

Each student will sign the "F-1 Understanding Agreement" as part of International Student Orientation.

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

**Website:** <https://studyinthestates.dhs.gov/students>

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

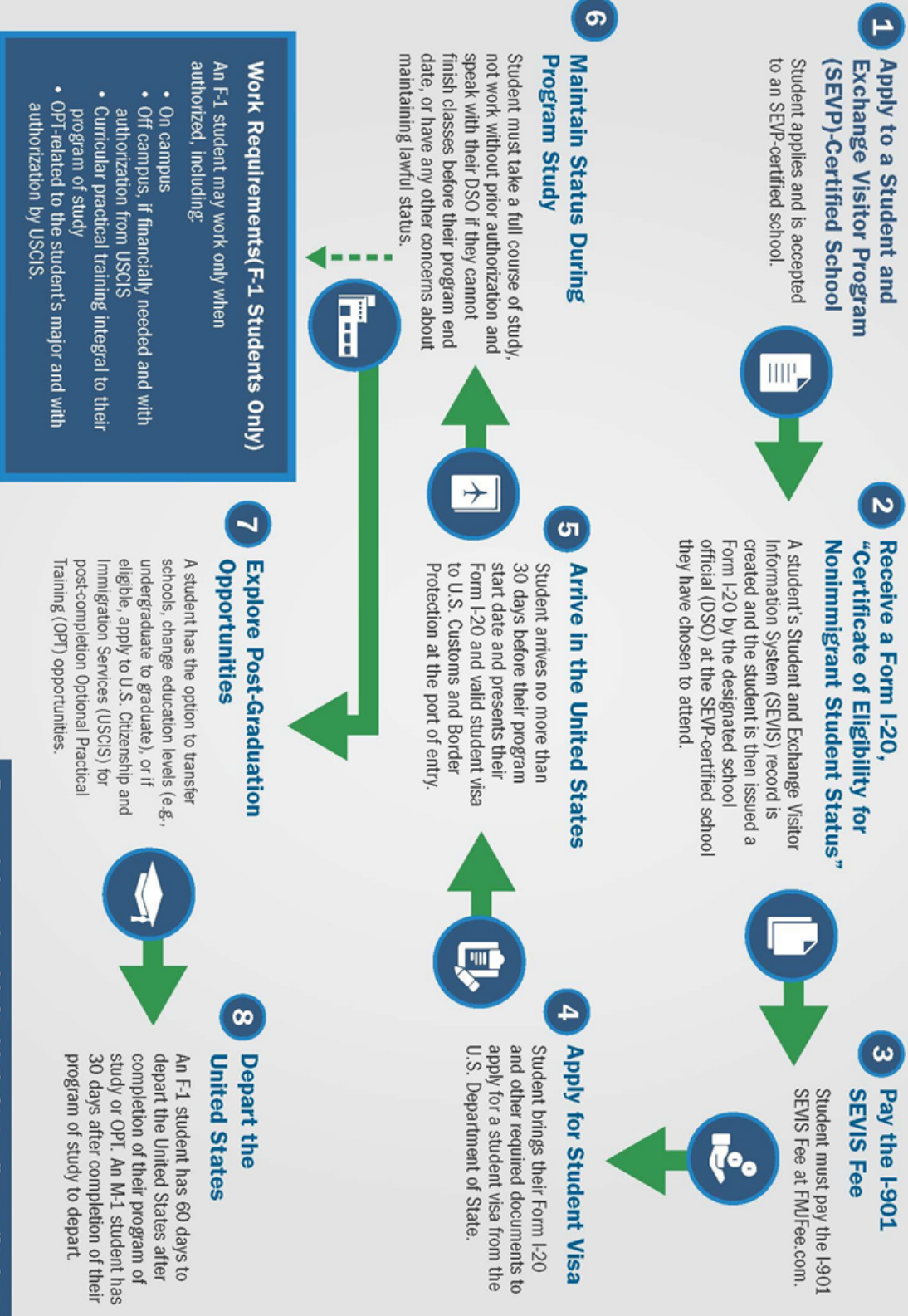




# International Student Life Cycle (F-1/M-1)



U.S. Immigration  
and Customs  
Enforcement



For more information visit [StudyintheStates.dhs.gov/Students](http://StudyintheStates.dhs.gov/Students)



