The information in this guide is accurate at the time of printing (winter 2009). Information may be subject to change. The University of California, in accordance with applicable Federal and State law and University Policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University's student-related nondiscrimination policies may be directed to the campus affirmative action office.
Welcome to the University of California!

On behalf of the University of California’s Education Abroad Program, I’m pleased to welcome you to California and to the individual campuses of our University. You will be following in the footsteps of the more than 20,000 international students from EAP partner institutions who have participated in the Education Abroad Program since 1962.

We trust that your time with us will enable you to explore new aspects of your academic discipline and to return home with an enlarged sense of its significance. But we also hope you will experience personal growth and develop lasting friendships. Study abroad has an immeasurable value in expanding intellectual horizons and at the same time has the potential to establish greater understanding between the citizens of diverse nations.

When previous students have been asked to write about their reasons for participating in an exchange, a recurring theme is their desire to experience firsthand the diversity of American culture. They have wanted to explore for themselves the wide spectrum of people, institutions, and ideas characteristic of American life. We are confident that you too will profit from this exploration. You’ll take risks; have some stressful as well as enjoyable surprises; miss family, friends, and accustomed routines; practice resourcefulness; satisfy your curiosity; and in many respects enhance your self-confidence and your powers as a productive global citizen.

I also encourage you to explore California itself during your time with us. The incomparable beauty of the Sierra Nevadas, the rugged coasts and inviting beaches, the rich agricultural valleys, the austere allure of our deserts, the energy of our great metropolitan areas, the special qualities of our smaller towns and cities, and, most of all, the extraordinary, vibrant diversity of California’s people—these too should be part of your sojourn in California.

Please know too that the University of California benefits greatly from your presence with us. While you learn, grow, and become a part of our world, you also enrich the lives and understanding of UC students, faculty, and staff. In your classes, extracurricular activities, and informal interactions, your sharing of your experiences and insights will bring us a welcome international perspective that is central to UC’s EAP mission.

EAP hopes that you will seize every opportunity the program offers, and we wish you a memorable experience.

Michael Cowan
Acting Executive Director
INTRODUCTION

Useful Definitions

Reciprocal exchange students: University of California-bound EAP exchange students are commonly called “Reciprocity Students.”

UOEAP: Universitywide Office of the Education Abroad Program, a division of the University of California Office of the President, establishes and operates EAP programs and coordinates EAP administration systemwide. The UOEAP Reciprocal Exchanges Unit coordinates your academic placement and integration into UC campus life.

UC Liaison: This person, usually based in your home university’s international exchanges office or your home department, works with UOEAP to assist with all applications and predeparture matters.

UC Study Center: In some locations abroad, UC maintains centers with UC staff and a faculty director. The Study Center facilitates communication between your home university and UOEAP.

International Students Office: On each UC campus there is a local office that provides immigration (visa) and employment advice, support services, and activities for international students.

Host UC department: The department where a student takes the majority of course work while at UC. For graduate students, the department and Graduate Division together decide which students are admitted.

Graduate Division: The department at each campus that oversees, coordinates, and in some areas may set policy for the practices of each graduate department.

Campus EAP Office: On each UC campus there is a local Education Abroad Program (EAP) office called the Campus EAP Office. Your Campus EAP Advisor will be your main contact for both campus-specific services and general advising once you arrive at UC.

The University of California (UC)

UC is the major public research university in the state of California, serving both undergraduate and graduate students. There are ten campus locations: Berkeley, Davis, Irvine, Los Angeles, Merced (welcoming EAP students in the future), Riverside, San Diego, Santa Barbara, Santa Cruz, and San Francisco (a graduate medical school). The campuses of the UC system are located throughout the state of California, the most populous state in the U.S. From UC Davis, located in northern California near the capital (Sacramento), to UC San Diego, located in one of the world’s largest port cities, the campuses encompass the physical and geographic diversity of California.

The UC system is home to more than 220,000 students. According to several different studies (U.S. News and World Report, National Research Council, Forsythe Report), all of the UC campuses rank in the top 50 public universities in the U.S. Each campus offers attractive and distinct facilities, specialized schools, and remarkable opportunities in almost any discipline for visiting scholars from all over the world.
The Education Abroad Program (EAP)

UC promotes international educational exchange as a key part of its mission. Nearly 1,600 students from abroad participated in EAP in 2009–2010.

The Universitywide Office of EAP (UOEAP) establishes and operates EAP programs and coordinates EAP administration systemwide. UC hosts reciprocal exchange students from more than 130 institutions located in 35 countries. All students on the EAP program, both UC outbound and reciprocal exchange students, earn degrees at their home university, though they are enrolled at a host university abroad for a year or semester.

UOEAP coordinates your placement and acceptance at one of UC's host campuses. Each of these campuses also has a Campus EAP Office that, along with the International Students Office, assists reciprocal exchange students once they arrive in California.

Prior to departure, the reciprocal exchange student’s home university UC Liaison is the primary contact. This person handles recruitment, student selection, orientation, and academic advising. While preparing to go abroad, students and UC Liaisons work closely with UOEAP.

Student Responsibility

You are responsible for meeting all EAP deadlines and for familiarizing yourself with the information you receive. Print and take this guide with you to California or know where to find the website after arrival. It contains information that will be useful during your stay. It is also your responsibility to check your e-mail frequently; your home university or EAP may send you important information or require information from you by a specific deadline.

Questions

If you cannot find the answer to your question after reading this Student Guide, the Undergraduate Application Instructions, Graduate Application Instructions, or the EAP website, then contact the exchange coordinator at your home university.

Still have questions? Contact us directly at uc-reciprocity@eap.ucop.edu
Useful UC Definitions

Registrar’s Office: The office responsible for enrolling students in course work. Staff and students often abbreviate the terms “Registrar” and “registration” to “reg.”

Semesters: The academic year (mid-August to mid-May) at UC Berkeley (UCB) consists of two 15-week terms, called semesters. The summer term is not part of the regular academic exchange cycle.

Quarters: At all UC campuses except UCB, each academic year (late September to mid-June) consists of three 10-week terms, called quarters. The summer term is not part of the regular academic exchange cycle.

Units: Not all courses have the same “unit” (credit) value. A course unit is the measure of time spent in the classroom, discussion sections, and labs. Most classes are worth 3 to 5 units. International students must be enrolled in 12 quarter units (or 13 semester units in most UCB colleges) to be in good visa standing.

Course Number: The number assigned to a course by the Registrar’s Office to identify it.

Grade Point Average (GPA): The calculation of the average of a student’s letter grades based on each course’s unit value.

Grading Options: A choice given for most UC courses between a letter grade (A, B, C, D, or F, which are calculated in the GPA) and a pass/no pass or satisfactory/unsatisfactory grading option (not calculated in the GPA).

Permission Code: The special code number assigned by the course instructor or department that allows students to add a particular impacted or restricted class to their schedule through the campus registration system. Students and staff on campus also call these codes “approval codes” or “add codes.” These codes cannot be traded or exchanged.

Student or Permanent Number: An identification number unique to each student on a UC campus. Many abbreviations exist, but one of the most common is the “perm number.”

Personal Identification Number or Personal Access Code: Not to be confused with the perm number, the PID, PIN, or PAC is a short, usually four-digit code (like the secret code on a bank card) that students need to access enrollment online. Students may also need their PIN or PAC to access the Registrar’s online services such as: schedule adjustment, billing records, personal identification information, course grades, change of address, etc.

Pace of Studies

UC classes do not last a full year and many international students feel that the term passes quickly. The rapid pace of the UC quarter (only ten weeks in length) makes it difficult for students who fall behind to complete the term successfully. From the beginning of the term, you should devote a substantial amount of time to your courses. Do not wait until the end of the term to begin studying.

The academic culture at the University of California may be different than that at your home institution. For example, in addition to courses for the major
degree, UC students take a broad range of general education courses during their undergraduate years. This educational model benefits exchange students by allowing them to experiment with new disciplines and classes that might not be available in their core program at home.

**Course Load and Unit Requirements**

Most UC students enroll in 14-17 units per term. Some reciprocal exchange students, particularly those whose first language is not English, may consider limiting their first-term enrollment to the minimum number of course units required by their UC college or department (at least 13 semester units at most UCB colleges [undergraduates], at least 12 quarter units at all other UC campuses). Stay in close communication with your home university advisor to ensure that you also comply with your home university’s enrollment requirements while on UC exchange.

UC students typically take two but no more than three courses in their major department each term since the pace of study, workload, and testing can be intense. Concurrent with courses in the major, students also enroll in general education courses in other departments. Do not expect to enroll in a full schedule of courses only in your host department. EAP suggests that you take some general courses of personal interest to you, particularly those that may not be offered at your home university. Do not forget, though, that you must meet the course requirements!

**Identifying Courses at Your Level of Study**

**Undergraduate Courses**

**Lower-division courses:** Courses numbered 1–99 are introductory and are often taken by UC students in their first two years of study. They can be challenging and interesting, but are often very popular and may not have class space available.

**Upper-division courses:** Courses numbered 100–99 are usually taken by UC students in their last two years of study. You must have completed the prerequisites or their equivalent at your home university for the courses you select on your study plans. Reciprocal exchange students who do not meet course prerequisites for upper-division classes will not be able to enroll in these courses.

This sample course description from a UC catalog shows the various components: course number, course suffix (or prefix), course title, number of course units, type of course, and course prerequisites.

```
11A. Microeconomic Theory (4)
Lecture, three hours; discussion, one hour. **Enforced requisites:** courses 1, 2, one course from Mathematics 31B, 31BH, 31E, 32A. Laws of demand, supply, returns, and costs; price and output determination in different market situations.
```
Graduate Courses
Courses numbered 200 and above are graduate-level classes. Undergraduate reciprocal exchange students may enroll in graduate courses only if they receive the UC instructor’s permission to enroll. Some campuses and/or departments do not allow undergraduates to enroll in graduate courses. Students must respect any restrictions that apply.

