



## INTERNATIONAL HANDBOOK



The Office of International Services (OIS) welcomes you to Oregon Health & Science University (OHSU). This handbook has been compiled to provide you with helpful information during your stay in the United States.

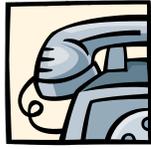
If you have any questions regarding information contained in this handbook please contact the Office of International Services.

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Office of International Services  
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Please Note: This handbook is provided as an information source only and is not an endorsement by OHSU of any company listed. The information contained in this handbook should not be construed as legal advice.

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## CONTACT INFORMATION

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### General Information

OHSU operator 503-494-9000  
Public Safety Non-Emergency 503-494-7744  
Public Safety Emergency 503-494-4444  
Environmental Health &  
Radiation Safety  
(Marquam Hill Campus) 503-494-7795  
(West Campus) 503-748-1226  
Inclement Weather Hotline 503-494-9021

### Human Resources

General Information 503-494-8060  
Employee Benefits 503-494-7617  
Payroll 503-494-0654  
Tax Information 503-494-1272

[reedco@ohsu.edu](mailto:reedco@ohsu.edu)

### Cashier's Office

Marquam Hill Campus 503-494-8243

### Registrar's Office

Marquam Hill Campus 503-494-7800  
OGI Campus 503-748-1382

### Library

Marquam Hill Campus 503-494-3462  
OGI Campus 503-748-1383

### Center for Diversity and Multicultural Affairs

<http://www.ohsu.edu/academic/diversity>  
503-494-1125



## IMMIGRATION ISSUES AND TRAVEL

International students and employees are responsible for complying with United States Immigration regulations. Many of these regulations are complex. OIS wants to help its international students and employees successfully navigate immigration issues that arise during the course of their study/employment, but be aware that the responsibility for staying in status rests with each international student and employee. It is **extremely** important that you maintain your immigration status, since certain violations of status may be grounds for deportation under U.S. Immigration Law.

### J STATUS

#### Some Facts About J Status

- ✓ Immediate family members (usually spouses and children under the age of 21) may accompany exchange visitors during their stay at OHSU. Exchange visitor family members will be given J-2 status and may apply to Department of Homeland Security (DHS) for the right to work in the U.S. (However, the income from the family members' employment may not be used to support the J-1 exchange visitor.)
- ✓ Exchange visitors may remain in the U.S. for the period specified on the DS-2019 and as long as they are continuing their program. If an exchange visitor must stay longer to complete his/her program, s/he must obtain a new DS-2019 before the first one expires.
- ✓ Exchange visitors may only be employed as listed on their DS-2019 (please see section below for J-1 student employment).
- ✓ It is possible for an exchange visitor to transfer from OHSU to another exchange visitor program, or from another program to OHSU. (The other university must have a Department of State (DOS) approved exchange visitor program.)
- ✓ An exchange visitor may travel outside the U.S. and then reenter the U.S., provided that — **before the trip** — OIS certifies that the exchange visitor is maintaining valid J status. OIS must note this certification on the exchange visitor's copy of the DS-2019 form in order for the exchange visitor to be readmitted to the U.S. Please note an exchange visitor also needs a valid passport and valid visa to reenter the U.S. in addition to the signed DS-2019 form.
- ✓ Some exchange visitors are subject to a 2-year home-country physical presence requirement. Exchange visitors subject to this requirement are not eligible for lawful permanent resident, H temporary worker or trainee, or L intra-company transferee status in the United States until they have resided and been physically present in their country of nationality or last legal permanent residence for a total of at least 2 years following their departure from the United States in J status. These exchange visitors are also not permitted to change to another immigration status (except for a change to either government official (A) or international organization official (G))

within the United States after completing their exchange program unless they have received a waiver of the requirement. However, the exchange visitor may apply for a different nonimmigrant visa except for an immigrant, H, or L visa at an U.S. embassy or consulate abroad. Returning to the United States in another immigration status does not absolve the previously incurred 2-year home-country physical presence requirement. In most cases the U.S. consular officer who approves the J-1 visa will note this restriction on the DS-2019 and visa if it applies.

- ✓ U.S. regulations require all exchange visitors (both J-1s and J-2s) to have health insurance during the duration of their exchange visitor status. The health insurance plan selected by the exchange visitor must meet the minimum requirements designated by U.S. law at 22 C.F.R. 62.14:
  1. Medical benefits of at least \$50,000 per accident or illness;
  2. repatriation of remains in the amount of \$7,500;
  3. expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000; and
  4. a deductible not to exceed \$500 per accident or illness.
- ✓ Exchange visitors have a 30 day grace period to remain in the U.S. upon the completion of their exchange program.

#### Unique Facts about J Student Status

- ✓ Exchange visitor students must be engaged in full-time study<sup>1</sup>, except during official school breaks and during the student's annual optional vacation quarter (usually taken during the summer).
- ✓ After 9 months of full-time study (3 quarters) or during the summer quarter, J-1 international students are eligible to take one quarter of vacation, as long as they intend to register in the quarter following the vacation. This means that a vacation quarter cannot be taken at the end of the academic program.
- ✓ With the approval of OIS, an exchange visitor student may engage in part-time employment while attending OHSU. On-campus part-time employment may be approved for up to 20 hours a week. The exchange visitor student must obtain written approval from OIS before engaging in on-campus employment.
- ✓ With the approval of OIS, exchange visitor students may engage in academic training employment. Academic training is employment directly related to the student's major field of study. Academic training employment may be authorized during the period of the student's studies and after the student's studies are complete. Academic training employment may be authorized for periods of up to 18 months (the total training period may not exceed the amount of time spent in the full course of study) or 36 months (for postdoctoral positions in academic institutions).
- ✓ Once an exchange visitor student has completed the coursework necessary for the degree, or has completed his/her educational objective at OHSU, the exchange visitor student must either depart the U.S., be granted academic training employment status, or change to another immigration status, **within 30 days**.

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<sup>1</sup> There are exceptions to the full-time study requirement if medical or academic emergencies arise with the prior approval of OIS.

After the completion of academic training employment, the exchange visitor student must depart the U.S., or change to another immigration status, **within 30 days**.

### J Status and SEVIS

#### **What is SEVIS**

SEVIS is an internet-based system that allows exchange programs and DOS to exchange data on the immigration status of exchange visitors. Accurate and current information is transmitted electronically throughout a J-1's program in the United States. U.S. embassies and consulates also have access to SEVIS

#### **How SEVIS Works**

- OHSU transmits an exchange visitor's information to DOS via SEVIS. DOS then approves OHSU's request to issue a DS-2019 and a new bar-coded DS-2019 form is printed and sent to the exchange visitor.
- The exchange visitor must pay a SEVIS fee prior to going to the U.S. consular office to obtain their J-1 visa. The payment can be made on-line at <http://www.fmjfee.com/>.
- The exchange visitor takes the DS-2019 to a U.S. consulate abroad and the consulate verifies through SEVIS that the DS-2019 is a valid document. If everything is in order the consulate then issues the visa.
- The exchange visitor submits the DS-2019 to the immigration officer at the port of entry. The immigration officer then reports in SEVIS that the exchange visitor has arrived in the United States.
- When the exchange visitor arrives on campus he/she reports to OIS, and OHSU confirms the exchange visitor's enrollment through SEVIS.
- OHSU will continue to provide regular electronic reports to DOS throughout the exchange visitor's program.