## MAINTAINING F-1 AND J-1 STATUS

**Website:** <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. If any of the items listed below change, students **MUST** inform the International Student Services Office (ISSO) within 10 days:
  - Local or home country address (includes changing apartments in the same building)
  - Name
  - Major Change/Program Change
  - Scholarship amount
  - Addition of minor
  - Concurrent Enrollment (taking courses at a local community college)
  - Source or amount of funding from original Statement of Financial Feasibility
2. Students 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. Fill out an On-Campus Employment Form.**
4. Students must maintain a valid passport with more than 6 month validity. *International students are also responsible for keeping the most recent official copy of their I-20 or DS-2019, and I-94.*
5. Students must maintain health insurance coverage: If your government or program sponsor is providing you with health insurance, fill out a Waiver form before the Add/Drop date for the Fall Semester.
6. Students must be in good academic standing (BFA: 2.0GPA, MFA 3.0GPA) and make progress toward an academic program.

### DS-2019

**Website:** <https://j1visa.state.gov/>

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, please visit the website above.





## 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 I-20 at the *Port of Entry*. You may arrive up to 30 days before the start date listed on your I-20.

\*According to special allowances, given in the DHS/ICE Guidance from March of 2020, you may have a printed copy of an electronically issued I-20. Please treat these as original documents.

## 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 the DSO in the following circumstances:

- If the physical copy of the form is destroyed or misplaced
- CPT is Authorized
- For travel endorsement: Your I-20 signature must be valid at least one year or your entry back into the USA is not guaranteed
- When the student’s SEVIS status changes (e.g. - Initial to Active)
- For any substantive change to student information, such as changes to student’s personal information, program of study, Optional Practical Training (OPT), etc
- Concurrent Enrollment Authorized

### **INTERNATIONAL STUDENTS MUST KEEP ALL I-20S FOR THEIR RECORDS:**

**Copies of previous I-20 documents may be required for future immigration benefits, applications, or petitions to demonstrate lawful status over the course of the student’s academic career.**

## I-94

**Website:** <https://i94.cbp.dhs.gov/i94/#/home>

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, your I-94 can now be accessed and printed online.

*A copy of the I-94 is required for many official government applications, including driver’s license, Social Security Number, and Optional Practical Training (OPT).*

Website:


## Official Site for Travelers Visiting the United States: Apply for or Retrieve Form I-94, Request Travel History and Check Travel Compliance

International travelers visiting the United States can apply for or retrieve their I-94 admission number/record (which is proof of legal visitor status) as well as retrieve a limited travel history of their U.S. arrivals and departures.



### Visiting the U.S. & Arriving via a Land Border?

An I-94 form is needed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and most Canadian citizens visiting or in transit. Air and Sea travelers will be issued I-94s during the admission process at the port of entry.



### Already Visiting & Need Proof of Visitor Status?

A traveler lawfully admitted (or paroled) into the U.S. may print their *lawful record of admission* (I-94 form) from this CBP website. If someone requests your admission information, this is the form you would provide.



### Need A History Of Your Arrivals & Departures?

View your U.S. arrival and departure history for the past 5 years (certain types of travel history may not be provided). Please know, this travel history is a tool to assist you but not an official record for legal purpose.



### How Much Longer May I Remain in the U.S.?


View your compliance with the terms of your admission into the U.S. Please know, this tool is to assist you but not an official record of Legal Purpose.



Example I-94:

I94 - Official Website
<https://i94.cbp.dhs.gov/i94/#/recent-results>

For: [REDACTED]



**U.S. Customs and Border Protection**  
*Securing America's Borders*

**Most Recent I-94**

---

Admission (I-94) Record Number : [REDACTED]

Most Recent Date of Entry: [REDACTED]

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname : [REDACTED]

First (Given) Name : [REDACTED]

Birth Date : [REDACTED]

Passport Number : [REDACTED]

Country of Issuance : [REDACTED]

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

[For inquiries or questions regarding your I-94, please click here](#)

[Accessibility](#) | [Privacy Policy](#)



## IMMIGRATION DOCUMENTS

### 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 (Located on 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 (12 months) on I-20s, and 6 months on DS-2019s.
- **Travel Signatures can be signed electronically if necessary. For help with this, email [international@collegeforcreativestudies.edu](mailto:international@collegeforcreativestudies.edu).**
- Students on OPT need a new signature every 6 months
- If you are traveling to Canada, please check Canadian Visa requirements at:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html>

### TRAVEL OUTSIDE THE U.S. + RE-ENTRY

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)

If you are on a J Visa and would like to travel outside the United States and then re-enter the U.S., please schedule an appointment with Katherine Campbell.