Independent Studies Courses

UNDERGRADUATE (NUMBERED 198–199)
If you are an undergraduate and must complete a home university thesis or research project while on EAP, you may enroll in an independent studies course to earn unit credit for your work and to benefit from the mentorship of a UC instructor. The instructor and the student determine the course structure and readings. You must make your own independent studies arrangements, either via e-mail with an instructor, or once you arrive on your host UC campus. Most students find it easier to coordinate an independent studies project for their second or third term. The number of units earned varies, depending on the project. See the UC campus catalogs for more information about the maximum number of units allowed for independent studies each term and during the academic year. EAP cannot guarantee the availability of independent study course work.

GRADUATE (NUMBERED 299 AND 599)
If you are an advanced student (PhD candidate or the equivalent) and need to do independent readings, research, and writing, consider enrolling in an independent studies course. This allows you to earn course units for work done on an individual basis outside of the classroom. At the beginning of each term, you will agree with the instructor on the number of units you may earn for the 299 or 599 course. See the UC campus catalogs for more information about the maximum number of units allowed for independent studies each term and during the academic year. EAP cannot guarantee the availability of independent study course work.

Note that instructors are not required to enroll you in independent studies courses and do not receive credit for the extra time they spend working individually with students. Request this option only if work cannot be covered through regular course enrollment and you intend to approach the project or research seriously. Be considerate of the instructor’s time and efforts on your behalf.

Attendance and Vacation Travel
Even if your home university will not be assigning credit for all work completed while you are an exchange participant, you must respect the rules and requirements for regularly enrolled students at UC. Attendance and participation are often important factors in determining your grade for a class. Failure to respect requirements may result in your dismissal from the Program.

EAP recommends that you wait to schedule leisure travel until after your EAP exchange (see the Visa Information chapter in this guide). You will also have several holiday breaks for travel during the year (see the UC Academic Calendar). You must take exams for all courses while on EAP. Check the campus Schedule of Classes for the end-of-term examination dates and plan holiday travel accordingly.
Grading

The UC system differs from that of many foreign universities in that the final exam grade alone does not determine the overall grade for the class. Class attendance and participation in class discussion are obligatory. Cooperative learning activities and group projects (sometimes after class hours) may be evaluated and represent a significant part of your grade. Grading in most UC courses is cumulative and requires that students perform well in all work assigned over the course of the term to receive a high grade. Course instructors at UC may require that you take examinations more frequently than at your home university and expect that you complete daily or weekly graded assignments.

The following grades are used to report the work of students at UC:
- A (excellent), B (good), C (adequate), D (barely passing), F (not passing),
- P (pass), NP (no pass), S (satisfactory), U (unsatisfactory), I (incomplete),
- IP (in progress), NG (no grade reported), and W (withdrawal)

The grades A, B, C, and D may be modified by plus (+) or minus (–) suffixes.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0*</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C–</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D–</td>
<td>0.7</td>
</tr>
</tbody>
</table>

*4.2 at some campuses

I, IP, P, NP, S, U, and W are not counted in the GPA, but grades of I and IP/NG become F grades if not completed by the campus deadline.

Letter Grade

UC students work toward achieving grades of B– to A+. Grades of C– to C+, while officially adequate, are not desirable and would not be acceptable for students planning to pursue graduate-level studies. Grades below C– are not considered acceptable.

Pass/No Pass and Satisfactory/Unsatisfactory

You may have the option of selecting the pass/no pass (P/NP) or satisfactory/unsatisfactory (S/U) notations instead of letter grades. There are also some courses for which P/NP or S/U is the only grading option.

Tip: Before you choose the P/NP or S/U option, confirm that your home university will accept this form of grading in place of the standard letter grades. Once the grade option deadline passes, you cannot receive retroactive assignment of letter grades.
The difference between P and NP varies among the campuses. Refer to the chart below before deciding if the P/NP or S/U option, compared to a letter grade, would be best for you.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Undergraduates</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCB, UCD, UCSD</td>
<td>C– and above = P</td>
<td>B– and above = S</td>
</tr>
<tr>
<td></td>
<td>D+ and below = NP</td>
<td>C+ and below = U</td>
</tr>
<tr>
<td>UCI, UCLA, UCSB</td>
<td>C and above = P</td>
<td>B and above = S</td>
</tr>
<tr>
<td></td>
<td>C– and below = NP</td>
<td>B– and below = U</td>
</tr>
<tr>
<td>UCR</td>
<td>C and above = S</td>
<td>B and above = S</td>
</tr>
<tr>
<td></td>
<td>C– and below = U</td>
<td>B– and below = U</td>
</tr>
<tr>
<td>UCSC</td>
<td>C and above = P</td>
<td>B and above = S</td>
</tr>
<tr>
<td></td>
<td>D and below = NP</td>
<td>C and below = U</td>
</tr>
</tbody>
</table>

Incomplete Grades (I)

The instructor may assign an incomplete (I) grade when work is of passing quality but is incomplete for a good reason (such as illness or other serious problems). It is the student’s responsibility to discuss with the instructor the possibility of receiving an incomplete grade. Once an incomplete is assigned, it remains on the transcript along with the final grade for the course. If the work is not completed by the campus deadline (for UCLA, UCR, UCSB, UCSC, and UCSD by the end of the next term; for UCB, UCD, and UCI see the individual campus policy) the grade becomes an F, NP, or U accordingly.

Enrollment

Enrollment procedures vary among the UC campuses. Students attending UC enroll in courses using the online enrollment system. In addition to your student identification number, most UC campuses will send you a Personal Access Code or Personal Identification Number or ask you to establish a password of your choice (see Useful UC Definitions) to ensure that your enrollment remains confidential. It is vital that you refer frequently to the Pre-Arrival Instructions page for your host UC campus for enrollment information. Each campus has different enrollment deadlines and procedures. Check your e-mail frequently after your placement; your host UC campus will send you important enrollment information and other updates.

Do not despair if you cannot get your ideal course schedule. EAP cannot guarantee the availability of all courses. You may need to register for some classes after arrival. This practice is common to UC students; many students “shop” for classes during the first two weeks of a term. Although this process can be intimidating, students often successfully obtain the course schedule that they want. All students should initially try to use online enrollment services whenever possible.

Sometimes the use of technology can be frustrating. Let us know if you are having difficulties when the enrollment period begins at your host campus and we will try to address your concerns and questions.
Graduate Students: Graduate students often enroll after arrival at UC. Check with your host department for enrollment recommendations.

Tips:
- Take your home university academic advisor’s contact information with you.
- Keep copies of all papers and syllabi from your UC classes in case your home university has any questions about the content of the work that you completed while on exchange.
- Only your home university can determine credit and grades for courses completed at UC.

Schedule Adjustment
It is possible to adjust your class schedule during the first weeks of the term by adding or dropping (removing) classes from your enrollment list. Once courses begin, there may be a small charge (about $5) for each schedule change.

Students often attend classes in which they are not enrolled on the first day of instruction to try to “add” a space as other students “drop” the course. Professors may give the student a permission code (or direct them to a staff member who can) when there is additional space in the classroom.

It is important to note that this is not an enrollment technique unique to reciprocal exchange students. During the first two weeks of the term, most UC students adjust their schedules by adding and dropping courses. The enrollment situation is fluid, and students should not despair if they do not have their final schedule before they depart for UC.

In discussion with host UC campus offices and departments, students are encouraged to identify themselves as EAP reciprocal exchange students who will be attending UC for only one year or less. Do not be overly aggressive, as this would be detrimental to your requests, but it is important that you take the initiative to follow up and ask the professor if a space is available. The first term is the most challenging as students become accustomed to UC enrollment procedures. Students rarely complain about enrollment troubles in subsequent terms.

Withdrawal from Courses
Should you decide to stop attending a course, it is important to follow your host UC campus procedures for dropping that course from your schedule. If you neglect to officially withdraw from the class, the Registrar at your host campus will record a grade of F on your UC transcript at the end of the term, which can be difficult to remove retroactively. If at a later date you wish to apply for a job or graduate school where an official copy of your UC transcript is required, it will be to your advantage to provide a strong academic record from UC.

Note to graduate students:
Graduate students may have much later deadlines for “dropping” courses than undergraduates. If you decide to drop a course later in the term, you must be certain that you meet the full-time unit load requirement of your visa. Check with your host department advisor to confirm the full-time load minimum before dropping courses.
Academic Honesty

U.S. academic culture places the highest value on students demonstrating that they can use information and methodologies learned in class to express new and original ideas. Using words or ideas that are not your own, without acknowledging the original source, is called plagiarism. Along with collaboration in the writing of papers, and cheating on examinations, plagiarism is considered a serious offense. It is your responsibility to become familiar with and abide by UC’s academic standards, and to ask questions of your instructors if you do not understand what is expected. Note that some campuses use software tools that can detect plagiarism.

The following are some definitions and recommendations adapted from Student Resources on Academic Integrity and Plagiarism (Texas A&M University Libraries Citation Handouts Page, November 4, 2005):

- While in many cultures the use and repetition of an expert’s words are considered to be a way of honoring and valuing that individual’s work, in the United States any unacknowledged use of another person’s ideas, words, data, or graphics (i.e., lacking an internal citation and bibliographical reference) is considered plagiarism. You must properly acknowledge, with a citation and reference, any instance in which you repeat or “borrow” the ideas or words of another.