#### **What Data Does SEVIS Collect?**

OHSU must report the following information:

- The arrival of the exchange visitor on-campus.
- The current address of each exchange visitor.
- A change of the exchange visitor's or dependent's legal name or address.
- Program extensions, program transfers, on-campus employment authorization (students), academic training authorization, etc.
- Program completions or early termination from OHSU's exchange program.
- Any other notification request made by SEVIS with respect to the current status of the exchange visitor.

## What Should Exchange Visitors do to Comply with SEVIS and J Regulations?

- Be proactive.
  - Read and comply with the immigration regulations for your particular program category. The immigration regulations pertaining to J exchange visitors are available on the DOS' website at <http://exchanges.state.gov/jexchanges/index.html>
  - Report a change of address or legal name for yourself and your dependents to OIS within 10 days.
  - Apply for a program extension, transfer or employment authorization in a timely manner. All of these events require reporting in SEVIS so please allow time for processing of new forms, etc.
  - Comply with the J-1 health insurance requirements.
  - Refrain from on-campus employment (students) without authorization from OIS.
  - Refrain from off-campus employment without authorization from OIS and/or DOS/DHS.
  - Have a passport that is kept valid at all times.
  - Inform OIS when you are getting ready to leave your program.
  - Make travel arrangements early, and anticipate delays at consulates and ports of entry.
- Read any e-mail updates from OIS regarding changes in immigration or visa procedures.
- Please refer any questions you have regarding your immigration status to OIS.

## Other Resources

US Immigration and Customs Enforcement also has a detailed web page on SEVIS at <http://www.ice.gov/sevis/index.htm>

## F STATUS

### Some Facts About F Status

- ✓ F-1 students must be engaged in full-time study<sup>2</sup>, except during official school breaks and during the student's optional annual vacation quarter (usually taken during the summer).
- ✓ F-1 students may only count one course or 3 credits of distance learning towards their full-time course of study requirement.
- ✓ After 9 months of full-time study (3 quarters) or during the summer quarter, F-1 students are eligible to take one quarter of vacation, as long as they intend to register in the quarter following the vacation. This means that a vacation quarter cannot be taken at the end of the academic program.
- ✓ Immediate family members (usually spouses and children) may accompany F-1 students during their study at OHSU. The family members of F-1 students will be granted F-2 status and are not allowed to work in the U.S.
- ✓ F-2 dependents may not engage in degree seeking programs on either a part-time or a full-time basis prior to changing status to F-1. F-2 spouses are permitted to engage in part-time "vocational or recreational" study. The DHS has defined vocational or recreational study to be "study to pursue a hobby or if the study is that of an occasional, casual, or recreational in nature." F-2 children may attend school full-time at the elementary and secondary level.
- ✓ F-1 students must report a change of address or legal name change for themselves and their dependents to OIS within 10 days of the change so it can be reported to DHS.
- ✓ If an F-1 student terminates his/her course of study prior to completion and has notified OIS he/she has 15 days to depart the United States. If he/she does not notify OIS prior to terminating his/her course of study he/she does not have a grace period to leave the United States.
- ✓ F-1 students can usually remain in the U.S. until the completion of the educational objective specified on the I-20 Form.
- ✓ F-1 students must request an extension of their I-20 prior to the expiration date. A request must be submitted to OIS a month before the expiration date on the current I-20.
- ✓ It is possible for an F-1 student to transfer from OHSU to another university, or from another university to OHSU if the student is currently maintaining F-1 status.
- ✓ It is possible for a Masters level F-1 student to continue studying at OHSU, or elsewhere, at the Ph.D. level or towards another degree. The student must get a new I-20 form, however, with a new degree completion date.
- ✓ An F-1 student may travel outside the U.S. and then reenter the U.S., provided that —before the trip —OIS certifies that the student is maintaining valid F-1 status. OIS must sign the student's copy of the I-20 form in order for the student to be readmitted to the U.S.

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<sup>2</sup> There are exceptions to the full-time study requirement if medical or academic emergencies arise with the prior approval of OIS.

- ✓ With the approval of OIS, an F-1 student may engage in part-time on-campus employment while attending school. Students may engage in full-time on-campus employment during official school breaks and during the student's annual vacation quarter. (Part-time employment is defined as 20 hours – or fewer – per week while school is in session. Full-time employment is defined as more than 20 hours per week.)
- ✓ F-1 students may engage in Curricular Practical Training (CPT) with the approval of OIS. CPT must be either a required internship or work-study program or employment that is an integral part of the student's course of study and for which the student registers and receives a grade. CPT is not allowed before the student has completed 3 quarters of full-time study at OHSU. CPT can only be authorized for one quarter at a time. If a student engages in full-time CPT for more than 12 months, s/he will be ineligible for Optional Practical Training (OPT). Part-time CPT does not count towards the 12-month threshold at which a student loses eligibility for CPT.
- ✓ OPT for up to 12 months is available to F-1 students, after they have completed 9 consecutive months of full time study, with the approval of OIS and authorization from DHS. OPT is typically used at the end of the student's course of study. OPT applications **have to be submitted no later than 60 days after completing the course of study**. OPT applications take several months to process so it is recommended that students apply 90 days in advance of completing their course of study as allowed by regulation.
- ✓ Once an F-1 student has completed the coursework necessary for his/her degree, or has completed the educational objective at OHSU, s/he must depart the U.S. within 60 days unless prior to that time the student has followed the procedures for applying for OPT, moving educational levels, school transfer, or a change to another immigration status.

### F Status and SEVIS

#### **What is SEVIS**

SEVIS is an internet-based system that allows schools and DHS to exchange data on the immigration status of international students. Accurate and current information is transmitted electronically throughout an F-1 student's academic career in the United States. U.S. embassies and consulates also have access to SEVIS.

#### **How SEVIS Works**

- OHSU transmits an admitted student's information to DHS via SEVIS. DHS then approves OHSU's request to issue an I-20 and a new bar-coded I-20 form is printed and sent to the student.
- The F-1 student must pay a SEVIS fee prior to going to the U.S. consular office to obtain their F-1 visa. The payment can be made on-line at <http://www.fmjfee.com/>.

