



**MONTCLAIR STATE**  
UNIVERSITY

# International Student Handbook

## International Services

Global Education Center

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## **Welcome to Montclair State University!**

We are pleased to have you as part of the Montclair Community, and we look forward to helping you have a wonderful experience here. International Services (IS) is committed to addressing your specific needs as an international student. We are here to assist you in any way we can, so please contact us if you have any questions or concerns.

The *International Student Handbook* is compiled to help you as you adjust to a new culture and a new institution. In addition, the handbook also provides you with information to help you understand the federal regulations governing your student status. We hope that it will serve as a useful reference to you throughout your stay.

The main method of communication with our international students is through email. The staff of IS will contact you throughout your stay at Montclair State through email to send you important information about workshops, changes in immigration regulations/procedures, programs, trips, and any other information that may be of interest. We will send this information through our e-mail newsletter, *Crossmail*. Please be proactive and read all information contained in *Crossmail*, and also read any messages that are sent by the IS staff. You can also find additional information on our website at [www.montclair.edu/international](http://www.montclair.edu/international)

We wish you all the best during your stay at Montclair State and hope that you will visit our office often.

Sincerely,

Victoria Donoghue  
Director  
International Services

## About International Services

International Services (IS) provides services and programs that promote the success and well being of international students at Montclair State University. Located in the Global Education Center, our staff is available to assist all international students, scholars, and faculty. We welcome members of the international community to take advantage of our many services and programs, some of which are highlighted below:

- U.S. Immigration regulatory advising for all non-immigrant members of the campus community including students, scholars, and faculty. We offer advisement for all F-1 student visa holders, J-1 exchange students and scholars, H-1B faculty, Permanent Residency for Faculty, International Guest Speakers and general advisement for all types of non-immigrant visa holders.
- Supportive counseling and programming and adjustment assistance to the United States and to the University community. Assistance with banking, the motor vehicle service, taxation, housing, and social security cards. I.S. acts as a guide for international students as they negotiate the various offices of the University system.
- A variety of social and adjustment programs are offered to international students each semester. IS also sponsors the Global Living Community (GLC), where international and American students reside together in the Village Residence Halls. In addition, students are encouraged to attend sightseeing excursions, weekly cultural discussion groups, support groups, the annual MSU World's Fair, international dinners and picnics, immigration and employment workshops, international shopping trips, and more.
- Orientation Programs for International Students and Scholars are held on a regular basis. These programs provide international newcomers with information on immigration regulations, social opportunities, academic issues, intercultural adjustment assistance, and tips for successfully negotiating the campus community.

### Location

Global Education Center  
22 Normal Avenue  
Montclair, NJ 07043

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**Website:** [www.montclair.edu/international](http://www.montclair.edu/international)

### Office Hours

Office hours are Monday through Friday, 8:30 am to 4:30 pm. During the summer months (June-August) the hours are Monday through Thursday, 8:00 am to 5:15 pm, and we are closed on Fridays.

### Staff

Victoria Donoghue Esq., Director	<a href="mailto:donoghuv@montclair.edu">donoghuv@montclair.edu</a>
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**Need Assistance?**

Call our office at 973-655-6862 to make an appointment with an advisor.

**IS Communications**

The main method of communication with our international students is through email. The staff of IS will contact you throughout your stay at Montclair State through email to send you important information about workshops, changes in immigration regulations/procedures, programs, trips, and any other information that may be of interest. We will send this information through our e-mail newsletter, *Crossmail*. Please be proactive and read all information contained in *Crossmail*, and also read any messages that are sent by the IS staff. You can also find additional information, forms, and documents on our website at [www.montclair.edu/international](http://www.montclair.edu/international)

# Immigration Information

## **SEVIS: Student and Exchange Visitor Information System**

SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). The system also tracks entry into the U.S. and departures from the U.S. Every school, college, and university that admits students or scholars on F or J visas is mandated to use SEVIS.

Montclair State University is required to report the following information to SEVIS:

- Whether the student has enrolled at the school full time, or failed to enroll
- A change in a student's academic program, for example, change in major or degree program
- A change in a student's residential address
- A change of the student's or dependent's legal name
- Information about program extensions, school transfers, changes in level of study, employment authorizations, and reinstatement

## **Important Documents:**

- **Passport**

The Passport is a document issued by your home country government. It is your responsibility to keep your passport valid at all times. Although passport renewal procedures vary, all passports should be renewed 6 months prior to the expiration date.

If you need to renew your passport while you are in the United States you must request to renew it at your consulate in New York City or your Embassy in Washington D.C. Check online for the renewal procedures at the Consulate or Embassy for your home country.

- **I-94 Arrival Departure Card**

U.S. Immigration officials issued this document (white card) when you entered the United States. It shows when and where you entered the U.S., your type of visa status and how long you are eligible to stay in the United States. Students in F-1 status are usually allowed to remain in the U.S. for the duration of status (D/S). The actual ending date of your D/S is the completion date listed on the I-20 or DS-2019 form.

The I-94 was stapled into your passport when you entered the U.S. at the Port of Entry. Each I-94 card has a number in the upper left hand corner. This is your student admission ID number. When you depart the United States, the I-94 card will be taken from you by airline officials and returned to the USCIS.

EXCEPTION: When you travel to Canada, Mexico or Caribbean Islands, you do not surrender the I-94 if your visit there is less than 30 days.

- **Form I-20 –Certificate of Eligibility for Nonimmigrant (F-1) Student Status**

The I-20 is a document issued to students who plan to enroll for a full degree or certificate program. After you have been admitted to Montclair State University, you must obtain an I-20 form from International Services. The I-20 form is required before you can apply for an F-1 student visa at a U.S. Consulate abroad, or request a change to F-1 student status within the U.S., or transfer from one U.S. College to another, and to travel back into the U.S while on F-1 status.

International Students must have the I-20 with them when entering the U.S. The I-20 contains the name of the college you are attending, the program of study you were admitted to and the expected date of

completion of the program. **The I-20 is no longer valid if the date of completion (under item 5) has expired.** You must obtain an extension of your I-20 before the completion date. (See Program Extension)

### **Form DS-2019-Certificate of Eligibility for Exchange Visitor (J-1) Status**

The DS-2019 is a document issued to students who plan to enroll as an exchange student for one or two semesters and then return to their home university. In rare cases, it may also be used by a Montclair State degree seeking student. The DS-2019 form is required before you can apply for a J1 student visa at a U.S. Consulate abroad. Exchange Students must have the DS-2019 with them when entering the U.S. The DS-2019 contains the name of your program sponsor, your field of study and the beginning and ending dates of your program. **The DS-2019 is no longer valid if the ending date (listed under item 3) has expired.** You must obtain an extension of your DS-2019 before the ending date if you wish to stay for additional time on your exchange program. Consult with an Advisor in International Services to discuss the procedures for obtaining a DS-2019 or an extension of an existing DS-2019.

### **Visa**

Visas to enter the United States are issued by an American Consulate abroad -- usually in your home country (it is stamped in your passport). It is not possible to obtain a visa stamp inside the United States.