- If you paraphrase (put into your own words) another person’s ideas, you must still provide a reference citation. Be careful that your paraphrasing is not so close to the original that it would be better to simply use a direct quotation with quotation marks. Leaving off quotation marks is a serious error, even if you have made a parenthetical reference at the end of the sentence or passage; you could face a charge of plagiarism for such an omission.

- Any time you use ideas or words that appear in a document written by someone else, you must formally reference that work (document), even if it has not been published. Whether the ideas were written by a recognized expert in your field, or by a person who is “unknown” (for example, another student whose paper is unpublished), you must cite any words or ideas that did not originate with you.

- Every field of study has its own preferred style for citing and referencing. Ask your instructor or major department advisor which style guide is preferred in your area of study.

- If you have questions about how to cite something properly, always consult with the faculty member who gave you the assignment before you turn in your assignment. It is important that the faculty member knows you are trying to reference your sources correctly before the project is submitted. Once submitted, an assignment is considered finished, and if the instructor discovers referencing errors or omissions, you could be accused of plagiarizing and subject to sanctions.

The consequences of plagiarism, whether intentional or unintentional, can be serious. They may include but are not limited to: a warning from the professor, a failing grade on the assignment or in the course, a hearing by officials and your student peers, special course work or training in ethics, or dismissal from the university.
Take advantage of campus tutorial services offered for all students who need some help. You can attend workshops on how to manage your time, learn study skills that are important in your new host culture, and receive assistance in a variety of academic subjects. For more suggestions on how to avoid cheating and the student perspective of academic honesty, see the [UCSB Student Handbook](#) online.

### Writing Papers at UC

Many international students find it useful to learn about preferred writing styles in the U.S. The following websites represent a few sources gathered from a large variety of writing styles, ranging from the humanities and arts to the sciences. Students are also advised to check with individual professors, syllabi, and departments for their preferred writing manuals.

- MLA Handbook for Writers of Research Papers: [mla.org/store/CID24/PID159](#)
- Chicago Manual of Style: [chicagomanualofstyle.org](#)
- Citing Internet sources: [bedfordstmartins.com/online/citex.html](#)

### Academic Advising Services

#### College and Department Advisors

Each academic department has an advisor to assist students in planning and in determining if they meet course prerequisites. If you do not know how to contact your academic advisor, the Campus EAP Office can assist you in locating the advisor for your college or major area of study. If you feel that you are not receiving adequate assistance or advice from your UC department, contact the Campus EAP Office for assistance.

#### Office Hours

UC professors and teaching assistants (TAs) have regularly scheduled times when they are available to students. This open consultation time is called office hours. You should feel free to use the professor’s or TA’s office hours to address any academic or administrative (enrollment) questions you have about course material. The department administrative office should have a listing of professors’ office hours.

### Academic Credit and Grade Reporting

#### Academic Credit

*Not all courses listed in the UC catalog are offered each term or each year.* You should select a wide range of courses that satisfy your home university requirements so that you have the greatest possible flexibility in scheduling. If you must change your academic plans once you arrive, consult with your home university to ensure that the work completed while at UC is recognized for credit once you return home.
### Academic Progress Reports

Your enrollment will be monitored by UC for immigration purposes (you must be registered full time to maintain your student visa status). If your performance drops below the level of a 2.7 GPA or you are enrolled in an insufficient number of units per term, EAP will contact you and your home university. Students who are experiencing difficulties will be encouraged to meet with an advisor and to take advantage of campus learning assistance or tutorial services.

### Final UC Transcript

An official UC transcript will be sent to your home university at the end of your academic program. If you wish to obtain personal copies of your transcript, you should arrange for transcripts to be sent directly to your permanent address prior to departure from UC. There is a small charge for each official transcript requested while in the U.S. (about $6 to $12) but payment from abroad can be expensive.

### Duration and Extension of Your EAP Studies

Students who plan to attend UC for less than a full academic year should be aware of the challenges and compromises that may be required. You are encouraged to participate in the program for a minimum of one semester (15 weeks) or two quarters (two 10-week terms).

Though the academic year is divided into quarters or semesters, course scheduling and registration are geared to full-year students. Many courses, particularly in the sciences, are taught in sequential order, with “part A” offered in the fall and “part B” offered in the second term. Not all courses are offered each term or each academic year.

Students attending only one term may be at a disadvantage in registration, since they will be registering much later than regular UC students. Registration for courses opens during the previous term. One-term students will not have two or three opportunities to register during the year, and they risk not being able to schedule course work needed during a single term of attendance.

Advanced undergraduates who plan enrollment in a graduate course may find it easier to receive the instructor’s consent in their second or third term of attendance. In addition, students who plan to do an independent study will find it easier to arrange for following terms if they are already at their host campus.

Short-term students may also find that locating housing for just a few months is difficult. (See Housing chapter in this guide.)

After arrival, students who have initially planned to attend UC for less than a full academic year often find that they would like to stay longer. Full year participation is the most valuable academic experience you can have. Extension of your EAP studies is possible but not automatic. Your request must be approved by your home university (Reciprocal Exchange Liaison and major department), your host UC department, and EAP. Contact UOEAP and your home university as early as possible with your request.

You are strongly encouraged to request a full year at the time you initially apply for the exchange, rather than after you arrive. This will save you time and facilitate your academic planning, and visa, housing, and travel arrangements from the onset.
Withdrawal from EAP

Prior to Arrival at your Host Campus
If you find that you will not be able to participate on EAP, contact UOEAP and your home university exchange liaison as soon as possible. We will inform your host UC campus of your withdrawal but you will be responsible for canceling any housing arrangements you have made. Withdrawal from the program will require you to forfeit housing application fees, which are non-refundable, and possibly your housing deposit as well. Read the contract carefully to ensure that you understand the financial obligations associated with breaking it.

After Arrival at your Host Campus
If you need to leave UC before the end of your exchange period, contact your home university UC liaison and academic advisor to discuss your decision. Leaving the program may affect your academic progress and standing at your home university.

The Campus EAP Office will ask you to complete a withdrawal form documenting your decision to leave and confirming that you have officially withdrawn from UC. You must take care of any outstanding financial obligations prior to departure (telephone bills, library or health center charges, etc.). The withdrawal form will be forwarded to UOEAP and a copy will be sent to your home university.

Note:
Before you leave UC, remember to leave a forwarding address and to pay all UC bills. If your account shows outstanding debts, a “hold” will be placed on your records and EAP will not be able to obtain a copy of your official transcript for your home university.
Housing

Thirteen percent of the U.S. population lives in California. Finding housing in any area of California is a challenge for both international visitors and California residents. It is critical that reciprocal exchange students apply for housing as early as possible. Applying to all housing options available to you will increase your chances of securing housing before you arrive in California.

UC does not guarantee university-owned housing to EAP reciprocal exchange students or all regularly enrolled UC students. Only first-year students are guaranteed housing. This is logical, since they are the youngest and least able to make arrangements than more mature students. All university-owned housing assignments are subject to available space. Be prepared for the possibility that you might not be assigned to a university-owned accommodation.

If necessary, you must be willing and able to arrive prior to the start of the term to look for housing in the community. Visa regulations allow you to arrive no more than 30 days prior to the start of the term. Usually this date is close to the start of the academic term. (See the UC Academic Calendar.)

University-Owned Residence Halls and Apartments

You may find campus housing different from that at your home institution. The majority of UC students in the residence halls are first- or second-year students. Resident assistants, who are usually third- and fourth-year students, enforce dormitory restrictions and oversee the halls. Alcohol is strictly prohibited in most residence halls. More mature international students may find that the halls are noisy, disruptive, and lacking privacy. It is likely that you will have a roommate. There are, however, many advantages to having a roommate who is a California resident; he or she might introduce you to the university, or take you on trips or home to meet the family.

Many campuses offer special housing for international students and U.S. students who are interested in cross-cultural experiences. Check your host university housing website to see if this type of arrangement is available. Though there are exceptions, most residence halls are designed to accommodate undergraduate students. Graduates, see Graduate Housing.

University-owned apartments at many UC campuses are also an option. The apartments might be located on or off campus. They may have kitchens and offer meal plans through the campus. Rent in California can be expensive, and university-owned housing has become popular with the regular UC student population.
**Contract Notes:**

It is important that you return your housing contract and any required payment by express mail whenever possible. Express mail packages may be tracked—allowing you to confidently meet deadlines—and provide proof of the date when your contract is received by UC.

Contracts usually require a commitment through the end of the academic year ending in June (May for UCB), except in cases where short-term arrangements have been made in advance or a student withdraws from the university. You cannot break your contract after you arrive to move to an apartment in the community.

If you withdraw from EAP participation, you will be responsible for canceling any housing arrangements you have made. Withdrawal from the program will require you to forfeit housing application fees, which are non-refundable, and possibly your housing deposit as well. Read the contract carefully to ensure you understand the financial obligations associated with breaking it.

**Graduate Housing**

Graduate students often choose to live in the community rather than on campus because graduate university-owned housing is limited. There are no guarantees of housing assignments for graduate reciprocal exchange students. Finding housing may be challenging, especially in the larger, more populous areas. Each campus, however, has a Community Housing Office with listings of available local rentals (see Community Housing Options). The UOEAP Reciprocal Exchanges web page also has online resources that can help you locate housing.

**Short-Term Students**

University-owned housing contracts are usually for the entire academic year and campus housing may not be available to short-term students. When applying for housing, you should ask about your host campus housing policy for short-term students. There may be a cancellation fee for less than full-year participation. Read your housing contract carefully. Landlords in the community may be reluctant to rent to a student who will be attending less than a full year. A sub-lease arrangement or a room in a house off campus may be your best option. (See the California Housing Board and Community Housing Options sections in this guide.)

