

ANNUAL REPORT – INTERNATIONAL PROGRAMS COMMITTEE

Submitted to Policy Council April 17, 2007

Chair: Martha Nyikos assumed office August 2006

MEMBERS

Nyikos, Warren, Ross, Levinson, Manifold, Hallett, Stachowski, Mason, Hutton, Wood, Stockton, Gray, Osgood, Pugh, Zuppann

STUDENTS

Ortloff, Shah, Featherstone

Ex Officio

Levison

MISSION: Fall 2006 -2007

The IPC was charged with the responsibility of creating a plan for to develop and support our continuing global education strategy and set new goals through a one-time Global and International Initiatives Fund of \$100,000, offered to the Committee by the Dean of the School of Education. Therefore, the main focus of Committee activities for the 2007 academic year has centered on the design and planning of a number of grants for the expenditures of these funds in order to most effectively promote international and global education goals in the School of Education.

SUMMARY OF COMMITTEE ACTIVITIES AND INITIATIVES

Number of meetings held in 2006-2007: 7 full committee meetings and 3-5 sub-committee meetings

At the first meeting of the IPC in the fall, Dean Gonzalez spoke to the committee regarding a new funding initiative he recently created to promote internationalization at the institutional level and globalization efforts. He asked that the Committee develop proposals for the disbursement of these funds for such purposes. Therefore, the focus of the IPC for the fall and spring was placed primarily on developing an overall proposal and a budget for effective use of this funding in order to maximize its impact in the School of Education. In its initial Global and International Initiatives Fund proposal to the Dean, the Committee strongly supported the establishment of an assistant dean position and an Office of International Education in order to centralize the numerous international efforts in the SoE. This recommendation was not approved since the funding is not continuous, but for a one year period only.

After further discussion with the Dean the committee scaled back to establish a one-year graduate assistant position and to plan out a series of grants.

Position: *Graduate Student Assistant position* to assist and promote all IPC initiatives and assist at the Center for Social Studies and International Education. After writing up the job description, a sub-committee was formed to interview possible candidates.

Two other sub-committees were charged with drawing up plans for graduate student grants and plans for faculty grants for each funding sub-set:

Four types of grants were designated, including travel funds for international activities for both graduate students and faculty to attend international conferences. Additionally, research grants for both graduate students and faculty as well as course development grants for faculty were planned out by two subcommittees of IPC members meeting over several months. These grants comprise four types:

Graduate Student International Conference Travel Grants

Graduate Student Pre-Dissertation Research Grants

Faculty International Travel Grants

Faculty International Education Grants for undergraduate course development

Each grant spells out its purpose, application eligibility, grant amounts, grant periods, review criteria, and selection criteria. At the time of this report, two of the grants are still being worked on and one more committee meeting is scheduled to continue work on this very involved process.

Special thanks to the cross-campus collaboration of Rose Vondrasek of the Office of International Programs for her generosity in sharing the grant application formats, and other supporting documents to assist us in our grant design.

OTHER ACTIVITIES

There are three web sites sponsored by the IPC:

Visiting Scholars http://www.indiana.edu/~intlsoe/visiting_scholar.html

International Programs Committee <http://www.indiana.edu/~intlsoe/ipc.html>

Goodwill Ambassadors <http://www.indiana.edu/~edfolks/goodwill/>

These sites were maintained and edited throughout the year.

2007 Reception for Visiting Scholars was held at the home of Don and Beverly Warren.

IPC Committee GUESTS:

Hilary Kahn, new Associate Director for the Study of Global Change and former Director of International Curriculum at IUPUI met with the committee to explore ways our committee can collaborate with the Center in the future.

Carthell Everett, Grants and Contract Specialist met with the committee to voice his concerns regarding welcoming and hosting issues for Visiting Scholars and international groups who would like to establish or continue ties with the SoE. He cited the many advantages these visitors bring to our school, community and state. See recommendation section below.

Charles Carney, Director of Communications and Media Relations also met with the IPC to explore ways his office can help us with our initiatives, especially with respect to the development of a recruitment DVD. Earlier, Hilary Kahn shared with the committee an IUPUI recruitment production of high quality, featuring international students as the carriers of the message, expressing their views on their experiences and studying at IUPUI.

CONTINUING CONCERNS and RECOMMENDATIONS

International Groups of Visitors:

There remains a strong need to arrange and assist groups of visiting scholars, in particular from universities with whom we have formal partnership agreements. This should not be the responsibility of an individual faculty member, but rather the School should have a central point person for international activity initiatives and issues to circumvent some of the awkward situations cited by Carthell Everett among others.

Supporting Visiting Scholars:

While here at IUB, we recommend that more concerted focus be given to the initial welcoming phase in meeting and guiding scholars to the proper offices for their initial registration, ID, visa certification, etc. To this end, Nita Levison & Jingli Chang designed and produced a *Visiting Scholars Handbook* for faculty and hosts which we also commend to the attention of department chairs for guidance.

We further recommend that international visiting scholars become instrumental in developing and fostering relationships through the Dean's office and to serve as informal recruitment ambassadors upon their departure.

Supporting International Graduate Students

Additionally we recommend that a survey of currently enrolled students be conducted concerning their choice to study at IU and what were the factors influencing their decision. This would support our efforts at recruitment and retention.

International Recruitment DVD/Video

We also strongly support the production of a recruitment video for faculty to take abroad when traveling and to be posted on the Web for interested prospective students to disseminate information abroad about the SoE. To promote that effort Chuck Carney, newly hired in the Office of the Dean, was invited to attend a meeting and hear the committee's proposal in order to enlist his support for such an effort.

