



# International Student Information

## Department of Psychology

### What's Inside:

J-1 and F-1 Student Visas	3-5	Health Insurance	8
Your Travel Responsibilities	6	Working on Campus	9
Getting to Pensacola	7	Doing Your Taxes	10
Living in Pensacola	7	Your Responsibilities	11
Getting a U.S. Mailing Address	7	Your Commandments	12-13
Money and Opening a Bank Account	8	Important UWF Contact Information	14





## *Welcome to the Department of Psychology!*

Greetings!

Welcome to the Department of Psychology at the University of West Florida. I hope you will find these pages valuable and interesting.

The Psychology Department offers small classes, personal attention from respected faculty and hands-on experience working with local organizations. We offer both undergraduate and graduate degree programs as well as certificates. The faculty's applied psychological science specialties are varied and diverse so that multiple opportunities are available for a wide range of learning experiences. Through the study of psychology as a science, the faculty and students evaluate and understand behaviors and experiences, and then apply this knowledge in a variety of settings to solve problems. In doing so, the education and development of each individual is our primary concern!

If you have any questions about the psychology department, please contact us at [psych@uwf.edu](mailto:psych@uwf.edu).

Best wishes!

Dr. Laura Koppes  
Chair, UWF Department of Psychology

### *What We Offer*

#### Undergraduate: Bachelor of Arts in Psychology

- Focus on Human Development
- Minor in Psychology
- Minor in Sport & Exercise Psychology
- Human Resource Certificate

#### Graduate: Master of Arts in Psychology

Specialization Areas:

- Counseling Psychology
- General Psychology (Optional Health Psychology Certificate)
- Industrial-Organizational Psychology



#### Laboratories

Aging Research Laboratory	Health Psychology Laboratory
Biofeedback Laboratory	Neurocognition Laboratory
Experimental Psychology Computer Laboratory	Work Life/Leadership Laboratory
Human Factors Laboratory	



## *Types of International Student Status: J1 and F1 Student Visas*

### **J1 Student Visa**

J1 student visas are for people who want to participate in an exchange visitor program in the U.S. The J1 visa is intended for exchange students, research scholars and professors. The J1 visa can obligate the student to return to their home country for a minimum of two years after the end of his/her studies in the U.S. before being eligible to apply for an immigrant (permanent residence) visa if the student receives funding from their government or the U.S. Government.

### **F1 Student Visa**

Most non-U.S. citizens who wish to study in the United States will seek an F-1 student visa. This visa is the most common for those who wish to engage in academic studies in the United States and is intended for people who want to study at an accredited U.S. college or university.

### **Starting the F1 Visa Process**

When UWF receives and accepts your application, the International Student Office will input information about you into the Student and Exchange Visitor Information System (SEVIS). They will then send you an I-20 form, which you will need in order to obtain your visa. Provide the International Student Office with an address in your home country where they can send the I-20 via Federal Express. The charges for Federal Express delivery will be added to your student account. The fees for shipping typically range from \$40-\$75. They cannot ship the I-20 (DS-2019 for the J-1 page) using any other method unless Federal Express service is unavailable in your country.

*Continued on Page 4....*



### **Note to Readers:**

This document was prepared by Sharmili Shanmugaratnam, who was a graduate student and an assistant in our master's degree program, with a specialization in industrial and organizational psychology. Sharmili is originally from Sri Lanka, and more recently, joined us from Toronto, Canada where her family resides. Sharmili, with information from the UWF International Student Office, developed this document in hopes to give future international students a smooth transition in the Department of Psychology.



## *J1 and F1 Student Visas (Continued)*

### **Getting Your F1 Student Visa**

**STEP 1:** Once you receive your I-20, use your SEVIS ID number (begins N000) and the University of West Florida's Program Code (MIA214F00366000) to pay the SEVIS fee, which is \$100. You can pay this fee online by going to <https://www.fmjfee.com/i901fee/>.