- The F-1 student takes the I-20 to a U.S. consulate abroad and the consulate verifies through SEVIS that the I-20 is a valid document. If everything is in order the consulate then issues the visa.
- The F-1 student submits the I-20 to the DHS officer at the port of entry. The DHS officer then reports in SEVIS that the student has arrived in the United States.
- When the F-1 student arrives on campus he/she needs to report to OIS prior to the program start date listed on the I-20. OHSU will then confirm the F-1 student's enrollment through SEVIS.
- OHSU will continue to provide regular electronic reports to DHS throughout the F-1 student's academic career.

### **What Data Does SEVIS Collect?**

OHSU must report the following information:

- Whether an F-1 student has enrolled at the school, dropped below a full course of study without prior authorization by OIS, or failed to enroll.
- The current address of each enrolled F-1 student.
- The start date of the F-1 student's next quarter.
- Any F-1 student who has failed to maintain status or complete his or her program.
- A change of the F-1 student's or dependent's legal name or address.
- Any F-1 student who has graduated early or prior to the program end date noted on the I-20.
- Any disciplinary action taken by the school against the F-1 student as a result of the F-1 student being convicted of a crime.
- Program extensions, school transfers, changes in level or program of study, employment authorizations, reinstatement, etc.
- Any other notification request made by SEVIS with respect to the current status of the F-1 student.

### **What Does "Fail to Maintain Status" Mean?**

Some examples of failure to maintain status include dropping from full-time to part-time enrollment without prior approval from OIS, failure to apply for a timely I-20 extension, transfer, change in level of program of study, attending a school other than the one the F-1 student is authorized to attend, unauthorized employment or failure to report a change of address.

### **What are the Consequences if an F-1 Student Fails to Maintain Status?**

Each F-1 student's record will be updated with SEVIS every quarter. F-1 students who fail to maintain status lose the privileges of their F-1 student status and become subject to deportation. Specific consequences may include denial of re-entry to the U.S., denial of requests for practical training, denial of on-campus employment, denial of requests to change visa status and possible denial of future visa applications.

## Can an F-1 Student Regain Legal Status?

If an F-1 student drops below a full-course of study without prior approval from OIS, that “event” would be reported to DHS via SEVIS, and he or she would be out of status. The F-1 student may apply to DHS for reinstatement if the violation resulted from circumstances beyond his/her control. Reinstatement is intended to be a rare benefit for exceptional cases. The F-1 student may not apply for reinstatement if he/she is out of status for longer than five months unless the student can provide a substantial reason for the delay and an explanation of how the F-1 student filed the request for reinstatement as promptly as possible under the circumstances. If DHS does not reinstate the F-1 student, the F-1 student may not appeal that decision.

## What Should F-1 Students do to Comply with SEVIS and F Regulations?

- Read any e-mail updates from OIS regarding changes in immigration or visa procedures.
- Read and understand the immigration regulations and learn how to maintain lawful status in the U.S. The immigration regulations pertaining to F-1 students are available on the DHS website at <http://www.uscis.gov/propub/ProPubVAP.jsp?dockey=ae00efbb074c5e019a9832df710bf930>
- Please refer any questions you have regarding your immigration status to OIS.
- Be proactive:
  - F-1 students should plan their course schedules carefully so that they maintain full-time enrollment. You are only allowed to count one distance education class or 3 credits of distance education toward your full-time requirement.
  - Obtain prior approval from OIS if it is necessary for you to drop below full-time enrollment for any reason, including during your last quarter of study or during a vacation quarter.
  - Report a change of address or legal name for yourself and your dependents to OIS within 10 days.
  - Apply for a program extension, change of program or level, transfer or employment authorization in a timely manner. All of these events require reporting in SEVIS so please allow time for processing of new forms, etc.
  - Refrain from off-campus employment without authorization from OIS and/or DHS.
  - Limit authorized on-campus employment to 20 hours a week while in school.
  - Have a passport that is kept valid at all times.
  - Attend the school you were authorized to attend.
  - Inform OIS when you are getting ready to graduate.

- Make travel arrangements early, and anticipate delays at consulates and ports of entry.

## **Other Resources**

US Immigration and Customs Enforcement has a detailed web page on SEVIS at <http://www.ice.gov/sevis/index.htm>

## **H-1B STATUS**

### *Maintaining H-1B Status*

- ✓ Your H-1B only allows you to work in the position for the employer on the H-1B approval notice and for the number of hours on the petition that was submitted to DHS. If your job changes at all please contact OIS so we can determine if we need to file an amended petition for you.
- ✓ Notify DHS of your new address if you move by filling out and sending Form AR-11 within 10 days of moving. Form AR-11 is available on the USCIS website at <http://www.uscis.gov/portal/site/uscis>. It is recommended that you send it by certified or registered mail so you have proof of filing or you can file it on-line on the USCIS website and receive confirmation.
- ✓ You may only remain in H-1B status for 6 years. You are eligible for a new 6-year period after you have resided outside of the United States for at least 12 consecutive months. There are some exceptions to this requirement for employees who have permanent residency petitions pending. Please contact OIS for more information.
- ✓ Request an extension of your H-1B status before your current H-1B status expires. An H-1B can take several months to prepare and get approved so please apply for an extension with OIS several months in advance.
- ✓ If you decide to change employers or engage in concurrent employment with another employer you will need a new H-1B for that employer.
- ✓ If your employment is terminated you are considered to be out of status at the time of termination. If you know your employment is going to be terminated please contact OIS before the termination so we can advise you on the proper course of action.

If you have specific questions about your immigration status please contact OIS.

## **GENERAL INFORMATION**

### *U.S. Embassies and Consulates*

For a listing of U.S. embassies and consulates around the world please visit the following website [http://travel.state.gov/visa/questions\\_embassy.html](http://travel.state.gov/visa/questions_embassy.html)

### Travel to Canada & Mexico

**Trips to Canada and Mexico** -You may reenter the United States without a valid visa after a trip of less than 30 days to Canada or Mexico. In order to take advantage of this provision you must be maintaining valid immigration status, have a valid passport (unless exempt from passport requirements), have a current DS-2019 or I-20 endorsed for travel by OIS or a valid H-1B approval notice, and have a valid I-94.

**Please be aware that if you travel to Canada or Mexico to apply for a new visa you will not be able to reenter the U.S. under the revalidation provisions stated above if your visa application is denied for any reason.**

### Airport Transit Visa Requirements for Countries in the European Union

France, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden are now requiring that nationals from several countries including India obtain "airport transit visas" for connecting flights. If you are from one of the designated countries you are required to obtain the "airport transit visa" even if you will not be leaving the airport. There are exceptions for nationals from these countries who are U.S. Permanent Residents. You can obtain more information about the airport transit visa requirements on the French embassy's website at <http://www.consulfrance-washington.org/spip.php?article383>

Please check with the embassies of the countries you will be landing in before you leave the U.S. to determine whether or not you will need an airport transit visa. The following website has a list of website links for embassies around the world.  
<http://www.embassyworld.com/>.