The Committee Chair would like to thank our committee members for their dedication and support of our international efforts, students and visitors.

**Global and International Initiatives Fund
Proposal Draft
December 15, 2006**

The following five funding priorities have been identified and are recommended by the International Programs Committee. We encourage implementation as soon as possible. The committee stands ready to work out additional details upon approval.

1. Graduate Assistant for International Networking and Collaboration

Justification

Developments at the national, state, and university levels all suggest the need for a more visible center for International Education. Federal grants from the Department of Education, especially Title VI grants to area studies centers, have increasingly highlighted the importance of outreach through education. IU Area Studies Centers have, in turn, increasingly sought collaboration with the School of Education. Meanwhile, the State of Indiana has signaled its growing interest in international education by creating a new office and director of international education within the Department of Education; interest expressed in global education by Senator Richard Lugar's congressional delegation promises to yield dividends eventually; and the growing presence of recent Latin American immigrants in the state, along with the opening of a Mexican consulate, provides further incentive for creating international education partnerships. More generally at the national and state levels, we perceive a recent shift in the culture of grant-making and charitable contribution. Many foundations and corporate sponsors expect potential grant recipients to initiate inquiries and make themselves more visible. Rather than waiting for applicable RFPs to appear, we need to be proactive in approaching foundations about potential grant development, partnerships, and endowment. Finally, numerous international developments across the university, and the university system, have added greater complexity to the tasks of staff and faculty in the School of Education. We have already mentioned the outreach of area studies centers; other examples include the development of a new Democracy Consortium, funded by the President's Office, which has a truly international scope and promises to involve significant School of Education participation, and curricular developments such as an International Studies minor and a more robust general education requirement.

Position

In order to meet the demands of this growing area we propose hiring an advanced graduate student as an assistant for international networking and collaboration. The GA would report to the director of the Center for Social Studies and International Education and the chair of the International Programs Committee. The GA will be charged with the following:

- Promotion of an international dimension through careful monitoring of all development and grant activities in the international realm. This would include: staying abreast of funding opportunities and trends, monitoring websites such as

the Asian Development Bank, various foundations and corporate sponsors, etc., as well as making initial contacts with such potential sources of funding.

- Communication and coordination with School of Education faculty regarding possible international grants and funding
- Coordination of and research/administrative support for international program grant writing and submission
- Communications and coordination with grant writing of the Center for Social Studies and International Education; and
- Outreach to schools on international projects and curriculum development

Budget: \$30,000

2. Recruitment DVD

Justification

During the last several years, the International Programs Committee has discussed the need for more information (and “presence”) on the School of Education website to address the needs of international students/scholars and international programming issues in general. One part of this larger initiative has been a parallel discussion regarding the desirability of creating a web video/DVD/CD designed explicitly for recruiting international graduate students and disseminating abroad information about the School of Education. This plan reflects university-wide and School of Education goals to increase international student enrollment. A subcommittee was created to discuss the creation of some kind of web-based video that could also be taken abroad (in DVD format, for example) by School of Education faculty. Discussions among committee members, as well as a review of the IU Kelley School MBA program’s professionally-produced recruitment videos <http://www.kelley.iu.edu/MBA/> and other Big Ten models (MSU’s teacher education video, <http://www.educ.msu.edu/college/learntoteach.htm>), convinced us that the desirability, effectiveness, and production of a recruitment video must be School-wide conversation and undertaking. The School of Education currently has no web-based video for recruitment of graduate students, whether international or domestic. Students from all parts of the world, including the U.S., are increasingly making enrollment choices based on web-based information. We are concerned that without a graduate level video, IU’s School of Education may be lacking an effective recruitment and advertising tool.

Task

To this end we will hold a competition for a graduate-student-produced 10 minute video highlighting why international students should consider our School of Education. With programs such as Instructional Systems Design and the Masters of Fine Arts, we have a number of students who could produce a professional quality video at a reduced price. This will also allow us to highlight student work and provide a professional contract for a graduate student. The initial contest would for proposals for the video and samples of work. We would award participants with small honoraria and the winner would receive the contract to produce to video under the direction of the Dean’s office and the International Programs Committee.

Budget: \$10,000 (If we hired a professional production company, costs would be approximately \$15,000)

3. Graduate Student Grants

Justification

We recognize that it is critical for graduate students to internationalize their education and to become members of the community of global scholars. As a result of their limited resources, graduate students are often unable to present at international conferences or conduct international research. Such projects allow young scholars to network with a wider variety of scholars in their field as well as be introduced to new perspectives on educational research. Further, School of Education graduate students have, in recent years, had strong showings in grant competitions which support international research e.g. Fulbright-Hays, IIE Fulbright, Ministry of Japan, Freeman Foundation among others. However, we believe our students can be more successful in such competitions by having initial support for pre-dissertation international research and/or developing contacts in-country through conference presentations. It is widely accepted that conducting initial research and securing support of key players in the field is essential in successful grant writing.

We view graduate students' global engagement as critical to the overall goals of internationalization as well as an important component to raising the School of Education's international profile. To this end we are committing \$20,000 to be awarded in a competitive process to graduate students seeking either to present their research at international conferences or conduct pre-dissertation research in non-US settings. All students who receive these awards will be required to give a presentation on their experience either to an appropriate undergraduate or graduate course or at an evening symposium. This requirement creates a feedback cycle which the Committee views as an essential contribution to the global conversation in the School of Education.