### 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.

#### PROGRAM EXTENSION ELIGIBILITY REQUIREMENTS:

- 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)



## 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 US Citizenship and Immigration Services (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 U.S. Embassy or Consulate. When they return to the U.S. on the new CCS Visa, they will re enter in F-1 category.
2. The Non-Travel Method: The student may submit the "Application to Change Nonimmigrant Status" directly to 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 1 year to approve a Change of Status application. During the waiting process, the student cannot travel outside the U.S. 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 Curricular Practical Training (CPT - having a job in the U.S. during their time at CCS) or Optional Practical Training (OPT - having a job in the U.S. after graduation).
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 courseload. They are eligible to take as many, or as few, classes as they wish.

## H-1B 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 (Katherine Campbell) 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 October 1<sup>st</sup> each year. Additional information can be found on the **H-1B and Cap Gap Extension** page on the following website.

**Website:** <http://www.studyinthestates.org>



## 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:**

On-campus employment is defined as work done on the premises of the school that issued your I-20 and which is supervised and paid for by the school. Limited to 20 hours per week while school is in session (this may be extended to full-time during school vacation and holidays).

### **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 any off-campus employment without first receiving proper authorization. *Under no circumstances can a student work Off-Campus during the first academic year without authorization.*

**Students must have a Social Security Number in order to work on or off campus.** A student may apply for a Social Security Number with a written job offer letter and a Letter of Verification from the ISSO - see section titled "APPLYING FOR A SOCIAL SECURITY NUMBER" above for more details.

### WHAT ABOUT UNPAID INTERNSHIPS?

Unpaid internships 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.

Please review the following sections for more information about Curricular Practical Training (CPT) and Optional Practical Training (OPT).



## CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) gives international students authorization to gain employment training and to work in positions directly related to the student's major during their enrollment at CCS.

- This type of employment does not require adjudication by the United States Citizenship and Immigration Services (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 classes during their 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 BFA and 3.0 MFA
- 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 CPT APPLICATION MUST INCLUDE:

- **Career Development Internship Approval Form**  
Signed by: Department Chair, Associate Dean, Academic Advising, Career Development, and International Student Services
- **Current I-20 and I-94**
- **Degree Audit**
- **Job/Internship Offer Letter**
- **Registration of appropriate credit**  
If your CPT will occur in the summer, you must register for the internship course that corresponds to your major. Internships for credit must be authorized by Career Development.

### CPT APPLICATION PROCESS:

- When you receive a job or internship offer, notify Katherine Campbell in ISSO and the Office of Partnerships.
- You will work with Kirstin to have the internship approved for credit, and you will work with Katherine to obtain CPT approval and a new I-20.
- The ISSO and the Office of Partnerships 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 which includes your employer on Page 2.
- CPT approval takes time. Please plan accordingly.

**INTERNSHIPS, BOTH PAID AND UNPAID, ARE PRIMARILY OFFERED BY THE PRIVATE SECTOR AND MUST RELATE TO THE STUDENT'S MAJOR FIELD OF STUDY.**

**YOU MAY NOT ENGAGE IN EMPLOYMENT BEFORE YOUR I-20 IS AUTHORIZED FOR CURRICULAR PRACTICAL TRAINING (CPT).**



## OPTIONAL PRACTICAL TRAINING (OPT)

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study after their enrollment at CCS.

- This type of employment requires adjudication by the United States Citizenship and Immigration Services (USCIS).
- Generally, OPT authorization is for post-graduation employment and takes place after a student has graduated. Eligible students can apply to receive up to 12 months of OPT employment authorization.
- **Student must apply 3 months in advance of needing the employment authorization.**
- Student may not begin working until he/she is approved for OPT and has received the Employment
- Student may be in the country legally 60 days between end of program and start of OPT. *\*Note: "Start of OPT" is different from "start of work".*
- **Students must be employed in a position DIRECTLY related to his or her major. If the student is found to be working outside his/her major, the OPT will be canceled by the DSO.**
- **The student has a cumulative 90 days of unemployment during 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.