### I-94 Cards

Please check to make sure your I-94 card is marked correctly by the U.S. Immigration Officer when you enter the U.S. Please make sure it has your correct status and expiration date, for instance:

- J-1s should have an I-94 card marked J-1, D/S.
- F-1s should have an I-94 card marked F-1, D/S.
- H-1s should have an I-94 card marked H-1B with an expiration date matching the expiration date of the H-1B approval notice. Note: Sometimes the immigration officer will mark the I-94 with an expiration date that is 10 days after the expiration date of the H-1B approval notice. This is okay since the immigration regulations allow the immigration officer at his/her discretion to give you an additional 10 days to leave the U.S. after your employment ends. However, you are not allowed to work after the expiration of your H-1B approval notice. The 10-day period is for you to prepare for your departure from the U.S.

**If you notice that your I-94 is incorrect please ask the immigration officer at the border to correct it. If you notice the mistake after you have gone through immigration please contact OIS so we can help you get it corrected. Please bring a copy of your I-94 to OIS after you return to the U.S.**

### Travel and Change of Status Applications

Do **not** travel outside of the United States if you have a change of status application pending or you will abandon your change of status application and it will **not** be approved.

### 3 Year and 10 Year Bars

If you remain in the U.S. beyond your lawful period of stay you may subject yourself to the 3 year and 10 year bar. If you are in the U.S. unlawfully for more than 180 days but less than a year you will be barred from reentering the U.S. for 3 years. If you are in the U.S. unlawfully for a year or more you will be barred from reentering the U.S. for 10 years. In addition, in both instances, your visa will be cancelled and you will have to apply for all future visas in your country of nationality.

### Special Registration

If you are subject to special registration you must comply with the following requirements: Inform DHS of any change of address, change of employer or change of school, on Form AR-11SR (J-1's and F-1's must report this information to OIS, and OIS reports this information to DHS via SEVIS); depart the U.S. from an officially-designated port of departure **only**, and report to a DHS officer at such airport prior to departure, on the day of departure; respond to any notice received from DHS that instructs the individual to report to DHS for an interview.

Individuals subject to Special Registration should be given a "Walkaway Materials" packet at the port-of-entry, explaining their obligations under Special Registration, and listing the ports of departure that must be used when departing the U.S. This packet is available on the Immigration and Customs Enforcement (ICE) website at <http://www.ice.gov/pi/specialregistration/index.htm>.

### U.S. VISIT

US VISIT is a process of using biometrics (fingerprints & photographs) to confirm an international visitor's entry into and exit from the U.S. A visitor's travel documents and fingerprints are scanned on entry and departure from the U.S. and the system matches the visitors' identity, verifies departure, and confirms compliance with U.S. immigration law. For more information and a list of airports and border crossings in the U.S. that currently have US VISIT, check the following website: [http://www.dhs.gov/xtrvlsec/programs/content\\_multi\\_image\\_0006.shtm](http://www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm)



## SOCIAL SECURITY NUMBERS

### F-1 Students and J-1 Exchange Visitors

Often, students and exchange visitors feel that they need to get a Social Security Number (SSN) as soon as they get to the United States. In fact, only students and exchange visitors earning a wage should obtain Social Security Numbers. If you are receiving a stipend or other kind of wage, you can get forms to apply for a Social Security number from OIS at <http://www.ogi.edu/admissions/immigration/resources/index.cfm>, at the Social Security office in Beaverton/Portland or on the Social Security Administration's website at <http://www.ssa.gov/ssnumber/>. Students and exchange visitors also need to have their records validated in SEVIS by OIS before applying for a SSN and F-1 students will also need written authorization from OIS confirming eligibility to work on campus and a letter from their on-campus employer verifying employment.

If you are getting a tuition scholarship, but not actually receiving a wage, you need to apply for a Taxpayer Identification Number (TIN) instead of a SSN. Do not apply for the Employee Identification Number (EIN) by mistake. If you have U.S. investments that will receive interest payments, you should also apply for a TIN. You can call the I.R.S. toll-free at 1-800-829-3676 to request form W-7 (Application for an Individual Taxpayer Identification Number) or you can visit the I.R.S. website at <http://www.irs.gov/formspubs/index.html> to download and print a form.

### H-1Bs

If you are in H-1B status you will need to obtain a SSN since you will be receiving a salary from OHSU. In order to obtain a SSN you will need to complete the SSN application available at the website above. You will also need to take your passport and I-94 card with you to the Social Security Administration office when you apply for your number.

### General Information

You need to be careful with your SSN and card to protect yourself from identity theft. For more information on how to protect your SSN and what to do if your card is lost or stolen please read the Social Security Administration's publication "Identity Theft and Your Social Security Number" This publication is available on the Social Security Administration's website at [www.ssa.gov/pubs/10064.html](http://www.ssa.gov/pubs/10064.html).



### State & Federal Income Taxes

The U.S. negotiates individual tax treaties with foreign countries. Tax treaty benefits are dependent on the foreign country of residence, prior visa history, and Federal and State regulations. Each case is determined by the employee's own unique circumstances and immigration history. Because of this, two employees from the same country can have different tax treaty benefits. The State of Oregon follows Federal guidelines in regards to tax treaty benefits. If you have questions regarding taxes please contact the OHSU payroll department or visit the following websites: Federal Internal Revenue Service <http://www.irs.gov/>; Oregon Department of Revenue <http://www.oregon.gov/DOR/>.

### FICA Taxes

FICA taxes are Medicare and Social Security. These taxes are NOT covered in tax treaties with individual countries. The *Substantial Presence Test* decides whether a person is a Resident or Nonresident for tax purposes (this is not the same as your immigration status). Residents are subject to FICA taxes and Nonresidents are not. If an employee becomes subject to FICA taxes any part of the calendar year, he or she is subject for the ENTIRE year.

#### J-1s (Except Students)

Social Security and Medicare taxes are not withheld on pay for services of an exchange visitor who has been given permission to work and who possesses or obtains a letter of authorization from the sponsor **unless the exchange visitor is considered a resident**. A J-1 holder is exempt from the Substantial Presence Test for 2 of the preceding 6 years. This usually means that a J-1 holder is exempt from FICA for the first 2 years in the U.S. The third year, most are subject to FICA.

#### F-1s and J-1 Students

Students are generally exempt from the Substantial Presence Test for 5 calendar years, which means they are considered nonresident aliens and do not have to pay FICA taxes. After 5 years, students are subject to the Substantial Presence Test, and may have to pay FICA taxes. Students who have previously been exempt from the Substantial Presence Test as a teacher, trainee or student for 5 years or more, are no longer exempt from this test.

## H-1s

H-1s are **never** exempt from FICA taxes.