A visa allows the holder to apply for entry into the United States at the Port of Entry. In issuing a Form I-94 card at the Port of Entry, USCIS grants permission to enter the United States, and grants status. The following information is listed on the visa: date issued; date the visa expires; type of visa; where it was issued; and how often the visa can be used (multiple or single).

After the USCIS admits the person into the United States, the validity date of the visa no longer matters. It must only be valid to enter the United States. After entry into the U.S. the visa holder must maintain valid status by following the rules associated with their respective visa status.

### **Immigration Status – D/S Duration of Status**

A student who possesses a student visa (F-1) or an exchange visa (J-1) is referred to as a non-immigrant student since they are here on a temporary visa rather than a permanent visa such as a permanent resident (green card holder). A nonimmigrant student may be admitted for duration of status (D/S). This means that you are authorized to stay in the United States for the entire length of time during which you are enrolled as a full time student in an education program and any period of authorized practical training plus sixty days for F1 students and plus 30 days for J1 students.

You will find the completion or expiration date of your permission to stay listed under item 5 on your I-20 form or under item 3 of your DS-2019 form if you are a J-1 student. If you need more time to complete your program, you must apply for a program extension before the completion date expires. You may continue from one educational level to another by following the procedures for school transfers (see School Transfer).

### **Guidelines for Maintaining Legal F-1 or J-1 Status**

The Office of International Services (IS) on behalf of Montclair State University is required to comply with federal laws that require regular electronic reports through the Student and Exchange Visitor Information System (SEVIS) to USCIS on each student in F-1 or J-1 status.

Therefore, it is important that you follow the USCIS regulations governing your F1 or J1 status. Advisors in International Services are available to help you understand your responsibilities. Please read the following rules very carefully. Following these regulations will help you maintain your legal status and avoid any future difficulties.

- You must have a valid Montclair State University I-20 (F-1) or DS-2019 (J-1) with a valid completion date. If you need to extend your program you must apply for extension before your I-20 or DS-2019 expires. (see section 'Program Extension' for more information)
- You must register for and complete a full course of study each semester during the academic year. (see section 'Full Course of Study Requirement' for more information)
- You must report your current U.S. address and any future changes of address. Therefore, each time you change your address you must notify the IS in order for us to enter it into the SEVIS system. There are two ways in which to report your address:
  - ✓ Change the address in your WESS account and the new address will automatically be sent to IS and then reported to SEVIS.
  - ✓ Complete the 'Change of Address Form' available in the IS office and the new address will be changed in the Student System and also reported to SEVIS
- Do not work without proper legal authorization.
  - ✓ As an F-1 or J-1 visa holder, you are allowed to work on campus up to 20 hours a week during classes and full-time during the summer.
  - ✓ All off-campus employment must be authorized by USCIS through the International Services office. Meet with the International Student Advisor for options on off-campus employment.
  - ✓ Working without proper authorization is considered a serious violation of your legal status.

## **Full Course of Study Requirement**

Immigration regulations require that all international students on F-1 and J-1 visas register for a minimum number of credits each semester to maintain their student status in the United States. Failure to enroll in classes without a valid excuse while remaining in the U.S. is a violation of your status.

- Undergraduate students must register for a minimum of 12 credits per fall and spring semester.
- Graduate students must register for a minimum of 9 credits per fall and spring semester.
  - ✓ Graduate students in the one year Performer's Certificate or the two year Artist Diploma can take 6 credits and are considered to be enrolled full-time
  - ✓ Graduate students and Doctoral students who are engaged in their dissertation thesis and therefore registered for less than 9 credits must submit to IS a supporting letter from their faculty advisor indicating that the research project is equivalent to full-time study
- Summer session enrollment is available but is not required.
- Students in their final semester are not required to enroll full-time in order to maintain their status. A letter from the appropriate academic advisor confirming that you are completing your degree requirements and that it is your final semester should be submitted to the IS prior to the start of the semester.
- If there is a serious reason you cannot enroll for a semester, you must see an IS advisor before that semester begins to see if your reason is excused under USCIS regulations.

### **Taking less than a full course of study**

If you cannot enroll full-time for any reason, you must see an advisor in the IS before classes begin. Under certain circumstances, USCIS may allow an F-1 student to be enrolled part-time but an IS advisor must approve the reason before classes begin. Part time attendance without an approved excuse from an IS advisor is a violation of your status and can cause serious problems for you. Your approved excuse must be in the form of a written explanation from your Academic Advisor, Medical Doctor, etc. depending on the reason for enrolling part-time. For more information on your specific case, please consult with an IS advisor.

### **Spouse and/or Children**

If you are planning to bring your spouse and/or children to the U.S. as a dependent (F-2) of your F-1 student status, then you must obtain an I-20 for them from the IS. For further information consult an advisor at IS.

Individuals holding F-2 dependent status are not eligible to pursue a program of study. The exception to this regulation is that minor children holding F-2 status are able to attend elementary and secondary school on a full-time basis. Once the minor child completes secondary school and wishes to enroll in a degree program at a college or university, then he/she will need to change his/her status to F-1 student.

F-2 dependent visa holders are also not allowed to work in the U.S.

### **Losing your Legal Status and Reinstatement**

If you have violated your status by not attending full-time, working without legal permission, not enrolling in classes or any other violation then your SEVIS record (and those of your dependents) will be terminated and you will lose your F-1 or J-1 status. You will also lose all related benefits to the F-1 or J-1 status.

If you lose your legal status, then you should consult with an advisor at IS to enquire if you are eligible for a Reinstatement to student status.

### **Program Extension**

If you require more time to complete your program of studies as indicated on your I-20, you must do the following:

- Complete the 'Program Extension' form (available on the website and the office)
- Submit the completed form with the required financial documents to IS at least 90 days prior to the end date listed on your I-20

Once the application is received, IS will process the extension and notify the student to pick up the new extended I-20. **Extensions are not automatic.** So plan ahead and make sure you request an extension in time or you will lose your F-1 or student status.

Students on J-1 status must consult with an advisor at IS in order to extend their DS-2019.

## **Important Reminders for F-1 or J-1 Students**

- Keep your passport valid
- Maintain full-time enrollment each semester – exception is the final semester of study in degree program documented by supporting letter from department advisor concerned. **DO NOT REMAIN IN THE U.S. without enrolling for each Fall and Spring semester.** Summer semester is optional.
- Do not accept off-campus employment without legal permission from USCIS or I.S.
- Do not transfer to another school without following appropriate transfer procedure in a timely manner
- Be aware of completion date listed on your I-20 or DS-2019 forms and apply for an extension of program, if needed. See the IS advisor about 90 days before the completion date to plan an extension.
- Notify the IS each time you change your name or address.
- Submit photocopy of your Passport page showing the passport number, expiration date, visa and I-94 (white card) to International Services.

## **Other Important Reminders**

- Please make sure you have an MSU email account. All official University correspondences are done through the Montclair Email and you are responsible for checking your email daily.
- Keep copies of all documents relating to Immigration and to your academic life at Montclair State University in a safe place.
- Bring your passport, I-94 (white card), and I-20 with you to International Services whenever you have a question about your status.
- Allow a minimum of one week for processing USCIS documents and requests from International Services.
- Keep proof of your financial support up-to-date if possible (you may be asked for proof of financial documentation when you travel).

