Welcome to Adelphi—
Your Home Away From Home

Our commitment to you is that you feel welcome, honored and respected. The support and resources we provide to each individual is very important to us. Here at Adelphi, we value academics, research, creativity and deep community engagement through a strong support system across campus contributing to the success of each student and exchange participant.

Adelphi traditions are passed down through the years and live on from generation to generation, defining our time here. Through the years, we have worn these colors, shared these experiences and made long-lasting memories together.

- **Brown and Gold**—Our school colors, brown representing the arts and gold representing the sciences
- **Brown-Eyed Susan**—Our school flower, known for its bright yellow flowers and black to brown center
- **Panther Paws**—Our official mascot, but we're also known for our bunnies.
- **International Education Week**—Annual celebration filled with cultural events and opportunities
- **Spirit Weekend**—Three days in the fall when Adelphi participates in a 5K run, carnival rides, sporting events, activities and performances
- **Athletics**—Root for our Panthers throughout the year on the field, the court, the track and in the pool.

Introduction

During your studies or exchange visitor program at Adelphi University, it is your responsibility to fulfill the purpose for which the U.S. Department of State issued your visa and follow the federal regulations associated with that purpose. The information provided in this document will help you understand some of the major requirements of the Student Exchange Visitor Program (F-1) or the Exchange Visitor Program (J-1) regulations and provide you with the policies and procedures at the university associated with these responsibilities.

Information Included:

- Documents and Terminology
- Student and Scholar Responsibilities
- Full Course of Study Requirements
- Academic Expectations
- Employment
- Psychological Well-Being and Mental Health
- University Services

Regulatory Support

International Services, where you will locate your designated school official (DSO) if you are an F-1 student or responsible officer (RO) if you are a J-1 exchange participant, is here to assist by providing essential regulatory advising and immigration support to enable each individual to achieve their educational goals. Regular contact with Adelphi University International Services will help you keep current with any change that may affect your status.

Contacting International Services

- Email: is@adelphi.edu
- Telephone: 516.877.4990

Contacting the Student Exchange Visitor Program (SEVP)

- Email: sevp@ie.dhs.gov
- Telephone: 703.603.3400

Contacting the U.S. Department of State

- Email: jvisas@state.gov
- Telephone: 866.283.9090

International Services Portal

This portal will be your most important source of regulatory- and status-related information. Operated and maintained by International Services, the portal connects your SEVIS immigration record with the University, making it easy for students to access your individual information, upload and retrieve documents, and make requests to submit to your DSO or RO. The portal can be accessed by logging into eCampus using University eCampus credentials.

FOR MORE INFORMATION, VISIT IS.ADELPHI.EDU
Terminology and Resources

Being familiar with the terminology used to define your status, related documents and requirements, and knowing where to locate the current regulations is essential in understanding your responsibilities to maintain valid status. Included below are important terms and resources to be familiar with.

Federal Regulations

- F-1 Students—The laws and regulations for F-1 students are administered by the Student Exchange Visitor Program (SEVP). The current regulations can be located at ice.gov/sevis/schools/reg.
- J-1 Participants—The laws and regulations for J-1 participants are administered by the U.S. Department of State's Exchange Visitor Program. The current regulations can be located at j1visa.state.gov/participants/administration.

Immigration Documents

- Form I-20 or DS-2019—Issued by International Services, you must keep this document safe and valid at all times, as you will need it throughout your program.
- Visa—Issued by the U.S. Department of State, this stamp located in your passport allows entry to the United States for the following purposes:
- F—Individual approved to participate in program or activity for which they have been admitted.
- J—Individual approved to participate in academic studies
- I-94 Arrival Document—Issued by U.S. Customs and Border Protection, this record keeps track of the arrival and departure to/from the United States of people who are not United States citizens or lawful permanent residents.

Status Terminology

- Designated School Official—Also known as the DSO, this person is able to assist international students with their F-1 status questions and is responsible for updating and maintaining student SEVIS records.
- Responsible Officer—Also known as the RO/ARO, this person is able to assist J-1 participants with status questions and is responsible for updating and maintaining student SEVIS records.
- SEVIS—The Student Exchange Visitor Information System (SEVIS) is a database used by the U.S. Department of Homeland Security (DHS) to collect, track and monitor information regarding exchange visitors, international students and scholars who enter the United States on a F, J or M visas.
- Status—Upon entering the United States, an individual is granted a specific status which requires the participant to follow all regulations associated with that purpose in order to remain in the country.
- Duration of Status—International students and exchange visitors have a certain amount of time in which to arrive in the country, complete your program requirements and return to your home country.

Other Important Documents

- Driver’s License—Legal authorization, or the official document confirming such an authorization, for a specific individual to operate one or more types of motorized vehicles—such as motorcycles, cars, trucks or buses—on a public road.
- Social Security Number—A nine-digit number, issued by the U.S. Social Security Administration (SSA) to an individual who is authorized to work in the United States.

Student and Scholar Responsibilities

It is important that you understand and abide by all regulations and reporting responsibilities in order to maintain valid status. Failure to comply with all requirements will result in the termination of your SEVIS record, requiring you to depart the United States and no longer be eligible to continue your program. Regular contact and communication with International Services is an important tool in this process.

