CALIFORNIA STATE UNIVERSITY SAN MARCOS




# INTERNATIONAL FACULTY & SCHOLAR HANDBOOK A PRACTICAL GUIDE

**Office of Global Education**
Extended Learning Building 588
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*Special thanks to Drexel University for use of materials from their faculty guidebook)

# WELCOME TO CAL STATE SAN MARCOS!

We're glad you are here!



The Office of Global Programs and Services would like to personally welcome you to Cal State San Marcos.

## OFFICE OF GLOBAL PROGRAMS AND SERVICES

Serving and supporting you is our priority. While our primary role is to guide you through the immigration procedures of your visa, we are also here to assist with other campus and community matters you may encounter. Our hope is to offer you opportunities to connect with other international members of our university, along with other faculty, staff and local community representatives to form a supportive community for you during your time at CSUSM.

As a new International scholar or faculty member to Cal State San Marcos there are many things for you to understand and accomplish, especially during your first few months. We hope this handbook will offer you guidance towards getting settled as smoothly as possible. Be sure to check off the “Important things to do when you arrive” on the next page. Of course, if you have handbook suggestions that would be helpful for future new international visitors or new hires, please do let us know.

Again, Welcome to Cal State San Marcos, we are very glad you are here!

# GLOBAL PROGRAMS AND SERVICES STAFF

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# HISTORY OF SAN MARCOS AND CSUSM

**Introduction to San Marcos, California**
Located in the northern portion of California's San Diego County is the city of San Marcos. Situated 35 miles north of San Diego and about 95 miles south of Los Angeles, San Marcos is bisected by California State Highway 78. Adjacent to Interstate I-15, the city is also easily accessible to I-5, I-805 and State Highway 76. Nearby towns include Vista (to the northwest), Escondido (to the east), and Rancho Bernardo (to the south). The city is home to the local campus of California State University (Cal State) and also to Palomar College.

**San Marcos History**
San Marcos derived its name from the name given to the surrounding valley by Spaniards in the late 18th century ("Los Vallecitos de San Marcos," which translates to "Little Valleys of St. Mark"). Settlement began nearly a century later when the San Marcos Land Company bought the former Los Vallecitos de San Marcos land grant and divided the land into tracts and sold them. Arrival of the Santa Fe Railroad nearby spurred the area's development, and by the early part of the 20th century farming, dairy and poultry production became prominent elements of the San Marcos economy. Incorporated in 1963, the city began to grow rapidly and by the 1980s became one of the fastest growing cities in California. Cal State's decision to build its new campus in San Marcos in 1989 was a turning point in ushering in the city's current state of fast-forward development.

**San Marcos Attractions**
Music and fine arts are active in San Marcos and North San Diego County. Theatre West is the city's youth drama program, offering five elaborate shows per year at the Hearth Theater. The Performing Arts Center at Palomar College showcases student and professional dramatic works. For outdoor recreation enthusiasts, San Marcos boasts 22 golf courses within a 30-minute drive of the city, including the course at Lake San Marcos and the Aviara and La Costa resort golf courses. Hiking, camping and biking are available nearby; and skiing and snowboarding can be found only two hours to the north in the San Bernardino Mountains. Events in San Marcos include the Grand Summer Festival, an August celebration featuring specialty foods and micro-brews, live blues & jazz performances, and one of the largest classic car shows in San Diego County. In March, the city celebrates its Carnival of Cultures, an international carnival where representatives from different ethnic groups host booths featuring international cuisine, traditional arts & crafts and children's activities. Performances by multi-cultural dancers, singers and musicians take place throughout the event.
(Source: https://www.citytowninfo.com/places/california/san-marcos)

**CSUSM History**
California State University, San Marcos, the 20th campus of the California State University, was founded on September 1, 1989. The University had evolved from the North County Center of San Diego State University, which was located in leased premises on Los Vallecitos Boulevard in San Marcos. During 1989/90, twelve founding faculty joined President Bill W. Stacy to define the university mission, academic plan and institutional plan.

To promote favorable city/campus relationships on planning and zoning issues, the City of San Marcos formed a Technical Advisory Committee between city and CSU officials aimed at formulating harmonious land use and circulation proposals for the 1,800 acres of privately-owned property immediately surrounding the campus site. This cooperative effort culminated with the city adopting the “Heart of the City” General Plan Amendment and related zoning ordinance amendments to carry forward the committee’s work into public policy.

Groundbreaking for the permanent campus, located on the former Prohoroff Ranch in the City of San Marcos, occurred on February 23, 1990. The initial construction of the 304-acre site provided six buildings and appropriate roads, streets, utilities, and landscaping.

In Fall 1990, 600 “first” students arrived to become engaged in the university’s teaching and learning processes, and 18 additional faculty were recruited to meet the academic responsibilities of the growing campus. The University conducted its first commencement on May 23, 1992, with the graduation of 107 baccalaureate candidates and recognition of 75 students having completed the post baccalaureate Teacher Credential Program. In spring 1993, the campus received full accreditation by the Western Association of Schools and Colleges.

Additional details on the history of CSUSM can be found at https://www.csusm.edu/about/facts/history.html

# IMPORTANT THINGS TO DO WHEN YOU ARRIVE

- [ ] Check in with the Office of Global Programs and Services and Director of Global Education. Confirm I-94 arrival document is accurate. Virtual check-ins are possible by contacting us at Office of Global Education dmcmarti@csusm.edu and 760-750-8821.
- [ ] New J-1 Visa Scholars (Only) will Complete the Online Emergency Contact Form. This is a semester-based form and will be e-mailed to Scholars. New TT Faculty will offer their information to HR and/or Faculty Affairs.
- [ ] New J-1 Visa /Scholars (Only) should update Global Education with U.S. address.