**STEP 2:** After you have paid the SEVIS fee you can contact the nearest embassy or consulate. Go to <http://usembassy.state.gov/> to locate the U.S. embassy or consulate nearest to you and determine what obtaining a visa appointment entails. Rules and regulations regarding embassy appointments differ depending on country or city where appointment is made.

To determine what the approximate wait times are for nonimmigrant visa appointments at your nearest consulate or embassy, go to [http://travel.state.gov/visa/temp/wait/tempvisitors\\_wait.php](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php) scroll down to the bottom and click on the arrow. Select the city where you plan to attend the visa appointment and follow the link to determine the wait time for F-1 nonimmigrant student visa wait times.

Before you make travel arrangements or purchase tickets to enter the U.S., it is advisable to wait until you have received an interview and have been notified that you have been approved for a visa.

**STEP 3:** Once you have been advised by the consular officer that you will receive an F-1 visa to enter the United States, contact UWF's International Student Office by e-mailing [intered@uwf.edu](mailto:intered@uwf.edu) and let them know the good news.

Please note that you must be able to prove to the Consular Officer that you have strong ties to your home country. In general, it is a good idea to be very organized for this meeting. If you are turned down, ask the Consular Officer how you can apply again. If approved, the consular section will enter into SEVIS that your visa has been issued.

We suggest that you take the following to the interview:

- Bank statements from your home country

- Letters from immediate family stating that you intend to study in the U.S. and then return to your home country

- A letter offering you a job in the future

- Evidence of any property you own (car, land, etc.)

- Evidence of property owned by members of your immediate family



## *J1 and F1 Student Visas (Continued)*

### **Entering the U.S.**

You must enter the U.S. by or before the report date on the I-20 or DS-2019. You may not enter the United States more than 30 days before the beginning of your study program. At the port of entry, you may have to show your passport, visa, evidence of support and the I-20 or DS-2019. The officer at the port of entry will enter into SEVIS that you have arrived.

The visa is typically issued for the entire length of study. If you are in F-1 status, you have a 60-day grace period after completion of your program. If you are in J-1 status, you have a 30-day grace period after completion of your program. The length of time you are permitted to stay will be recorded on your I-94, Record of Arrival-Departure, which should be kept in your passport.

### **F-1 and J-1 Enrollment Requirements**

F-1 and J-1 students must be enrolled full-time (12 credits or more for undergraduate students and 9 hours or more for graduate students) to remain in status. Current holders of visas other than F-1 or J-1 should contact the International Student Office.









## *Getting to Pensacola*

We suggest that you fly into Pensacola, Florida. Buses and trains are not convenient in this region of the U.S. You may choose to fly Northwest Airlines, U.S. Airways, Continental Airlines, Delta Airlines, American Airlines, and/or Air Tran as they provide transportation from several large U.S. cities and U.S. Ports of Entry to Pensacola Regional Airport. Please be advised that you may have to change planes at least once to make the connection to arrive in Pensacola, Florida. After arriving at Pensacola Regional Airport, most students take a taxicab to the university. The taxicab fare ranges from \$25-35 U.S. If you are arriving very late at night, there are many motels near the airport.

The International Student Office can also try to arrange for one of the members of the International Student Association to pick you up at the airport. In order for this to happen, you must send a copy of your itinerary in advance to [intered@uwf.edu](mailto:intered@uwf.edu).

Remember, we recommend arriving several days before the start of the semester—preferably the weekend before. However, if you plan to live on campus, do not arrive before the official Housing “check-in” because there will be few university services available. You **MUST** stop in to the International Student Office for your Immigration and Health Insurance Check-In after you have a place to live. Be sure to obtain a mailing address (P.O. Box or address of the apartment or house that you chose to live in) and open a bank account as soon as possible.