**Housing Application**

Apply for housing as soon as you receive application instructions from UOEAP. There are no guarantees of placement in campus housing, since space in these facilities is limited and assignments are not made by EAP. Most UC campuses make their housing application forms available on the Internet. Visit the UOEAP Reciprocal Exchanges web page for instructions and direct links to university-owned housing pages.
Application Fees and Deposits
EAP does not pay housing application fees or deposits. You must send deposits and other advance housing fees in U.S. currency and within the announced deadlines to the appropriate host UC housing office. Some campuses give you the option of paying these fees by credit card; others may require an international money order in U.S. dollars (payable to the UC Regents).

Campus Housing Closures during Term Breaks
Most campus housing facilities are closed during term breaks, including Christmas. Students must be prepared to travel or make alternate living arrangements during these periods. Read your contract carefully and plan accordingly.

Community Housing Options
Most students who live off campus in non-university-owned housing share rooms in apartments with other students. Kitchens in rental housing are typically equipped with appliances (stove, cook-top, and refrigerator) and some rentals near campus may be furnished. Move-in costs can be high, since you will be expected to pay the equivalent of the first month’s rent, the last month’s rent, and a security deposit before you can move in. Utilities, such as gas, electricity, water, and trash may or may not be included in your monthly rent payment.

Finding your own apartment may be a real challenge. You could be asked to provide rental references, a Social Security number (SSN), and extensive written proof of your finances, particularly if your sponsors live in another country or state. Some landlords may require a U.S. sponsor to cosign your lease agreement. Many reciprocal exchange students find it more convenient to rent a room or a shared room in a student household that is already established.

Your host campus’ Community Housing Office can provide you with information, rental resources, and important advice about your rights and obligations as a renter. They cannot, however, find housing for you or guarantee that you will find an apartment. Visit the UOEAP Reciprocal Exchanges web page for campus-specific links to community housing pages.

Some UC campuses refer EAP students to housing cooperatives where they become members of a small community living together in an environment governed by the students who live there.

Scheduling Your Arrival
If you have not secured housing prior to your arrival, we advise you to arrive three to four weeks prior to the start of classes to locate housing in the community. Most university-owned housing opens a day or two prior to the start of the academic term (see the UC Academic Calendar). You may need temporary accommodations while you are looking for an apartment or until your university-owned housing opens for the term. You will need to anticipate and budget for this additional expense.

Make arrangements for temporary housing prior to your arrival in the U.S., particularly if you are arriving in the summer. Many good guides to inexpensive accommodations are available through bookstores and on the Internet. Also see campus-specific suggestions for temporary accommodations on the UOEAP Reciprocal Exchanges web page.
California Housing Board

The California Housing Board provides an electronic forum for all EAP participants—both UC students returning from or departing to their EAP study abroad destinations and UC-bound reciprocal exchange students—to share information about housing accommodations in California. Students post messages about housing sublets, shared housing situations, rooms for rent, and rentals wanted. For the user’s security, we suggest that students not post personal information, such as their home telephone or address, on the board. Participants should use their e-mail address only. More detailed conversations should be continued outside of the housing board.
**Visa Information**

**Documents and Definitions**

**Certificate of Eligibility** (also known as the DS-2019): issued by the host UC campus and must be presented along with a valid passport to request a visa.

**Visa:** specifies the terms under which you may enter the United States and must be obtained from the Embassy of the United States or Consulate General of the United States before leaving your home country. Note that the visa is for entry only. Once you are in the United States, you are allowed to stay until the end date of your program as listed on your DS-2019 **even if your visa has expired.** See Expired Visas in this guide.

**Visa Status:** this is assigned to you by a U.S. immigration officer upon entry into the United States. Each type of status carries with it certain conditions that the visitor must follow in order to remain in the country legally. Examples of types of status are tourist, F-1 student, and J-1 exchange visitor.

**Passport:** required to obtain a visa and enter the United States. While you can usually have your passport extended while in the United States by contacting your country’s embassy or consulate, we recommend that you apply for the visa with a passport that will not expire within six months of the program end date, including any program extension you might be considering. In countries where machine-readable passports are available, students are advised to obtain one before applying for the visa.

**Program Start Date:** this is printed on your certificate of eligibility. This date is not always exactly the same as the first day of the term or the first day of instruction at your host UC campus.

**Immigration Notes**

Government policies and procedures can change rapidly, and information that will have an impact on your visa application and international student status may not be known at the time this guide is published. For updated information, visit the EAP Reciprocal Exchanges web page.

It is important to **plan ahead** and to remember that required personal interviews and enhanced visa application security screening could create delays at the U.S. embassy or consulate. June, July, and August are the busiest months in most consular sections. Students applying to arrive in the U.S. in January may experience delays in processing if they apply for the visa during the holiday season.

**Note:** Contact UOEAP if you plan to enter the United States prior to your EAP studies (e.g., to attend summer classes or programs in English as a Second Language or to participate in a work-study program). You may need special visa advising from your host UC campus.
Obtaining the Certificate of Eligibility: DS-2019
Your host UC campus will issue the Certificate of Eligibility for Exchange Visitor (J-1) Status, known as the DS-2019, once your UC acceptance is confirmed and your financial documentation is complete. You will not be able to apply for your visa until you receive your certificate of eligibility.

- Undergraduate students will be sent the DS-2019 via the UC Liaison at their home university.
- Graduate students may receive their DS-2019 directly from the host UC campus or via the UC Liaison at their home university.

Applying for the Visa
You will apply for the J-1 exchange visitor visa. Applicants must contact the U.S. embassy or consulate for application procedures and application fee information. These may vary, depending on your location. In most countries, applicants are required to make an appointment for a face-to-face interview.

Apply for a visa as soon as possible after receipt of your DS-2019.

Be prepared to provide:
- Required forms
- Certificate of eligibility (DS-2019)
- Your EAP acceptance letter
- Transcripts and diplomas from institutions attended
- Test scores from tests such as the TOEFL and GRE (graduate students only)
- Financial evidence that you or your sponsors (i.e., parents, school, or other agency) have sufficient funds to provide for your living expenses while on exchange

During the application process, be prepared to demonstrate:
- That you plan to remain in the U.S. for a specific, limited time
- That you have strong social and economic ties in your home country that will ensure your return home at the end of your visit
U.S. Citizens and Canadian Citizens
U.S. citizens do not need a DS-2019 to enter the United States; a U.S. passport is sufficient. Individuals born in the U.S. are automatically U.S. citizens, and must use their U.S. passport while participating in the exchange program, even if they have dual citizenship.

Canadian citizens who enter the U.S. directly from Canada must have a passport to enter the U.S. but do not require a visa. You should go to the border or airport with your passport, DS-2019, and evidence of means of financial support.

Applying for a Visa Outside Your Home Country
Visa applications are now subject to a greater degree of scrutiny than in the past. Students who are applying for a visa in a country other than their home country may need to plan for a longer visa application processing time.

Visa-Related Fees and Expenses
Non-immigrant Visa Application Fee: Each applicant is required to pay a non-refundable non-immigrant application fee of U.S. $131. Since fees are subject to change, confirm first with the U.S. embassy or consulate.

Visa Processing Fee: Depending on your citizenship, there may be an additional visa processing fee that is usually equal to the fee charged to a U.S. student applying for a visa to your country. Check with the U.S. embassy or consulate or consult the Department of State website.

SEVIS Fee: The Student and Exchange Visitor Information System (SEVIS) is an electronic system for collecting and managing information about international students and scholars. There is a SEVIS fee of $180 in addition to the fee paid to the U.S. embassy or consulate for visa application and processing. The SEVIS fee must be paid at least three days in advance of the visa interview appointment. You will receive information about how to pay for the SEVIS fee online when you receive your certificate of eligibility.

Other Expenses: Depending on where you live, it may be necessary for you to travel to an interview at a U.S. embassy or consulate. When planning for the exchange, you should consider costs for transportation to the U.S. embassy or consulate, food, and lodging (if an overnight stay is required).

Some U.S. embassy or consulate offices may require that you call a toll number (there is a charge for the phone call) to make an appointment or receive visa information.
What You Can Do to Successfully Get Your Visa

- Submit complete EAP application forms and supporting documents by the announced deadlines, and respond to requests for missing information and documents promptly so that approval of your application is not delayed.

- Contact the nearest U.S. embassy or consulate in advance to be certain you understand local visa application procedures. Check periodically to be apprised of any changes.

- Apply for your visa as soon as possible after receipt of the host UC DS-2019.

- Make travel reservations that allow adequate time for processing of your visa application prior to departure. Regulations allow you to arrive in the U.S. no more than 30 days prior to the start date of your academic program. Plan all leisure travel for holiday breaks and after your EAP studies.

- Do not enter the U.S. under a tourist visa.

- Check the EAP Reciprocal Exchanges web page for student visa updates. Government policies and procedures are subject to change.

Maintaining Your Visa Status

Check-in on Arrival at Your Host Campus

You must go to the International Students Office of your host UC campus as soon as possible after arrival for check-in and document verification. Remember to take your passport (the I-94 card that you will receive at the port of entry should be attached) and the DS-2019.

The International Students Office will also hold a mandatory orientation to advise you of your benefits and responsibilities as an F-1 or J-1 visa holder.