# Employment Options

As an International student, your primary purpose for coming to the United States is to study. However, at times it is necessary to work to meet unexpected expenses or for academic training purposes. Here you will find a variety of possible employment benefits and the process for obtaining the legal authorization for each type of employment. Further information is available in International Services.

## On-Campus Employment

- F-1 and J-1 students may work 20 hours or less per week on campus while school is in session. If multiple jobs are held on campus, students must make sure that the total number of hours does not exceed 20 hours per week while school is in session
- You can work more than 20 hours per week during spring break and summer
- On-campus employment includes student assistant jobs and graduate/doctoral assistantships. You are not eligible to apply for Federal Work Study jobs
- Full time enrollment is required while working on campus and you must be making satisfactory progress towards your degree
- You must also be in valid immigration standing (in-status) to be eligible to work
- There are two ways you can search for an on campus position:
  - Visit The Center for Career Services website at <http://www.montclair.edu/CareerServices/> and click on 'On-campus Jobs' for more instructions on finding a job on campus
  - Or you can prepare a one-page resume indicating your skills and job experience and go in person to the various on-campus locations where you are interested in working. This method will require perseverance and follow-up.

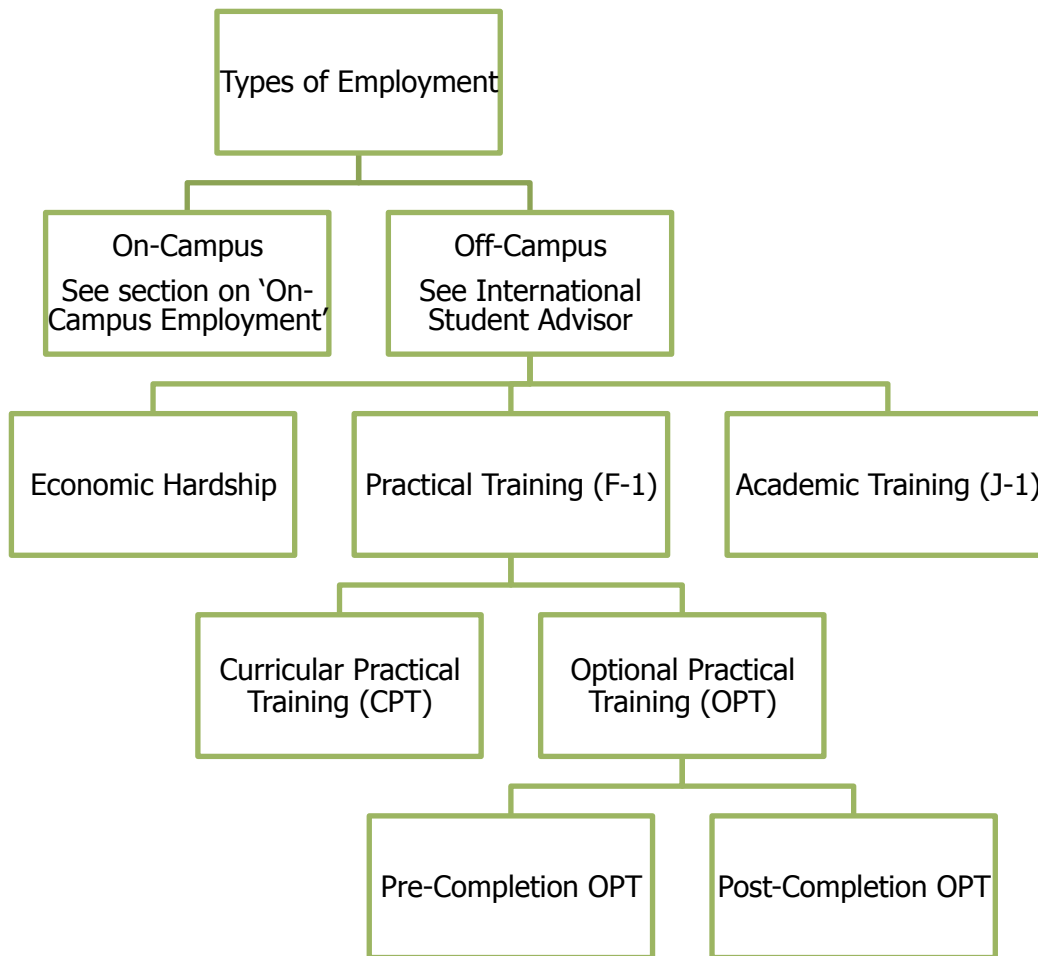
## Off-Campus Employment

- In order to work off-campus, you will require authorization from International Services and USCIS.
- There are a few options available to students who wish to work off-campus (see chart on following page)
- You must be in valid F-1 or J-1 status for at least one full academic year (some exceptions to this requirement)
- You **must** be recommended in SEVIS by the International Student Advisor **before** employment starts
- Limited to 20 hours per week during the fall and spring semester and can be full time during summer
- To discuss your legal off-campus employment options, consult with an IS advisor
- **Working without proper authorization is considered a violation of your legal status.**

## Social Security Card

- A Social Security Card is required in order to begin employment
- It is not available without proof of legal work authorization and proof of an employment offer
- If you are offered legal employment on or off campus, visit our office and we will advise you on how to get a Social Security card

## Employment Options Chart



## Travel Outside the U.S. and Re-entry Procedure

During your stay in the U.S. as a student, you may wish to leave the country for a temporary trip abroad (including Canada, Mexico, or the Caribbean). In order to return to the U.S. and continue your studies at Montclair State, you will need to make sure you have proper documentation.

### Documents required for re-entry into the U.S

- Valid passport (at least 6 months)
- Valid F-1 or J-1 visa stamp in your passport
- Valid I-20 or DS-2019 form with a current travel signature from an International Student Advisor

How to get a travel signature:

1. Fill out a request form at: <http://www.montclair.edu/IntlServices/forms/forstudents/index.html>
2. Bring your I-20 or DS-2019 to the front desk **three days** after your form has been filled.
3. If your visa has expired or you changed your status in the US and do not have a visa in the passport make an appointment with the International Student Advisor to obtain proper guidance on traveling outside the US to obtain a visa

### Applying for Visas

- If the date on your F-1 or J-1 visa stamp has expired, if you do not have an F1 or J1 visa stamp, or if the visa is marked "single entry", then you will need to apply for a new visa at a U.S. Consulate abroad before you will be allowed to reenter the United States.
- A valid F-1 or J-1 visa is required for entry into the United States except for entry from Canada, Mexico, or the Caribbean for visits of less than 30 days (consult with an advisor for further information).
- Visas can only be obtained at the U. S. Consulate in your home country. It is not advisable to apply for a visa in a third country.
- If you changed your status to F1 in the U.S. you will need to apply for a student visa at the U.S. Consulate in your home country before returning to the U. S.
- A valid visa is only needed in order to enter the U.S. The visa does not have to be valid to remain in the U.S. as long as you are following all regulations to maintain your legal status.
- Please see an International Student Advisor for further guidance before leaving the United States to apply for a new visa as you will need to make an appointment at the U.S. Consulate and also submit additional documents together with your I-20 or DS-2019 form.