### OPT REQUIRED MATERIALS

- Permission of DSO in SEVIS (Katherine Campbell)
- I-20 stating that the student is applying for OPT
- I-765 Form
- Copies of all I-20's
- Copy of passport
- I-94
- 2 passport photos (must have white background) - 2x2 inches
- Application fee drawn from a US bank

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

- Change of local address in USA
- 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

Specific fields of study are eligible for an additional 24-month STEM Extension. STEM Extension eligibility is determined by the program of study Classification of Instructional Program (CIP) code as recorded on the student's I-20.

The following programs at CCS are currently eligible for STEM extensions: Communication Design, Entertainment Arts, Transportation Design (MFA and BFA), Product Design, User Experience Design *\*formerly Interaction Design* (MFA), and Motion Design (MFA).

**Start your application during OPT 90 days before OPT end date.** STEM OPT applicants are required to work with an E-Verified Employer to create an I-983 Training Plan. Please refer to the Study in the States Website STEM OPT HELP HUB for a comprehensive overview of the requirements of STEM OPT.

**Website:** <https://studyinthestates.dhs.gov/stem-opt-hub>



### 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. *Please note: J-1 Visa students have only a 30 day grace period.*

### TRAVEL OUTSIDE THE U.S. + RE-ENTRY: DURING OPT

During OPT, international travel becomes more complicated. F-1 students on OPT who wish to travel internationally should schedule an appointment with Katherine Campbell at the ISSO. If you do leave, you must have the following documents:

- Letter of support from ISSO
- Job offer
- EAD card
- I-20 with signature within 6 months
- 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

**Please check your Visa requirements for all travel including travel to Canada.  
Re-entry is not guaranteed!**





## F-1 STUDENT INFORMATION

### DEPENDENTS

As an F-1 international student, you may bring your spouse (e.g. - 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. F-2 Dependents can study at Part-Time Status, but they cannot work in the USA. Consult the ISSO office for more guidance.

### 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 the United States Citizenship and Immigration Services (USCIS). Your employment authorization will depend on USCIS approval. You can find the form on the ISSO Campus Office page.

### 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. **Students have 15 days to exit the United States or transfer from the date of termination.** If a student falls out of status as a result of failing to maintain a full-course study due to academic suspension, they will be notified by the 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." This process currently takes 12 months or more. You must maintain current status during the application adjudication.

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 study in the immediate future at the school which has issued the Form I-20.
- Has not engaged in unauthorized employment.
- Is not deportable on any grounds 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.
  - Student must continue current status while reinstatement is pending.

## 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 and must request the leave prior to the start of the term.

**Contact the ISSO 90 days in advance of returning to CCS.**

## 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.

When the DSO has the required information (desired transfer-out date and the destination school's SEVIS school code), they will prepare the student's SEVIS record for transfer. 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.

### **Forms Required:**

- Transfer form from new school indicating school code
- Official Acceptance Letter from new school



## DEPARTMENT CONTACTS

- *Please note staff changes may occur*

### ADVERTISING DESIGN - TC 8F

- Kristin Koch - Program Manager: (313)-664-1645  
[kkoch2@collegeforcreativestudies.edu](mailto:kkoch2@collegeforcreativestudies.edu)
- Phillip McAvoy - Interim Chair: (313)-664-1668

### ART EDUCATION - KRESGE-FORD 2F

- Carolyn Forgacs - Program Manager: (313)-664-7640  
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### ART PRACTICE - KRESGE-FORD 2F

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### COMMUNICATION DESIGN - TC 8F

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### CRAFT AND MATERIAL STUDIES - KRESGE-FORD 2F

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### ENTERTAINMENT ARTS - WALTER B. FORD II 3F

- Beck Arnett - Program Manager: 313-664-7698
- David Gazdowicz - Chair: (313)-664-7699

### FASHION DESIGN - TC 9F

- Tina Tomicic - Program Manager: (313)-664-1640  
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### FOUNDATIONS - WALTER B. FORD II 2F

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- Elena McCann-Arnaoutova - Chair: (313)-664-7812

### GRADUATE STUDIES - TC 7F

- Jill Davis - Executive Assistant: 313-664-1472
- Ian Lambert - Dean of Graduate Studies and Research (313)-664-1474
- Melanie McClintock - MFA Chair Color + Materials Design 313-664-1468
- Predrag Nikolic - Professor and Chair MA/MFA User Experience 313-664-1454
- Raphael Zammit - MFA Transportation Design Chair: (313)-664-1604

### ILLUSTRATION - WALTER B. FORD II 3F

- Lauren Rossi - Program Manager: (313)-664-7602
- Don Kilpatrick - Chair: (313)-664-7603