  J-1 Scholar Address Update Form: Always update within 10 days of ANY CHANGE OF ADDRESS.
- [ ] Parking Permit (Direct Deposit through HR or at Parking Services PSB 63 (University Police Building)
- [ ] Get your CSUSM ID Card
- [ ] Activate you CSUSM Cougar E-Mail Account.
- [ ] Open a bank account with a local bank. (refer to page ) (Scholars Optional)
- [ ] Apply for a California driver license or a California ID card. The ID will be helpful even if you do not purchase a car. (refer to pages & )
- [ ] If you purchase a car, you must also purchase car insurance. It is not legal to drive without liability car insurance. (refer to page 8)

**Faculty (only):**

- [ ] Check in with Faculty Affairs (Craven 5205): Complete sign in paperwork.
- [ ] Check in with Payroll (Craven Hall 4600) to complete I-9 and other required forms.
- [ ] Check in with Human Resources (Craven Hall 1200) to complete benefits and other paperwork.[AC1]

## Detalied instructions found in this handbook

# LIVING IN THE UNITED STATES

## SOCIAL SECURITY NUMBER

**What is a social security number?** The government uses the social security number (SSN) to record earnings of anyone who works in the U.S.

**Why apply for a social security number?** You must apply for a number if you receive a job offer in the United States (example on-campus employment). The number may NOT be obtained simply for identification purposes.

**How and Where to Apply:** Bring Passport, I-94, immigration document (ex. DS-2019, I-129), and Letter from Director of Global Education or your faculty offer letter. You must have a job offer to apply for a SSN. The nearest Social Security Office is in San Marcos:




**Social Security Office:**
367 Via Vera Cruz, San Marcos, CA 92096 1-800-772-1213
(From San Marcos Blvd. Behind the CB Trust Bank)

## FINANCES

**Currency**
American currency is based on the decimal system with 100 cents (¢) to each dollar ($). Currency is issued in coins or bills.

The names and values of the coins are as follows:

Penny – 1 cent – 1¢ – the only copper-colored coin 

Nickel – 5 cents – 5¢ – larger than a penny 

Dime – 10 cents – 10¢ – the smallest coin 

Quarter – 25 cents – 25¢ – larger than a nickel 

# LIVING IN THE UNITED STATES

Half- Dollar – 50 cents– 50 ¢ – larger than a quarter (rarely used)




Sacagawea Dollar – $1 – 100 ¢ – gold in color




Susan B. Anthony Dollar – $1 – 100 ¢ – similar size to the quarter




**Paper bills come in values of $1, $5, $10, $20, $50 and $100 (all the same size):**
















# LIVING IN THE UNITED STATES

## OPENING A BANK ACCOUNT

It is common for new employees or international visitors to open two accounts at a local bank: A *savings account* and a *checking account*. Generally, you will find that savings accounts will offer a small interest percentage (this amount varies per bank) if a certain amount of funds is kept in the account. Checking accounts will often have a monthly fee and allow for a lower daily minimum amount to be kept in the account.



### Automated Teller Machines (ATM):

These money machines are located all around the city including directly on the CSUSM campus. Presently, Wells Fargo ATM is located on campus University Student Union West Wing or Chase Bank at 348 South Twin Oaks Valley Road (check hours for availability) or Bank of America at 336 South Twin Oaks Valley Road (across from campus).

International visitors or new hires should ask for an ATM card so that they can access their checking and saving accounts when needed without having to go into the bank in person.

**Please note that most ATM machines dispense in denominations of $20 only*

### To open a checking and/or savings account at a local bank, international visitors or new hires will need:

- Two forms of ID (one can be your passport/a second can be your faculty ID)
- Social security number if you have it already (Not Required) ... continued on page 6
- USA Address

5 Foreign address if you DO NOT have a Social Security Number.

- $50.00 minimum in money order, travelers check, personal check or cash to open the account.

There will be a 2 to 4 week waiting period for using money if you open the account with a personal check. Remember that not all banks accept foreign currency.

- Banks will ask you to complete a W-8 form and have your foreign address when you do not have a social security number (SSN). However, you do not need the SSN to open the account.

### Local Banks Near CSUSM:

**Bank of America**
Campus Marketplace
336 S. Twin Oaks Valley Rd.
San Marcos, CA 92078
(760)752-8800
www.bofa.com

**Chase**
Campus Marketplace
348 S. Twin Oaks Valley Rd.
San Marcos, CA 92078
(760)744-4094
www.chase.com

**Wells Fargo Bank**
1000 W. San Marcos Blvd.
San Marcos, CA 92069
(760) 891-0061
www.wellsfargo.com

**Union Bank of California**
669 S. Rancho Santa Fe Rd.
San Marcos, CA 92078
(760) 744-2491
www.uboc.com

# LIVING IN THE UNITED STATES

## TIPPING

There are a number of circumstances in the U.S. when tipping is expected. Many service personnel depend on tips for the majority of their income.

Expected tips are as follows:

- Porters, at airports, train or bus stations, and bellhops at hotels: $1.00 - $2.00 per piece of luggage
- Waiters or waitresses in California area restaurants: 18% - 20% of the bill
- Food delivery drivers: 10-15% of bill
- Taxi or ride-share drivers: 15% of the fare
- Barbers or hairdressers: 10-15% of the bill
- Restroom Attendants: $1.00
- Bartenders: $1.00 per drink
- Valets: $2.00 - $5.00 when you pick up your car

** Never offer a tip to public officials, including police officers. It is considered a crime to do so*

## UNITED STATES TAX REGULATIONS

All newly hired faculty/staff are required by U.S. tax regulations to file a federal tax form(s). Even if you do not earn U.S. income through work, you are still required to file. International visitors on a J-1 visa may be required to file a tax form should they receive monies (stipend, paycheck) from CSUSM.

The U.S. tax process can be very complicated, however, there are a few things you can know and do to be prepared:

1. U.S. tax forms are filed generally between January and April every year documenting information from the previous year.

2. Keep a record of all your income including scholarships and employment. If you get official forms from CSUSM or an employer: Save them!

## DRIVING IN CALIFORNIA

**If you decide to drive** while living in California, the Department of Motor Vehicles (DMV) requires you to apply for a **California driver license if you plan to become a California resident.** Even if you have a valid driver's license from another state or country, you must apply for a California license if you are remaining here for a period of six months or longer.

**To apply for a California driver license:**

- Study for the written part of the driving test: Look on the website https://www.dmv.ca.gov/portal/driver-education-and-safety/educational-materials/fast-facts/preparing-for-your-driving-test-ffdl-22/ for study materials and sample tests. Study materials available in different languages. This can be a challenging test with limited opportunities to pass. California has some unusual rules (color curb parking requirements, railroad crossing rules, parking on a hill etc.) PLEASE STUDY!