Arrival Requirements and Reporting Responsibilities With International Services

- Report Contact Information
  - You must update your My Profile record, located in eCampus, with your local U.S. address, telephone number, personal email and emergency contact information.
  - You are required to report any changes within 10 days.
- Submit Immigration Check-In
  - Initial students and participants must complete the check-in process using the International Services portal prior to the program start date.
  - Upload a copy of your I-20 or DS-2019, visa, I-94 arrival record, and valid passport.
- Maintain Required Documents
  - You are responsible for having the following documentation and maintaining copies for your records.
  - Valid I-20 or DS-2019, valid passport, and I-94 marked I/S.

Program Requirements and Provisions

- Academic Studies for Students
  - Register for a full course of study each academic semester.
  - Maintain normal academic progress, which includes attending and passing all classes.
  - Students experiencing difficulties should speak with your DSO.
  - Do not drop a class without first speaking with your DSO.
  - Students must complete their academic studies prior to the end date listed on your I-20.
  - Individuals who wish to extend their stay in the United States must speak with International Services prior to your program completion date for guidance on eligible program extensions.

- Employment and Practical Training
  - Work only when authorized by International Services through on-campus employment, curricular practical training or academic training.
  - Work only when authorized by USCIS for pre- or post-completion optional practical training.
  - Volunteering may be considered employment for immigration purposes; consult with International Services before beginning any volunteer activity.
  - Unauthorized employment is a violation of program status which will result in termination of status.

Upon Program Completion

- F-1 students receive a 60-day grace period following program completion or authorized post-completion OPT.
- F-1 students receive a 15-day grace period following an authorized early withdrawal approved by International Services.
- F-1 students who fail to maintain status are not eligible for any grace period.
- J-1 participants receive a 30-day grace period at the end of the program.

Maintain Health Insurance

International students and exchange visitors and any dependents are required to obtain health insurance which meets the minimum requirements throughout the entire duration of the program.
Full Course of Study Rules

The federal regulations which regulate the student visa require an international student to register for and complete a full course load each semester. This means you have to enroll and complete a certain minimum number of credits or contact hours based on your specific academic level.

Summer Enrollment—From a regulatory perspective, summer enrollment is generally not required for continuing students, with the following exceptions:

- New students beginning a program of study during the summer session
- Returning students who are resuming academic studies after a break in status
- Students who are required to enroll in summer classes to maintain normal academic progress

Full Course of Study Definition—The definition of a full course of study varies based on your academic level listed on your Form I-20/DS-2019.

- **Academic English**—18 clock hours per week
- **Extended Accelerator Program**—13–19 contact hours and 3–6 credits
- **Academic Accelerator Program**—13–16 contact hours and 10–13 credits

Online Course Rules

There is a limit to the number of online classes, if any, an international student can count toward the full course of study requirement each semester.

- Students enrolled in a degree-seeking program are allowed to count one class or 3 credits per semester toward the full course of study requirement.
- Students enrolled in English language training or a pathway program are not eligible to enroll in online courses.

Normal Academic Progress and Complete Program

As an international student, you are required to make normal progress toward completing the program of study listed on your Form I-20/DS-2019 prior to the program completion date listed on the same document. This includes, but is not limited to, the following:

- Continue to meet all institutional requirements and maintain good academic standing.
- Conduct yourself in accordance with the Adelphi University Code of Conduct.
- Enroll in the proper courses required for degree completion indicated in your Plan of Study.
- Attend, participate in and pass all courses.
- Comply with the Code of Academic Honesty, which prohibits behavior such as lying, cheating or stealing.
- If necessary, request a program extension from your designated school official prior to the program completion date listed on your Form I-20/DS-2019.

Student Classroom Expectations

1. **Academic Honesty**—Academic honesty means that you must use your own original thoughts and work when completing assignments, tests, papers and projects. If you use someone else’s ideas, words, formulas or any other kind of work, you must acknowledge it as theirs. Any form of appropriation of someone else’s work and/or unauthorized collaboration are examples of academic dishonesty. You can read the policy here: adelphi.edu/library-services/plagiarism-and-academic-honesty
2. **Attendance**—you must be present for every class. If for some reason you must miss a class, you should email your professor to explain. Often a professor will allow you one or two absences without your grade being affected. Read your course syllabus for details.
3. **Academic Writing**—Direct and clear writing is expected, which means your assignments must have proper grammar, punctuation and spelling, using clear introductions, statements of purpose and conclusions. The Learning Center offers tutors (free of charge) to help you review your work for style, grammar and form.
4. **Active Participation**—Classroom participation or engaging in class discussion providing relevant opinions and comments is not only expected but is often a part of your grade.
5. **Ask Questions**—Professors are generally available during or immediately following class for questions. If you are unsure, always ask.
6. **Independent Thinking**—Students are encouraged and expected not only to read the course materials, but also to think independently and to express their own perspectives and knowledge in class and in their written work.
7. **Interacting With Faculty**—The relationship between students and professors in the United States can be less formal than in many countries. However, it is important to let your professor set the expectations for the classroom.
8. **Punctuality**—Always be on time for classes, which means arriving prior to the scheduled time and not after.