**Note:** Students who have applied for Permanent Residency (Green Card) should not travel out of the U.S. while their application is pending without first consulting with a qualified immigration attorney.

### Travel to Canada, Mexico, or the Caribbean

Students from most countries do not need a valid U.S. visa to return to the U.S. from these countries if the visit is for less than 30 days. However the rules are complex depending on what country you are from. Always obtain a travel signature on your I-20 or DS-2019 form and consult with an International Student Advisor before traveling to these countries.

## Academic Information

Your first impression of academic life in the United States may be confusing. Some students may find the classroom very informal but the professors very demanding. Creativity, tolerance, and flexibility are, in general, valued above tradition in the classroom.

Teaching styles and classroom attitudes vary and can be influenced by different factors. International students who are new to the U.S. education system will benefit by reviewing the following information about academic life at Montclair State University.

### **Teaching Staff**

Professors make up the core of teaching staff at Montclair State University and other universities. Full professors generally teach lecture courses, seminars, and courses for graduate students. They teach some undergraduate courses as well.

Any teacher's informal dress or style should not be taken to mean that they have a relaxed attitude to assignments, class attendance or the quality of your work. Informal attire and the use of first names are common in the U.S. classroom; this all depends on the individual and his or her preferences.

In certain cases, graduate students (graduate assistants or teaching assistants) may assist in lectures, teach undergraduate classes or guide laboratory sessions. You should feel free to ask their advice on course work or grades. Do not hesitate to ask them questions regarding your class work.

### **American Classroom Behavior**

American students may not behave the same way in class as you and your fellow students do at home. In the American system, a teacher must earn respect; it does not necessarily come with the position.

You may have to get used to people referring to some of your teachers by their first name. This is not a sign of disrespect. Usually professors will allow some casual behavior in class, such as eating, drinking coffee, or students putting their feet up in a chair in front of them. However, it is not acceptable to sleep, text, email, chat with your friends, or do anything to disturb other students or disrupt the class.

### **Tips for Academic Success**

Class participation is important! American professors generally welcome discussion and critical reasoning. Do not be overly critical; acknowledge other people's points of view and then offer your own. Ask for help if you don't understand something. Professors will notify students of their office hours, and these times are scheduled so that students can meet with their teachers to discuss class work or ask for assistance. Be patient with yourself; earning a degree in a second language is a challenge!

Most courses will require two hours or more of extra work to be done on your own for each hour of class time. Regular class attendance and good note-taking skills will help you be a good student. Pay close attention to instructions as to how the class will be conducted and grades determined. You will receive a syllabus from the teacher at the beginning of the class. This will point out the course objectives, due dates for tests or assignments, examination dates, texts and supplies that must be purchased for the class and the teacher's name and office hours. Keep the syllabus for the duration of the course.

## **Lectures and Classes**

Unless you are very sick, plan to attend every class. Lectures are the main form of classroom instruction at Montclair State University. Lecture courses may enroll as many as eighty students or as few as fifteen students. If lecture material is closely related to reading assignments, read the material before the class to help yourself understand the topic. If you are having trouble with spoken English, consider recording the lecture on a handheld tape recorder. Make sure you ask your professor's permission to record the lecture.

Some classes may consist of discussion sections where students will discuss or review the material presented in the lecture. Class participation is important; if you are not confident enough to discuss a topic, at least be prepared to answer certain questions on the topic.

In independent studies or research courses, students study a topic under the direction of a professor, but with no classroom instruction. These types of courses are generally for graduate students. Such a course would require a lot of reading or laboratory work.

## **Quizzes, Tests, and Homework**

Quizzes are short tests on a particular topic or a section of material from the class. "Pop quizzes" are unannounced tests which are given by professors to see how students are coping with their course work. In some courses you may have a quiz as frequently as every class or once a week.

Tests can consist of short answer questions or essay based answers. Some professors use multiple-choice exams where you will be asked to record your answers on a machine-readable form. In such cases, make sure you know how to mark the answers on the form. Students have been known to fail tests because their answers were put in the wrong place.

The homework assigned in a course depends on each lecturer's mode of teaching. Sometimes, students are asked to write research papers; this may be difficult for those who have trouble expressing themselves in English. Students should become familiar with using the research facilities of the library and the American style of writing. Montclair State University has a writing center located at the library to assist with written assignments. Many American students will also share these problems, so do not be afraid to ask for help.

## **Cheating and Plagiarism**

When writing a paper, care must be taken not to copy other people's ideas and words. This is known as **plagiarism**, and is considered a serious offense in the United States. The consequences of copying someone else's work could be an F for the class or other disciplinary action from the University. The use of another's ideas and words must be clearly acknowledged and documented. If you are unclear about how to incorporate someone else's ideas into your work, consult your professor.

The following Code of Conduct Guidelines are from the *Montclair State Student Code of Conduct*:

Academic dishonesty is any attempt by a student to submit as his/her own work that which has not be completed by him/her or to give improper aid to another student in the completion of an assignment, i.e., plagiarism. No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise that requires independent work, or use improperly use technology (i.e., instant messaging, text messaging, or using a camera phone) prohibited materials of any sort to give or receive aid on a test or examination.

The following are examples of academic dishonesty:

1. Copying from another student's paper.
2. Using materials on a test or examination not authorized by the instructor.
3. Collaborating with any other person during a test or examination without authorization by the instructor.
4. Knowingly obtaining, using, buying, selling, transporting or soliciting, in whole or in part, the contents of a non-administered test or examination.
5. Coercing any other person to obtain a non-administered test or examination, or to obtain information about such an examination or test.
6. Substituting for another student, or permitting any other person to substitute for oneself to take a test or examination.
7. Altering test answers and then claiming the instructor improperly graded the test or examination.
8. Collusion (the unauthorized collaboration with another person in preparing work offered for credit) or purchased term papers.
9. Plagiarism:

Plagiarism is defined as using another person's words as if they were your own, and the unacknowledged incorporation of those words in one's own work for academic credit. Plagiarism includes, but is not limited to, submitting as one's own a project, paper, report, test, program, design, or speech copied from, partially copied, or partially paraphrased work of another (whether the source is printed, under copyright in manuscript form or electronic media) without proper citation.

The following guidelines for written work will assist students in avoiding plagiarism:

- (a) General indebtedness for background information and data must be acknowledged by inclusion of a bibliography of all works consulted;
- (b) Specific indebtedness for a particular idea, or for a quotation of four or more consecutive words from another text, must be acknowledged by footnote or endnote reference to the actual source. Quotations of four words or more from a text must also be indicated by the use of quotation marks;
- (c) A project work shall be considered plagiarism if it duplicates in whole or in part, without citation, the work of another person to an extent that is greater than is commonly accepted. The degree to which imitation without citation is permissible varies from discipline to discipline. Students must consult their instructors before copying another person's work.