# LIVING IN THE UNITED STATES

- Make an appointment by phone or on-line to take the written test. When you go to take the test, bring your passport, immigration document and I-94. You will turn in an application ($12.00 fee, Cash, Check or Money Order Only) and take a vision test. You will receive a permit to practice driving with a licensed adult (18 or older only) if you pass the test.

- Make an appointment by phone only to take the driving part of the test. You must bring a car to the DMV for this test. You may borrow a car from a friend as long as they have car insurance and up to date registration and your friend goes with you. (Don't forget to learn the "hand signals" before the test day).

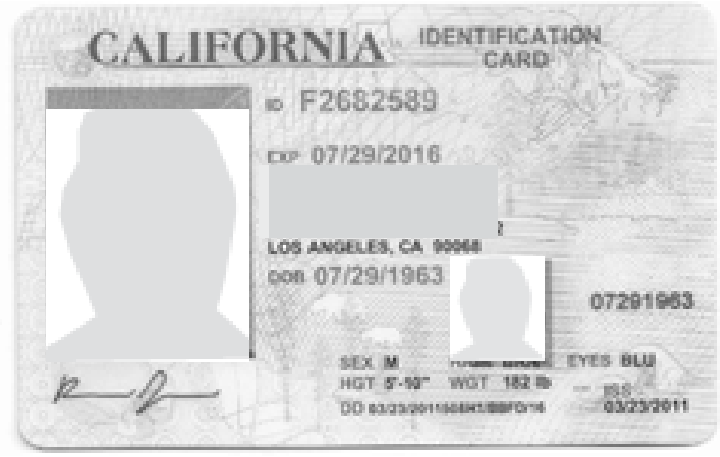
- If you pass both the written and driving tests you will receive a temporary license that allows you to drive on your own. You will receive the "real" license in the mail much later. Be sure to keep your temporary license valid/updated

**The nearest DMV to CSUSM is the San Marcos branch: 590 Rancheros Road, San Marcos, CA, 92069**

## GETTING A CALIFORNIA ID

If you decide to drive while living in California, you should apply for a California ID card at the DMV.

The card will assist with identification for check writing at local stores, and other places where your passport may not be accepted. There is no test when applying for the ID, only a $6.00 fee(Cash, Check, or Money Order Only). Simply make an appointment by phone or on-line to turn in the application. At that appointment you will have your photo and a finger print taken, and need to present your passport, I-94 and I-20.




**WWW.DMV.CA.GOV**
**LOCATIONS: 590 RANCHEROS ROAD**
**SAN MARCOS, CA, 92069**

# LIVING IN THE UNITED STATES

## CAR REGISTRATION

**California law requires** that all car owners register their car with the Department of Motor Vehicles (DMV).




**If you purchase a new car**, the dealership will process the paperwork for you with the DMV.
You will receive the official registration card and certificate of title/ownership in the mail within approximately two weeks.

**If you purchase a used (also called Pre-Owned) car from an individual**, it is your responsibility to contact the DMV within ten days and register your new car. You will have to pay the sales tax and transfer and registration fees at that time.

### What to bring with you to the DMV to register your car:

- The Pink Slip (proof of ownership) with proper signature of former owner.
- The Current smog clearance certificate (the previous owner should pay for this).
- The current registration materials.
- Your valid drivers license (or temporary valid drivers license).
- If you bring/purchase a car from another state in the U.S., you must register the car with the California DMV within 20 days.

## BUYING A CAR

### Where to look to purchase a car:

- Campus Approved Bulletin Boards.
- Auto Trader: Magazine of used cars for sale. You can find it at grocery stores. www.autotrader.com
- Car Dealerships: They sell new and used/pre-owned cars.
- Private advertisements and sources: Keep in mind you should have the car checked by a mechanic to check status prior to signing any agreements. (Avoid Craig's List). Make sure to meet at a public location such as a police station.
- Classified section of newspapers: www.uniontribune.com
- Kelly Blue Book: You can look to Kelly Blue Book to see the current value of different types and years of cars: www.kbb.com



# LIVING IN THE UNITED STATES

## CAR INSURANCE

California law requires that all drivers are covered by liability car insurance. While there are several other important (optional) types of car insurance, if you buy a car, you will be required to prove that you have liability coverage. If you cause an accident, liability insurance covers injuries to other people and damage to other people's property; it does not cover your damage or injury.

International visitors or new hires should call several different companies to compare monthly prices for car insurance. Possibilities:

**AIS:** 1-888-772-4247
**Allstate:** (760) 471-7545
**Geico:** 1-800-861-8380
**State Farm:** (760) 471-6111
**AAA (Auto Club):** 1-800-924-6141
**Escondido AAA Office:** (760) 745-2124

## MOVING INTO AN APARTMENT

There are several things you will need to do in order to get settled in an apartment (or rented house). Please review all of the details located on the CSUSM Dean of Student's Office off campus housing resource website: https://www.csusm.edu/dos/advocacy/och/index.html

### Personal Property and Renter's Insurance

In order to protect the value of your personal property from damage or loss due to an event such as theft, flood, and fire, you may purchase renter or personal property insurance. There are many options and the coverage varies by policy. You can find insurance companies by doing a simple internet search or utilizing a site that will compare companies for you, such as Renters Insurance: https://quotewizard.com/renters-insurance

You should also visit the CSUSM HR Benefits website website to see if there are preferred companies that offer discounts for members of the CSUSM community: https://www.csusm.edu/hr/benefits/index.html

### How to get Gas and Electricity:

As soon as you sign the contracts for your new apartment, call San Diego Gas and Electric Company (SDG&E) for new service and billing.

