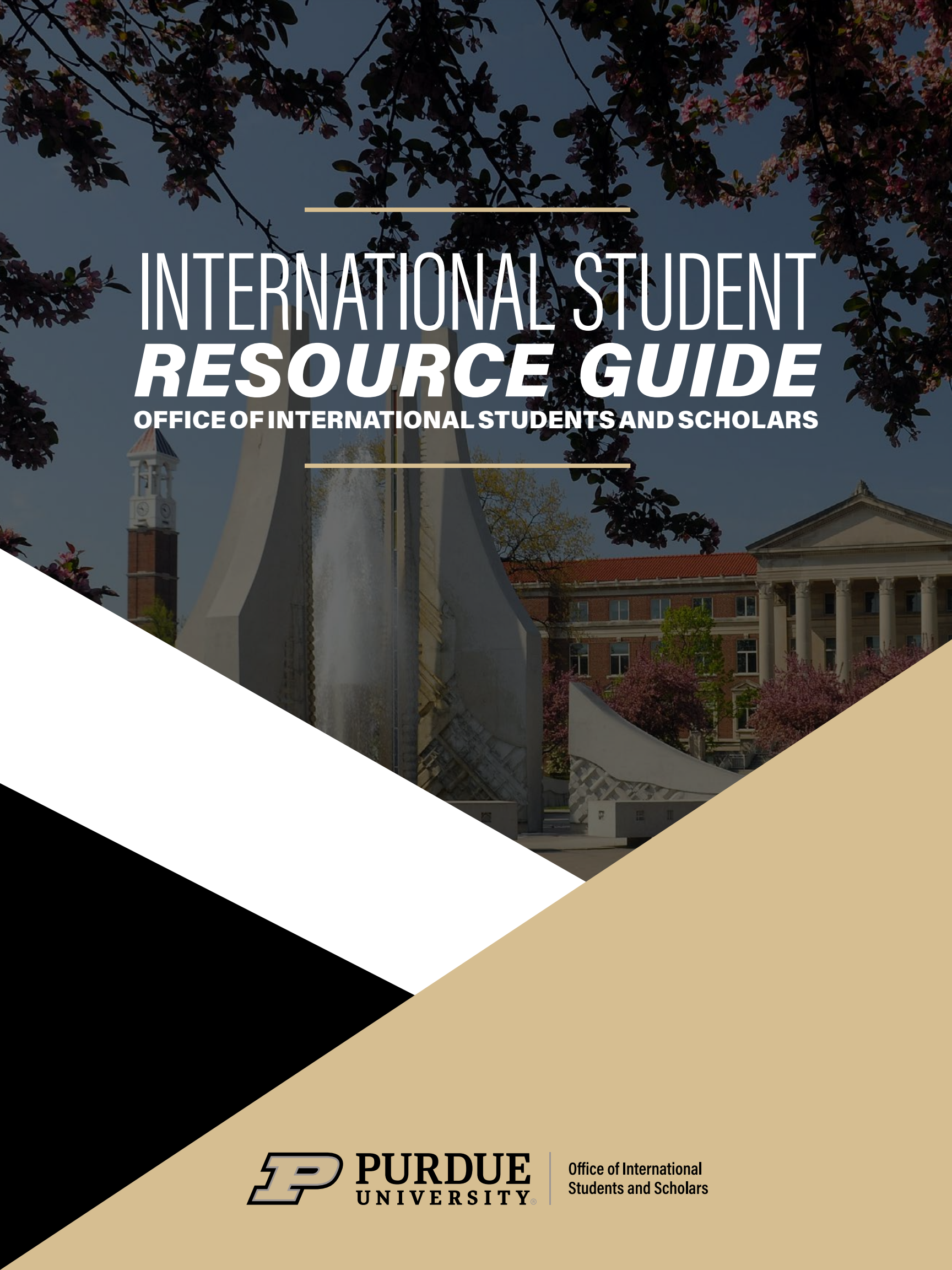




INTERNATIONAL STUDENT ***RESOURCE GUIDE***

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

TAKING THE NEXT STEP *TOGETHER.*

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 US

765-494-5770

www.iss.purdue.edu

Check our [website](#) for our schedule, office location, and the most up-to-date information!

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](#).

QUESTIONS?

Counselors are available each weekday* through phones, WebEx Drop-ins, scheduled Quick Question & Answer (QQA) sessions, and the Ask Student Counselor (ASC) e-form in the [myISS](#) portal.

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!

*Counselors are not available on Thursday mornings.