Travel Grant

The International Programs Committee, with support from the Dean's Office, announces the Spring 2007 International Travel Grant competition. The award is intended to support travel to an international conference. This competition is open to any School of Education graduate student and is intended to supplement other sources of support. Master's students are also encouraged to apply. In the academic year following the conference attendance all recipients are expected to speak to an appropriate course within the School of Education about their research and conference experiences. Conferences which will be held anytime between September 2007 and September 2008 are eligible for consideration.

Pre-dissertation Research Grant

The International Programs Committee, with support from the Dean's Office, announces the Spring 2007 International Pre-dissertation research grant. This award is intended to support students at the pre-dissertation phase who need to conduct exploratory research in an international setting in order to apply for dissertation research funding and/or complete their dissertation proposal. This competition is open to any School of Education graduate student who has not yet defended their dissertation proposal and is intended to supplement other sources of support. In the academic year following the pre-dissertation research, all recipients are expected to speak to an appropriate course, or other suitable forum, within the School of Education about their research and fieldwork experiences. Students applying for the pre-dissertation research award must indicate to what other funding sources they intend to apply for dissertation research support, and in what way this pre-dissertation award will ultimately help them secure later funding. The application must clearly indicate why this initial research is critical to the success of the dissertation project. Students must provide a detailed budget in addition to the two page project proposal. The students' advisor should also submit a letter of recommendation to the committee.

Budget: \$5,000 for travel grants; \$15, 000 for pre-dissertation grants

We anticipate 5-7 travel grants with an average budget of \$1,000 each and 5-7 pre-dissertation grants with an average budget of \$2,500.

4. Faculty Fund for International Networking and Collaboration

Justification

We recognize that it is crucial for faculty to have continued opportunities to internationalize their research and participate as full members of the community of global scholars. Limited resources often curtail faculty productivity in this international arena. Presenting research at international conferences, collaborating with other scholars on international research and undertaking the networking necessary to secure grants are foundational to successful international scholarship. To this end the International Programs Committee, with the support of the Dean's Office, announces the 2007 Faculty Fund for International Networking and Collaboration. Listed below are several examples of potential funding proposals:

- Present research at an international conference
- Fund a meeting between domestic and international partners
- Pay for travel to meet with foundation officials or others involved in grant making
- Pay for hourly assistance in setting up collaborative meetings or pursuing collaborative projects

The proposal must outline how the monies will be used and in what way funding this proposal will assist with the School of Education's internationalization project. Some proposals may need minimal funds (the expenses of traveling to Indy and a lunch) while others will be more costly --presenting at a conference in Asia.

Budget: \$20,000

The amount of each award will vary depending on the request. We estimate that the total number of awards will be 18-20 with an average award of approximately \$800-\$1,000.

5. Global and International* Education Grants

Justification

We recognize that faculty must play an integral role in the infusion of global and international issues into the undergraduate and graduate Teacher Education curriculum. Many established courses are in need of broadening their scope to include issues and ideas that address international and global education in our Teacher Education Program. Curriculum standards call for internationalization, as do the changing demographics of our schools, where our future teachers must be prepared to work with those impacted by migration, immigration, displacement, and increasing awareness of diversity, including languages, ethnicities, and economic divides. By increasing the focus on international and global issues, our students will be better prepared to act globally.

Global and International Education Grants

Global and International Education Grants will be awarded to teacher education and Master's level course development plans that encourage greater student awareness of global and international issues. These can be whole courses, or modules within courses, that allow students to explore issues and modes of internationalization and globalization in the context of their subject and teaching area. Examples of topics include, but are not limited to:

- the study of world history, geography, and geology
- the study of world religions, cultures, languages, and arts
- the study of diasporas of peoples and their languages
- the global economy
- the roles of science, ecology and environmentalism in the context of globalization
- the role of the U.S. in international politics and policies
- technology and global communities
- global media and communications
- cross cultural studies of mathematical learning
- the role of education in promoting global citizenship and global community
- issues that arise from the impact and influence of nations and cultures

Strong course development proposals will:

- Address an identified instructional need or opportunity to increase global literacy and international awareness
- Create, discover, or reinvent venues and instructional applications through which students can become more engaged in international dialogue

- Explain how students will gain more appreciation of international perspectives as these impact the disciplinary content area
- Display a creative and unique approach to global education
- Assess the impact of the project on undergraduate student learning
- Include a plan for sharing results of the project in the department or school

**International* issues refer to topics and themes that offer student opportunities to gain familiarity with other countries and cultures, while *global* issues are those that address topics and themes related to increasing interactions and interdependence among the peoples of the world.

Budget: \$20,000

The number of awards will vary, depending on the submissions to amount up to \$2500.

In sum, these five funding priorities are the result of the committee's deliberations and we look forward to hearing from Dean Gonzalez and implementing the plan as soon as possible.



INDIANA UNIVERSITY BLOOMINGTON

SCHOOL OF EDUCATION

Preparing educators, advancing knowledge, improving education

HANDBOOK FOR INTERNATIONAL SCHOLARS



School of Education, Indiana University Bloomington
 201 North Rose Avenue, Bloomington IN 47495-1006
 (812) 856-8500

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Housing Information: Options

On-Campus Housing

On-campus housing is located close to the School of Education, the library, recreational facilities and other university locations. On-campus housing is convenient for two additional reasons. First, you can connect your computer directly to the computer system to check e-mail and gain access to the internet. Second, you do not have to contact the water/electricity/phone/cable companies to set up service and pay bills since these are included in your rental charges. More detailed information on on-campus accommodation (application, rates, map, etc.) is available on the Residential Programs and Services web site (<http://www.rps.indiana.edu>).

