INTERNATIONAL STUDENT
RESOURCE GUIDE
OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS
ALLOW US TO INTRODUCE OURSELVES.

We go by ISS — the Office of International Students and Scholars. We’re here to provide services and support in your journey as an international student at Purdue.

Our mission is to enhance the academic, cultural and social experience and pursuits of students and scholars from abroad.

How do we do it?

We pride ourselves on knowledge and expertise in immigration, advising and cross-cultural programming. Basically, we’re an awesome resource and we’re here for you.

CONTACT

Office of International Students and Scholars
Schleman Hall, Room 136
475 Stadium Mall Drive
765-494-5770
www.iss.purdue.edu
iss@purdue.edu

HOURS

Business Hours: Monday-Friday, 8 a.m.-5 p.m.
Phone Counselors Available: Monday-Friday* 9-11:30 a.m. and 1:30-4 p.m.
Virtual Drop-Ins Advising Hours: Monday-Friday 1:30–4 p.m.

*Counselors are not available on Thursday mornings.

WHEN IN DOUBT ... CHECK IT OUT!

ISS is your resource for questions pertaining to your immigration status. Always check with us first. Also, you can find excellent information about getting started at Purdue in the Prepare to Be WOW'ed Guidebook.

General Appointments: Call to schedule a 30-minute appointment with an immigration counselor.*

Programming and Engagement: ISS is on Facebook and Instagram! These are great places to learn about our upcoming events and programs. Become a fan today!

TAKING THE NEXT STEP TOGETHER.
HEALTH & SAFETY
- Emergency/Non-Emergency Numbers // PAGE 4
- Counseling and Psychological Services (CAPS) // PAGE 4
- Purdue University Student Health Services (PUSH) // PAGE 4

STUDENT EMPLOYMENT INFO
- Student Employment Services // PAGE 5
- Social Security Numbers // PAGE 5
- Payroll & Tax Services // PAGE 5

OFFICES AND RESOURCES
- Academic Success Center // PAGE 6
- Bursar's Office // PAGE 6
- Center for Career Opportunities (CCO) // PAGE 6
- Diversity and Inclusion // PAGE 7
- Purdue Recreation & Wellness // PAGE 7
- University Residences // PAGE 7
- ITAP (Information Technology at Purdue) // PAGE 8
- Office of the Dean of Students (ODOS) // PAGE 8
- Disability Resource Center // PAGE 9
- Registrar // PAGE 9
- Writing Lab // PAGE 10
- Community Resources // PAGE 10
**HEALTH & SAFETY**

**EMERGENCY/NON-EMERGENCY NUMBERS**

**FOR AN EMERGENCY, CALL 911**

<table>
<thead>
<tr>
<th><strong>PURDUE POLICE</strong></th>
<th><strong>PURDUE FIRE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>765-494-8221</td>
<td>765-494-6919</td>
</tr>
<tr>
<td><a href="http://www.purdue.edu/police">www.purdue.edu/police</a></td>
<td><a href="http://www.purdue.edu/fire">www.purdue.edu/fire</a></td>
</tr>
</tbody>
</table>

**PURDUE STUDENT SECURITY PATROL (PSSP) SAFE WALK**

765-494-SAFE (7233)

Students in need of an escort to and from campus buildings may call the PSSP Safe Walk Program for assistance. Escorts to and from campus buildings are provided 24 hours a day, 7 days a week.

**COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

CAPS helps students achieve personal and academic success. Although CAPS works with students in crisis, its primary goal is to assist students with their concerns before they develop into more serious problems.

An Brief Phone Screening can be scheduled by calling CAPS at 765-494-6995 M-F between 8:00 AM and 5:00 PM. You will be scheduled to speak with a therapist for a screening within 1-2 business days; if you are experiencing a mental health emergency, you will be connected with a therapist right away. During your brief screening, the therapist will gather information related to your current mental health concern and make recommendations for services that will best meet your mental health needs, which could include individual or group services at CAPS, other campus resources, community resources, or online resources. Due to the pandemic caused by COVID-19, we are currently working with students remotely, either through telephone contact or video conferencing on a secure web conferencing platform (WebEx-restricted).

If you are experiencing a mental health crisis, please call us at 765-494-6995 to speak with a counselor. Emergency services are available 24 hours a day; if you are calling after hours, weekends, or holidays, please press ‘1’ at the prompt to connect with a counselor.