Minimum sanction: Probation; Maximum sanction: Expulsion

## **Grades and Credits**

The professor teaching your class determines the grading system in that course. The final grade may be a combination of weights given to exams, tests, papers, class participation or project work. These weights should be clearly specified at the beginning of the course.

Montclair State University uses a credit system in which each course is assigned a specific number of "credit hours", that is, the number of hours the student in the course spends in class each week. The professor determines academic performance using a letter or number grade. At the end of the semester, the student's credit hours are multiplied by the grade to arrive at a "grade-point average" (GPA). The GPA will indicate your overall academic performance and form a part of your academic history at Montclair State University. Undergraduate students are expected to complete their studies with a C (2.0) average or better; graduate students must maintain a B (3.0) average.

# Adjusting to the U.S. Culture

## Culture Shock

Whether they want to admit it or not, people who move to a place where the language, behavior, ideas, and ways of thinking are different will experience some degree of “culture shock.” Culture shock can be understood as a set of feelings a person has when faced with a very new living situation. The feelings include:

- excitement and stimulation
- confusion
- tiredness (sometimes made worse by difficulty sleeping)
- homesickness
- depression (low energy, lack of motivation to do anything)
- anger and hostility toward the local people
- anxiety and sometimes paranoia
- questioning whether they have made a mistake in going to the new country

Some new students are more affected by these feelings than others. The feelings last longer for some people than for others. Some people feel reasonably comfortable in their new setting within a few weeks; for most people the period is longer—several months, or a year or more. Culture shock can also set in or recur after someone has been in a new place for a period of time, even years after arrival. For example, someone might realize after a long time in the new place that an assumption they had been making about the local people was not correct. They then need to reinterpret things they previously thought they understood.

Culture shock is not necessarily a bad thing. It can make you more alert and inquisitive, and give you motivation to learn more about the place you are now living. It can encourage you to look for new ways of thinking and acting, so you have a better chance of getting what you want. It can make you a more flexible person. Culture shock is not an illness that requires medical treatment. Normally, it passes with time. (A student experiencing a prolonged period of depression, though, should visit a foreign student advisor or a mental-health counselor.)

Many students report having “reverse culture shock” when they return to their country. Perhaps without realizing it, they have changed in important ways while in the United States. In addition, things at home may have changed, too. The result is that returning students have to readjust to their own culture and society.

## Understanding the American Culture

Be aware of differences between your culture and the U.S. culture. Students often discover differences in the American culture in issues related to these values:

- **Time** – Americans say “Time is Money!” Don’t waste it. Be on time. Stick to the schedule. You are expected to schedule an appointment with most teachers, advisors and other professionals. It is considered polite to call ahead if you are going to be late or if you can’t make an appointment. Americans get easily annoyed by someone who is consistently late for an appointment.
- **Communication** – Being assertive and frank is a major characteristic of Americans. Most Americans show their likes, dislikes, hatred, love, happiness, and sadness in a very direct way. Saying NO is not considered rude but is valued and respected if it is the honest answer. They have an expression – *Honesty is the best policy* – that sums up their beliefs. In the U.S., people are expected to have

direct eye contact even with people in authority. People who don't have direct eye contact may be considered dishonest or even weak in the American culture.

If Americans make mistakes, they often admit it and try to learn from the mistakes. They consider constructive criticism from teachers and others to be a positive thing and they are not easily embarrassed. They do not usually try to avoid embarrassment. In fact, most Americans believe that it is important to be honest and face the true facts rather than SAVE FACE.

People from other countries may find the way in which Americans are assertive and direct in their manner to be disturbing. Therefore, it is important that if you feel disturbed by the behavior of Americans, that you remember this difference is due to the difference in cultural values.

- **Individualism** – Many people feel that the biggest difference between American cultures and other non-western cultures is the view of the individual. In the United States, Americans place a high value on the individual rather than the group or the family. They want to be self-reliant and independent. It is important for Americans to feel that they are free to make decisions that are best for them and not necessarily best for the group. They usually expect that they will take care of their problems by themselves and may not depend on a group or family to help them.
- **Competition** - Because Americans are individualists, you will find that they are competitive and they are proud of their accomplishments. You may be surprised to hear Americans talk about themselves and their own accomplishments and you may even find this rude especially if, in your home country, you are used to people being modest about themselves.
- **Informality** - Many visitors to the United States notice how informal Americans are. Although Americans value and respect their teachers, they may call them by their given names and speak to them in a casual, informal manner.

Americans are also most comfortable believing that all people are equal regardless of their job, age, or education level. Unlike many cultures, Americans generally do not value a society that has a proper order or hierarchy with overly harmonious relationships.

Rather, Americans are brought up to question authority, even their own parents. In fact, American parents generally encourage their children to speak up and ask questions of people in authority, even teachers and other leaders. American teachers believe they are successful in their teaching if their students ask questions and also speak up to present their own ideas and views on a topic. An American teacher who has a student who never speaks in class might think that student is not interested or not understanding the class.

International visitors may feel disturbed by what they consider to be an American's lack of respect for traditions and other people. It is important to remember that this is because of a basic difference in cultural values.

- **Privacy** - Although Americans are informal in their behavior, they still have certain rules that they follow. Because Americans are always working and busy doing something, they especially value their time and space. This means they need time to themselves and value spending some time alone. Therefore, it is good to call ahead or schedule time to visit Americans. Most Americans do not just show up at someone's home for a visit without calling first. This would be considered an invasion of their privacy.
- **Friendship** - Americans tend to be very friendly on a casual basis. This may result in many casual friendships built around specific activities but not always close, lasting friendships. International

students in the United States are often surprised at how friendly Americans are but how difficult it is to become a friend to an American. Students often tell us how they have very close friends in their home country that may last for many years or even a lifetime.

Americans are different in the way they make friends. Everyone in the US seems friendly. Friendliness is a kind of social ritual in America. Americans will walk down the street and say "Hi, how are you?!" and not wait for an answer. People from other countries find this odd and even rude. It is important to remember that this is just a social greeting or ritual and does not mean that they want to be close friends.

In general, Americans may have a large set of friends that change over time and do not involve many obligations.

(Thank you to our sources for the section on *Understanding the American Culture*: AIEF - American International Education Foundation, "Pre-Departure Orientation for Chinese Students," <http://www.china-nafsa.aief-usa.org> and Adhikari, Rajesh, *Cross-Cultural Training Manual*, 2003.)

## **How to Help Yourself Adjust Successfully**

- Look for internationals who have already studied in the United States - ask for help in your adjustment based on their past experiences.
- Most U.S. classrooms are learner centered where there are discussions, student presentations, critical analysis, interaction with the professor, different types of exams and assignments, and a chance to apply knowledge. Remember that classroom participation is generally valued by US professors.
- Attend all classes, be prepared, do your assignments and bring any questions you may have to class or schedule appointments with professors and advisors to ask questions.
- Communicate clearly and directly.
- Meet with your Academic Advisor each semester. Meet with your professors during their office hours if you have concerns or questions that can't be addressed in class.
- Plagiarism and cheating are considered serious offenses and may result in failing the class or even suspension from school. Ask your professors if you have any questions about what is considered plagiarism or cheating. Also see page 15.
- Don't hesitate to ask for help so you can figure out how to do things for yourself. Then be independent and make choices that help you to be successful. Practice assertiveness by asking questions and taking action to do what is expected of you.
- Try to adapt to your new setting. Keep an open mind. Have a sense of humor. Remember it is ok to make mistakes and then learn from your mistakes.