Applications for on-campus housing should be made at least six months before the expected date of arrival. You may apply for housing by following these directions:

E-mail rpsquest@indiana.edu or fax 812-856-0251 the following information:

Names of all people intending to occupy the apartment/room

Check-in and Check-out Dates**

Forwarding addresses for all guests

Name of sponsoring department, name of sponsor, sponsor's telephone number

Method of Payment***

Inquiries regarding availability, reservation requests, and other questions or comments should be e-mailed to rpsquest@indiana.edu.

Off-Campus Housing

There are several sources of information to look for accommodations before coming to Bloomington. The campus newspaper, the Indiana Daily Student (<http://www.idsnews.com>), and the local newspaper, the Bloomington Herald Times (<http://www.heraldtimes.com>), have listings of available rooms, condominiums and houses in the classifieds section. The Apartment Guide (<http://www.apartmentguide.com>) is a comprehensive listing of most of the apartment complexes available in Bloomington. Most of the apartment complexes also feature their own website, and many of them will allow registration by fax. An additional off-campus apartment database is <http://www.rentnet.com>.

It is also possible to share an apartment with another scholar or graduate student. International Student Associations provide a means of contacting currently enrolled students from many different countries and they can be helpful in locating shared housing.

(http://www.indiana.edu/~intlerv/Content/International_Center/Student_Groups/)

Before signing a contract (rental lease) for an apartment, please be sure you understand all of the terms in the contract. Ask if you have any question or are unsure of something in the contract/lease. For furnished housing, ask what is furnished and what is not. Please note that a furnished apartment **does not** mean it provides everything. If you will not have a car, it is also important to find out if the apartment is on the city or campus bus line. To find the proximity of these apartments to campus, use Mapquest Online (<http://www.mapquest.com>)

Health Insurance

Health insurance is an absolute necessity for anyone spending time in the United States, since there is no national health insurance. IU has a mandatory insurance program for its students/scholars. **Insurance is mandatory for visiting scholars and the application form should be picked up in the Office of International Services in Franklin Hall Room 306.** Coverage for dependents: if you have accompanying family members, you must enroll them at the same time. If you already have a comprehensive health insurance plan that meets all of the standards of the IU policy, you can request to be exempted from the mandatory IU policy. To do this, be sure to bring a copy of your policy with you to International Services (English preferred). For females, maternity benefits **must** be included.

You should understand your insurance policy thoroughly. Be sure to read the section on items that are **NOT** covered by the policy. Dental insurance is not included in the mandatory insurance plan. If you have any questions about your coverage, contact the Insurance Office on Campus at (812) 856-4650.

Common Misconceptions about Health Insurance

Students from other countries may have difficulty understanding how the American health insurance system works. These are some of the common misconceptions people have about health insurance in the US:

“If I have health insurance, all my medical expenses will be covered.” **They will not.**

“An insurance company’s job is to help me meet my medical expenses.” **Yes and no.** The insurance company’s job is to fulfill the terms of the contract it has with you. But, insurance is a business and insurance companies operate in order to make a profit. Insurance companies and insurance policies **do not cover all bills entirely** so be sure you are aware of what your policy covers and does not cover. If you have questions call (812) 856-4650. Companies may vary in quality, but in no case are insurance companies operated like charity organizations. The doctor or hospital considers it to be **your** responsibility to pay your bills and not the insurance company’s.

What happens if you become ill?

You should always go to the Health Center on campus first. There are two reasons for doing so. You should use these services that will cost you far less than going to a hospital or a private doctor. Second, there is no “deductible” on your insurance benefits if you go to the Health Center.

Only go to the hospital or a private doctor when you have to (in an urgent situation or you are suffering from something that the Health Center cannot treat). If you have to go to the hospital or see a private doctor, then there is a \$250 deductible in our insurance coverage. That means that the insurance company **will not** reimburse the first \$250 you spend on medical care (doctor’s fees, hospital bills, prescription medicines, etc.) each year. You must pay that amount yourself.

Make sure you keep all your bills or receipts from the Student Health Center. You will need to send these to the insurance company along with your name. You should claim all your medical expenses even if they are less than \$250. The company will begin to pay your claims after you reach the \$250 limit.

Remember that claims must be filed within 30 days of injury or first treatment for a sickness and all claims must be received by the company within 90 days.

IU Bloomington Student Health Center

The Health Center provides comprehensive health services (8:00 am to 4:30 p.m., Monday-Friday and after hours telephone service from 5:00 pm – 11:00 pm Monday – Friday and 8:00 am – 11:00 pm on Saturday and Sunday 812-855-4011)

<http://www.indiana.edu/~health/>

The Health Center may be contacted by email at health@indiana.edu. The Center is located on campus at 600 North Jordan Ave., in the center of the campus. If you are covered by an IU insurance policy, your spouse and children over age 12 can also access IU Health Services. IU Health Center does not treat anyone under age 12.

University ID (Identification Card)

After arriving in Bloomington, you should go as soon as possible to the Office of the Dean in the School of Education, Room 4105 and meet with Ms. Marie Edwards, Administrative Assistant to the Dean. **(Insert our web info here)**. You will then need to visit Campus Card Services in Eigenmann Hall at 1910 E.10th Street to have your picture taken for your identification card. Usually, an identification card is issued to you immediately. This card will also serve as your library card, and serves as an admission card to most of the University facilities and also allows you to use the IU bus and the Bloomington city bus at no charge. Therefore, it is important to carry this card with you at all times.