One way that students address concerns is to talk to a therapist in a supportive atmosphere to aid self-understanding and the resolution of personal issues. Our services are private and confidential.

FOR AN INITIAL ASSESSMENT, OR IN CASE OF A MENTAL HEALTH EMERGENCY, PLEASE COME TO:

Purdue Student Health Services, Rooms 224, 228 or 220
765-494-6995
Hours: Monday-Friday, 8 a.m.-5 p.m.
[www.purdue.edu/caps](http://www.purdue.edu/caps)

**PURDUE UNIVERSITY STUDENT HEALTH SERVICES (PUSH)**

601 Stadium Mall Drive
[www.purdue.edu/push](http://www.purdue.edu/push)
765-494-1700; For emergencies, dial 911.

**MEDICAL CLINIC**

Monday-Friday: 8:00 a.m.-5:00 p.m.
(Last available appointment is 4:30 p.m.)

**EXTENDED CARE**

Saturday -Sunday: 10 a.m.-5:30 p.m.

Purdue University requires that all international students purchase the Purdue University-sponsored medical insurance plan unless they qualify for a waiver. To enroll in the required medical insurance, go to [https://purdueship.myahpcare.com](https://purdueship.myahpcare.com). This site will provide you with an enrollment guide with step-by-step instructions, an introduction to how insurance works in general and link you to many additional resources, such as the medical insurance carrier website.

**IMPORTANT:** The deadline for all students to purchase the plan or to submit a waiver is September 8th for the fall semester or January 31st for the spring semester. If you do not meet this deadline, Purdue University will place a HOLD on your academic record which affects your ability to register for classes, obtain transcripts or graduate. You will have to pay a $200 late enrollment fee before the hold can be removed.

**NEED MEDICINE?** The Purdue University Retail Pharmacy can fill your prescription and some nonprescription needs right on campus. Located in the Pharmacy Building, Room 119. Open Monday through Friday, 8:30 a.m.-5:30 p.m.
STUDENT EMPLOYMENT INFO

STUDENT EMPLOYMENT SERVICES

Purdue offers student employment opportunities in areas such as dining and catering, University Residences, Purdue Memorial Union, Recreation and Wellness, and many office jobs throughout the academic departments on campus.

Find a job on campus: [www.purdue.edu/studentemployment](http://www.purdue.edu/studentemployment)

SOME THINGS TO KNOW:
On-campus employment is defined as employment that provides a paycheck from Purdue University, West Lafayette. Positions include teaching assistantships, research assistantships, some fellowships and hourly employment (Food Services, Libraries, etc.). International students are not eligible for Work Study positions.

SOCIAL SECURITY NUMBERS

If you have employment, you will need to apply for a Social Security number. During the beginning of the semester, applications for a Social Security number will be taken by appointment only.

SOCIAL SECURITY NUMBER REQUEST FORM:
Have your department's business office help you send the request form to the ISS office. We will email you when the signed form is ready for pick up. After that, you will need to take the required documents with you to the Social Security Office in downtown Lafayette. The office is located at 10 S. Second St, Lafayette, IN 47901. At this time, they require that you call to make an appointment in advance. They do not accept walk-ins.

For your appointment, you'll need all of the following documents:
- I-20 or DS-2019, Passport, Visa, and I-94 (print at [www.cbp.gov/I94](http://www.cbp.gov/I94))
- Proof of Employment (RA/TA offer letter or SSN Request Form from the business office of your campus employer)

PAYROLL & TAX SERVICES

Kurz Purdue Technology Center (KPTC)
1281 Win Hentschel Blvd. Suite E1100, West Lafayette
Fax: 765-494-1728
tax@purdue.edu (Contact by email is strongly preferred.)

PROVIDING ASSISTANCE WITH:
- Your Glacier (international tax paperwork),
- End of year tax forms and general US and state tax filing information,
- Answering questions pertaining to the tax withholding on your Purdue paycheck or other Purdue payments.

Purdue University uses the Arctic International “Glacier” software to administer the international tax compliance. If you have any campus employment (job or non-service fellowship), or payments for a taxable scholarship, prize, award or human subject study, you will receive at link from support@online-tax.net to create an account, then submit documents to the Payroll and Tax area. Because of the off-campus and restricted work area, Glacier documents can only be accepted via secure fax, or campus or US mail only; no drop offs are allowed.