### Additional Resources

**International Student Taxes-** is a company that provides an online nonresident tax software system to assist international students and other nonresidents file U.S. federal income tax returns for a fee. You can access their website at <http://www.istaxes.com/index.html>

**Global Tax Services-** is a nonresident tax software designed to assist nonresident aliens in filing their tax returns on Form 1040NR-EZ for a fee. You can access their website at [www.gtsec.com/index.asp](http://www.gtsec.com/index.asp)



## MEDICAL INSURANCE

### Definitions

**Claim** – A written request by you for payment by the insurance company of medical expenses that are covered under the insurance policy.

**Co-payment** – Usually refers to the amount you pay each time you receive a particular service, usually doctor visits.

**Deductible** – The amount you must pay towards your healthcare before insurance will begin paying medical benefits.

**Emergency Care** – Emergency care is for life threatening conditions and is available at all hospitals. If you go to an emergency room for non-emergency care, you are likely to experience a very long wait, impersonal care, and receive a large bill.

**Exclusion** – Any condition or expense for which no coverage is provided and no payment will be made.

**Patient Responsibility** – Healthcare costs paid by you.

**Pre-existing Condition** – Any medical condition that has been diagnosed or treated before insurance coverage begins.

**Premium** – The cost to purchase an insurance policy.

**Referral** – The formal written authorization given by your primary care physician to the insurance company allowing you to receive healthcare from someone other than your primary care physician.

**Urgent Care** – Urgent care is for medical conditions that need immediate attention, but are not life threatening.

### Why You Need Medical Insurance

- ✓ Medical care in the United States is more expensive than in any other country in the world.
- ✓ The U.S. government does not pay any part of the medical expenses for international students/employees studying or working here.

- ✓ It is generally not possible to purchase insurance after you get sick because an illness or injury that you already have, called “preexisting,” is usually not covered by insurance.
- ✓ U.S. immigration regulations require many nonimmigrants to carry medical insurance, either as a condition of maintaining status or as a part of their financial certification.

### Types of Medical Insurance

In the U.S., generally individuals can choose from one of the following types of medical insurance:

#### Indemnity Plan

Under this type of plan, you pay an insurance premium and then you can choose your physician and other healthcare providers, refer yourself to specialists, and otherwise make independent decisions about what type of care to seek. The insurance pays a fixed percentage of covered expenses and usually requires deductibles and co-payments. This type of plan is usually the most expensive type of medical insurance.

#### Preferred Provider Organization (PPO)

A PPO operates much like an indemnity plan, except the plan provides incentives for insured individuals to seek care from practitioners who are on a list provided by the insurance company. Under a PPO plan, the insurance company will generally cover a higher percentage of the cost, and sometimes require you to pay a lower deductible, if you choose to use one of their preferred providers.

#### Health Maintenance Organization (HMO)

##### HMO Open Access

An HMO with open access provides coverage for many services but requires that you seek care first from one selected physician (primary care provider) before you go to any other physicians or health facilities. The HMO will provide you with a list of physicians from which you select your primary care provider. Your insurance will provide coverage for visits to your primary care provider and for most services that he or she recommends. Services that you seek independently (without consulting your primary care provider) are generally not covered.

##### HMO Closed Panel

An HMO with a closed panel is one in which the physicians and other practitioners work directly for the HMO. All services must be provided

directly by the HMO and its staff. Services that you seek outside the HMO are generally not covered.

### General Information

- ✓ After you enroll in an insurance plan, your insurance company will send you an insurance identification card. The card remains valid only as long as you continue to pay your insurance premiums. Some insurance companies specify a waiting period before coverage begins, so it is important to purchase insurance immediately upon arrival to the U.S.
- ✓ Keep your insurance card with you at all times, and show it to the doctor or hospital when you seek medical treatment.
- ✓ Some doctors work directly with the insurance company for payment, and others require you to pay and seek reimbursement yourself by filing a claim. Ask about payment arrangements before you receive medical treatment so you know what to expect.
- ✓ Complete claim forms accurately and completely, and respond promptly to any requests for information from your insurance company. Failure to do so could delay the insurance company's payment to you or to the doctor.
- ✓ In order to be prepared for an emergency, you should locate the nearest hospital to your residence/work.

### Additional Resources

**Compass Benefits Group**- Compass Benefits Group maintains a website that provides information about health & wellness in the U.S., information on how to use the U.S. medical system and information on how to use insurance. You can access their website at [www.compassstudenthealthinsurance.com](http://www.compassstudenthealthinsurance.com)



## HOUSING

OHSU is a commuter campus with no on-campus housing. However, OHSU has the following online resources to assist you in finding housing:

[www.ohsu.edu/housing](http://www.ohsu.edu/housing)

<http://www.chnw.org/>

<http://www.ohsu.edu/xd/about/visiting/pdx/housing.cfm>

<http://portland.craigslist.org/hhh/>

### Definitions

**Apartments** - A studio is an apartment where the living, cooking and sleeping space are combined, generally in one large room. One- and two-bedroom apartments generally have separate areas for the living room, kitchen, bathroom and bedroom(s).

Apartments are found in complexes, which vary in size. They range from a few apartments to 75-plus apartments in multiple buildings.

**Condo/Townhouse/Row houses** - These are usually similar to plex-style housing (see plex below), but can also be found in apartment complex buildings. Their layout often includes an upstairs and downstairs in one apartment.

**Deposit** - A sum of money, usually in the form of a check, given to the landlord to be held until the end of the lease. It is necessary to ask if the deposit is refundable before signing the lease. If it is, at the end of the lease, the money is returned provided the tenant has not damaged the apartment. The landlord has the right to keep all or part of the deposit if the apartment is not in the same condition as when it was rented. Be sure to walk through the apartment with the landlord and take notes on the condition of the apartment before signing the lease.

**Landlord** - A person or company who owns and rents buildings or multiple-dwelling units.

**Lease** - A contract granting occupancy in a property during a specified period in exchange for a specified amount of rent. Leases can vary in length from month-to-month or longer. Be sure to read your lease carefully before you sign it.

**Mother-in-Law Apartment** - Refers to an apartment inside a private home, which usually has a separate entrance.

**Plexes** - These are buildings containing two to four apartments: a duplex contains two apartments, a triplex contains three, and a fourplex contains four.

**Realtor** - An individual or agency that will assist you in purchasing a house. Their fee is added on to the cost of the house, so there is no upfront fee for the service.

**Rooms for Rent** - Generally, this category refers to individuals who rent a room in their home.

**Tenant** - A person who pays rent to reside in a property owned by someone else.

### Abbreviations

Some common abbreviations you will find in classified ads:  
(You may see them in combination, for example: spac 2/1 means spacious two-bedroom, 1 bathroom.)