Information you will need to have ready when you call:

- Your full name, be sure to spell it for clarity.
- Your complete new address including apartment number and zip code.
- Your social security number and/or your passport number.
- The date you are moving in to your apartment.
- Expect to pay $30-$50 per month plus an initial sign-up fee of $20. ***Above-average usage may result in higher billing.***

**San Diego Gas and Electric Company**
**1-800-411-7343 www.sdge.com**

# LIVING IN THE UNITED STATES

## CELL PHONE SERVICE

International visitors or new hires can sign up for cell phone service. You may be required to sign up for a pre-paid if you cannot verify credit, a job and/or SSN. If you have a cell phone that you purchased in your home country, it will likely not work with the cell phone providers in the U.S., so you will need to purchase a new phone (price ranges from $50-500 depending on the type of phone). Types of phones available vary depending on the service provider. You can choose from the following companies:

**Verizon Wireless**
$45/mo. Pre-paid unlimited plan
www.verizonwireless.com

**AT&T**
$45/mo. Pre-paid unlimited plan
www.att.com/shop/wireless

**Cricket Wireless**
$25/mo basic phone$35/mo smart phone
www.cricketwireless.com

**Boost Mobile**
$35-45 mo. Pre-paid unlimited + $10 int'l calls
www.boostmobile.com

**T-mobile**
$40/mo. Pre-paid unlimited + $10 Int'l calls
www.t-mobile.com

Some stores sell plans from all major carriers in one location. Tell the sales person that you need PRE-PAID service. (Contracts generally require Social Security Number).

**Best Buy**
**567 Grand Ave, San Marcos, CA**
**(760) 891-0755**

## A VARIETY OF SHOPPING IN THE AREA

**Food:**

In the U.S., people use a few different terms for the stores where they buy food. Generally, they will say grocery store, or supermarket. These stores will have fresh meat, vegetables, fruit, bread, dairy, and most basic food items. However, most have only small amounts of international foods. A few choices in the area are:

| Ralphs | Vons | Stater Bros |
|---|---|---|
| 306 Twin Oaks Valley Rd.<br>Campus Marketplace | 671 S. Rancho Sante Fe Rd.<br>San Marcos | 1330 Mission Ave.<br>San Marcos |

| Albertson's | Trader Joe's | Sprouts |
|---|---|---|
| 151 Woodland Pkwy<br>San Marcos | 1885 S Centre City Pkwy<br>Escondido | 149 South Las Posas Rd<br>San Marcos |

# LIVING IN THE UNITED STATES

## DRUG STORES:

These stores are also known as pharmacies because most drug stores have a licensed pharmacist who can distribute prescription medication. Drug stores also have a variety of other personal hygiene items. The nearest drug stores:



- CVS Pharmacy - Also located at 320 Twin Oaks Valley Rd. (campus marketplace)
- The CSUSM Student Health & Counseling Services also has a pharmacy with limited access to faculty and staff.

## APARTMENT/HOUSEHOLD ITEMS:

There are two well-known stores that carry many of the items international visitors or new hires need for their apartments at relatively inexpensive prices. Items include; kitchen appliances, dishes, towels, telephones, bathroom items, and much more!

**Target (open 8-10 daily)**
1751 University Dr.
Vista
(760)941-0220

**Wal-Mart (open 7-10 daily)**
732 Center Dr.
San Marcos
(760)233-80095
(Sprinter Stop)

## FURNITURE RENTAL:

Although this can be a somewhat expensive monthly charge, these companies will deliver.

**Brook Furniture Rental**
San Diego
www.bfr.com

**Cort Furniture Rental**
San Diego
www.cort1.com



## DISCOUNT/THRIFT STORES:

There are many stores in the U.S. who sell used (pre-owned) items that are in good condition. These stores are great for international visitors or new hires who are looking for a good price for furniture, etc.

**Salvation Army**
183 E. Washington
Escondido
(760)746-8321



# LIVING IN THE UNITED STATES

## YARD SALES:

A regular event in the U.S. for people who are trying to sell their used items (furniture, kitchen utensils, etc) is to have a yard sale on the weekends. They are also called garage sales. Yard sales are held early on Saturday and Sunday mornings. Prices are usually negotiable. You will see location signs posted on trees and posts in neighborhoods or on neighborhood virtual message boards (Nextdoor.com).

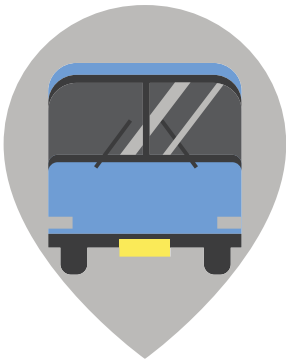


## THE SAN MARCOS POST OFFICE

420 Twin Oaks Valley Road
(Just North of the 78 highway on the left side)

- Buy stamps
- Mail letters and packages
- Purchase money orders

## BREEZE BUS & SPRINTER TRAIN INFORMATION



- The bus system in this area is called the North County Transit District (NCTD).
- Buses 341/441/347 drop off and pick up at CSUSM campus, in front of Craven Hall.
- One of the main transit centers is at Palomar Community College: Palomar Transit Center.
- International visitors or new hires can purchase $72.00 Monthly Passes at CSUSM Parking Office:
    - Public Safety Building, Corner of Campus View Drive and La Moree Road (Near Sprinter Stop)



North County Transit District (NCTD)
1-800-266-6883
www.gonctd.com

# ABOUT CAL STATE SAN MARCOS

## CAMPUS INFORMATION

**International Visitor/New Hire University Photo ID:**
All international visitors or new hires should get a school ID after they complete their Human Resources (HR) paperwork. Please bring proof of identification and welcome letter/contract letter.

* Instruction and Information Technology Services, Kellogg Library (2nd Floor) or use the online feature by going to: https://www.csusm.edu/iits/iitsforyou/campusid/index.html

**Campus E-mail:**
All international visitors or new hires will receive a campus e-mail address after they complete necessary paperwork. It is VERY IMPORTANT that you read your campus e-mail on a regular basis!

NOTE: We HIGHLY recommend using your CSUSM email address as this is where all campus communication is conducted.

**Faculty/Staff Computer Helpdesk:**
Kellogg Library (2nd Floor) www.csusm.edu/iits

**Computer Labs:**
CSUSM Library has many public access computers should you need access before you have your personal system set up.