GLACIER IS USED FOR THE FOLLOWING:
- Determines the tax residency of every international payee,
- Treaty eligibility and forms 8233, W-9, and W8-BEN,
- 1042-S form distribution (not all international persons will have a 1042-S form),
- Federal W-4 form creation and/or completion for employees.
ACADEMIC SUCCESS CENTER

Wiley Hall, Room C215  
765-494-9328  
[www.purdue.edu/asc](http://www.purdue.edu/asc)  
academicsuccess@purdue.edu

Monday-Thursday, 8 a.m. - 8 p.m. & Friday, 8 a.m. - 5 p.m.

Through a partnership with the Purdue community, the Academic Success Center (ASC) provides undergraduate students with both credit and noncredit opportunities to develop students’ transferable academic skills, enhance learning, increase retention, and improve overall student success at multiple stages of their academic journey.

Looking to improve your time management skills? Want to be more efficient and effective in the way you study? Visit the ASC. The ASC supports students through various services, including: Peer Success Coaching, academic consultations, workshops, study strategy courses, online resources, Supplemental Instruction, and connections to the various tutoring and help centers across campus.

Sign up for a consultation by selecting “Get Advising” and choosing “Academic Success Center” at [purdue.campus.eab.com](http://purdue.campus.eab.com).

BURSAR’S OFFICE

Hovde Hall  
610 Purdue Mall  
765-494-7570  
[www.purdue.edu/bursar](http://www.purdue.edu/bursar)  
askbursar@purdue.edu

HOW WILL I PAY MY TUITION?

Notification of your tuition and/or housing invoice will be sent to your @purdue.edu email address. It will also be sent to the email address of any authorized users that you have set up. Make sure to confirm your classes by logging into MyPurdue, clicking on the financial tab and clicking “Confirm your enrollment for the coming semester.”

Invoices for each semester are available approximately six weeks before the semester begins.

Tuition is due the first day of classes for each semester. If payment is not received and you have not confirmed your enrollment, you may be subject to cancellation of your classes the following Monday at 5 p.m. You can access your fee statement through your MyPurdue. For instructions to view your statement and check out other step-by-step tutorials on how to manage your account, see here: [https://www.purdue.edu/bursar/tutorials/index.php](https://www.purdue.edu/bursar/tutorials/index.php)

We strongly discourage students from traveling with large amounts of cash. Purdue will not accept cash payments for tuition, fees or housing. More information on banking and convenient methods of payment is available on the Bursar website: [https://www.purdue.edu/bursar/payment/index.php](https://www.purdue.edu/bursar/payment/index.php)

CENTER FOR CAREER OPPORTUNITIES (CCO)

Young Hall, Room 132  
155 S. Grant St.  
765-494-3981  
[www.cco.purdue.edu](http://www.cco.purdue.edu)  
askcco@purdue.edu

Schedule an Appointment: online through BoilerConnect or call the office.

The CCO prepares Purdue University students and graduates to launch successful careers by providing career development and job search services utilizing connections with employers and organizations in Indiana and beyond.

DON’T FORGET: All off-campus work requires authorization prior to starting your employment, so visit the ISS office or check out the employment section of the ISS website for more information.
OFFICES & RESOURCES

DIVERSITY AND INCLUSION

Hovde Hall, Room 135
765-494-6969
www.purdue.edu/diversity-inclusion
diversity@purdue.edu

Bringing together resources, cultural centers and diversity programs across campus, Diversity and Inclusion provides focus, energy, support and leadership as Purdue University builds a more diverse, inclusive community.

ASIAN AMERICAN AND ASIAN RESOURCE & CULTURAL CENTER (AAARCC)
WWW.PURDUE.EDU/AAARCC/INDEX.PHP
915 Fifth Street
765-496-0488

BLACK CULTURAL CENTER (BCC)
www.purdue.edu/bcc
1100 Third Street
765-494-3092

DIVERSITY RESOURCE OFFICE (DRO)
www.purdue.edu/dro/index.html
Materials Science & Electrical Engineering Bldg., Suite 386
765-494-7307

LATINO CULTURAL CENTER (LCC)
www.purdue.edu/lcc/index.php
426 Waldron Street
765-494-2530

LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER CENTER (LGBTQ)
www.purdue.edu/lgbtq/
Schleman Hall, Room 230
765-494-7779

The Division of Diversity and Inclusion also houses the Susan Bulkeley Butler Center for Leadership Excellence, the Native American Educational and Cultural Center, and the Purdue Center for Faculty Success.