Academic Expectations

- **Teaching Methods**—Each class may be different and include lectures, open discussion, group work, assignments, exams, observation, experiential learning and projects.
- **Teamwork**—You will find group work is common in your classes, as it teaches essential communication and social skills, such as active listening and effective speaking.
- **Begin on Day 1**—Come to class prepared by doing the reading and ready to engage in discussion to prevent falling behind.

Available Academic Services

- **Academic Services and Retention**—Works with multiple offices around campus helping students find resolutions to their problems and answering any questions that arise during their college careers.
- **The Care Team**—Offers support for all students, providing referrals or support to connect students with appropriate resources to address their issues.
- **The Learning and Writing Centers**—Offer assistance to help you become a more effective and confident writer using clarity, improving sentence-level style, understanding rhetorical techniques, incorporating and citing sources, and strengthening grammar skills, and provide academic support programs including tutoring, skills development and preparation to help you in the class and prepare you for life outside of Adelphi University.
- **University Libraries**—Offers facilities and resources for course-related materials, research, internet access, and a great place to study.
Employment

Employment eligibility and the rules which govern employment options for international students are determined by federal laws and regulations set forth by the U.S. Department of Homeland Security. You must not engage in employment without authorization from your designated school official/responsible officer or through U.S. Citizenship and Immigration Services. Unauthorized employment is a violation of status and will result in the termination of a student’s SEVIS record, requiring the student to depart the country immediately.

Interested students and scholars must speak with International Services for eligibility requirements and specific details.

Types of Employment for F-1 Students
- On-Campus Employment—Employment performed on the school premises
- Curricular Practical Training—Alternative work-study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the schools
- Optional Practical Training—One type of work permission allowing students to get real-world work experience related to their field of study

Types of Employment for J-1 Participants
- On-Campus Employment—20 hours per week performed on the school premises
- Off-Campus Academic Training—Related to the course of study
- Off-Campus Employment—Related to academic funding, on-campus work or economic necessity

Physical and Mental Health and Wellness

Success in college means more than getting A’s or a top internship. While these are important, your physical and mental wellness is essential to your student success. Positive choices and lifestyle changes such as exercise, good nutrition, mindfulness, social connectedness and sufficient sleep, along with reducing unhealthy habits such as smoking, excessive alcohol use and illegal drug use have an impact on your overall physical and mental well-being.

Adelphi University understands the challenges and stresses you face as a student and is here to support your personal health and wellness with a wide range of services.

- Academic Wellness—Understand expectations by knowing your responsibilities and actions you must take. Speak with your academic adviser or faculty supervisor for clear guidelines.
- Environmental Wellness—Adelphi’s sense of community extends to the entire planet. Take a stroll around campus and enjoy the outdoor fishpond near Swirbul Library, the beloved cottontail rabbits thriving as a result of pesticide-free lawns, or the 68 species of flowering plants, shrubs, flowers and trees.
- Emotional and Social Wellness—Stay active and engaged to know others by joining a club or student organization. Make a positive impact for others through volunteer and community service programs. Connect with the Center for Student and Community Engagement, located in the Ruth S. Harley University Center, Room 123.
- Financial Wellness—Paying for college can be stressful. Contact Student Financial Services, located on the lower level of Levermore Hall, with financial questions and to prepare short-term, mid-term and long-term plans.
- Intellectual Wellness—Develop good study skills, critical thinking and time management with the support of the Learning and Writing Centers, located in the Nexus Building, Room 132.
- Medical Care—The Health Services Center, located in the Nexus Building, Room 132, provides confidential professional services, including individual and group counseling and referrals to both on- and off-campus resources from culturally sensitive clinicians.
- Nutritional Services—Dining Services, located in the Ruth S. Harley University Center, offers individualized assistance to students to develop positive eating habits and ensure appropriate menu planning for those with special dietary needs with the help of our registered dietician.
- Panther Pantry—If you are going through financial hardship, Adelphi’s Panther Pantry can help by providing you with basic food and personal care items, free of charge. The service is completely confidential.
- Physical Wellness—Campus Recreation encourages students to have fun and be active, providing recreational programs that are safe and enjoyable. Participate in individual or group fitness instruction, sports clubs and intramural leagues, swimming, and much more, located on campus in our state-of-the-art facilities in the Center for Recreation and Sports.
- Psychological and Mental Health Services—The Student Counseling Center (SCC), located in the Nexus Building, Room 132, provides confidential professional services, including individual and group counseling and referrals to both on- and off-campus resources from culturally sensitive clinicians.
- Spiritual Wellness—The Interfaith Center, located in the Ruth S. Harley University Center, Room 303, offers opportunities for spirituality, worship and fellowship.
- Social Wellness—Get to know others, join a club or organization, volunteer in the community, and much more, with the help of the Center for Student and Community Engagement, located in the Ruth S. Harley University Center, Room 123.