**Academic Technology Services:**
The mission focus is on helping Instructors adopt the high impact practices and technologies that create and support transformational teaching and learning experiences. Details can be found at https://www.csusm.edu/iits/services/ats/index.html

**Teaching, Syllabi, Learning Management System (Cougar Courses):**
Consult your department chair and AC

**Faculty Center:**
The primary mission of the Faculty Center is to support faculty in their multiple roles as teachers, scholars, artists, intellectuals, and members of the university and wider community. Through diverse programming, the Faculty Center fosters a culture of continuous improvement in order to positively impact student learning. Details can be found at https://www.csusm.edu/fc/index.html

**Faculty Staff Associations:**
The Office of Inclusive Excellence considers it a priority to support the meaningful work of the various Faculty/Staff Associations (FSAs). FSAs are all-volunteer organizations, officially recognized by the institution through our office, which allows them to apply for funding and host events on campus. Details on a number of specialty associations can be found at https://www.csusm.edu/equity/about/faculty/index.html

# ABOUT CAL STATE SAN MARCOS

**Writing Center:**
Available to visiting researchers/scholars. The Writing Center offers one-on-one tutoring for international visitors or new hires at all stages of the writing process: brainstorming, drafting, revising, editing. You can make appointments online.
https://www.csusm.edu/writingcenter/index.html

**Student Organizations:**
CSUSM has many cultural, academic and special interest student organizations. International Faculty and scholars are encouraged to participate and even consider becoming a campus advisor: https://www.csusm.edu/slic/

## HEALTH INSURANCE REQUIREMENTS

CSUSM requires all non-immigrant international visitors or new hires to maintain adequate health insurance all year. New hires will have a choice of options available through Human Resources as part of your orientation. For international visitors, you may elect to utilize CSUSM's own student health insurance policy. Regardless, you must purchase the CSU-sponsored health insurance which meets the Health Insurance Requirements listed below if you do not have a comparable policy.

For short-term international visitors only: You may purchase the CSU-sponsored health insurance using the below link and instructions:

- Go to: https://4studenthealth.relationinsurance.com/

***If you have personal coverage that meets the below requirements, you may submit a petition to the Office of Global Education to approve an alternative Health Insurance.***

Health Insurance Requirement:

- The policy is valid as long as you are in the United States;
- The medical benefit is unlimited per condition with a deductible of no more than $100;
- The repatriation benefit is at least $7,500;
- The medical evacuation benefit is at least $100,000;
- The policy provides equal benefits for each gender;
- The policy includes prenatal and maternity coverage at no extra costs;
- The policy pays for pre-existing conditions after 6 months of continuous coverage.



# MAINTAINING YOUR VISA STATUS

## MAINTAINING YOUR J-1 STATUS



1. Keep passport valid at all times.
2. Do not let your DS-2019 form expire.
3. Do not work without authorization.
4. Maintain active participation with your CSUSM faculty sponsor.
5. Maintain approved health insurance (J-1 & J-2) at all times.
6. Inform Global Education if you change your address within 10 days of change.

## MAINTAINING YOUR H-1B STATUS

1. Keep passport valid at all times for a minimum of 6 months beyond I-797 approval date.
2. Notify USCIS (Form AR-11) & CSUSM HR of any address change within 10 days of change.
3. Do not work outside of CSUSM. H-1 work authorization is location specific.
4. Do not remain in the U.S. beyond the expiration date of your I-94 while on H-1 status.
5. Notification of Job Changes: Your department should notify the Director of Global Education of any material changes in your employment, including a change of department, job duties, hours, title, and work location.

## PERMANENT RESIDENCY

CSUSM will sponsor permanent resident status for Tenure Track faculty **only**. Please review offer letter for details and contact the Direct of Global Education with questions.

## TRAVEL

Dates to Remember:

- Date of passport expiration: Must be valid at all times.
- Date of immigration document expiration: Must be valid at all times.
- Date of visa (stamp) expiration. Visa stamp must be valid at time of entrance to the U.S.
- Please consult the Direct of Global Education for all travel outside the U.S. while on the H-1B or J-1 status.



# MAINTAINING YOUR VISA STATUS

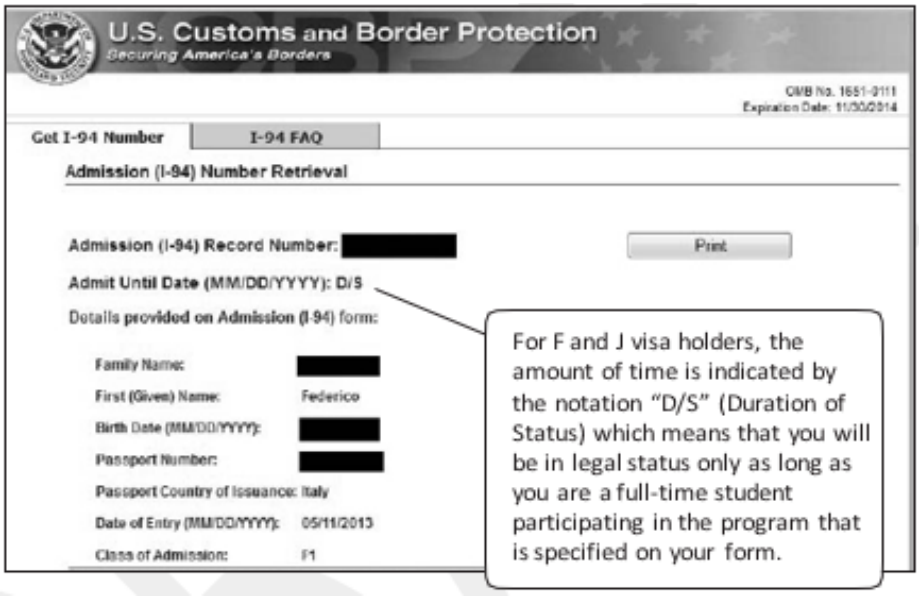
## WHAT IS THE I-94 FORM?

The I-94 is the Arrival/Departure Record electronically created by the U.S. Customs and Border Protection (CBP) when you enter the United States. Your I-94 record confirms that you have been legally admitted to the United States in a specific visa status, and for what duration of time (Please note that as of this writing, new immigration policies may change). Please consult the Director of Global Education for additional details.