## *Living in Pensacola*

You may want to live on-campus in the UWF resident halls or the UWF Village Apartments, or you may want to rent alone or share an apartment off-campus. Distance and transportation are difficult in the U.S. and in Pensacola, particularly. Unless you plan to have a car, we suggest that you live on-campus in a resident hall or Village Apartments, or off-campus at one of the nearby apartment complexes listed below. Most students who live on or near campus buy bicycles soon after they arrive. **There is a shortage of housing both on-campus and off-campus. Please make arrangements for housing early to ensure that you reserve a place to live.**

Some of the closest off-campus apartments include:

The Fountains Apartments	850-476-4664	Creskide Apartments	850-857-0054
Jasmine Creek Apartments	850-476-2500	Hillview Terrace Apartments	850-478-6567

For details of available housing options and the required documents to reserve a place to live on-campus on go to [www.uwf.edu/housing](http://www.uwf.edu/housing).

## *Getting a U.S. Mailing Address*

Whether you live in a resident hall or a Village Apartment or another apartment off-campus, you need a mailing address immediately, upon arrival. If you live on-campus, you will need your University student number (970 number) to get a mailing address. You will need your new address to get a bank account and for your Immigration and Insurance check-in with the International Student Office.

Write down your UWF student ID number, your address, and your new telephone number when you get it and keep all of them with you at all times. If you live in a resident hall or the Village Apartments, check-in with Housing and then go the U.S. Post Office on the 1st floor of The Commons, Building 22. Show or give the postal worker your UWF student ID number and housing receipt (if you have it) and tell them you are an international student. Ask for a Post Office Box. There is no fee for a Post Office Box. If you live off-campus, use the address where you are living.



## *Money and Opening a Bank Account*

To purchase health insurance, pay housing fees, and establish yourself financially, you may want to open a U.S. checking account with a nearby bank. After you have your new address, you may open a checking account at a local bank. There are several local banks near the main campus. Some students use bank cards and accounts from abroad. Just make sure that your ATM and/or credit cards will work in the U.S. **You may need to contact the issuer of your ATM debit card and credit card holders to notify them that you will be attending school in the U.S. and will need to use your debit and/or credit cards internationally.**

Initially, to pay for housing, textbooks, the first half of your tuition, and to have available cash, you will probably need a minimum of \$6,000 in traveler's checks; a check payable on a bank in the U.S.; a credit card that works in the U.S.; or a check to the University of West Florida written on a U.S. bank or a bank with a branch office in the U.S. (If you want to pay for your full semester tuition during the first week of school, you will probably need \$9,000-\$10,000.) You may also use a credit card or an extra \$200 in traveler's checks for a motel or any emergency expenses. The only U.S. cash and coins you will need would be to pay for food, taxi service, and an emergency (should one arise).

Do not travel with large amounts of cash. If you have enough traveler's checks or a credit card, you probably will want to carry no more than \$200 cash.

## *Health Insurance*

The State of Florida requires that all international students obtain and maintain adequate health and accident insurance before registering at the University of West Florida. There are no exceptions.

If you choose to buy health insurance from the UWF approved insurance company after you arrive, it will meet the Florida state requirements and will cost you approximately \$900 per 12-month period. **All international students must pay their health insurance for the full academic year. No exceptions. We will document that you have the appropriate amount of insurance coverage (i.e. for the entire academic year) when you come to the International Center to check-in.** We also recommend that you purchase Travel Insurance while you are in transit from your country to the U.S. and for your first few days after arrival.

Contact the International Student Office to make sure health insurance requirements/companies have not changed prior to purchasing.





## *Steps to Working on Campus*

There are several steps to working while being an International Student at UWF.

**STEP 1:** When you have received a job offer from an on-campus work site, have your prospective supervisor write a letter to you with the following information: your position and its responsibilities, your hours, and your supervisor's contact information.

*Sample Letter:* The Business Department is hiring Stevie Student as a Student Assistant, starting 10/1/2006. Stevie will be working up to 20 hours a week. If you have any questions, please contact Jane Doe, Office Manager at 474-2000.

**STEP 2:** Make an appointment with your International Student Advisor by calling 474-2479, and bring the letter with you to the appointment.

**STEP 3:** The International Student Advisor will write a letter for you to take to the Social Security Administration Office located at 411 W Garden St, Pensacola, FL. Their telephone number is (850) 434-5488.

**STEP 4:** The Social Security Administration officer with whom you meet will issue you with a social security number. A social security card will also be issued for you, but that may take up to 2 weeks to arrive at your address.