University Computing

At IU we are fortunate to have one of the finest campus-wide user support systems in the United States. You will be given an email account when you arrive. This will enable you to access the Internet through any computer terminal connected to the university network. There are several computer clusters in the School of Education. You will need to obtain an access code from your academic department. Microsoft Outlook is the official e-mail application of the School of Education.

University Library System

The entire network of IU- Bloomington libraries forms one of the finest research library systems in the nation, with services, collections and facilities available to the entire IU community, including visiting scholars. You may search the library collections online at: <http://www.iucats.iu.edu/>. The Herman B. Wells Main Library, located at 10th Street and Jordan Avenue, contains the Research Collection, the Undergraduate Collection, the Media/Reserve Services, the Kent Cooper Periodicals Reading Room and the Microfilms Service. The School of Education Library is located on the first floor of the School. With a University ID card, you are allowed to check-out materials from all the libraries.

Application for Social Security Card

Although the Social Security Program is designed as a pension fund for US citizens, the Social Security Number (SSN) has become an identification number routinely used by the US government, banks, and other institutions. For tax purposes, anyone receiving income must provide their employer with a Social Security number in order to be paid.

F-1 students and J-1 scholars and students who are sponsored by Indiana University must have a letter from the Office of International Services verifying their eligibility to

apply for a Social Security number. J-1 students who are sponsored by another institution (check section 2 of your DS2019) must obtain a letter from that institution verifying their eligibility for a Social Security number.

If you cannot arrange to meet a Social Security representative on campus, you may go to the Social Security Administration office located at 515 West Patterson Drive. Ph: (812) 334-4222. The hours are 9:00am – 4pm Monday-Friday, except federal holidays.

Use the following web site for more information about office locations in and around the Bloomington area: <http://s3abaca.ssa.gov/pro/foi/foi-form.cgi>

All applicants must have the following documents when applying for a Social Security card:

1. Form SS-5
2. Passport or other document giving the date of your birth,
3. DS-2019,
4. Form I-94.
5. Photo ID

Your application will take about two weeks to process. Your Social Security card will be sent to you by regular mail. If you have questions about your application, or to learn your Social Security Number within a few days of applying, you can call the Social Security toll-free telephone number: 1-800-772-1213.

Banking

Financial institutions in the United States offer many kinds of financial services, including checking and savings accounts, certificate of deposits (CDs, fixed-term fixed-rate investments), foreign currency conversion, bank drafts, money orders, credit cards, loans, inter-bank transfers, travelers checks and safe-deposit boxes for storing valuables.

All financial institutions offer similar services but there are differences, such as in fees. Take the time to learn about these differences before choosing a bank or credit union. The IU Credit Union is the only bank with a branch on campus but many other banks have numerous branches around Bloomington. Please check the site below from the International Services Office.

<http://webdb.iu.edu/InternationalServices/scripts/ois/record.cfm?id=566>

The IU Credit Union is located at 510 East 17th Street and 2630 East 3rd Street, 855-7823
<http://www.iucu.org/>

A checking account is almost a necessity to live in the United States. It is a convenient way to make a payment without having to carry a large amount of cash with you. Checks are written against the money you deposit in your bank account. Some banks, such as the IU Credit Union will accept your Student ID as a substitute for the SSN. To open an account, you will need to present your passport and at least one other form of identification. If you open an interest-bearing account, you will need to get a Social Security Number or, if you are not eligible for an SSN, an Individual Taxpayer Identification Number (ITIN). You will have 30 days from the time you open your account to acquire one of these numbers. Be sure to provide your financial institution with your SSN or ITIN once you receive it. You will be able to deposit any of the following: cash, a bank draft, a cashier's check (a check written by a bank), or traveler's checks payable in U.S. dollars. Checks from foreign banks may be deposited, but may take two to six weeks to clear, depending on the source of the check

Many people have a checking account for their daily expenses and a savings account for reserve funds. Interest or dividend is paid to the fund in savings accounts, and the rate varies according to the bank. One can also obtain credit cards from banks. Major credit cards are considered to be Visa, MasterCard and American Express. These cards are not accepted in every location; most places that accept credit cards will have a posting that indicates the types of credit cards accepted. Discover is another popular credit card but it isn't accepted in as many locations as the other credit cards. Many stores also have their own credit card that can only be used in that store.

Most credit cards will give you a spending limit that you are not able to exceed. The amount will vary depending on the credit card company. The credit card company will bill you monthly and you must pay the entire balance or a specified minimum portion of it by a given date. If you only pay the minimum balance, interest will be accumulated on your account. It is always best to pay the entire balance if at all possible because credit card interest can be as high as 20%. Late payments will affect your credit rating. If you plan to remain in the United States, your credit rating will be very important as you will need a good credit rating to buy a house and car and to also have your credit limit increased on your credit card. American Express does not have a spending limit but does require that your bill is paid in full each month.

Debit cards are issued by banks and serve also as bankcards. Debit cards will have the Visa or MasterCard logo on them depending on the agreement that the bank has so they look like a credit card. Debit cards, however, are very different from credit cards. Transactions made by debit cards are credited or debited directly to your checking account, so you must have the money in your account to cover the charge. Debit cards also have a daily limit on spending which is relatively low.