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HEALTH & SAFETY

EMERGENCY/NON-EMERGENCY NUMBERS

****FOR ALL EMERGENCIES, CALL OR TEXT 911****

WEST LAFAYETTE PURDUE POLICE

765-494-04702 (Non-Emergency)
police@purdue.edu

WEST LAFAYETTE PURDUE FIRE

765-494-6919 (Non-Emergency)
fire@purdue.edu

INDIANAPOLIS IU POLICE DEPARTMENT

317-274-2058 (Non-Emergency)

WEST LAFAYETTE STUDENT SECURITY PATROL (PSSP) SAFE WALK 765-494-SAFE (7233)

IU INDIANAPOLIS SAFETY ESCORT 317-274-SAFE (7233)

Students in need of an escort to and from campus buildings may call 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.

CONNECT WITH WEST LAFAYETTE

CONNECT WITH INDIANAPOLIS

MAKING INITIAL CONTACT

Brief Phone Screening: If you are seeking a consultation with CAPS, you will be scheduled for a 15 minute brief phone screening appointment with a clinician. This brief discussion helps us assess the nature and urgency of your concern, and identify the most appropriate next steps. Usually, appointments are available the same day you call or the next day.

At the end of the brief phone screening appointment, there will be a discussion of next steps. Options might include [self-help resources](#), [TAO \(Therapy Assistance Online\)](#), a referral to a

[workshop or group](#) at CAPS, an appointment for [initial consultation](#) at CAPS, and/or referral to [other campus resources or community resources](#).

If your situation is critical or if you are experiencing a mental health crisis, CAPS also offers [crisis appointments](#) as needed.

Please also see "[Getting Started FAQs](#)" for additional information.

Initial Consultation: During the brief phone screening appointment, your clinician may decide that more assessment is needed before a clinical recommendation can be made. A longer assessment appointment, called the "Initial Consultation" will be scheduled. At this assessment appointment, your clinician will answer your questions, review your situation in more depth, and determine an appropriate clinical recommendation.

Call 911 if your crisis is life threatening. Ask to speak to the Purdue Police CIT Officer.

HEALTH & SAFETY

PURDUE UNIVERSITY STUDENT HEALTH SERVICES (PUSH)

WEST LAFAYETTE

601 Stadium Mall Drive

www.purdue.edu/push

765-494-1700; For emergencies, dial 911.

INDIANAPOLIS

980 Indiana Ave, Lockefield Village, First Floor

[IU Indianapolis Campus Health](#)

317-274-8214; For emergencies, dial 911.

At PUSH, our mission is to promote a healthy campus culture by providing high quality, evidence-based, patient-focused primary healthcare through an accredited model of excellence for the Purdue University student community.

INSURANCE: 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>. 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.

The deadline for all students to purchase the plan or to submit a waiver is September 3 for the fall semester or February 3 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.

TELEHEALTH MEDICAL AND BEHAVIORAL BENEFITS

Doctors are making house calls again! Included with your student insurance plan, and provided by HealthiestYou, is 24/7/365 access to board-certified physicians online or on the phone (where permitted). Totally worth it for minor stuff (like allergies, pink eye and earaches), the doctors on Telehealth can even send a prescription to your preferred pharmacy.

Telehealth can be a win/win:

- Talk to a licensed physician 24 hours a day, 7 days a week.
- Pay no consultation fee.
- Save money and time.
- Toll free # is on your SR ID card or in [My Account](#).

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

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.

For F-1 and J-1 students, the number of work hours each week are restricted:

- Fall/Spring academic semesters: maximum of 20 hours per week.
- Semester breaks, official school/summer vacation: full-time on campus. (Exception: if a student is required to register for summer, such as with a graduate assistantship, only 20 hours per week maximum permitted).

Upon completion of degree, on-campus employment permission ends. Paperwork for on-campus employment is processed by the business office of the employing department/office.

J-1 students must obtain [on-campus work authorization](#) from the ISS office by submitting the J-1 Student Employment Information Form.

PAYROLL & TAX SERVICES

tax@purdue.edu

PROVIDING ASSISTANCE WITH:

- 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; 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.

STUDENT EMPLOYMENT INFO

SOCIAL SECURITY NUMBERS

If you have employment, you will need to apply for a Social Security number. The Social Security Administration (SSA) strongly encourages students to complete an [online application](#) in advance and bring their reference number when visiting the SSA.

SOCIAL SECURITY NUMBER REQUEST FORM:

Have your department's business office/payroll center 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. The Lafayette office is located at 10 S. Second St., Lafayette, IN 47901 (888-884-0522). The Indianapolis office is located at 575 N. Pennsylvania Avenue, Indianapolis, IN 46202 (866-592-2812).

Schedule an office visit: call the SSA's national help line at 800-772-1213 or [contact your local office](#).

For your visit to the SSA, you'll need all of the following documents:

- I-20 or DS-2019, Passport, Visa, and [I-94](#)
- Proof of Employment (RA/TA offer letter or SSN Request Form from the business office of your campus employer)
- Reference number from your [online application](#)

WAIVERS FROM THE SOCIAL SECURITY ADMINISTRATION

If you are applying for a drivers license and are not eligible for a Social Security Number, you'll need to request a waiver letter from the Social Security Administration.