**STEP 5:** When your social security number has been issued, return to the International Student Office, and a packet will be compiled including copies of your I-20/DS-2019, passport, I-94, and a letter from the International Student Advisor authorizing you to work on campus. These documents are sent to Payroll. If any of these steps are omitted, you will not be paid.

Remember, International Students are entitled to work for up to 20 hours per week during semester, and up to but not exceeding 40 hours per week between semesters or during breaks.

If you are ever in doubt of your employment status, contact your International Student Advisor at 850-474-2479.



## *Doing Your Taxes*

All Foreign Nationals living, visiting, working, or studying in the U.S. are responsible for compliance with United States laws and regulations. The [Internal Revenue Service](http://www.irs.gov/) ("IRS"; <http://www.irs.gov/>), the U.S. Government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-United States citizens. The University of West Florida may be required to withhold U.S. income tax and file reports with the IRS in connection with payments made to students who are not U.S. citizens or permanent residents and who receive financial aid, scholarships, fellowships, awards, or compensation for services performed. For detailed information about filing income tax return forms as a foreign national who resides in the U.S. visit the IRS website for [Taxation of Nonresident Aliens](http://www.irs.gov/businesses/small/international/article/0,,id=96477,00.html) (<http://www.irs.gov/businesses/small/international/article/0,,id=96477,00.html>). Failure to comply with U.S. tax regulations could subject you to U.S. taxes on your worldwide income and could present serious problems if you were to ever apply for permanent residency in the U.S.

### **Federal Tax Treatment**

The University of West Florida must determine whether a foreign national will be treated as a "resident alien" or a "nonresident alien" for U.S. tax purposes. The substantial presence test is used to calculate the number of days that a foreign national is present in the U.S. and determine whether the individual is a nonresident alien or resident alien for purposes of calculating U.S. tax withholding. UWF is required by law to report to the IRS all payments made to nonresident aliens, or to a third party on his or her behalf, regardless of whether the payment is subject to U.S. tax.

### **Form 8843**

Form [8843](http://www.irs.gov/pub/irs-pdf/f8843.pdf) (<http://www.irs.gov/pub/irs-pdf/f8843.pdf>) must be filed by all individuals on F-1 visa, or J-1 visa, and their dependents, even if you have not earned any income in the U.S. If you have not earned any income, complete Parts I and III, sign on the back and mail it to the IRS. If you do not have to file a tax return, mail Form 8843 to:

Department of the Treasury  
Internal Revenue Service Center  
Austin, TX 73301-0215

### **Tax Treaties**

The U.S. maintains income tax treaties with over 50 different countries, and certain taxable payments made by UF to a foreign national may be exempt from U.S. tax based on an income tax treaty entered into between the U.S. and the foreign national's home country. The existence of a tax treaty does not automatically ensure an exemption from taxation; rather, you must satisfy the requirements for the exemption set forth in the tax treaty. In order to be considered for a tax treaty exemption, you must complete all the appropriate Federal forms. For more information, you can download the IRS document, [P901 "US Tax Treaties"](http://www.irs.gov/pub/irs-pdf/p901.pdf) (<http://www.irs.gov/pub/irs-pdf/p901.pdf>).

### **Tax Workshop**

The International Student Office offers a free tax workshop every year in March. For more information on the tax workshop you can email [intered@uwf.edu](mailto:intered@uwf.edu).



## *UWF International Student Responsibilities*

**Students need to report the following types of information to their International Student Advisor in a timely manner:**

- ◆ Enrollment at the beginning of every session (excluding authorized break period)
- ◆ Address changes within 10 days of the change
- ◆ Change in sources of financial support
- ◆ Employment
- ◆ Change in course load
- ◆ Change in program of study
- ◆ Change in academic status
- ◆ Intent to travel outside of the United States
- ◆ Application for change of immigration status
- ◆ Need to extend program
- ◆ Intent to transfer







## Commandments for International Students



*You are responsible for maintaining legal student status. Please contact your International Advisor as early as possible if you have any immigration questions or concerns. Make appointments well in advance of deadlines.*

U.S. Immigration and Customs Enforcement (USICE aka ICE)\* has retained most pre-9/11 regulations for full-time enrollment of International Students *and has added new rules*. Please be mindful of all regulations when you make a program or degree plan, set up internships, register, etc. Also note "events" that must be reported to the International Student Office for entry into your SEVIS record.