Some banks will provide you a personal ATM (Automatic Teller Machine) card free of charge. With this card, you can conduct banking services (deposits, withdrawals, balance of accounts) on an ATM. These ATMs are usually located conveniently outside of banks at business districts, shopping centers, libraries and residence halls, and are open 24 hours a day, seven days a week.

It is important to note that not every store and restaurant accepts all of the above methods of payment. Some will accept only cash and some businesses do not accept checks but accept credit cards (gas stations). Also some businesses will not accept large denomination bills (\$50, \$100, etc.); it is easier to not carry bills larger than \$20.

Local Transportation

Campus Bus Service

855-8384 operates from 7:30 am to midnight on weekdays, Saturdays from 8:40 am to 11:30 pm, and Sundays from 10:30 am to 11:30 pm. Frequency is reduced during Thanksgiving break, semester breaks and spring break. Bus rides are free with an IU ID card. Bus schedules are available on the buses and on-line at <http://www.iubus.indiana.edu>. www.iubus.indiana.edu

Bloomington Transit

336-7433 is the city-wide public transportation transit service. Schedules are available in each bus, at the Center Desk of on-campus housing and on-line at <http://www.bloomingtontransit.com>. To ride free you must first visit the Campus Bus Service web site and fill out a form with your ID number. www.iubus.indiana.edu

Taxis

They may be hired for in-town travel or for an out-of-town trip. Fares are typically determined by distance and by the number of passengers and they can be expensive. Taxis usually operate 24 hours a day, 7 days a week. Yellow Cab Co. Inc. 217 West 6th Street, 339-9744. www.bloomingtontransit.com

Bicycles

All bicycles should be registered in the Parking Operations Office located in Franklin Hall, Room 006. If you live in on-campus housing, you can also register at the Center Desk. It is very important to register your bicycle as it will assist the police in locating your bicycle if it is stolen. All bicycles should be parked in the designated bicycle parking areas and locked. Otherwise, you may be fined or your bike could be confiscated by the IU Police Department (IUPD) or Parking Enforcement. If your bicycle is lost or stolen, report it to IUPD immediately.

To purchase a new bicycle:

Bicycle Garage, Inc.: 507 East Kirkwood, 339-3457,

<http://www.bikegarage.com>

Bikesmiths: 112 South College Av., 339-9970, <http://www.bloomington.in.us/~bicycle>

Bicycle Doctor: 8551 West Gardner (8 miles west of town), 825-5050.

These shops also do bicycle repairs. For less expensive bikes try Target, K-Mart or WalMart. To purchase a used bicycle look for postings in the residence halls, in the BUS/SPEA library, the Main library, etc. or check the classified ads in the newspaper. Bicycle Garage and Bicycle Doctor also sell used bikes.

Automobile

Please refer to the yellow pages in the local telephone directory and/or local newspaper for dealer information. There are also two useful car valuation websites: <http://www.kbb.com> and <http://www.edmunds.com>. It is mandatory in Indiana to have car insurance should you decide to purchase one.

Driver's License: If you lease or purchase an automobile during your visit you must have an Indiana driver's license. You can apply for an Indiana Driver's License at the Bureau of Motor Vehicles, (BMV) located at Liberty Dr. You may call 336-3018 for office hours or if you have any questions. Identification requirements have changed lately, so you are encouraged to check them at <http://www.ai.org/bmv>.

The BMV also provides ID's. The Indiana BMV also publishes a Driver's Manual which contains state traffic laws, as well as information about registering a car, taking the exam and quiz questions. It is also available on-line. Even if you have an International Driver's License or a driver's license from your own country, if you live in Indiana for more than six months, you are required to obtain an Indiana Driver's License.

Utilities

In many cases, apartment complexes will assist you with the arrangements for utilities. If you decide to live in a house as opposed to an apartment or need additional information, please refer to the following resources:

Telephone Service

If you live off-campus, you must request phone service. Most phone service in Bloomington is provided by Ameritech (SBC). It helps to have a Social Security Number when applying for telephone services. However, they will take a copy of your passport and visa, as well as I-94 or DS2019. If you already know your future address, you may fax that in advance and you'll have your phone service set up when you arrive. 800-742-8771, www.sbc.com

Electric Service

In Bloomington, the electric company is Duke Energy. If you live off-campus, you must call for service. Most of the time, if you have signed a lease contract before arrival; your apartment administration will take care of it or remind you to do so. If not, it is advisable to call in advance so your service is already working when you arrive. 800-521-2232, www.duke-energy.com

Gas Service

If needed, the local gas company is Vectren Energy Delivery. Some off-campus housing has heat supplied by gas instead of electricity. 800-777-2060, www.vectren.com

Cable Services

Insight Communications is the local cable service provider. You may want to contact them in advance to set up service, 800-824-1769, <http://www.insight-com.com>

Another service one with more channels is DirectTV at 800-377-7616.

English Classes

The Division of Residential Programs and Services offers free English classes that are designed for non-IU students. This is a good opportunity for scholars and their families to

practice their English language skills. Additionally, the Monroe County Community School Corporation has an Adult Education Department.

<http://www.adult.mccsc.edu/> They offer free English classes for adult learners that meets on campus in Tulip Tree Apts. Please contact Erna Rosenfeld at 855-2679 for more information on these opportunities.

The Leo R Dowling International Center at 111 S. Jordan Ave offers conversational classes in addition to social coffee hours, musical programs, etc. and is open on Saturday afternoons for free English language help. Consultants are available to converse with you individually or in small groups. Beginners and advanced learners are welcome. No registration is necessary. Email intlcent@indiana.edu to find out more about these programs.