## On-Campus Resources

### The Recreational Center

The recreational center offers fun and safe recreational opportunities to Undergraduate and Graduate Students (Commuters and Residents), Faculty, and Staff of Montclair State University. We have a variety of collaborative recreational offerings, including Fitness and Group Exercise, Intramural Sports, Special Events, Off-Campus Trips, Sport Clubs, Co-Sponsorships.

<http://www.montclair.edu/campusrec/>

### The Center for Writing Excellence

The Center for Writing Excellence is available to all university students, faculty, staff, and alumni who are committed to developing and improving as writers. Sessions with experienced writing consultants are designed to provide help on every aspect of the writing process, with the goal of enabling writers to achieve long-term improvement, confidence, and independence.

<http://www.montclair.edu/cwe/>

### The University Health Center

The University Health Center is a campus resource and service center for all students at Montclair State University. Their goal is to keep you well, help you get the care you need when you're not, and to empower you to make informed decisions about your health.

The Center provides direct care, health counseling and health teaching by nurse practitioners, registered nurses, and physician referrals when needed. Some of their services include:

*Urgent Care*

*Nutrition Counseling/Referral*

*Immunizations*

*Stress Management*

*Women's Health*

*HIV/STD/Pregnancy Screening*

*Substance Abuse Education*

*AA/NA Meetings*

They can also assist you in exploring important decisions that impact your health for your entire life:

- How to deal with an illness or injury;
- Knowing when you need to seek help for a health problem;
- How to become an effective health care consumer to get your needs for care met;
- Where to get information to make intelligent decisions about your life and your health;
- Prevention of an unplanned pregnancy or planning for a healthy one;
- Prevention of infection with the HIV/AIDS virus;
- Early identification and intervention for problems with psychoactive substances.

All communication between a student and the Health and Wellness Center staff is strictly confidential. A student's health record is **NOT** part of his/her academic record. No information about a student's visit to the Health and

Wellness Center will be released within the University or to anyone else without the student's prior written approval.

The Center does not take health insurance; however, most of their services are free. Lab tests, medications, and Women's Health visits do have minimal fees; however, no student will be turned away due to their inability to pay.

Location: Blanton Hall First Floor (by back door)  
Phone: (973) 655-4361 Fax: (973) 655-4159  
Hours: Monday, Tuesday, Thursday 9:00am-8:00pm  
Wednesday, Friday 9:00am-5:00pm

EMERGENCY CARE AFTER HOURS AND ON WEEKENDS – CALL CAMPUS SAFETY AND SECURITY AT **EXT. 4111** OR **EXT. 5222** FROM ANY ON-CAMPUS PHONE FOR IMMEDIATE ASSISTANCE.

## **The Center for Academic Development and Assessment (CADA)**

The Center for Academic Development and Assessment (CADA) offers tutoring services, learning competencies workshops, supplemental instruction and learning support to Montclair students in collaboration with academic and administrative departments, as well as the Assessment of freshmen and some transfer students for course placement.

One of the goals of the Center for Academic Development and Assessment (CADA) is to offer quality tutorial services to Montclair State University students. Students are encouraged to take advantage of CADA tutoring which fosters active learning, reasoning, and critical thinking. The application of active learning processes and study skills is introduced during a tutoring session in connection with a subject being tutored. Additionally, the tutors working at the Center are well trained in applying learning strategies and tutoring techniques to help students become more confident and competent learners while facing academic challenges and mastering the course content.

<http://www.montclair.edu/cada/>

## **The Center for Student Involvement**

**The Center for Student Involvement** is responsible for co-curricular and extracurricular programming, in which all students at Montclair State University are encouraged to participate. In addition to working with all student organizations on campus, special emphasis is placed on the needs of the commuter student.

Activities are designed to develop and refresh the body and mind in the form of entertainment, educational enrichment, cultural diversity and fine arts activities. The organizations listed under the Student Government Association support these objectives.

MSU has a large body of student organizations and clubs that can help you in your integration process as a new student, and can also provide you with opportunities to fully enjoy your experience in the U.S.

The Center for Student Involvement is located in the Student Center Annex 104.

<http://www.montclair.edu/csi/>

## **Counseling and Psychological Services (CAPS)**

CAPS is a department of University Health and Counseling Services designed to provide free personal counseling and psychological services for MSU students, as well as referrals and consultations for faculty and staff.

CAPS goals include:

- allowing students to make the most of their academic education
- helping prevent future problems
- helping students develop to their fullest potential by learning new skills and resolving issues that may limit their performance
- assisting and supporting faculty and staff through consultation
- promoting wellness through workshops, presentations and major campus events
- providing a positive training environment and close supervision for graduate students in counseling and psychology

### ***Eligibility for Services***

CAPS services are **free, voluntary and confidential**, and available to all MSU students. While a brief wait for services may occur at busier times of the year, urgency of need is always taken into consideration when scheduling an appointment. Depending on the student's needs, he or she may choose to attend counseling sessions a couple of times or throughout the semester. In some cases, after an initial appointment at CAPS, a referral will be made to an off-campus agency or private practitioner. This would most likely be the case if the student's needs can be better met off-campus, or if longer-term services are deemed more appropriate. Additionally, CAPS offers short-term consultations and referrals for faculty and staff.

### ***Making an appointment***

CAPS is open from 9:00 a.m. to 5:00 p.m., Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Students can arrange for an appointment by stopping by Gilbreth House (behind Freeman Hall) or by calling **(973) 655-5211**. Urgency of need is always taken into consideration when scheduling. Limited evening hours are available during the semester by appointment only.

## **Computer Labs**

There are several computer labs available on campus. Be sure to have your MSU ID card always with you, for it is a requirement to use the labs. The public labs available to all students are:

University Hall 5<sup>th</sup> Floor: Desktops, Laptops, and Loaner Laptops

Library Lower Level: Loaner Laptops

Student Center Lower Level: Desktops

## **Events**

### **Cookies and Culture**

For International & American students!!!

Meeting most Monday evenings in the first floor lounge of Alice Paul Hall in the Village Campus Apartments, residents of the Global Living Community and guests take a break, enjoy dinner and snacks, and learn about each other's backgrounds through games and other social activities. Examples of programs include international trivia games, language lessons and nights focusing on the food and music of individual countries. As the GLC residents like to say, "come for the cookies, and stay for the culture!"

Email Beth at [calamiascheb@mail.montclair.edu](mailto:calamiascheb@mail.montclair.edu) for more information.

### **Connecting Across Cultures**

All students are welcome to join this social/discussion group that meets every week. Have some tea and snacks while chatting with other students about multicultural topics particular to being a college student. This is a great way to make new friends with students on a big and sometimes intimidating campus. Email Beth at [calamiascheb@mail.montclair.edu](mailto:calamiascheb@mail.montclair.edu) for dates and times.