**1. Full-time enrollment during the Academic Year:** During fall and spring semesters you must be registered for a minimum of 12 hours. Graduate students must be registered for a minimum of 9 hours. *ICE has no registration requirement for summer term(s).* \*\*

**2. "Normal Progress":** You must be making normal progress towards a degree to be considered "in status" with ICE. Suspension has immediate and serious legal implications. Prolonged probation may also put you at risk.

**Exceptions to full-time enrollment are listed in items 3 through 10 below:**

**3. Registration Reduction of Course Load (RCL):** Under-enrollment of hours (less than full-time enrollment for medical or academic reasons) must be approved by the International Student Advisor *prior* to registration. (Academic reasons for RCL are often first-term, limited English skills or improper course level placement/prerequisite problems.)

**4. Withdrawal** from classes resulting in enrollment below the 12- and 9- hour minimums must be approved *prior* to withdrawal by the International Student Advisor.

**5. Non-UWF-credited classes:** English for Non-native Speakers (ENS) and the PJC English and Skills classes taught on the UWF campus *are* recognized by ICE as valid for the 12- and 9- hour minimums.

**6. Final Term:** You may take only the hours you need to complete your program during the last semester of coursework before graduation. If you have registered for less than full-time your last term, *make sure you graduate that term or you will be considered out of status if you register for another semester to complete your degree*. You need *prior* approval for final term under-enrollment to be considered "full-time" by ICE.

**7. Thesis and dissertation hours:** After being notified by your department or committee director, the International Student Advisor can approve thesis or dissertation hours below full-time. It must be a regular department practice and be approved by the International Advisor *prior* to registration.

**8. Concurrent enrollment:** You may enroll at another college or institution for credit to be applied to a UWF degree as long as 50% or more of the hours taken during that term are taken at UWF (institution issuing your I-20). Some variations on this are allowed. Proof of enrollment must be provided to the International Office.



**9. Graduate Research Assistantships:** Certain departmental work/research of graduate assistants may be considered part of the full-time course load. Verification for such arrangements must be documented in writing from you and the department and approved by the International Advisor before registration.

**10. Electronic courses:** No more than 3 hours from any e-course or distance learning course (usually 1 class) may be used to meet the 12- or 9- hour minimum for enrollment per term. For example, 15 hours with two e-courses (or 6 hours) is legal for undergraduates; 12 hours with two e-courses (or 6 electronic based credit hours) is not. English language students cannot take any of the above-mentioned electronic courses.

**11. Internships, a Practicum, or Field Studies** etc, that are off-campus or not paid through the auspices of UWF, must be approved by the International Student Advisor *prior to your beginning "work."* Such required programs are approved as **Curricular Practical Training (CPT)**. You must present the academic advisor or internship director with a verification form to sign prior to CPT being approved in the SEVIS tracking system. Dates, company or agency name and its address and internship course number must be provided. *CPT approval applies to both paid and unpaid internships, field study experiences, a practicum, etc.*

**12. Work:** If you are working on-campus during class sessions, you are limited to 20 hours work a week. You may work at on-campus jobs full-time during "breaks," for example, the time between semesters and spring break. To work full-time on-campus in the summer, you must be changed from student to staff status and not be enrolled. International students may not work off-campus without the approval of ICE (EAD Employment Authorization Card) or unless CPT has been granted.

**13. Practical Training:** You need to apply for **Optional Practical Training (OPT)** *prior* to completion of studies. If you have already used 12 months of OPT, you are now eligible for another 12 months only if you are changing to a higher education level. If you have had CPT for 12 months, you may not apply for OPT.

**14. Dependents:** An F-2 dependent is now only able to register for "avocational or recreational" courses. F-2's cannot take credited academic courses.