SEVIS Address Reporting

You must report your California address—once you establish one—and any subsequent changes of address to the U.S. Immigration and Customs Enforcement (ICE) by your UC host campus through SEVIS. You must enter your current address in your host campus’ information system and update it each time it changes. Also, see your visa advisor at the International Students Office for instructions on how to report a change of address.
Minimum Unit Enrollment

In order to maintain your status as a foreign student or exchange visitor, you must be enrolled full time. Full-time enrollment requirements are strictly enforced. Under U.S. immigration laws, once a student loses full-time student status, the student can be deported. Students who need less than full-time enrollment for medical reasons must receive the approval of their host campus visa advisor before pursuing a reduced course of study. Students may enroll in less than full-time status for one term only.

- Undergraduate student full-time enrollment is 13 semester units per term at most UC Berkeley colleges and 12 quarter units per term at all other UC campuses.
- For graduate students, the definition of “full-time enrollment” is usually 12 units but may vary depending on the host UC campus, department, or college. Check with the graduate advisor in your department and visa advisor in the International Students Office to confirm your required full-time enrollment.

Expired Visas

Non-immigrants are not permitted to enter or reenter the United States using an expired visa, even if all of their related travel documents are valid. Before leaving the U.S. for tourism (e.g., travel to Canada or Mexico) or a visit to your home country, be absolutely certain that your visa and other travel documents are valid. See your visa advisor in the International Students Office before making any travel plans.

Travel

**Note:**
The host campus issues the certificate of eligibility in late spring or early summer for fall students and in mid-fall for winter (January) students. Plan carefully so there is adequate time before your departure to process your visa application.

Regulations allow you to arrive in the U.S. a maximum of 30 days prior to the start of your academic program, so there will be little time for travel before you begin your studies. We recommend that you schedule personal travel after your EAP exchange. Once you have completed your EAP study, you will benefit from a grace period beginning on the last day of the term and lasting 60 days for J-1 visa holders.

If you plan to travel outside of the U.S. during the academic year, you must receive authorization for your return from the International Students Office on your host UC campus. Contact the International Students Office in advance of your planned travel.

You will have several holiday breaks during the year. See UC Academic Calendar in this guide. EAP students are required to take the same exams as regularly enrolled UC students, so check the campus Schedule of Classes for end-of-term examination dates before you plan holiday travel.
Other Documentary Considerations
Students traveling with dependents should see the section Students with Spouses and Dependent Children for specific visa instructions.

⚠️ Tip: Make a copy of the identification and visa pages of your passport, your DS-2019, and the I-94 card and keep them in a secure place, separate from the originals. If your passport is missing or stolen, you must contact your embassy or consulate and the local police immediately. An official, certified birth certificate is useful to obtain a replacement if your passport is lost or stolen.

Passports for Family Members
We highly recommend that at least one adult member of your family in your home country have a valid, machine-readable passport. This will allow him or her to travel to the U.S. more quickly in the event of an emergency if assistance is needed.

Keep Your Documents Safe
While in the U.S., the law requires that you carry your passport and certificate of eligibility with you at all times.

Power of Attorney
Depending on the laws in your home country, it may be necessary to designate an individual, usually a parent, to take care of legal or financial matters on your behalf while you are in the United States. Find out what the proper procedure is and make these arrangements before you depart.

Voting
If you wish to participate in elections scheduled at home while you will be on exchange, find out if you can vote by absentee ballot and make the proper arrangements.
HEALTH SERVICES AND HEALTH INSURANCE

Mental Health Concerns

Studying on a UC campus can be a personally, culturally, and intellectually rewarding—as well as a somewhat stressful—experience. Since your physical and mental well being are fundamental in a successful and happy stay in the U.S., EAP encourages you to plan ahead.

Existing mild physical or psychological disorders can become serious under the stresses of the new life on a UC campus. We strongly encourage students to carefully evaluate their health before departure and consult a mental health professional, if necessary.

While most students experience difficulties at one time or another during their university studies, international students may experience some that are unique to them because of the added pressure of adjusting to a different culture, language, and academic environment. Though some international students may not see counseling as a common practice, in the United States, counseling is a common and highly accepted option for young adults to learn how to cope when they encounter personal stress, difficulties, and new challenges and responsibilities at the university.

It is critical for students who are currently receiving mental health treatment to discuss both the advisability of studying abroad and the issues related to cultural adjustment with their mental health practitioner. The mental health practitioner should be confident that the student is in stable mental health before undertaking study abroad. Students taking medication should consult with their health practitioner and determine that they have been stabilized on that medication before going abroad.

Students are strongly encouraged to disclose any mental health concerns before departure. Appropriate arrangements should be made in advance if physical or mental health conditions might require continued therapy, monitoring, or specific support mechanisms while abroad.

The University of California, in accordance with applicable federal and state law and University policy, does not discriminate on the basis of disabilities. As a public institution, UC must make each of its programs, services, and activities accessible to and usable by qualified persons with disabilities.

Medications

Some medications that are prescribed in your home country may be considered illegal substances in the U.S. and other countries, so you must not assume that you will have access to your usual medications while in the U.S. or traveling.

You and your health practitioner must investigate the availability and legality of your medication and any restrictions to its use. You may be able to do this by contacting the local U.S. embassy.
Types of Psychological Disorders

There are many different conditions that are recognized as psychological health disorders. Common types include:

**Anxiety Disorders:** Anxiety is a vague, uncomfortable feeling of fear, dread, or danger. Anxiety disorders are a group of psychiatric conditions that involve anxiety. Symptoms can vary in severity and length. According to the Anxiety Disorders Association of America, the five anxiety disorders are identified as: Panic Disorder, Obsessive-Compulsive Disorder (OCD), Post-Traumatic Stress Disorder (PTSD), Generalized Anxiety Disorder (GAD), and Phobias (including Social Phobia, also called Social Anxiety Disorder).

**Mood Disorders:** These disorders, also called affective disorders, involve persistent feelings of sadness or periods of feeling overly happy, or fluctuations from extreme happiness to extreme sadness. The most common mood disorders are depression, mania, and bipolar disorder.

**Psychotic Disorders:** These disorders involve distorted awareness and thinking. Two of the most common symptoms of psychotic disorders are hallucinations—the experience of images or sounds that are not real, such as hearing voices; and delusions—false beliefs that the ill person accepts as true, despite evidence to the contrary. Schizophrenia is an example of a psychotic disorder.

**Eating Disorders:** Eating disorders, such as anorexia, bulimia, and binge eating disorder, include extreme emotions, attitudes, and behaviors surrounding weight and food. While eating disorders may begin with preoccupations with food and weight, they are most often about much more than food. Eating disorders arise from a variety of physical, emotional, social, and familial issues, all of which need to be addressed for effective prevention and treatment. Eating disorders are real and complex with devastating conditions that can have serious consequences for health, productivity, and relationships, and can lead to significant physiological changes that require medical treatment in addition to psychiatric treatment.

**Impulse Control and Addiction Disorders:** People with impulse control disorders are unable to resist urges, or impulses, to perform acts that could be harmful to themselves or others. Pyromania (starting fires), kleptomania (stealing), and compulsive gambling are examples of impulse control disorders. Alcohol and drugs are common objects of addiction. People with these disorders often become so involved with the objects of their addiction that they begin to ignore responsibilities and relationships.

**Personality Disorders:** People with personality disorders have extreme and inflexible personality traits that are distressing to the person and may cause problems in work, school, or social relationships. In addition, the person’s patterns of thinking and behavior significantly differ from the expectations of society and are so rigid that they interfere with the person’s ability to function effectively. Examples include antisocial personality disorder (breaking laws, lying to or conning others for fun or for personal benefit, inconsideration for the results of impulsive behavior, bullying other people or getting in fights, ignoring the safety of self or others), obsessive-compulsive personality disorder (common obsessive thoughts include themes of violence, fear of germs and infection, and doubts about one’s character and behavior), and paranoid personality disorder (pervasive distrust and suspicion of others such that their motives are interpreted as malevolent).
Where You Can Find Help
If you are having a difficult time adjusting to the U.S. and are experiencing any distress, tell someone about your symptoms. Speak with a trusted friend, family member, doctor, nurse, psychologist, etc. Asking for help takes courage, but it can make all the difference. It is important to remember that you are not alone.

Each UC campus has an office that can assist in advising you before arrival and in the event that you encounter difficulties once you arrive.

The role of UC counselors in the UC offices of counseling and psychological services is accepted and integrated in everyday campus life. The counselor's job is to listen to you, understand the issues you are facing, and help you develop solutions to your problems. All services are confidential.

UC Alcohol and Substance Abuse Policy
The excessive use of alcohol by students is one of the primary causes of accidents and incidents resulting in injuries. It is your responsibility to know the University of California Policy on Substance Abuse, local alcohol laws, including the legal drinking and purchasing age in California and any other places you visit while on EAP. If you break these laws, you may face severe penalties.

Never feel pressured into drinking or indulging in more than you wish to drink (or engaging in any other potentially dangerous, illegal, or unhealthy behavior) for fear of offending someone. Find ways to say “no” that are not offensive. Usually a friendly but firm “no, thank you” or hand-over-the-glass gesture is sufficient. Saying “I cannot drink alcohol,” “Alcohol makes me ill,” or “I would like a non-alcoholic drink” are also good standard, straightforward responses. Even if someone fills your glass, it does not mean you have to drink it.

The University of California strives to maintain its campus communities free from illegal use, possession, or distribution of alcohol or controlled substances as defined in federal or state laws or regulations. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances is prohibited. In addition, students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life. If you are found to be in violation of this policy, you will be subject to disciplinary sanctions that may include loss of privileges and exclusion from activities, warning, suspension, or dismissal, as set forth in the UC Policies Applying to Campus Activities, Organizations, and Students. In addition to, or in lieu of a corrective action, a student may also be required to participate in an approved counseling or treatment program. The cost for treatment programs not covered by mandatory campus health insurance is your responsibility.