Campus Dining Options

While you are here at Indiana University there is a link below that will give you the hours and locations where you may eat breakfast/lunch/dinner on campus. Please read this website extensively as hours are different during summer sessions, <http://www.rps.indiana.edu/diningfuture.html>

Shopping Malls

College Mall: 3rd Street and the 46 bypass (largest indoor shopping center in Bloomington).

Fountain Square Mall: Center of the city across from the Court House, on Kirkwood Ave (more expensive).

Kirkwood Avenue: Between Washington St. and Indiana. St. (many establishments are geared towards the University community).

Whitehall Crossing: Corner of Highway 37 & West 3rd Street (many reasonably priced stores).

IU Memorabilia & Textbooks

IU Bookstore: located in the Indiana Memorial Union on 7th Street.

Carmichael Center: located at the corner of Kirkwood Avenue & Indiana Street, downtown.

T.I.S. College Bookstore: located at 1302 East 3rd Street

Arts and Entertainment on Campus

IU Auditorium: Fine Arts Plaza, East 7th Street, Ph. 855-1103

Musical Arts Center (MAC): Ph. 855-7433, Visit the box office, located on Jordan Avenue between Third and Seventh Streets, Monday through Friday, 11:30 a.m. - 5:30 p.m.

University Theatre: Fine Arts Plaza, Ph. 855-1103, Box Office Monday – Friday, 9 a.m. - 6 p.m.

Art Galleries and Museums

Indiana University Art Museum: Fine Arts Plaza, East 7th Street, Ph. 855-5445, Hours: Tuesday - Saturday, 10 a.m. – 5 p.m. and Sunday, 12 p.m. - 5 p.m.

SoFA Gallery (School of Fine Arts): Fine Arts Building, Room 110, 7th Street at the Showalter Fountain, Ph. 855-8490, Hours: Tuesday - Friday 12 p.m. - 4 p.m., Saturday 1 p.m. - 4 p.m., closed Sundays and Mondays.

IMU Gallery: Indiana Memorial Union, Ph. 855-1925, Hours: Monday - Friday. 9 a.m. - 2 a.m., Saturday 11 a.m. - 10 p.m.

Lilly Library: Fine Arts Plaza, East 7th Street, Ph. 855-2452, Hours: Monday - Friday, 9 a.m. - 6 p.m., Saturday 9 a.m. - 1 p.m., closed on Sunday. Rare book collection.

Public Library

Monroe County Public Library: 303 East Kirkwood Avenue, Ph. 349-3050. The library offers free membership and borrowing privileges of books, magazines, videos and compact discs; special programs for children are available.

Health Clubs

SRSC: IU Student Fitness Center. Passes are available at a discounted rate for international scholars. 1601 Law Lane, Ph. 855-7772

Lakes and Outdoor Recreation

Lake Griffy: Matlock Road, approximately 5 miles north of campus, Lake Griffy is a 1,200 acre nature preserve. Originally designed as a supply for city water, Griffy is now a paradise for the avid outdoor person. The lake itself is 109 acres and has an average depth of 10 ft. You can hike and fish, rent a canoe or rowboat, sunbathe or picnic. Only non-motorized boats are allowed. Swimming and use of off-road vehicles and bicycles are strictly prohibited.

Lake Lemon: To get to Lake Lemon, take Highway 45 east from Bloomington to Tunnel Road. Turn north onto Tunnel Road and follow it to the gatehouse. Lake Lemon is the 7th largest lake in Indiana and offers excellent Bass Fishing throughout its 1650 acres of water area.

Lake Monroe: Lake Monroe is located approximately 10 miles southeast of Bloomington. It is the largest inland lake in the state. Activities available include: swimming at three beaches, boat rental, camping, fishing, picnicking, and hiking.

Area Schools

Monroe County Community Schools (Elementary and Secondary Schools): For more information, contact 330-7700 or visit online at

<http://www.mccsc.edu/>

Childcare

For more information, please visit http://www.indiana.edu/~hrm/child_care/careiub.html

Tourist Information

State Parks and Forests

Brown County State Park: Located at the intersection of State Road 46 and State Road 135 near Nashville. Activities available include: camping, fishing, hiking, picnic areas, horseback riding, and a swimming pool. Ph. 988-6406
<http://www.browncountystatepark.com/>

McCormick's Creek State Park: Located along State Road 46 west of Ellettsville. Activities available include camping, swimming pool, picnicking, hiking, and cabins. Ph. 829-2235 <http://www.mccormickscreekstatepark.com/>

Hoosier National Forest: This 197,000 acre forest is located approximately 16 miles southeast of Bloomington on Highway 446. Activities available include camping, picnicking, swimming and hiking. Maps and additional information are available at: <http://www.fs.fed.us/r9/hoosier/>

BROWN COUNTY, INDIANA

Location: Just 16 miles east of Bloomington on State Road 46.

What to see: Brown County is among the most scenic places in Indiana. Home to the largest state park in Indiana - Brown County State Park. This area enjoys an abundance of unspoiled natural resources and hill country terrain with spectacular views. It is also heavily forested and well known for its display of autumn color. The following are some attractions in this area:

Brown County State Park: Fourteen miles east of Bloomington, It is the largest state park in Indiana, with nearly 15,000 acres of hills. The Nature Center offers information about the habitat in the park. The Abe Martin Lodge has a lounge, social center and dining hall for visitors and guests staying at the lodge and the village of cabins nearby. The park also offers various activities including swimming, horseback riding, hiking trails, picnic facilities, camping, and nature program. For more information, call 812-988-6406 or visit <http://www.browncountystatepark.com/>

Nashville, Indiana: Seventeen miles east of Bloomington. It is the center of the Brown County area. The little village with unique arts, crafts, gift and antiques shops along its sidewalks is reminiscent of pioneer Indiana. For more information visit

<http://www.browncountry.org/>

INDIANAPOLIS, INDIANA

Location: Indianapolis, the state capital of Indiana, is located 50 miles north of Bloomington. Highway 37 North takes you directly to downtown Indianapolis, and the drive takes about 1 hour.