3/2 or 2/1 (e.g.), number of bedrooms/number of bathrooms

a/c, air conditioning

avl, available

ba or bth or bthrm, bathroom

balc, balcony

bd or bdrm, bedroom

bldg, building

bsmt, basement

cbl, cable

cpt, carpet

d/d, dishwasher/disposal

d/w or dw, dishwasher

elev, elevator

fpl or frpl, fireplace

furn, furnished

ga or gar, garage

h/w or hdwd flr, hardwood floors

incl, included

kit, kitchen

lndry, laundry

lr or lvrn, living room

lrg or lg, large

mo, month

negot, negotiable

ns, non smoking or non smoker

osp, off street parking

pl, swimming pool  
prkg, parking  
pvt, private  
rm, room  
sec, security or secure  
sec dep, security deposit  
sep entr, separate entrance  
sm, small  
spac, spacious  
sq ft or sf, square feet  
unfurn, unfurnished  
util, utilities  
w/d or wd, washer/dryer  
w/w or w/w cpt, wall-to-wall carpeting  
wd hkup, washer/dryer hookup  
yd or yrd, yard

### Neighborhoods

The greater Portland area is divided into four main quadrants, divided east and west by the Willamette River and north and south by Burnside Street. Each quadrant is unique and has its own personality.

**The Marquam Hill Campus** is located in southwest Portland, overlooking downtown and the Willamette River. Nearby neighborhoods include Homestead, Hillsdale, Burlingame and downtown Portland. The portion of the Homestead neighborhood located within walking distance of the campus is generally referred to as “on the hill.” If you want to live “off hill” and commute to campus, the neighborhood possibilities are endless.

Whether commuting by car or bus (either directly to the campus or to a TriMet park-and-ride), getting up the hill can take some time. If you want to live within walking distance of the Marquam Hill Campus, keep in mind that some apartments may charge extra for parking or garage space, and on-street parking in most areas requires a city parking permit with a fee.

**The West Campus** is located in the middle of a very large residential area. There are numerous apartment complexes, bus lines and shopping centers. Many of the higher-end apartments are located within walking or biking distance to the campus. The West Campus is in the northwest part of the metro area bordering the cities of Hillsboro and Beaverton.

**The Northwest Neighborhood** is described as feeling European, and you may pay a bit extra for the distinction. The Pearl District in northwest boasts many lofts, warehouses and galleries, and has an industrial feel to it. Old Town, Hillside and Forest Park are all close by and very accessible to downtown.

## The Southwest Neighborhood

**Close-in:** Southwest, downtown, Portland State University and the Goose Hollow neighborhood are near the Marquam Hill Campus and have an uptown feel. OHSU has a shuttle bus that runs downtown through the PSU campus to Crown Plaza and back up to Marquam Hill.

The southwest quadrant also has many neighborhoods near the Marquam Hill Campus. Some of these neighborhoods have a distinctly suburban feel, more so than the urban southeast, northeast and northwest. Neighborhoods in this area include Hillsdale, Burlingame, Garden Home, Multnomah Village and Raleigh Hills/West Slope. These neighborhoods are on the border of Multnomah and Washington counties.

**Suburbs:** East Washington County includes the cities of Beaverton, Tigard, Tualatin, Lake Oswego, West Linn and Sherwood. West Washington County includes the cities of Aloha, Cornelius, Hillsboro and Forest Grove.

## The Southeast Neighborhood

**Close-in:** On the southeast side of town, the Hawthorne/Sunnyside and Mt. Tabor neighborhoods provide easy access to downtown via bike or bus, and offer a diverse, funky atmosphere. Some other close-in neighborhoods are Buckman, Brooklyn, Hosford-Abernethy and Sellwood. All of these neighborhoods offer easy access to downtown via one of the main bridges linking the east side of the Willamette River with the west side.

**Suburbs:** Clackamas County, in the southern part of southeast, includes the cities of Clackamas, Milwaukie, Oregon City, Gladstone, Estacada and Sandy. Commuting from these areas is best done by car.

## The Northeast Neighborhood

**Close-in:** In northeast, the Lloyd District and Laurelhurst neighborhoods offer an urban environment that is family-oriented. The Hollywood neighborhood has a Marquam Hill express bus that travels weekdays between the MAX line at the Hollywood Transit Center and the Marquam Hill Campus.

**Suburbs:** Located in the eastern part of Multnomah County are the cities of Gresham and Troutdale. The light rail, MAX, runs east to west from Gresham through downtown and west to Hillsboro, as well as to the Portland airport. WES, a commuter rail line, connects Wilsonville, Tualatin, Tigard and Beaverton.



## UTILITIES

### Electricity

Two electric companies provide service to the Portland Metropolitan area. If you are uncertain about how to establish service, you can call to determine which provides service to your home address.

Portland General Electric (PGE)	503-228-6322
Pacific Power & Light (PP&L)	888-221-7070

The standard for electrical power in the U.S. is 110 volts and 60 cycles (or Hertz). This differs from most other countries, including those in Europe, Asia, Africa and Australia, which use 220 volts and 50 Hertz. To make your non-U.S. appliance usable, you can purchase an adaptor at most electronics stores.

### Natural Gas

Some furnaces (heaters), stoves and water heaters use natural gas instead of electricity. The only gas company in the Portland area is Northwest Natural Gas. To set up service you can reach them at 503-226-4211.

### Telephone

Local telephone service is provided by one of several telephone companies, depending on your area of residence. You can contact your landlord for a listing of companies that serve your area. To obtain a telephone directory, you can contact:

Qwest Dex	1-800-422-8793
Verizon	1-800-888-8448
Yellow Book	503-718-5800

### Water and Sewer

Portland is divided into a number of water districts. If you are uncertain as to where to establish your water and sewer services account, contact your landlord. Your water utility company can tell you what additives are in the water supply (for example, fluoride).

### Garbage and Recycling

Garbage and recycling is collected once a week on the same day and lawn and garden debris is collected once or twice a month. Most apartment complexes will have garbage bins for their tenants' use. If you do need to set up service, you can contact your landlord or city hall to find out which company services your area.

### Television

You can find a listing of cable and satellite television companies in the local phone directory. Your landlord should also be able to tell you what cable companies serve your area.



## FINANCIAL MATTERS

### Banking Services

Both banks and credit unions offer a wide variety of financial services such as savings accounts, checking accounts, loans, mortgages, lines of credit, currency conversion, travelers checks and investment checks.

### How to Open an Account

To open an account you must complete an application and show two pieces of identification. One form must have a photo, such as a passport or drivers license. The second form can be a major credit card, alien resident card, or a piece of mail with your address on it, such as a utility bill. You will also need to deposit some amount of money into your account.

### Types of Accounts

#### Checking

With this type of account, you make deposits and are then able to write checks to pay bills and make purchases in place of cash, provided you have enough money in your account. There are various types of checking accounts with different types of privileges and restrictions, so you need to make sure you understand what the clerk at the bank is telling you. It is important that you keep track of deposits and expenditures in your account so that you do not overdraw and suffer penalties.

#### Savings

You can deposit any amount of money into a savings account, but the purpose is to keep it there to let it grow. You can make withdrawals by visiting your bank or ATM. Some banks may require you to keep a minimum amount of money in these accounts to avoid a service charge, but they all pay interest.