**15. Immediate Reporting of all "events":** change of address; change of major; change of level, i.e. Bachelors to Masters; withdrawals; and RCL's (see #3) must be reported to the International Student Advisor within 10 days.

**16. Extension:** If you are not going to graduate and need more time at UWF to complete a program, you must contact the International Student Advisor immediately for an Extension of Program. Your I-20 or DS-2019 can only be extended before the completion date.

**17. Transfer:** If you are transferring to or from another school you must see the International Student Advisor to be "released" or accepted in the SEVIS tracking system.

**18. Departure from the United States:** If you are out of status or decide to leave school or not register for classes without prior approval from the International Student Advisor you must depart the U.S. immediately. You have 15 days to depart if you notified and received approval from the advisor. If you complete your program of study to the end date on your I-20, you have 60 days to depart the U.S.; 30 days if you are a J-1 exchange student completing the DS-2019 end date.

\*The Justice Department's old INS became the Bureau of Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) as of July 2003.

\*\*NOTE: Many scholarships **do** require full-time minimums for **summer**: 9 hours undergraduate and 6 hours graduate, *i.e.* LAC. LAC holds are lifted before registration each term until the Friday before classes begin; you should be able to register at that time for full-time classes.

Health insurance must be acquired/renewed *before* registration. Your insurance is required for one full year.

Please Contact The International Student Office at 850.474.2479 or [intered@uwf.edu](mailto:intered@uwf.edu) with any questions concerning registration.



## *Important UWF Contact Information*

### **Admissions**

Building 18, Room 101  
Phone: 850-474-2230  
Fax: 850-474-3360  
[www.uwf.edu/admissions](http://www.uwf.edu/admissions)

### **Bookstore**

Building 22  
Phone: 850-474-2150  
Toll free: 800-605-2259  
Fax: 850-857-6268  
[www.uwf.bkstr.com](http://www.uwf.bkstr.com)

### **College of Arts and Sciences**

Building 11, Room 220  
Phone: 850-474-2688  
[www.uwf.edu/cas](http://www.uwf.edu/cas)

### **Department of Psychology**

Building 41, Room 251  
Phone: 850-474-2363  
Fax: 850-857-6060  
[www.uwf.edu/psych](http://www.uwf.edu/psych)

### **Health Center**

Building 63  
Phone: 850-474-2172  
Fax: 850-857-6100  
[www.uwf.edu/healthcenter](http://www.uwf.edu/healthcenter)

### **Housing and Residence Live**

Building 21, Room 110  
Phone: 850-474-2463  
[www.uwf.edu/housing](http://www.uwf.edu/housing)

### **International Student Office**

Building 71  
Phone: 850-474-2479  
Fax: 850-474-2915  
[www.uwf.edu/intered](http://www.uwf.edu/intered)

### **Nautilus Card (Student ID)**

Building 20W, Room 162  
Phone: 474-3324  
[www.uwf.edu/idcard](http://www.uwf.edu/idcard)

### **Office of Graduate Studies**

Building 53, Room 208  
Phone: 850-473-7713  
[www.uwf.edu/graduate](http://www.uwf.edu/graduate)

### **Office of the Registrar**

Building 18, Room 186  
Phone: 474-2244  
Toll free: 800-226-1050  
Fax: 850-473-7345  
[www.uwf.edu/registrar](http://www.uwf.edu/registrar)

### **Parking and Transportation**

Building 95  
Phone: 850-857-6023  
Fax: 850-857-6067

### **Postal Services**

Building 22  
Phone: 850-474-2436  
Fax: 850-857-6054  
[www.uwf.edu/postal](http://www.uwf.edu/postal)

### **Student Disability Resource Center**

Building 21, Room 130  
Phone: 850-474-2387  
Fax: 850-857-6188  
[www.uwf.edu/SDRC](http://www.uwf.edu/SDRC)

### **Welcome Center**

Building 81  
Phone: 850-474-3000/3002  
[www.uwf.edu/welcomecenter](http://www.uwf.edu/welcomecenter)