PURDUE RECREATION & WELLNESS

France A. Córdova Recreational Sports Center
355 N. Martin Jischke Drive
765-494-3109
www.purdue.edu/recwell/
Monday-Friday, 6 a.m. - 10 p.m.
Saturday, 8 a.m. - 8 p.m.
Sunday, 11 a.m. - 10 p.m.

Purdue Recreation & Wellness is committed to enhance the quality of life on campus. We provide intentional recreation and co-curricular experiences for our student employees and participants that promote lifelong learning and an appreciation for a healthy lifestyle. Program offerings include certifications, challenge education, climbing, club sports, fitness, intramural sports, aquatics, special events, wellness, and youth and family.

UNIVERSITY RESIDENCES

Questions about housing or residential life?
765-494-1000
www.housing.purdue.edu/index.html

University Residences is your resource for information about residential life, housing, and dining.

Check out the FAQ page for more information:
https://www.housing.purdue.edu/Housing/FAQ.html

ON-CAMPUS HOUSING FOR STUDENTS WITH FAMILIES (NOT RESIDENCE HALLS):

Purdue Village
765-494-2090
www.housing.purdue.edu/Housing/Residences/Purdue Village/index.html
pvill@purdue.edu
OFFICES & RESOURCES

INFORMATION TECHNOLOGY AT PURDUE (ITAP)

Wilmethe Active Learning Center (WALC), 1st and 2nd floors
Hicks Undergraduate Library (HIKS), Main floor
765-494-4000
www.itap.purdue.edu
itap@purdue.edu
ITaP Labs Help Desk Hours:
Monday-Thursday: 8 a.m. - midnight
Friday: 8 a.m. - 6 p.m.
Saturday: 9 a.m.-6 p.m.
Sunday: 11 a.m. - midnight

ITaP is Purdue’s central computing support organization. Its website includes helpful information about where to go for on-campus tech support, wireless Internet access on campus, availability of computer labs, Purdue discounts on hardware and software, and more. ITaP offers a variety of ways to get tech support, including their walk-in help desk, phone, email, and website.

BOILERKEY TOKENS
Available by calling. Please have your PUID available. BoilerKey Tokens are also available in person at the ITaP Labs Help Desks with a Purdue ID card.

Follow PurdueIT on Facebook and Twitter for regular updates on Purdue information technology news.

OFFICE OF THE DEAN OF STUDENTS (ODOS)

OFFICES & RESOURCES

Phone: 765-494-1747
www.purdue.edu/odos/
odos@purdue.edu
In our effort to Protect Purdue, all services can be accessed remotely.
ODOS provides information and resources to help with issues that may be negatively affecting you academically, financially or emotionally. They provide many different services and support systems to help students overcome obstacles. General services for students include avoiding academic probation, class absences, withdrawal, academic and financial assistance, safety and well-being. ODOS consists of these specialized areas:

STUDENT RIGHTS & RESPONSIBILITIES
www.purdue.edu/odos/osrr
Promotes responsibility and encourages honesty, integrity and respect among Purdue students through education, compliance through behavioral standards, and support of individual rights.

CENTER FOR ADVOCACY, RESPONSE, AND EDUCATION (CARE)
www.purdue.edu/odos/care
Provides confidential support and advocacy for survivors of sexual violence, dating violence, and stalking.

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS) - See Page 4

FRATERNITY, SORORITY, AND COOPERATIVE LIFE
www.purdue.edu/fscl/index.html
Focuses on scholarship, service, philanthropic giving, leadership development, and brotherhood/sisterhood/siblinghood.

OFF-CAMPUS HOUSING
www.purdue.edu/odos/offcampus
Helps to make your off-campus living experience the best by providing resources and links so you can easily navigate around Purdue and West Lafayette.

STUDENT LEGAL SERVICES
www.purdue.edu/odos/sls
Services include landlord/tenant disputes, criminal issues, power of attorney, traffic tickets, garnishment and collection matters, notary services, family law issues, name change, city or county ordinance violations, and small claims.

PARENT & FAMILY CONNECTIONS
www.purdue.edu/parentandfamily
Engages family members as partners in their student’s educational journey by providing information, resources, tools, and services.

PURDUE UNIVERSITY STUDENT HEALTH SERVICES (PUSH) - See Page 4
DISABILITY RESOURCE CENTER

Young Hall, Room 830
155 S. Grant St.
765-494-1247
www.purdue.edu/drc
drc@purdue.edu

The Disability Resource Center (DRC) at Purdue University ensures qualified students with disabilities equal access to all University programs, services and activities. DRC supports students with disabilities by coordinating reasonable and appropriate accommodations, educating the University community about disability issues and rights, and promoting an informed and inclusive campus environment that actively addresses individual and institutional barriers.