### INTERIOR DESIGN - TC 9F

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### LIBERAL ARTS - KRESGE-FORD 2F

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### PHOTOGRAPHY - KRESGE-FORD 2F

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### PRODUCT DESIGN - TC 10F

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### TRANSPORTATION DESIGN - TC 10F

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- Paul Snyder - Chair: (313)-664-1601

For more, go to: <https://campus.collegeforcreativestudies.edu/phone-list/>



# CULTURE SPLASH

ABOUT AMERICA + DETROIT CULTURE + CCS

## COMMON SLANG

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| <p><b>ASAP:</b> "As Soon As Possible"<br/> <b>Buck:</b> One dollar<br/> <b>By the skin of your teeth:</b> Just barely<br/> <b>Cash:</b> Money<br/> <b>Chill:</b> Relax<br/> <b>Cool:</b> Describes something as impressive or interesting; "That's a cool car."<br/> <b>Cop:</b> Police officer<br/> <b>Couch Potato:</b> Someone who is lazy and stays on the couch all day<br/> <b>Cram:</b> To study all material at once, generally before an exam<br/> <b>Crash:</b> To go to bed<br/> <b>Dead:</b> Empty, lack of people<br/> <b>Drive up the wall:</b> To annoy someone; "You're driving me up the wall."<br/> <b>Dutch or Go Dutch:</b> Each person pays for themselves<br/> <b>FYI:</b> "For Your Information"</p> | <p><b>Get under somebody's skin:</b> Bothering/annoying somebody; "He got under my skin."<br/> <b>Give the cold shoulder:</b> To ignore<br/> <b>Hit the books:</b> To study<br/> <b>Hit the road:</b> Leave<br/> <b>Hold your Horses:</b> Wait and stop rushing<br/> <b>Hyped:</b> Excited for something; "I'm so hyped about the concert."<br/> <b>I feel you:</b> I understand/empathize with you<br/> <b>In no time:</b> Very soon<br/> <b>It is what it is:</b> Stating the fact that nothing can change about a situation<br/> <b>Lighten up:</b> To relax and be less serious<br/> <b>My bad:</b> My mistake<br/> <b>No problem:</b> You're welcome<br/> <b>Once in a blue moon:</b> Infrequently<br/> <b>Piece of cake:</b> Easy/effortless<br/> <b>Put up a front:</b> Acting/appearing differently in order to hide something</p> | <p><b>RSVP:</b> Indicates you should confirm with the host if you will attend an event<br/> <b>Recap:</b> To summarize or repeat concisely<br/> <b>Ride shotgun:</b> To ride in a car's front seat<br/> <b>Screw up:</b> To make a mistake; "I screwed up."<br/> <b>See ya:</b> Goodbye<br/> <b>Spill the beans:</b> Tell a secret<br/> <b>Take a rain-check:</b> To reschedule<br/> <b>TBD:</b> "To Be Determined"<br/> <b>That hit the spot:</b> Commonly said when food or drink was very good<br/> <b>What's up:</b> How are you?<br/> <b>Wrap up:</b> To complete something<br/> <b>You bet:</b> "No problem" or "Of course"<br/> <b>You can say that again!:</b> A phrase that means the speaker completely agrees<br/> <b>You're telling me!:</b> A phrase that means the speaker has experience with the topic and understands your feeling/opinion</p> |
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## AMERICAN CULTURE

- People may hold the door open for you or expect it in return
- After sneezing, it is common for Americans to say "Bless you" as a polite response
- Students, faculty, and others will often engage in conversation anywhere on campus (e.g. - elevator, cafeteria, etc.) even if they don't know you to be friendly
- It is expected to leave a tip on the table at a restaurant for a waiter, waitress, or bartender - the tip is typically an additional 15-20% of the final cost (You do not need to tip at fast food like McDonalds)
- When people in the US put their hands in their pockets, it does not represent a sign of anger or arrogance
- Crossing your fingers means good luck
- Pointing at objects or people is a common gesture to call attention
- It is common for Americans to not take their shoes off at home