REQUESTING A WAIVER LETTER:

Complete the [form SS-5](#) and mark it with the word "WAIVER" on top of the application form. You will need to take the required documents with you to the Social Security Office in downtown Lafayette and place it in the drop-off box in the office. Or you

may mail your request to their office. The Lafayette office is located at 10 S. Second St., Lafayette, IN 47901 (888-884-0522). The Indianapolis office is located at 575 N. Pennsylvania Avenue, Indianapolis, IN 46202 (866-592-2812). The Social Security Administration will mail your waiver letter to you.

For your request, you'll need to submit copies all of the following documents:

- I-20 or DS-2019, Passport, Visa, and [I-94](#)

OFFICES & RESOURCES

ACADEMIC SUCCESS CENTER

765-494-4700

www.purdue.edu/asc

academicsuccess@purdue.edu

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.

BURSAR'S OFFICE

765-494-7570

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>

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>

CENTER FOR CAREER OPPORTUNITIES (CCO)

765-494-3981

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

OFFICES & RESOURCES

ASIAN AMERICAN AND ASIAN RESOURCE & CULTURAL CENTER (AAARCC)

www.purdue.edu/aaarcc/index.php

765-496-0488

BLACK CULTURAL CENTER (BCC)

www.purdue.edu/bcc

765-494-3092

LATINO CULTURAL CENTER (LCC)

www.purdue.edu/lcc/index.php

765-494-2530

LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER CENTER (LGBTQ)

www.purdue.edu/lgbtq/

765-496-6231

UNIVERSITY RESIDENCES

Questions about housing or residential life?

765-494-1000

[West Lafayette Residences](#)

[Indianapolis Residences](#)

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

MEAL PLANS:

[West Lafayette Campus](#)

[Indianapolis Campus](#)

SAFETY INFORMATION:

<https://www.housing.purdue.edu/move-in/safety.html>

GETTING INVOLVED:

<https://www.housing.purdue.edu/campus-living/get-involved/hall-clubs.html>

HOUSING PORTAL:

[Log on](#) for more info on Changing A Meal Plan, Move-In Selection, After Contract Renewal Room Type Waitlist, and the Special Release Request Waitlist.

OFFICES & RESOURCES

OFFICE OF THE DEAN OF STUDENTS (ODOS)

Phone: 765-494-1747

www.purdue.edu/odos/

odos@purdue.edu

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 5

OFFICES & RESOURCES

INFORMATION TECHNOLOGY

Wilmett Active Learning Center (WALC)
Hicks Undergraduate Library (HKS)
765-494-4000
www.it.purdue.edu

Purdue IT Service Desk

The primary goal of the Service Desk is to serve as the first point of contact for students, faculty, staff and others seeking assistance with IT Services. The staff at the Service Desk will work to resolve your issue upon first contact. In the event we are

unable to resolve your issue, we will escalate and/or redirect you to the appropriate support service.

PURDUE LOGIN

Purdue Login is the gateway to protected tools and services such as Brightspace, SAP, MyPurdue, Qualtrics and more.

How Can We Help You?

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

PURDUE RECREATION & WELLNESS

France A. Córdoba Recreational Sports Center
355 N. Martin Jischke Drive, West Lafayette, IN
765-494-3109
www.purdue.edu/recwell/

Indianapolis Campus Recreation

Indianapolis Facilities
317-274-2824
recsuper@iu.edu

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.

ONLINE WRITING LAB

765-494-3723
<https://owl.purdue.edu/>

Make an appointment, register for workshops, or sign up for conversation groups: cla.purdue.edu/wlschedule

Student FAQs for On-Campus Writing Lab Services

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

OFFICES & RESOURCES

DISABILITY RESOURCE CENTER

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

REGISTRAR

765-494-6165

www.purdue.edu/registrar

registrar@purdue.edu

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

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.

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 all graduate students, this means registering for and completing 8 credit hours every fall and spring semester.

Per semester, only 3 credits delivered online or via distance education may be counted toward the minimum full course of study requirement if the class does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class.

Additional online or distance education courses may be taken as long as the minimum number of credit hours has been met.

OFFICES & RESOURCES

COMMUNITY RESOURCES

CITY OF LAFAYETTE

www.lafayette.in.gov

CITY OF WEST LAFAYETTE

www.westlafayette.in.gov

VISIT LAFAYETTE-WEST LAFAYETTE

www.homeofpurdue.com

VISIT INDY

www.visitindy.com

DOWNTOWN INDY

www.downtownindy.org

CAMPUS MAPS:

[West Lafayette](#)

[Indianapolis](#)

LAFAYETTE ADULT RESOURCE ACADEMY (LARA)

765-476-2920

www.laralafayette.org

laraoffice@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

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.