DRC works to create a living and learning environment where all students’ contributions are valued and where universal access and inclusivity become the foundation of campus life.

ACCOMMODATIONS

- Exam Accommodations: Extended time, accommodated testing center, distraction-reduced testing, reader-scribes
- Classroom Accommodations: Note takers, assistive technology, physical access, Web access
- Communication Accommodations: Sign language interpreting, CART, closed captioning, alternative formats (including Braille and e-text)
- University Accommodations: Housing and dining accommodations

REGISTRAR

Hovde Hall, Room 45
610 Purdue Mall
765-494-8581
www.purdue.edu/registrar
registrar@purdue.edu

REGISTERING FOR CLASSES

All incoming international undergraduate students and students transferring to Purdue from another U.S. institution will receive an email from their academic advisor. Your academic advisor will assist you with reviewing your plan of study. Your academic advisor will give you a registration access code (PIN) for your myPurdue account and guidance regarding course selection. Your time ticket is the time when myPurdue is available for you to register. You may view your time ticket in myPurdue by clicking the "Academic” tab and selecting “Registration Status” link. When it is your turn to register for courses, it is advisable to start early so you have the best selection of courses. You can view any Holds you may have that will impact your ability to enroll. Holds impacting registration will need to be resolved before you can enroll.

As the semester approaches, more and more classes will become full, reducing your options. How To Guides for registration may be found on the Office of the Registrar webpage.

Graduate students should contact registration secretary or graduate coordinator in their departments for information about registering for classes.

ALL F-1 AND J-1 INTERNATIONAL STUDENTS ARE REQUIRED BY LAW TO ENROLL IN A FULL COURSE LOAD.

- For undergraduates, this means registering for and completing 12 credit hours every fall and spring semester.
- For graduate students without an assistantship, this means registering for and completing 8 credit hours every fall and spring semester. Graduate students with assistantships must register for and complete 6 credit hours every fall and spring semester.
**WRITING LAB**

Heavilon Hall, Room 226  
765-494-3723  
[https://owl.purdue.edu/](https://owl.purdue.edu/)

Make an appointment, register for workshops, or sign up for conversation groups: [cla.purdue.edu/wlschedule](http://cla.purdue.edu/wlschedule)

To Protect Purdue, virtual hours are available. Limited face-to-face consultations available by appointment. Please visit our schedule to see hours and locations.

The Writing Lab offers a variety of free services to undergraduate and graduate students in any department or any course. Students can receive feedback on any writing project, including course assignments, job documents, and scholarly writing. In-person and virtual sessions are available. Consultants work with students in one-on-one sessions, and together they focus on particular assignments, questions, or problems that students have with their writing. The Writing Lab also offers workshops on various writing topics, holds daily conversation groups, and offers online writing support materials through the Online Writing Lab (OWL) site. Also, check out our YouTube channel: [www.youtube.com/user/OWLPurdue](http://www.youtube.com/user/OWLPurdue)

**COMMUNITY RESOURCES**

**CITY OF LAFAYETTE**
[www.lafayette.in.gov](http://www.lafayette.in.gov)

**CITY OF WEST LAFAYETTE**
[www.westlafayette.in.gov](http://www.westlafayette.in.gov)

**VISIT LAFAYETTE-WEST LAFAYETTE**
[www.homeofpurdue.com](http://www.homeofpurdue.com)

**LAFAYETTE ADULT RESOURCE ACADEMY (LARA)**  
765-476-2920  
[www.laralafayette.org](http://www.laralafayette.org)  
larooffice@lara.lafayette.in.us

LARA is a diverse and dynamic learning community made up of staff, students and volunteers. We learn from and support each other. Join us.

**INTERNATIONAL CENTER**

523 Russell St.  
West Lafayette, IN 47906  
765-743-4353  
[www.intlctr.org](http://www.intlctr.org)  
info@intlctr.org

The International Center of West Lafayette exists to create cross-cultural connections between the diverse residents of Greater Lafayette through education, the arts, cultural events, cultural information and assistance, and housing.

**CAMPUS MAP**

[https://www.purdue.edu/campus-map/](https://www.purdue.edu/campus-map/)