## DETROIT CULTURE

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| <p><b>Bird, LIME:</b> A motorized scooter which you can rent to get around Detroit (You must have a driver's license)</p> <p><b>Corktown:</b> Common area of Detroit around campus located southwest of Downtown Detroit</p> <p><b>DIA:</b> Detroit Institute of Arts - A major metropolitan museum of art located next to CCS</p> <p><b>Downtown Detroit:</b> Main business district of Detroit city located south of CCS Campus</p> <p><b>Eastern Market:</b> Common area of Detroit east of Midtown</p> | <p><b>Midtown:</b> Center area of Detroit where CCS Ford Campus is located</p> <p><b>MOCAD:</b> Museum of Contemporary Art of Detroit - Contemporary Art Museum located on Woodward</p> <p><b>New Center Area:</b> Common area of Detroit north of CCS Ford Campus where CCS TC Campus is located</p> <p><b>Q-Line:</b> Trolley that runs up and down Woodward</p> <p><b>RenCen:</b> Renaissance Center - GM Building located Downtown Detroit</p> <p><b>Woodward:</b> Our main street in Detroit running from the New Center Area to Midtown Area</p> |
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## CCS TERMINOLOGY

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| <p><b>ACB:</b> Art Centre Building that houses BFA + MFA design programs on Ford Campus</p> <p><b>Anderson Auditorium:</b> Auditorium on the 1<sup>st</sup> floor of the Walter B. Ford Building</p> <p><b>Break:</b> A vacation/holiday from classes (e.g. - Winter Break, Spring Break, Summer Break)</p> <p><b>CMD:</b> An MFA student whose major area of study is Color + Materials Design</p> <p><b>FC:</b> Ford Campus</p> <p><b>Flex Account/Flex Card:</b> Digital money account on your CCS ID card that you can use to purchase food, printing, and more</p> <p><b>General Motors Auditorium:</b> Auditorium on the 11th floor of the TC</p> <p><b>ITG:</b> An MFA student whose major area of study is Integrated Design</p> | <p><b>IxD:</b> An MFA student whose major area of study is Interaction Design</p> <p><b>SEO:</b> Student Exhibition Opening - A night for students to display their creative work to CCS and the wider community</p> <p><b>Shop Hours:</b> Woodshop, metalshop hours (Not a shopping center). "Shop" refers to "workshop"</p> <p><b>TC:</b> Taubman Center; building that houses BFA + MFA design programs</p> <p><b>The Lab:</b> 24-Hour TC or Kresge or WB (Animation) computer labs</p> <p><b>Tinker Toy Building (Kresge):</b> Kresge Ford Building on Ford Campus</p> <p><b>TRANS:</b> A BFA/MFA student whose major area of study is Transportation Design; also a term used to describe people in "transition" from one gender to another</p> <p><b>WB:</b> Walter B. Ford II Building on Ford Campus</p> |
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## Frequently Asked Questions (FAQs)

### **I need help with class registration/my schedule. What should I do?**

All academic issues should be directed towards Katherine, the International Student Services Academic Advisor. You can schedule a meeting with her by emailing [international@collegeforcreativestudies.edu](mailto:international@collegeforcreativestudies.edu).

### **I want to work on campus; what do I need to do?**

International students on an F-1 visa are allowed to work on campus for less than 20 hours a week during the academic year. Visit the International Student Services Campus Office page for more information.

### **How do I get a driver's license?**

Visit our Campus Office page for more information.

### **How do I find a doctor that speaks my native language?**

Some resources for finding a doctor are included in the "Staying Healthy" section of this handbook. For questions about healthcare/wellness, you can reach out to the Wellness Center: [evanwormer@collegeforcreativestudies.edu](mailto:evanwormer@collegeforcreativestudies.edu)

### **How do I print my I-94?**

Visit <https://i94.cbp.dhs.gov/i94/#/home>

### **I have questions about my health insurance.**

Find more information about your health insurance in the "Staying Healthy" section of this handbook and feel free to reach out to the Wellness Center with questions.

### **How do I get a Social Security Number?**

For more information about getting a Social Security Number, visit our Campus Office page.

### **I need a Social Security Number support letter, a travel support letter, or another type of letter.**

Email [international@collegeforcreativestudies.edu](mailto:international@collegeforcreativestudies.edu) with letter requests.

### **When do I need a new I-20 travel signature?**

Students 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 (Located on 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 (12 months)** on I-20s, and **6 months on DS-2019s**. To get a new travel signature, email us or schedule an appointment with Katherine.

### **I have questions about on-campus housing.**

All questions or concerns regarding CCS student housing can be submitted to [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu)





## IMPORTANT CONTACTS

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