### **Workshops**

Workshops are held throughout the year on topics such as Optional Practical Training, Classroom Success, Careers and Maintaining Status. For dates, times, and locations, contact International Services or visit our web site [www.montclair.edu/international](http://www.montclair.edu/international)

### **International Student Trips and Excursions**

Each Semester, International Services sponsors off-campus excursions designed for cultural enrichment. Some of the past programs we have offered include visits to New York City and Philadelphia, the United Nations, New York Knicks basketball game, visiting an American TV show taping, Great Adventure Amusement Park, off-campus Movie Nights, and New York City Broadway Shows. Check with International Services for upcoming plans.

## Off-Campus Resources

### Local Community Resources

Upper Montclair's downtown area can be reached via #28 NJ Transit bus (learn about the buses in the next section). Once you reach Upper Montclair you will find:

- Kings Supermarket
- CVS Drug Store
- Stationary Store
- Hardware Store
- Coffee Shops
- Bagel Store
- Diners & Restaurants
- Travel Agency
- Laundromat
- Clothing Stores
- Gift Shops
- Post Office
- Book Store
- Video Rental
- Banks
- Liquor Store
- Gas Station
- A & P Supermarket

If you plan to go out around MSU, keep in mind that by using the SGA discount card (available at the SGA office, Student Center Annex) you receive useful discounts in the various places listed on it. Don't forget to take it with you as well as your MSU ID card.

**Local Places of Worship around MSU: (note: there are too many to list here. If you need to find a house of worship for a different denomination, International Services can help)**

Name	Address	Phone
African Methodist Episcopal Church	15 Hartley St., Montclair	973-744-1475
St. James Episcopal	Bellevue Ave., at Valley Rd., Upper Montclair	973-744-0270
Islamic Center	1102 Main St. Clifton	973-365-0048
Masjid Al-Wadud	698 Bloomfield Ave., Montclair	973-744-2170
Masjid Al-Nas'r	383 Oldham Rd., Wayne	
St. Paul Baptist Church	119 Elm, Montclair	973-746-8338
Christian Science Church	8 Hillside Ave., Montclair	973-744-1280
Union Congregational Church	176 Cooper Ave., Montclair	973-744-7424

Montclair Community Church	142 Watchung Ave., Montclair	973-746-0042
First United Methodist Church	24 N. Fullerton Ave., Montclair	973- 744-4086
Valley Chapel	300 Valley Rd., Clifton	973-278-0953
St. George Greek Orthodox Church	Valley Rd., Clifton	973-779-2626
Bright Hope Baptist Church	6 Mission St., Montclair	973-744-1475
Presbyterian Church	53 Norwood Ave., Montclair	973- 746-3854
Heights Reformed Church	71 Mount Hebron Rd., Upper Montclair	973-746-2656
Newman Catholic Center (on-campus)	894 Valley Rd., Upper Montclair	973-655-7240
St. Paul's Seventh Day Christian Church	205 Glenridge Ave., Montclair	973-744-8655
Temple Shomrei Emunah	67 Park St., Montclair	973-746-5031
Unitarian Church	67 Church St., Montclair	973-744-6276
Buddhist Community Center	60 Franklin St., East Orange	973-395-1180

## Museums

Name	Address	Phone
Yogi Berra Museum (American Baseball)	On campus at MSU	973-655-2377
The Israel Crane House (Historical Museum)	108-110 Orange Road, Montclair	973-744-1796
The Montclair Art Museum (Fine Art)	3 South Mountain Ave. Montclair	973-746-5555

## Movie Theatres

Name	Address	Phone
Clearview's Bellevue	260 Bellevue Ave, Upper Montclair	973-234-1455
Clearview's Clairidge	486 Bloomfield Ave, Montclair	973-746-5564
Loews Theater	67 Willowbrook Blvd, (near Willowbrook Mall)	973-890-0505
AMC Theaters	Clifton Commons, Rt. 3, Clifton	973-614-0644

## Cafes

Name	Address	Phone
Starbucks	572 Valley Road, Upper Montclair	973-655-0044
The Fine Grind	Main Street, Little Falls	973-256-3155
Café Eclectic	444 Bloomfield Ave., Montclair	973-509-9179

## Restaurants

Montclair has over 100 restaurants, one for almost every cuisine. Here are a few:

Name	Address
Alexus Steak House	955 Valley Rd., Clifton
Chilli's Grill and Bar	1165 Rt. 46 East, Little Falls
Thai Chef	664 Bloomfield Ave, Montclair
Just Jake's	30 Park St. Montclair
Mesob (Ethiopian)	515 Bloomfield Ave. Montclair
Il Forno	199 Bellevue Ave, Upper Montclair
Beyond The Bagel	219 Bellevue Ave. Montclair
Veggie Heaven	631 Valley Road, Upper Montclair
The Office (Pub)	619 Bloomfield Ave, Montclair
Tinga Taqueria (Mexican)	215 Bellevue Ave, Upper Montclair
Falafel Hut (Middle Eastern)	213 Bellevue Ave, Upper Montclair
McDonald's	Clove Road
Subway	Clove Road
Six Brothers	Clove Road

# Transportation

## International Driver's License

Quick facts for foreign visitors about driving in the United States: (source: U.S. Government Web Site at [http://www.usa.gov/Topics/Foreign\\_Visitors\\_Driving.shtml](http://www.usa.gov/Topics/Foreign_Visitors_Driving.shtml))

1. An international driver's license must be obtained from your home country. This permit only verifies that you hold a valid license in your home country. It is your foreign driver's license that allows you to drive in the United States. Contact the authorities in your home country to get an international driving permit, as the United States does NOT issue international driver's licenses to foreign visitors.
2. If you obtain a valid international driver's license from your country of origin before you come to the U.S., you may rent a car and drive before you get your U.S. driver's license.
3. A U.S. driver's license is not a federal document, but it's a permit issued by one of the 50 states' motor vehicle departments. If you're going to reside in the U.S., it may take several months to obtain a U.S. driver's license.
4. International Students can only obtain a driver's license from the state in which they reside. Each state has its own driving rules and regulations. The guidelines for obtaining a New Jersey driver's license are listed below.
5. Once you receive your U.S. driver's license from a state motor vehicles department, you will be permitted to drive in all other U.S. states. The laws in each state vary from one to another. It is your responsibility to know and obey the laws of that state while driving.

## How to Obtain a New Jersey Driver's License

All nonimmigrant visa holders (which include F1 and J1) who want to apply for a New Jersey driver's license can apply at one of the DMV's four regional centers. The DMV regional center closest to MSU is in Wayne:

**Wayne Regional Service Center**  
481 Route 46 West  
Wayne, NJ 07470

**Directions:** For a map and directions, go to <http://www.state.nj.us/mvc/Location/Passaic.htm> and click on "map and directions" in the Wayne column.

**Documents Needed:** All applicants who visit a motor vehicle agency must present proof of age, identity and address under the guidelines of the **Digital Driver License (DDL) Identification Verification regulation**. This ID verification program also requires those applicants who are not naturalized U.S. citizens to prove that their presence in this country is authorized under federal law.