The University of California provides confidential programs and services to students who have become dependent on or are abusing alcohol, other legal substances, or illegal substances. Counselors from Student Health's Alcohol and Other Drugs Program and licensed psychologists from Counseling and Psychological Services offer short-term counseling and referral and serve as a resource for those seeking information on how to assist students with substance abuse or dependency problems.
Health Risks
Substance abuse may result in a wide spectrum of extremely serious health and behavioral problems. Substance abuse results in both short- and long-term effects on the body and mind. There are specific health risks related to alcohol and drug use, and there are general health risks related to impairment and addiction. Alcohol and drugs are toxic to the body’s systems. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection associated with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which, in the case of some drugs such as cocaine, can occur after first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotence, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Campus Counseling Resources
UC Offices of Counseling and Psychological Services
(Contact information subject to change)

**UC Berkeley**
University Health Services – Tang Center
2222 Bancroft Center
(510) 642-2000
TTY/TTD: (510) 643-1233
[www.uhs.berkeley.edu/Students/Counseling](http://www.uhs.berkeley.edu/Students/Counseling)

**UC Davis**
Counseling and Psychological Services (CAPS)
219 North Hall
(530) 752-0871
[caps.ucdavis.edu](http://caps.ucdavis.edu)

**UC Irvine**
Counseling Center
Room 203, Student Services 1
(949) 824-6457
[www.counseling.uci.edu](http://www.counseling.uci.edu)

**UC Los Angeles**
Student Psychological Services
John Wooden Center West
221 Westwood Plaza
(310) 825-0768
[www.sps.ucla.edu](http://www.sps.ucla.edu)

**UC Riverside**
Counseling Center
Veitch Student Center
North Wing
(951) 827-5531
[www.counseling.ucr.edu](http://www.counseling.ucr.edu)
UC Santa Barbara
Counseling Services
Building 599
(805) 893-4411
www.counseling.ucsb.edu

UC Santa Cruz
Counseling and Psychological Services
Kresge Annex B (temporary location until approximately January 2010)
(831) 459-2628
www2.ucsc.edu/counsel

UC San Diego
Psychological and Counseling Services
Galbraith Hall 190
(858) 534-3755
psychservices.ucsd.edu

Websites that Address Mental Health Topics
Academy of Counseling Psychology: aacop.net
American Psychiatric Association: psych.org
American Psychological Association: www.apa.org/topics/index.aspx
The Anxiety Disorders Association of America (ADAA): www.adaa.org
Depression and Bipolar Support Alliance: dbsalliance.org
Eating Disorders Prevention and Awareness, Inc.: edap.org
Food and Drug Administration (USA): www.fda.gov
International Narcotics Control Board: www.incb.org/incb/index.html
Jed Foundation: ulifeline.com
Mental Help Net: mentalhelp.net
Mental Health America: nmha.org
National Mental Health Consumers’ Self-Help Clearinghouse: mhsselfhelp.org
Student Counseling Virtual Pamphlet Collection: counseling.uchicago.edu/vpc

Students with Disabilities and Special Needs
Students with disabilities and special needs (permanent or temporary) can and do study abroad. An applicant’s disability or special need does not affect campus placement or acceptance to the Program. However, students with disabilities must maintain the same responsibility for their education as students who are non-disabled. This includes achieving the same academic standards, attending classes, maintaining appropriate behavior, and providing timely notification of individual needs.

Disabilities and special needs may include but are not limited to: processing disabilities (learning disabilities, attention-deficit disorder, attention-deficit hyperactivity disorder, psychological, trauma, brain injuries), chronic systemic disorders (allergies, dietary), deaf or hard of hearing, mobility or orthopedic disabilities, functional (cancer, diabetes complications, heart disease, lupus), psychological (bipolar disorder, depression, severe anxiety), and vision.
Each UC campus has an office specifically equipped to assist students with special needs. If you have a disability or special need and require services, let UOEAP know as soon as possible by contacting your home university and UC Liaison. If you do not feel comfortable discussing your disability or special need with your home university, you may contact UOEAP directly. All services and information provided to UOEAP and the office for disabled students remain confidential.

UOEAP will put you in contact with the UC campus disabled students office as soon as possible. **UOEAP cannot refer you without your permission.**

**Note:**

- **Early Disclosure:** If you have been diagnosed as having a disability, or believe that you may have a disability, consult promptly with UOEAP about your disability and possible accommodation needs. Some accommodations need three to six months’ advance notice to prepare. If you are not sure you will use accommodations abroad, it is still important to notify UOEAP of your potential needs so that a plan is in place, should an unexpected problem arise. Also, early disclosure will help you plan for the funding that you must secure.

- **Plan Ahead:** It is not possible to anticipate all concerns, but predeparture planning will help. Note that EAP cannot guarantee that facilities or support services to which you are accustomed will be available.

- **Be Flexible:** Study abroad requires adaptability for people with and without disabilities or special needs. Living in a new culture will bring new challenges, including disability services that might differ from what you are used to.

- **Documentation:** The host UC campus will have specific requirements for documentation of disabilities or special needs after you have been admitted. Complete information will be required (written verification from your treating clinician—a medical doctor, psychologist, psychiatrist, licensed educational psychologist, etc.) to identify and best serve your needs. A qualified specialist at the UC campus office for students with disabilities will provide you with more information. Only students certified as disabled by the UC campus office for students with disabilities are entitled to accommodation in classes.

**Personal Attendants**

Students accompanied by a personal attendant must ensure the attendant has the necessary passport, visa, documentation, and insurance for traveling and living abroad. The attendant should also participate in all orientations. Notify UOEAP as early as possible if you are planning to take an attendant. Consider where he or she will live (some housing can only accommodate students) and what kind of funding he or she will need. If it is necessary to hire an attendant locally, find out what steps to follow and what funding will support this cost before departure.

For more information, see the University of California Guidelines Applying to Nondiscrimination on the Basis of Disability.

Each UC campus has offices that can assist in advising students before arrival and in the event that they encounter difficulties once they arrive. **All services are confidential.**
UC Offices of Disabled Students' Services
(contact information is subject to change)

**UC Berkeley**
Disabled Students’ Program
260 Cesar Chavez Student Center, #4250
Voice: (510) 642-0518
TTY: (510) 642-6376
dsp.berkeley.edu

**UC Davis**
Student Disability Center
160 South Silo
One Shields Ave.
Voice: (530) 752-3184
TTY: (530) 752-6833
sdc.ucdavis.edu

**UC Irvine**
Disability Services Center
100 Disabilities Services Center, Bldg. 313
Voice: (949) 824-7494
TDD: (949) 824-6272
www.disability.uci.edu

**UC Los Angeles**
Office for Students with Disabilities
A255 Murphy Hall
Voice: (310) 825-1501
TTY: (310) 206-6083
www.osd.ucla.edu

**UC Riverside**
Services for Students with Disabilities
125 Costa Hall
Voice/TTY: (951) 827-4538
specialservices.ucr.edu

**UC San Diego**
Office for Students with Disabilities
202 University Center
Voice/TDD: (858) 534-4382
osd.ucsd.edu

**UC Santa Barbara**
Disabled Students Program
2120 Student Resource Building, 2nd floor
Voice: (805) 893-2668
www.sa.ucsb.edu/dsp

**UC Santa Cruz**
Disability Resource Center
146 Hahn Student Services
Voice: (831) 459-2089
TTY: (831) 459-4806
www2.ucsc.edu/drc
Insurance

UC Health Insurance
All students are required to have health insurance and will automatically be enrolled in the host UC campus insurance plan. The cost of insurance will be applied to your student billing account. The insurance requirement for international students is unique to each campus. Some campuses require that all international students enroll in a graduate and international insurance plan; other campuses require that international students enroll in the undergraduate or graduate insurance plan according to their class level. Keep this in mind when researching the insurance requirements and fees on the Internet. Visit the EAP Reciprocal Exchanges web page for direct links to individual UC campus insurance information.

Supplemental Insurance
Your UC policy may not include all of the benefits you are accustomed to having in your home country and you may want to purchase supplemental insurance. In the U.S., it is standard for 80 percent of the cost for certain services to be paid by the insurance company, and 20 percent of the cost to be paid by the patient. The cost of medical benefits varies by campus and we encourage you to review the campus insurance plan online for detailed information.

Travel Insurance
Students are advised to buy travel insurance to ensure that they are covered from the time they leave home to the time they arrive in the U.S. and UC insurance takes effect. Your UC insurance does not cover the period before your arrival in the U.S. or prior to the effective date of coverage. Your UC insurance coverage effective dates are listed on the UOEAP Reciprocal Exchanges web page.

Health Insurance Exemption Request (Waiver)
Students who wish to be covered under a plan other than the UC campus health plan must request a waiver (exemption) from the requirement. Before applying for a waiver, research your host UC campus requirements and ensure that your insurance from home meets all requirements. Typically the campus-specific waiver request form, along with proof of enrollment in the alternative insurance plan, must be submitted for review to the campus by the posted deadline.
Note:

• Waiver is not automatic: Do not assume that your request for a waiver will be approved. Purchase of the UC insurance plan is a requirement; be sure to calculate its cost into your budget. See Estimated Cost of Attending UC for more information.

• Non-U.S. insurance plans: Be aware that some UC campuses do not approve waivers of non-U.S. insurance plans. Other campuses may allow non-U.S. plans but require that the plan have a U.S.-based processing office. These requirements are subject to change.

• U.S. insurance plans: EAP cannot guarantee that any specific U.S. insurance plan, including Fulbright-sponsored insurance, will be approved for a waiver.