## WHERE CAN I ACCESS MY I-94?

After arriving in the U.S. you should access and print your arrival information by visiting the CBP website: https://i94.cbp.dhs.gov. Review all information and ensure that it is correct. Make sure you keep a print out or screen shot of your I-94 in a safe place with your immigration documents.

**If you enter the U.S. by land, you will receive a paper version of this form, called the I-94 card.*




## VISITING TIJUANA, MEXICO

- Travel to Tijuana Mexico is not encouraged at this time due to crime and health precautions. Please review the Department of State Travel page for further/updated information. https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/mexico-travel-advisory.html
- REMEMBER if you are on a J-1 Visa or other immigrant status, travel out of the U.S. is different for you.
- International visitors or new hires must carry their: Passport, I-94 and immigration documents.
- J-1 scholars require a travel signature on their DS-2019 document for reentry to the U.S.
- NEVER claim to be a U.S. Citizen: This is a deportable crime, and you may not be able to come back to the U.S.
- REMEMBER: Mexico is not the U.S., and CSUSM has no legal right to assist you...and your country may not have a consulate in Tijuana to assist you either!

**Please remember this is only a brief outline of Immigration Regulations and are subject to change!**
**For complete details, see the Director of Global Education.**

# ABOUT SAN DIEGO COUNTY

## CULTURE AND RECREATION

Please visit the websites below for more information regarding the many opportunities for culture and recreation in the area. This is only a partial list.




**City Guides and Publications:**

- https://www.san-marcos.net/live/visitor-information
- https://www.youtube.com/watch?v=abwvEtAsbII
- https://www.youtube.com/watch?v=xzq3GaUTk3I

**Arts:**

- https://sdncan.org/




**Museums:**

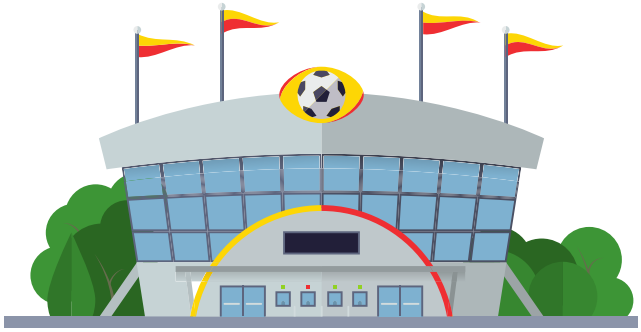
- https://yournorthcounty.com/guide/north-county-san-diego-museums/

**History:**

- http://www.santafehillssanmarcos.com/north-county-historical-sites-museums/

**Zoo/Safari Park:**

- https://www.sdzsafaripark.org/ (check with HR for discounts)



**Sports:**

- https://www.northcountyconference.com/
- https://www.sandiegouniontribune.com/communities/north-county/sd-no-commsports-20180502-story.html

## WEATHER

**Seasons:**
San Diego is called "America's Finest City" for a reason. Average temperatures rarely rise about 26 C/78 F or below 15C/59 F which makes for ideal outdoor activities year-round. Be aware that unlike most of the US, San Diego County experiences "May Grey" or "June Gloom" when the weather turns a bit chilly due to the coastal fog drawn into the inland desert areas.

**Emergency and Severe Weather Information:**
Weather Information is available on all radio and television stations (see communication information below). Also, during the winter, radio stations provide information about schools that might be closed temporarily due to bad weather. CSUSM closing or delayed opening information is posted on the University's main page and is also available by telephone (SMS opt-in is available)

https://www.csusm.edu/em/notification_system/em_notif_system.html

# ABOUT THE UNITED STATES

## TIME ZONES

The Continental U.S. is divided into four time zones. Pacific Standard Time (PST) is eight hours earlier than Greenwich Mean Time (GMT). Most states change to Daylight Saving Time during the summer months. This means that clocks are advanced one hour on a given date in March and restored to standard time in November.



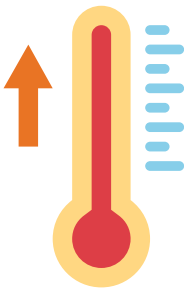
You can check current times around the world by visiting WoldMeetingPlanner.com https://www.timeanddate.com/worldclock/meeting.html

## MEASUREMENTS

The United States is moving very slowly toward adopting the metric system. In most non-scientific settings, weights and measures are not discussed in metric terms. Many websites offer free conversion calculations between measurement systems, such as: http://www.onlineconversion.com/

## TEMPERATURES

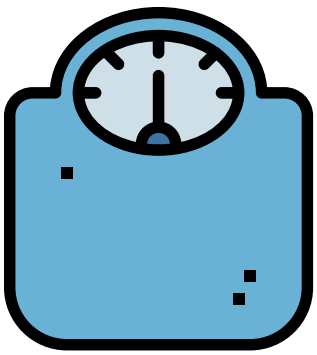
To change Centigrade (C) to Fahrenheit (F), multiply the C reading by 9/5 and add 32 to that amount. To change F to C, subtract 32 and multiply by 5/9.



| Fahrenheit | Centigrade |
|---|---|
| 32 | 0 |
| 41 | 5 |
| 50 | 10 |
| 68 | 20 |
| 86 | 30 |
| 95 | 35 |
| 104 | 40 |
| 212 | 100 |

## WEIGHTS

| US Customary System | Metric |
|---|---|
| 1 ounce (oz.) | 28.35 grams (g) |
| 16 oz = 1 pound (lb.) | 453.59 g |
| 2.2 lbs. | 1 kilogram (kg) |
| 2000 lbs. /1 ton | 907.18 kg |



To change kilograms to pounds, multiply by 2.2 pounds.