### General Banking Information

#### Debit Cards

You may arrange to get a debit card when you open your bank account, at which time you will receive a four digit personal identification number

(PIN). Most businesses accept debit cards to pay for your purchases. The amount of your purchase is automatically deducted from your checking account. The card can also be used as a credit card if it is marked with a Visa or MasterCard symbol. The important difference between a debit card and credit card is that when a debit card is used, the money is taken out of your checking account immediately. If debit cards are lost or stolen, you should report it immediately to your bank, or you may be held responsible for all charges made to your account.

### Automated Teller Machines (ATM)

ATMs allow you to do a variety of transactions, including withdrawing cash, making deposits, transferring funds between accounts, and inquiring on account balances. You access the ATM with your debit card. Your bank is one of one or more banking systems which allow you to access your account information through an ATM. To know if a particular ATM is part of a system that your bank uses, you can compare the bank system symbols displayed on or around the ATM machine with those symbols appearing on your debit card. ATMs are located in a variety of locations, including banks, grocery stores, shopping malls, etc. In addition to the proper ATM card, you will need to know your four digit PIN code to use the ATM.

### Credit Cards

Purchasing can be done on many stores, restaurants, hotels, and gas stations on credit. Some credit cards are good for only specific stores or companies. General credit cards can be used at many establishments; Visa, MasterCard and American Express are commonly used general credit cards. While credit cards are very convenient, keep in mind that interest is charged each month (often between 15-20%) if the entire balance is not paid off within a specific time period. The credit system in the U.S. is set up to encourage cardholders to spend a lot of money and you may find it difficult to make monthly payments. If credit cards are lost or stolen, you should report it immediately to the appropriate credit card companies, or you may be held responsible for all charges made to your account.



## TRANSPORTATION

### Public Transportation

Tri-Met is the Portland transit system and the least expensive way to travel around the city. The C-Tran is available for service to Vancouver, Washington. You can find trip planning and route finding information on the Tri-Met website at [www.tri-met.org](http://www.tri-met.org), or by calling a 24 hour automated telephone information system at 503-231-3199. OHSU has entered into a partnership with Tri-Met to provide annual transit passes, known as PASSport stickers, at a significantly reduced cost for all students and employees. The PASSport is a small sticker which is affixed to your OHSU identification card. Just show your pass to the Tri-Met or C-Tran driver as you board the bus or carry it with you when you ride MAX. Disabled riders also may use the pass for door-to-door lift services.

As another incentive to encourage you to leave your car at home, Tri-Met sponsors an emergency ride home program at OHSU. If an unexpected medical or family emergency requires your presence on a day that you have gotten to OHSU any way other than driving, Tri-Met will pay for cab service or a rental car to get you home. For this service, you can contact the Parking Office at 503-494-5295 on the Marquam Hill Campus, or Nancy Christie at 503-748-1070 or [christin@ohsu.edu](mailto:christin@ohsu.edu) on the West Campus.

The downtown area of Portland that is bounded by I-405, the Willamette River, and N.W. Irving is called Fareless Square. Travel on MAX or a bus is free in this area at anytime. When you leave the Fareless Square area, you must have a valid ticket or pass.

Portland also has a Vintage Trolley that uses the MAX tracks to go from Lloyd Center Shopping Mall to downtown Portland. This is a free service and the entire trip takes approximately 40 minutes.

### Oregon Drivers License

You must have a current driver's license to legally drive in the U.S. To obtain an Oregon Driver's License, you must pass written and behind-the-wheel driving tests given by the Department of Motor Vehicles (DMV). For more information on driving a vehicle in Oregon, please visit the DMV website at <http://www.oregon.gov/ODOT/DMV/>

### Car Ownership

If you own a car in the State of Oregon, you must register it with DMV. You must also pass a Department of Environmental Quality Emissions Test every two years if your car is more than 3 years old.

### Car Insurance

Car insurance is required in Oregon. There are many insurance companies from which you can purchase insurance. They can be found in the yellow pages of the phone directory under insurance or ask other students or staff for recommendations.

### Zipcar

Zipcar is a membership organization of individuals who have access to cars, vans and trucks on a shared basis without the expense and problems of car ownership. For more information contact Zipcar at 1-866-494-7227 or at <http://www.zipcar.com/>.



## SAFETY

### Personal Safety

- ✓ Always be aware of your surroundings and walk confidently.
- ✓ When walking at night always try to walk with a friend or a group in a lighted area. You should also consider carrying a flashlight for increased visibility. If you need an escort to your car while on campus, contact the public safety office at 503-494-7744.
- ✓ Carry a cell phone for emergencies and program emergency numbers into speed dial if possible.
- ✓ Have your car and house keys out and ready.
- ✓ When walking around cars, wear light colored or reflective clothing to help motorists see you better.
- ✓ Never get into a car with someone you do not know.
- ✓ Always lock your vehicle.
- ✓ Do not wear headphones that keep you from hearing what is going on around you.
- ✓ Avoid walking near large bushes that you cannot see around.
- ✓ Avoid parking on dark streets. The best place to park is under a street light or in a staffed parking structure.
- ✓ Always walk facing traffic.
- ✓ Never hitchhike or pick up hitchhikers.
- ✓ In emergency situations, contact the public safety emergency number at 503-494-4444 or the local police/fire department at 911. **Please only use these numbers in an emergency situation.** For non-emergency public safety issues, call 503-494-7744.

### Safety of Personal Possessions

- ✓ Always keep your apartment or house doors and windows locked.
- ✓ Never open the door to someone you do not know.
- ✓ If you keep valuables, such as jewelry or cash in your home, make sure they are well hidden. Never carry or display large amounts of cash.
- ✓ If you own or use a car, never leave anything valuable in it. If you must, put valuables in the trunk, under a seat or cover them before you leave your car.



## BASIC U.S. INFORMATION

### Currency

In the U.S. the dollar is the only accepted currency. In paper notes, there are \$1, \$5, \$10, \$20, \$50 and \$100. These are known as dollar bills. Coins (valued in cents) include the:

Penny (1¢ or \$.01)  
Nickel (5¢ or \$.05)  
Dime (10¢ or \$.10)  
Quarter (25¢ or \$.25)  
Fifty cent pieces (50¢ or \$.50)  
Dollar (\$1.00)

### Date

When a date is written in the U.S., it is in a format of month/day/year.

### Measurements

The U.S. does not use the metric system.

Weight is measured using pounds and ounces. These are as follows:

Pound	lb	=	.45 kilograms
Ounce	oz	=	28.00 grams

Liquids are measured in cups, pints, quarts and gallons. These are as follows:

Teaspoon	tsp	=	5.00 milliliters
Tablespoon	Tb	=	15.00 milliliters
Cup	C	=	.24 liters
Pint	pt	=	.47 liters
Quart	qt	=	.95 liters
Gallon	gal	=	3.80 liters

There are two pints in a quart and 4 quarts in a gallon.