What to See: Indianapolis is home to a wide variety of high-tech industries, research and educational institutions, and government offices. Indianapolis also offers many museums, historical sites, numerous sports and cultural events. For complete tourist information, call the Indianapolis City Center at 1-800-323-4639.

The Indianapolis Zoo in White River State Park: The 64-acre zoo exhibits more than 4000 animals in such simulated natural habitats as deserts, plains, forests and aquatic environment. Visitors can ride a train, an antique carousel and a horse-drawn trolley, as

well as ponies, camels and elephants. Admission is approximately \$10 for adults and \$6 for children. Call or visit online for hours of operation. Ph. 317-630-2001 or <http://www.indyzoo.com/>

The Children's Museum of Indianapolis: 3000 North Meridian Street. As the world's largest children's museum, the Museum offers exhibits on everything from space travel, computers, current events, history and world cultures to natural sciences, trains, toys and arts. Admission is \$8 for adults and \$3.50 for children. Phone or visit online for hours of operation. Ph. 317-334-3322 or 1-800-208-KIDS or <http://www.childrensmuseum.org/>

Eiteljorg Museum of American Indian and Western Art: 500 West Washington Street at the entrance to White River State Park. The \$14 million museum was designed especially as a showcase for paintings depicting the West and the Native American artifacts collected by Harrison Eiteljorg. It houses two permanent collections and provides gallery space for traveling exhibitions of artistic representation of American West. Admission is \$6 for adults and \$3 for children. Phone or visit online for hours of operation. Ph. 317-636-9378 or <http://www.eiteljorg.org/>

Indianapolis Museum of Art: 1200 West 38th Street. The museum is set among 152 acres of landscaped grounds featuring gardens, natural landscaping and a lake. The museum has a restaurant, greenhouse and gift shops. Tuesday - Saturday 10 a.m. – 5 p.m. and Sunday 12 p.m. – 5 p.m. Admission is free except for special events. Ph. 317-923-1331 or visit <http://www.ima-art.org/>

Soldiers and Sailors Monument: in the Monumental Circle, is 284 feet high and surrounded by a 30-foot statue of Lady Victory. Constructed of Indiana limestone and featuring historical and mythological sculptures, the monument was originally dedicated in 1902 and underwent major restoration in the late 1980's. At Christmas, the monument is decorated with strings of colored lights and transformed into the world's largest Christmas tree. <http://www.in.gov/iwm/civilwar/>

Circle Center: A four-level up-scale shopping facility located at downtown Indianapolis, featuring department stores, a food court, restaurants, nightclubs and theatres and is a very popular tourist attraction. <http://www.simon.com/mall/default.aspx?ID=163>

Appendix I - Campus Resources

Office of International Services

Franklin Hall 306

E-mail: intlserv@indiana.edu

Bloomington, IN 47405

<http://www.indiana.edu/~intlcent/index.html/>

Phone: 812-855-9086

Office Hours: Monday - Friday

Fax: 812-855-4418

9 a.m. - 12 p.m., 1 p.m. - 4 p.m.

Services to Visiting International Scholars include:

- Preparation of visa documentation
- Assistance with orientation
- Requests for J-1 Visa Certification
- Assistance in travel documentation
- Replacement of lost documents
- Tax advising
- Insurance advising
- Transfer of money to the US
- Visa documents for your immediate family

Leo R. Dowling International Center

111 South Jordan Avenue

E-mail: intlcent@indiana.edu

Bloomington, IN 47405

Web:

<http://www.indiana.edu/~intlcent/ic.html/>

Phone: 812-855-7133

Office Hours: Monday - Friday

Fax: 812-855-7111

9 a.m. - 12 p.m., 1 p.m. - 5 p.m.

Services include:

- Weekly coffee hours
- Room rentals
- Tax advising for foreign nationals
- Health insurance advising
- Weekly orientation and Visa assistance sessions
- Academic seminars
- Career and employment seminars
- International career and employment network
- Alumni mentoring program
- Referral to student nationality groups

Appendix II - Important Telephone Numbers

Emergency Numbers:

Emergencies: 9-1-1

I.U. Police (also called IUPD, Indiana University Police Department): 855-4111

Important Numbers

Bloomington

Bloomington Police 339-4477

Bloomington Fire Dept. 332-9763

Campus

Counseling & Psychological Services 855-5711

IU Directory Assistance 855-4848

Halls of Residence 855-5601

Health Center 855-4011

International Center 855-7133

International Services 855-9086

Library Information 855-0100

Rape Crisis Hotline 855-8900

Recreational Sports Information 855-8788

Education School

Marie Edwards: Administrative Assistant to the Dean 856-8010

Nita Levison: Coordinator of International Programs 856-8042

Academic Departments

Counseling and Educational Psychology 856-8322

Curriculum and Instruction 856-8121

Educational Leadership and Policy Studies 856-8370

Instructional Systems Technology 856-8455

Language Education 856-8284