# ABOUT THE UNITED STATES

## DISTANCES

| US Customary System | Metric |
|---|---|
| 1 Inch (in. or 1") | 2.54 centimeters (cm) |
| 12 in. = 1 foot (ft. or 1') | 30.48 cm |
| 1 yard, 3 ft. | .9144 meter (m) |
| 1.0936 yards | 1 m |
| 1 mile, 5280 ft. | 1.609 kilometer (km) |

## VOLUME

| US Customary System | Metric |
|---|---|
| 1 cup (C) = 8 ounces (oz.) | .237 liters |
| 1 pint (pt.) = 2C | .437 liters |
| 1 quart (qt.) = 2pts. | .946 liters |
| 1 gallon (gal.) = 4qts. | 3.785 liters |

## AREA

| US Customary System | Metric |
|---|---|
| 1 acre (4,840 square yards) | .405 hectares |
| 2.47 acres | 1 hectare |
| 1 square mile (640 acres) | 2.590 square kilometers |

# ABOUT THE UNITED STATES

## HOLIDAYS

Official holidays are usually recognized throughout the U.S. On those days, schools, offices, banks, post offices and many stores are closed. The list below includes official holidays (labeled official), holidays when Drexel is closed (labeled by an asterisk *), and select secular holidays. We understand this list does not include most religious holidays and many observed cultural and/or secular holidays. CSUSM makes every effort to support and promote religious and cultural diversity and has policies in place to accommodate individuals who observe holidays that are not officially recognized or included as regular CSUSM paid holidays.

For additional information and resources please visit:

https://www.csusm.edu/payroll/calendars.html

### New Year's Day (January 1) – Official

New Year's Eve, December 31, is more important in the U.S. than New Year's Day itself. On New Year's Eve many people go to parties or watch firework displays. Popular activities on New Year's Day include watching televised parades and football games.



### Martin Luther King, Jr.'s Birthday (Third Monday in January) – Official

Dr. Martin Luther King, Jr. organized and led the civil rights movement in the U.S. during the 1960s. He was awarded the Nobel Peace Prize in 1964 and was assassinated in 1968. Many people perform community service on this day to commemorate Dr. King's contributions to social justice.



### Cesar Chavez Day (Third Monday in March)-Official (California State Employees Only)

To honor the American labor leader, founder of the United Farm Workers union and supporter of Latino America rights, CSUSM and the State of California celebrate his birthday.



# ABOUT THE UNITED STATES

### Spring Break (Usually Third Week in March)-Unofficial

Classes are suspended for vacation



### Mother's Day (Second Sunday in May)

On this day, Americans honor their mothers by sending them flowers, buying small gifts, sending cards, or taking them out for meals.




### Father's Day (Third Sunday in June)

Fathers are honored on this day with cards and gifts.




### Memorial Day (Last Monday in May) – Official

Memorial Day is dedicated to the memory of all Americans who died in wars. Many families visit graves and decorate them with flowers, and the day is also marked with patriotic parades. This day is considered the beginning of the summer season.




### Independence Day/Fourth of July (July 4) – Official

This is the U.S. National Day. It commemorates the day the Declaration of Independence was signed in Philadelphia in 1776. This holiday is celebrated all over the country with picnics, parades, political speeches and community get-togethers that culminate in firework displays.



# ABOUT THE UNITED STATES

### Labor Day (First Monday in September) – Official




This holiday was established in recognition of the labor movement's contribution to the productivity of this country. This day is the last holiday of the summer season and is celebrated with picnics and other events.

### Halloween (October 31)



This was originally a religious holiday, the day before All Soul's Day, but its religious character has been lost in the U.S. Traditions include carving out pumpkins, dressing in costumes, and going house to house to "trick or treat." Traditionally, children dress in costumes, walking from house to house, and adults give the costumed children small bars of candy. If you do not wish to have children ring your doorbell, just turn off your porch light for the evening. Adults often use the occasion for costume parties. *This is not an official holiday and campus operations are not suspended.*

### Veteran's Day (November 11) – Official




Originally established to commemorate Armistice Day of the First World War, the holiday was changed after World War II to serve as an occasion to pay tribute to veterans of all wars. It is marked by parades, speeches, and the laying of wreaths at military cemeteries and war memorials.

### Thanksgiving Day (Fourth Thursday in November)



In 1621 the pilgrims of Plymouth colony in Massachusetts prepared a feast that they shared with Native Americans to give thanks for the bountiful harvest. It was made an official holiday in 1863. Many Americans give thanks for the good life they enjoy by getting together with family and friends to eat traditional food such as turkey, cranberry sauce, sweet potatoes and pumpkin pie.

# ABOUT THE UNITED STATES

### Christmas Day (December 25) – Official



Although religious in origin, commemorating the birth of Christ, Christmas is a holiday celebrated either in a secular or religious way by most of the country. Family members travel great distances to be together for this day on which gifts are exchanged and a traditional dinner is shared. Many houses are decorated with Christmas trees and lights.

## COMMUNICATION AND INFORMATION

### Newspapers




Most newspapers are available online although you can also order a subscription to the paper and have it delivered to your home.

- San Diego Union Tribute: https://www.sandiegouniontribune.com/
- CSUSM Student Paper (Cougar Chronicle): https://csusmchronicle.com/

### Radio

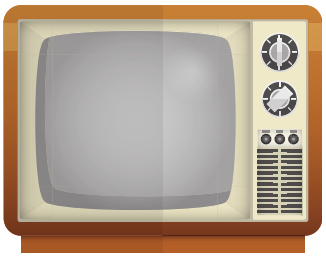


There are several AM and FM radio stations which broadcast a wide variety of news, music and other entertainment.

The University supports National Public Radio (public media) station: KPBS FM 89.5: https://www.kpbs.org/

### Television

There are a number of local television stations that broadcast a variety of programs shown nationally. Generally, national and international news is broadcast daily at 6:30pm. Local news is broadcast daily at 6:00pm and 11:00pm. Consult your television guide for a list of channels and program times.



Cable and satellite television is also available for purchase giving you access to more local and out-of-town stations as well as movie channels and news stations. There are charges for installation and monthly service for cable and satellite television. Certain channels from other countries may be available upon special request and for an additional charge. If you are interested, contact a cable or satellite television service. There are also services that provide DVDs of movies and shows in the mail and online:

- http://www.comcast.com/
- http://www.verizon.com
- http://www.directv.com
- http://www.netflix.com

# ABOUT THE UNITED STATES

**Internet:**
Individuals have a limited number of internet providers. Depending on your housing location, you should consult telephone and cable providers or local retail stores (Verizon, AT&T, Walmart, T-Mobile or the Yellow Pages) for service providers in your area. Although providers may be limited, the variety of packages are quite extensive. Check with colleagues at CSUSM to find out what providers they have.