• UC campus waiver information: Visit the EAP Reciprocal Exchanges web page for direct links to individual UC campuses.

Student Health Centers and Routine Health Care
Each campus has a Student Health Center equipped to provide care for routine health problems and minor injuries. Basic services are free or offered at low cost, but in general, medical care in the U.S. is expensive and students should attend to any annual health care visits, as well as dental and vision care, before leaving their home country. Dental and vision expenses are not covered under UC insurance unless care is required as the result of an accidental injury.

Note:
For insured students, all medical care except emergencies must begin with a visit to the Student Health Center. If you choose to be treated at a non-campus medical office, the cost of that visit may not be covered by your campus health insurance.

Health Education
UC makes it a high priority to educate students about health issues. Through the Student Health Center students can obtain information on sexual health, including contraception, sexually transmitted diseases (STDs), and HIV/AIDS, as well as general health information and nutrition. Information and confidential consultations with trained medical personnel are available to assist students in maintaining a healthy lifestyle. Contraceptives are readily available at low or no cost.
**UC Campus Health Requirements**
Below is a chart of routine vaccinations that are required or recommended. They are based on 2009–10 requirements and may change for students attending during the 2010–11 academic year.

**Student Health Requirements**

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**Student Health Recommendations**

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<td>Tetanus/Diphtheria</td>
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<td>Meningitis Vaccine</td>
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<td>Physical Exam Report</td>
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<td>Hepatitis A</td>
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<td>Varicella (Chickenpox)</td>
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<td>Flu Shot</td>
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</tbody>
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*MMR = Measles, Mumps, Rubella

**Required only for students under 19 years of age**
Cross-Cultural Adjustment

by Dan K. Smith, PhD

Dan K. Smith is a retired Associate Dean, International Students and Scholars at UC Santa Barbara who still teaches an intercultural communication course at the UCSB campus. The course is well attended by EAP reciprocal exchange students and UC students returning from abroad.

The process of living in a culture different from our own can be an exciting and stimulating experience. It is also a tremendous challenge as we realize that our “normal” way of perceiving and behaving may not be appropriate in the new cultural setting. Each of us has been conditioned by our family, friends, educational and religious institutions—our culture—to act, interpret, think, perceive, and feel in certain ways. These are based on certain core values of our culture, such as “be an individual,” “might is right,” or “time is money.” These values change from culture to culture and therefore, the behaviors leading to success or happiness in that culture change also. Thus, understanding those values is a key to understanding the culture.

Based on these values each of us creates our own personal interpretation of our experiences, which is reinforced and shared by our friends and cultural institutions. This value orientation and way of behaving is rarely challenged, since it is accepted by our peers and helps us feel secure in our environment. It is only when we encounter someone different from us and choose to spend extended time with that person or in a different culture that our “normal” responses and the values which support them are called into question. This is especially true when our basic needs for friendship, respect, etc. can no longer be satisfied by our usual ways of behaving.

What has been easy for us to do in our own culture is suddenly difficult and ineffective, or insulting, to those in the foreign culture. We become frustrated and irritated as we find our previously accepted ways to be in conflict with the lifestyle of those around us. We may feel anxious about the sudden loss or change in our familiar surroundings. There are no longer the thousands of non-verbal cues on which we unconsciously rely to tell us how to act and react. We realize that it is necessary to change, to adjust to the foreign culture, but how do we begin?

We begin by relaxing and realizing that this experience of frustration is part of a normal reaction to the challenge of the cross-cultural experience that is referred to as “culture shock.” It is a positive sign that you have, in fact, realized that you are living in a foreign culture and are no longer willing to be just a tourist. You want to be a participant in the life of the culture. Accepting this challenge offers you a tremendous opportunity for personal growth and awareness of your own culture, as well as to learn about the culture in which you are now living.

The experience of cultural adjustment or culture shock takes place in stages which can be shortened depending upon your preparation, your understanding of the process, your willingness to take risks, and your acceptance of the necessity to modify your behavior.
The first stage is that of the “tourist” whose involvement in local traditions is minimal, whose knowledge of the culture is superficial, and who perceptually screens the surroundings so that he or she remains wrapped in the secure comfort of his or her own culture.

After a month or two, the personal, social, and cultural differences intrude more and more into your life and you become frustrated with how difficult your life has become. You may try to avoid contact with the locals, complain a lot about the “stupid way they do things here,” hang out with others from your own country, and sleep a lot to cope with the assault on your personal comfort zone. You might even feel angry with the locals and become hostile towards them. By contrast, you might just abandon your own cultural ways and “go native,” becoming more “local” than the locals. These ways of “coping” are, of course, maladjusted ways of responding to the new cultural environment, and result in making you inhibited from functioning with full effectiveness and from taking full advantage of the exciting opportunities available in the cross-cultural experience.

The alternative to these responses is to neither reject one’s own culture nor the ways of the new culture, but rather to adapt to the new situation by remaining open to learning and behavioral growth. It requires you to pay attention to those around you, refining and expanding your skills in interpersonal intercultural communication through being creatively flexible in your responses to the new situation. You must be willing to take risks and make mistakes as you ask questions and modify your behavior and interpretations to coincide with those of the locals. In this way, your “personal reality” is altered by the culture in which you now live and you are ready to enjoy the rest of your experience: the third and fourth stages.

By the third stage of the process, after about four months in the country, your language skills are increasing, you are learning the local traditions and customs, and you are able to make friends with the local people as your understanding and sensitivity take the place of criticism and judgment.

Finally, during the fourth stage, you have developed meaningful ways of coping with the stresses that are placed upon you by cultural differences. You can derive pleasure from the relationships you have and give meaning to experiences in ways that are relevant to others as well as yourself. You are a full participant in the culture and are reluctant to think about going “home,” where you will begin the process all over again in the form of “re-entry shock.”

But don’t worry; you have had plenty of practice adjusting to change!

The basis of all positive adjustment is intercultural communication. That is the process of communicating with sensitivity and paying attention to the differences in values and behaviors of those with whom you communicate, realizing that it is important to “listen” with all your senses and assume you have not completely understood or been understood unless you have explored each other’s meanings in a spirit of mutual respect and acceptance. In this way, interaction in an atmosphere of supportiveness and trust will foster meaningful communication and friendship.
With regards to some practical skills and attitudes to develop as you approach and participate in the cross-cultural experience, there are some excellent books on the subject that are recommended below. Some of the Campus EAP Offices have additional information sheets, and some UC campuses offer courses in which you can learn and practice these abilities.

**The following books provide information about intercultural issues:**

- *Intercultural Communication: A Reader*, Larry A. Samovar and Richard E. Porter, eds.; Belmont: Wadsworth, 1997. Series title: Wadsworth series in communication studies. (Note: This is probably the best overall look at the subject, along with the following titles.)

All the titles noted above, except the NAFSA book (*Learning Across Cultures: Intercultural Communication and International Educational Exchange*), are available from Intercultural Press, Yarmouth, Maine. Intercultural Press also has a rich listing of books about specific cultures at interculturalpress.com

**Culture Curve**

The culture curve is a metaphor for the emotional ups and downs that you may experience during your time abroad. You will to some extent see yourself living this roller coaster no matter how well prepared you think you are and no matter how long your stay.

**Phase 1: Euphoria**—You are excited about the newness of your environment and initial discoveries of your host country.

**Phase 2: Culture Shock**—You begin to realize all the cultural differences between home and your host country and you may not be happy with these differences. This is a common homesickness period.

**Phase 3: Surface Adjustment**—You begin to accept your culture shock and start getting into an everyday routine. You have made friends, you are learning how to go to school under a different system, and your language skills are rapidly improving.

**Phase 4: Unresolved Problems**—Your surface adjustment, however, is unfortunately just that—on the surface. Once you have settled down into your daily routine, you will begin to feel the tension of unresolved problems that may or may not relate to cultural differences. You may begin to have issues with individual people or may continue to have concerns with specific aspects of your host country.

**Phase 5: Feel at Home**—Once you have completely adjusted, not just on the surface but also emotionally, socially, academically, and physically, you will finally begin to feel at home. You will find yourself as a part of the community of your host country, you will be missing things from home much less, and you will be calling home with daily tales of exciting adventures rather than daily tales of cultural annoyances.
Phase 6: Departure Concerns—Unfortunately, all good things must come to an end, and once you begin to feel at home in your country, you will soon realize that your time abroad is fleeting. Whether or not you are really enjoying yourself, you may feel concerned about your final departure from your host country. You may be worried about the long journey home, about the reverse culture shock you may experience once you have returned home, and about saying goodbye to the people and places you have grown to love.

Sexual Harassment

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy.

—University of California, Sexual Harassment Policy Statement, February 10, 2006

The definition of sexual harassment and what acts or comments are viewed as offensive may be different in the U.S. than in your home country. Information about sexual harassment is equally important for women and men. It is critical for you to know your rights and what behaviors are considered unacceptable in your new host culture.

Sexual harassment may include:

- Derogatory remarks about one’s clothing, body, or sexual activities based on gender
- Disparaging remarks, jokes, and teasing based on gender
- Visual materials or pictures that unnecessarily sexualize the environment or that some students find offensive
- Subtle pressure for sexual activity and/or dates
- Unnecessary and unwanted touching, patting, or pinching
- Demanding sexual favors accompanied by overt threats concerning such things as one’s job, grades, letters of recommendation, etc.
- Verbal harassment or abuse
- Any electronic communications that include any of the above
- Physical assault

The University of California Sexual Harassment Policy defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person’s employment or education, unreasonably interferes with a person’s work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the University for California will respond to reports of any such conduct.
Sexual harassment may include incidents between any members of the UC community, including faculty and other academic appointees, staff, coaches, house staff, students, and non-student or non-employee participants in University programs, such as vendors, contractors, visitors, and patients. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex. Keep in mind:

- Know your rights and where to report an incident to maintain a safe, harassment-free environment.
- Trust your judgment and intuition. If a situation makes you uncomfortable, it needs to be addressed. Do not ignore sexual harassment. Ignoring it will not make it go away; it will only get worse.
- Both males and females can be sexually harassed, and the perpetrator can be male or female and of the same or opposite gender.