Speeds are given in miles per hour (mph).

Length is measured in inches, feet, yards and miles. These are:

Inch	in or "	=	2.54 cm
Foot	ft or '	=	30.00 cm
Yard	yd	=	.90 meters
Mile	m	=	1.60 km

Temperature is given in degrees Farenheit (written as °F).

98.6°F	=	37°C	normal body temperature
32.0°F	=	0°C	freezing point for water
212.0°F	=	100°C	boiling point for water

When you know Farenheit, subtract 32, multiply 5 and then divide by 9 to get Celsius.

### Time Changes and Time Zones

There are two different time changes in the U.S. Daylight savings time occurs between March and November and standard time is used the rest of the year.

In April we set the clocks ahead one hour and in October we set the clocks back one hour.

There are four distinct time zones in the U.S.

Pacific	Portland	9:00 a.m.
Mountain	Denver	10:00 a.m.
Central	Chicago	11:00 a.m.
Eastern	New York	12:00 noon

For more detailed information on time zones, you can refer to the time zone map in the Qwest Dex Telephone Directory.



## BASIC OREGON AND PORTLAND FACTS



### Oregon

Oregon is known as the Beaver State.

Oregon's state bird is the Western Meadowlark.

The capital of Oregon is Salem.

Oregon joined the U.S. in 1859.

Oregon has 240 incorporated cities and 36 counties.

The highest point in Oregon is Mount Hood at 11,239 Feet.

The lowest point in Oregon is the Pacific Ocean at sea level.

The deepest lake in Oregon and in the USA is Crater Lake at 1,958 feet.

Oregon's state motto is "She flies with her own wings."

### Portland

Portland is known as the Rose City.

Portland's city bird is the Blue Heron.

Average temperature in Portland is 33.5° in January and 79.5° in July.

Portland is 78 miles to the Pacific Ocean and 65 miles to Mt. Hood.

Portland is a city that is shaped by two rivers. To the north the Columbia River is the border between the State of Oregon and the State of Washington. The Willamette River flows through the center of downtown Portland. Portland was built at the junction of the Columbia and Willamette Rivers.

Portland is the largest city in Oregon.



## **ENGLISH LANGUAGE RESOURCES**

**Portland State University**

<http://www.ielp.pdx.edu/>

**Portland Community College**

<http://www.pcc.edu/prepare/esol/>

**Mt. Hood Community College**

<http://www.mhcc.edu/pages/833.asp>

**Clackamas Community College**

<http://depts.clackamas.edu/esl/>



## HELPFUL RESOURCES

### Immigration Related Resources

**EducationUSA**- a global network of more than 450 advising & information centers in 170 countries supported by the Bureau of Education & Cultural Affairs at the U.S. State Department

<http://eca.state.gov/educationusa/centers/>

**Foreign Embassies** - directory and search engine of the world's embassies and consulates

<http://www.embassyworld.com/>

**U.S. Citizenship and Immigration Services** - forms, regulations, filing procedures, office addresses, etc.

<http://www.uscis.gov/portal/site/uscis>

**U.S. Customs and Border Protection** - customs regulations for nonresidents, information on importing your car, household items, personal effects, etc.

<http://www.cbp.gov/xp/cgov/home.xml>

**U.S. Department of Homeland Security** – USVISIT, etc.

<http://www.dhs.gov/>

**U.S. Department of State** - visa information, diversity lottery, J-1 waiver information, travel advisories and warnings, etc.

<http://www.state.gov>

**U.S. Embassies** - links to websites of U.S. embassies around the world

<http://usembassy.state.gov>

**U.S. Immigration and Customs Enforcement** – SEVIS, special registration, etc.

<http://www.ice.gov/>

**U.S. VISIT**-information on US VISIT and a list of airports and border crossings in the U.S. that currently have US VISIT in operation

[http://www.dhs.gov/xtrvlsec/programs/content\\_multi\\_image\\_0006.shtm](http://www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm)

### Tax Resources

**Federal Internal Revenue Service**- information on filing U.S. Federal income taxes, tax forms and publications, etc.

<http://www.irs.gov/>

**Guide for Nonresidents filing Federal Income Tax Returns**-University of Texas at Austin website guide on filing federal income taxes  
<http://www.utexas.edu/international/taxes/>

**International Student Taxes**- is a company that provides an online nonresident tax software system to assist international students and other nonresidents file U.S. federal income tax returns for a fee  
<http://www.istaxes.com/index.html>

**Oregon Department of Revenue**-state of Oregon tax information and forms  
<http://www.oregon.gov/DOR/PERTAX/formspit.shtml>

*Other Helpful Resources*

**Compass Benefits Group**- Compass Benefits Group maintains a website that provides information about health & wellness in the U.S., information on how to use the U.S. medical system and information on how to use insurance  
[www.compassstudenthealthinsurance.com](http://www.compassstudenthealthinsurance.com)

**Currency Converter** – information on exchange rates  
<http://money.cnn.com/markets/currencies>

**Emergency** – local police department, fire department, ambulance, etc. **Please only use this number in an emergency situation, 911**

**German Scholars Organization**-nonprofit organization and career research-focused networking resource abroad for more than 6,000 German researchers living in the U.S. and Canada  
<http://www.gsonet.org/>

**Oregon Department of Motor Vehicles** - information on applying for a driver's license, identification card, vehicle registration, etc.  
<http://www.oregon.gov/ODOT/DMV/>

**Oregon Driver Education Center, Inc.**-provides driving lessons, etc. for a fee  
<http://www.driveducationcenter.com/>

**Oregon Road Conditions** – current road conditions in the state of Oregon, 800-977-6368.  
[www.tripcheck.com](http://www.tripcheck.com)

**Oregon Tourism Commission** – information on places to see in Oregon, travel guides, hotel information, etc., 800-547-7842  
<http://www.ohwy.com/or/o/otc.htm>

**Predeparture Orientation website for Chinese Students**- A resource for Chinese students who have been admitted to a college or university in the United States for use before leaving China

<http://www.uscampus.com>

**The Portland Handbook** – a practical guide for international residents

<http://www.portlandhandbook.com/>

**Portland International Airport** - travel information, ground transportation from and to the airport, arrival and departure information, terminal maps, travel tips, etc.

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

**Portland Metropolitan Chamber of Commerce** - visitor information, relocation information, calendar of events in the Portland area, business directory, etc.

<http://www.portlandalliance.com/>

**Portland Oregon Visitor's Association** - information on local events, dining guide, local attractions, city maps, festivals, etc.

<http://www.pova.org>

**Social Security Administration** - social security card applications, directions on how to apply for a social security card, etc. For more information on applying for a social security card you can download the document Instructions on [Applying for a Social Security Number](#) in PDF format or you can pick it up from OIS

<http://www.ssa.gov/>

**Tri-Met** - information on public transportation including light rail and buses, trip planner, etc.

<http://www.trimet.org/>