The new ID Verification program lists specific personal documents that may be used by motorists to verify their identity when applying for or renewing a New Jersey driver license, non-driver identification card or boat license. Applicants will be required to prove their identity through a prescribed combination of documents. Each type is assigned a point value, and the total point value of all documents presented must be at least six (6) points.

The following documents **must** be presented by international students to DMV:

- **School Documents:** Montclair State University I-20, University photo ID card, and Official transcript/ school records - **2 points**
- **Primary ID:** Foreign passport with INS or BCIS verification and with valid record of arrival/departure (Form I-94) or valid I-551 stamp in passport – **4 points**
- **Secondary ID:** Bank statement, or Current NJ PHOTO driver license, or Social Security card – **1 point** (you cannot use more than 2 of the 1 point documents)
- **Proof of address:** You must show at least ONE of the following documents. The documents must show **YOUR** name and **CURRENT** address.
  - Utility or credit card bill issued in the past 90 days.
  - Checking or savings account statement from the past 60 days.
  - High school or college report card/transcript from the past two years.
  - Original lease/rental agreement.
  - Property tax bill, statement or receipt from the past year.
  - Mail received from the IRS or state tax office in the last year.
  - First-class mail received from any government agency in the past six months.
- A valid or recently expired driver's license from your home country and/or international license (if applicable)

For details on the other regional DMV centers, or more information, call

1-888-486-3339 toll free in NJ or 1-609-292-6500 from out of state, or visit <http://www.state.nj.us/mvc/Licenses>

## **Directions to Montclair State University**

Montclair State University is located at the intersection of Valley Road and Normal Ave., Upper Montclair, NJ, one mile south of the junction of Routes 3 and 46.

### **By Car From:**

- Bloomfield Ave., Montclair: North on Valley Rd. 3.3 miles to Normal Avenue light, turn left.
- Route 46 (East and West): Valley Road, Montclair exit (at Route 3 junction), south for approximately one mile to Normal Avenue light, turn right.
- Route 3: Valley Road, Montclair exit (at Route 46 junction), south for approximately one mile to Normal Avenue light, turn right.
- Garden State Parkway North: Exit 153B (left lane) to Route 3 West to Valley Road, Montclair exit, left one mile to Normal Avenue light, turn right.
- Garden State Parkway South: Exit 154 to Route 46 West, to Valley Road, Montclair exit, left one mile to Normal Avenue light, turn right.
- New Jersey Turnpike: Exit 16W to Route 3, Valley Road, Montclair exit, left one mile to Normal Avenue light, turn right. Motorists traveling on the Turnpike south of Exit 11 may exit there to Garden State Parkway North.
- Lincoln Tunnel: Follow to Route 3.
- George Washington Bridge: Route 80 to Garden State Parkway South.

## By Public Transportation From:

- New York City (**by train**): Take NJ Transit from Penn Station (Montclair-Boonton line) to the Montclair State University or Montclair Heights stations (service not available weekends).
- New York City (**by bus**): Decamp Bus No. 66 leaves from the Port Authority Bus Terminal; get off at Mt. Hebron and Valley roads, turn right (north) on Valley and walk one block to the Normal Avenue traffic light, then turn left to campus entrance.
- Newark: NJ Transit Bus No. 28 originates at Washington and Hill streets in Newark and also stops at the Broad St. train station in Newark. It stops on campus on its way to Willow Brook mall in Wayne. (on weekends only). This bus's last stop is here on weekdays.
- Paterson: NJ Transit Bus No. 705 travels from Main Street and Broadway in Paterson. Or, NJ Transit Bus No. 72 originates at Broadway Terminal, Paterson and goes to Broad Street, Bloomfield. Change to No.28 at Bloomfield Center.
- The Oranges: Take One Bus Co. No. 44 to Main and Day streets in Orange. Connect to NJ Transit Bus No. 92 to Glenwood and Bloomfield avenues. Change to NJ Transit Bus No. 28
- Passaic: NJ Transit Bus No. 705 originates at Main Street and Passaic Avenue in Passaic and travels through Clifton to Montclair State University.
- Wayne: NJ Transit Bus 705 originates at Willow brook Mall and ends its run on campus.

\* Subject to change. Information available from New Jersey Transit, 800-772-2222 or [www.njtransit.com](http://www.njtransit.com)

## Public Transportation

To learn about the different buses and trains available for you throughout the state, visit [www.njtransit.com](http://www.njtransit.com) or call 1 (800) 772-2222.

Always have singles (1 dollar bills) and/or coins with you, since you will be asked to pay the exact fare (bus drivers do not carry money to give you change). The fares vary depending on the length of the trip.

The following buses stop inside the campus (in front of the Red hawk parking deck):

**NJ Transit Bus No. 28:** Runs from Newark to Willowbrook Shopping Mall in Wayne (a very nice shopping mall). This bus (when going toward Newark) can take you to the downtown area of Montclair.

**NJ Transit Bus No. 705:** originates at Main Street and Passaic Avenue in Passaic and travels through Clifton to Montclair State University and then to Willowbrook Shopping Mall in Wayne.

**NJ Transit Bus No. 191:** Runs from Willowbrook Shopping Mall in Wayne to Port Authority in New York City.

**De Camp Bus No. 66:** Goes to New York City. Since it is a private service, fare is a little more expensive than NJ transit's (about \$6). To check the schedule visit [www.decamp.com](http://www.decamp.com)

**NJ Transit Montclair-Boonton Line (Train):** The campus has two train stations: Montclair Heights and Montclair State. The train goes from to Hoboken or New York City, depending on the departure time. To check the schedule visit the website at [www.njtransit.com](http://www.njtransit.com).

## Taxi Services

Montclair Taxi: 973-628-8333

Montclair Taxi & Limo: 973-661-0606

Montclair Yellow Cab Co.: 973-744-7771

## Car Rentals

Hertz: 1-800-464-3781

Avis: 1-877-823-8478

## Resources and Further Information

International Services gratefully acknowledges the following resources that contributed to this Handbook. Readers may find additional helpful information at these web sites.

NAFSA Association of International Educators

[www.nafsa.org](http://www.nafsa.org)

NAFSA Association of International Educators Advisors Manual of Federal Regulations Affecting Foreign Students and Scholars

[www.nafsa.org](http://www.nafsa.org)

*NAFSA's International Student Handbook, 1996*; NAFSA and AT&T

AIEF - American International Education Foundation, "Pre-Departure Orientation for Chinese Students,"

<http://www.china-nafsa.aief-usa.org>

United States Federal Government

[www.us.gov](http://www.us.gov)

Montclair State University Dean of Students Code of Student Conduct

[www.montclair.edu/deanstudents](http://www.montclair.edu/deanstudents)

Montclair State University Health Center

[www.montclair.edu/health](http://www.montclair.edu/health)

Montclair State University Counseling and Psychological Services

[www.montclair.edu/caps](http://www.montclair.edu/caps)

New Jersey Motor Vehicle Services

<http://www.state.nj.us/mvc/Licenses>

New Jersey Transit Public Transportation

[www.njtransit.com](http://www.njtransit.com)