**Mail**
Mail is delivered to your home mailbox once a day Monday – Saturday. Letters can be deposited in one of the dark blue mailboxes that say "United States Postal Service" located on many streets or taken to a post office. All packages must be taken to a post office. If you change your local address the post office should be notified. The main Post Office is located near CSUSM campus:

- https://www.postallocations.com/ca/san-marcos/san-marcos




**Public Libraries**
California hosts a very large public library system in addition to extensive collections at the CSUSM University Library. With a public library card, you can be access these free services. In addition to free borrowing of books, CDs, movies and computer access, they have programming for children, adults and families. The main branch of the San Diego Public Library is located in downtown San Diego but there are a number of San Diego County Library branches are located throughout North County San Diego and all resources can be obtained through the inter-library" loan service. There are small branches throughout the neighborhoods.

- https://www.sdcl.org/locations_ALL-BRANCHES.html



# ABOUT THE UNITED STATES

## HEALTH CARE

It is a good idea to establish contact with a physician and dentist when you arrive here, especially if you have children. You may wish to ask friends or co-workers to recommend doctors. Your particular medical insurance may limit your choice of doctors. CSUSM offers a wide range of benefits to faculty and their families. Please see the CSUSM Human Resources website for information regarding your health insurance options and lists of physicians:

For new-hire faculty:

- Consult you HR Analyst: https://www.csusm.edu/payroll/deptassignments.html
- Link to HR benefits page: https://www.csusm.edu/hr/benefits/index.html

It is important to be on time for doctor's appointments as many doctors will cancel your appointment or charge you a fee if you are late. However, you may experience a long wait to see the doctor – perhaps 45 minutes to an hour. If you go to a "clinic" the wait may be considerably longer. Always take your health insurance card or papers with you to the doctor's office.

Here is a partial list of hospitals in the area:

- Palomar Health (15 minutes from Campus): https://www.palomarhealth.org/
- TriCity Medical Center (15 minutes from Campus): https://www.tricitymed.org/
- Kaiser Permanente (non-emergency/member only) (5 minutes from campus): https://healthy.kaiserpermanente.org/southern-california/facilities/san-marcos-medical-offices-100053
- Rady Children's Hospital (30 minutes): https://www.rchsd.org/
- Scripps Hospital (35-45 minutes): https://www.scripps.org/
- Sharp Hospital (30-45 minutes): https://www.sharp.com/locations/search/hospitals

**Emergencies**
The emergency number throughout the U.S. is 911.

Operators on the 911 line can assist you with medical, fire, or police related emergencies and also have the ability to get interpretation for any non-English speaking family members.

If you cannot contact your doctor, call the Emergency Room of a local hospital. After normal business hours you can normally call your doctor's telephone number, and his or her answering service will be able to give him or her a message.

In case of a serious emergency, ***call 911*** for an ambulance.



# ABOUT THE UNITED STATES

## EDUCATION AND CARE OF CHILDREN

### Schools

California law requires all children between the ages of 6 and 16 to attend school. Public school is free, while private school is not. Your child will need a physical and dental examination before entering school. Be sure to bring your child's immunization records to the doctor and the school (state requirement). The school will also want to see the child's birth certificate and some indication of the amount of schooling he or she has already had in order to place the child correctly. Schools are divided into three levels: elementary (Kindergarten through fifth grade), middle school (sixth through eighth grade) and high school (ninth through twelfth grade). If you choose to have your child attend public school, your child will generally be placed in a school based on your address although there are also some "charter" or special-interest schools. If your child is a non-native English speaker, please be sure to let the school know this so that they can provide linguistically appropriate educational materials.

Please contact the San Marcos Unified School District for more information regarding schooling for children:

- https://www.smusd.org/

***You may also wish to consult our School of Education as they can offer some guidance on school selection.***

For information regarding higher education here is a link to an online guide to colleges and universities in the area:

- https://www.sandiego.org/articles/san-diego-universities-and-colleges.aspx

***Check with the Global Education office or School of Education for additional information.***

Also, you may benefit from the California State University's tuition remission program for family members seeking higher education:

Please contact Human Resources for additional details.



### Day Care Centers and Preschools

Please note that unlike other countries, daycare can be extremely expensive! CSUSM does offer available daycare at our Center for Children and Families conveniently located on campus. Details can be found at:

https://www.csusm.edu/ccf/index.html

Again, our School of Education faculty may be a good source for additional reputable options.

# ABOUT GLOBAL PROGRAMS AND SERVICES

The primary mission of Global Programs and Services is to internationalize the CSU San Marcos educational experience. The ultimate objective of this process is to prepare "international visitors or new hires to take leadership roles in areas of work and society in the international community of the 21st Century." [Founding Mission Statement] In pursuit of its mission Global Programs and Services promotes and supports efforts to internationalize the curriculum, affords international visitors or new hires the opportunity to study abroad, increases the number and diversity of international visitors or new hires on campus, supports international faculty collaboration, and fosters links with higher education institutions around the world.

## GLOBAL PROGRAMS AND SERVICES DIVISIONS:




**The Office of Global Education:**

- International student and scholar services
- International Admissions
- Study Abroad

**American Language and Culture Institute (ALCI):**

- This program offers English Language education for international students or spouses of visitors or new hires who want to improve their English language skills and prepare for the TOEFL exam.
- International visitors or new hires will also have the opportunity to experience and study American culture.
    - Extended Learning Building 588
    - Ph: (760)750-3200
    - Fax: (760) 750-3779






## IMPORTANT CAMPUS CONTACT INFORMATION

**University Police Department**
(760) 750-4567

**Police, Fire & Medical Emergencies**
911 or (760) 750-4567

**Student Health & Counseling Services (services only for students)**
(760) 750-4915

**Campus Operator**
(760) 750-4000
*When called, an operator will assist and direct you to the appropriate person or department*

**Office of Global Education**
(760) 750-4090

**Office of Global Education Emergency Phone - After work hours**
(760) 750-3206
*Leave a message after work hours. Staff will respond as soon as possible.*



**CAMPUS MAP:**

**https://www.csusm.edu/map/index.html**