If you experience sexual harassment:

- Trust what you are feeling.
- Many people feel ashamed or humiliated because of the harassment. It is not your fault and you do not have to tolerate it.
- Take one step at a time. It is easy to feel overwhelmed. If possible, talk to the harasser.
- Clearly and firmly tell the harasser that you want the behavior to stop. If you can, tell the harasser how the behavior makes you feel.
- Let the harasser know that you will take further action if the harassment does not stop.
- Keep records. It is important to write down dates, times, places, and witnesses to what happened.
- If you receive any notes, e-mail, or written letters from the harasser, keep them. Information that is documented can be used to support a complaint.
- Federal legislation, referred to as “Title IX,” prohibits all forms of sexual harassment.
- UC campuses have a dedicated Sexual Harassment/Title IX Office you can contact for help. Many provide online sexual harassment education materials, including information on applicable laws. **All services are confidential.**
- If you have experienced sexual harassment but do not feel comfortable reporting the incident on your own, go to your host Campus EAP Office for help and support.

What to Do if You Are Accused of Sexual Harassment

If you are told that your behavior is inappropriate and/or offensive, you must immediately stop the behavior. People perceive certain behaviors, jokes, and gestures, etc., differently. What may be acceptable to you may be extremely offensive to someone else. Sometimes, due to the difference in culture or morals, you may not think your comment(s) or behavior are offensive. Nevertheless, you should try to understand the other person’s feelings and concerns and respect his or her request to stop the sexual harassment.
Inform Yourself
Inform yourself of your rights and responsibilities by reviewing online information on sexual harassment, and taking advantage of educational presentations and programs offered at your host UC.

UCB Equity Standards and Compliance: equity.chance.berkeley.edu/titleix.shtml
UCD Health and Safety Services: shep.ucdavis.edu
UCI Sexual Harassment Office (SHO): www.sho.uci.edu
UCLA Sexual Harassment Prevention Office: sexualharassment.ucla.edu/ifunsure_listctrs.html
UCR Sexual Harassment Office: titleix.ucr.edu
UCSB Sexual Harassment and Title IX Office: www.shot9.ucsb.edu
UCSC Title IX and Sexual Harassment Office: www2.ucsc.edu/title9-sh
UCSD Office of Sexual Harassment and Prevention Policy: oshpp.ucsd.edu

Personal Safety
Cultural differences should not be an excuse to endure verbal or physical abuse. Depending on the situation, you should leave as quickly as possible, confront the person, or ask for support from others. Trust your intuition and instincts that send warning signals. Decline offers that trigger anxiety, and exit situations that make you nervous.

Precautions also apply socially. Most likely, you will find the people you meet to be interesting and interested in you. However, do not make judgments regarding your safety based on another person’s appearance or financial status.

The following tips may help when faced with an uncomfortable situation:

- Turn the conversation around by asking some questions. Be in control by initiating rather than reacting. Bring up other neutral subjects, such as the weather. Use a gracious sense of humor, so that saying “no” can allow the other person to save face.
- If this fails to deter, then tell the other person directly to stop (whatever is disturbing). Be specific. A calm and serious tone is usually the best. Body language should match what is said. At this point, a giggle, smile, or apology will undermine the message.
- Develop the skills necessary for assertive behavior. Take a self-defense class (available on UC campuses).
- Firmly say “no” to any unwanted invitation.
- Give your address information only to people you trust. Be cautious until you are familiar with local values and customs. Respecting the local social rules will facilitate relationships with local people.
- Do not go to a secluded area (or even be alone in a room) with someone you do not know well.
- Never walk alone at night, and stay in well lit and populated areas.
Emergency Guidelines

Natural disasters, such as fires, earthquakes, and mudslides do occur in California. Earthquakes are frequent in California and in fact, occur daily. Most are of such low magnitude that some people live in California for years before feeling a quake for the first time. Although the following guidelines are prepared with earthquakes in mind, they can be applied to most emergency situations. EAP urges you to review the following section and keep safety in mind as you acclimate to your new domestic and academic surroundings.

In the event of an earthquake or other emergency, it is important to remain calm in order to deal effectively with the situation. You are also expected to take some precautions beforehand.

Safety Precautions

- Assess living arrangements. Secure furniture and other easily toppled items so that they do not fall over. Do not place heavy or hard objects on high shelves. Do not hang glass framed or heavy objects over your bed.
- Discuss emergency evacuation sites and routes with housemates and immediate neighbors, and work out methods of contacting each other.
- Keep emergency equipment, such as medical provisions, water, food, flashlight with batteries, and valuables together in one easily accessible place. Store enough water and food to last at least three days. At least four liters of water per day is necessary for one person.
- Keep flammable objects away from furnaces, fireplaces, and gas-run appliances. Fire is the most destructive result of an earthquake.

If an earthquake occurs while you are at home:

- Get under a table or desk to avoid falling objects. The areas beneath strong furniture and doorways are relatively safe. The second floor of a two-story building may be safer than the ground floor, as the ground floor may be destroyed.
- Protect your head from falling objects.
- Extinguish all sources of fire. Turn off the main gas valve, all electric lights and appliances, and locate emergency supplies. Disconnect all electrical appliances.
- Turn off any heaters or gas cooking appliances.
- Put on your shoes to protect your feet from broken glass, etc.
- Place a wet towel across the nose and mouth to prevent smoke inhalation.
- Listen to the radio for news and instructions.
- Secure an escape by opening a window or door.
- Eventually, leave the house and take refuge in a safe area. Earthquake aftershocks may continue for a considerable time even though the first large shock has ceased.

If an earthquake occurs while you are out:

- Beware of glass, signs, or other falling objects.
- Stay away from concrete block fences or large objects such as vending machines that could fall over.
- Do not use elevators.
• If you are in a public transport or a theater, obey the directions of the personnel in charge. If you are inside a building, get under a solid table to avoid falling objects; if on the street, place a handbag, briefcase, or backpack over your head for protection from falling objects, and take emergency refuge in a safe place; if in a department store, movie theater, or underground shopping center, be careful to avoid crowds rushing toward exits or stairways.

• If you are driving, pull over to the side of the road. If evacuation is necessary, do so on foot. Do not attempt to drive during or after a severe earthquake.

After an earthquake or fire, report your whereabouts to the designated EAP campus contact. News travels quickly abroad and your family and friends may be worried even if an earthquake or fire occurs far from where you live. Do not panic if phone service is disrupted. Contact your family as soon as you can to let them know you are safe.

For more safety information, campus safety plans, and counseling services links, visit the Reciprocal Exchanges web pages at eap.ucop.edu/reciprocal_exchanges/emergency/resources.shtml

Students with Spouses and Dependent Children

UOEAP counsels applicants that taking a spouse or dependent(s) abroad presents additional challenges and responsibilities for which the student must be well prepared. These challenges would not necessarily prevent a student’s participation in EAP, but experience has shown that the impact of the issues involved in taking a spouse or dependent child abroad are exacerbated by the unfamiliar culture of the host country, housing issues, and additional financial burdens.

It is vital that students understand that EAP cannot make arrangements for students with spouses or dependents traveling with them. It is the student’s responsibility to ensure that all necessary arrangements and payments are made in a timely manner. This requires a substantial investment of the student’s own time and resources in securing proper accommodation and services.

Students’ dependents (i.e., spouse and children) will also be entered into SEVIS and will be issued certificates of eligibility (J-2). Parents, other family members, your fiancé(e), or a boy/girlfriend are not considered dependents, and cannot be issued certificates of eligibility by your host UC campus. Your spouse or children cannot automatically work in J-2 status. If employment is desired, a work visa will be required. EAP cannot assist you with this process. For more information, see the U.S. Customs and Immigration Service web pages at www.uscis.gov/portal/site/uscis

When applying for the visa, you must be prepared to provide proof of your relationship to your dependents (e.g., marriage and birth certificates), and documentation showing that you have adequate funds to support your dependents and yourself. The amount of funding required for dependents may vary depending on your host UC campus.

Contact UOEAP if you plan to bring family members to live with you during your studies. You may need special visa advising from your host UC campus.
If you are planning to take a dependent or spouse on EAP:

- Notify both your home university and the appropriate specialist at UOEAP immediately.
- Start investigating as early as possible availability of facilities and services at your host university. Your exchange advisor and the specialist at UOEAP can refer you to local sources, or you can view them online at the EAP Reciprocal Exchanges web pages.
- Be prepared to find your own housing in the community. Family or married-student housing facilities are generally not available to students with dependents, since a waiting period of a year or longer as an enrolled student may be required for placement.
- Make the necessary inquiries to ensure that you will have adequate financial resources to cover the extra costs of a dependent while in California.
- Ensure that your dependents have adequate health insurance coverage. In addition to independent providers, visit the UC campus health insurance web pages to research the types of coverage that are available through UC insurance providers. Stay in touch with the specialist for your program at UOEAP so that he or she can remain informed of your progress through these steps.
- Plan on arriving early in California within the 30-day allowable period prior to the start of the term and classes, to ensure that your dependent(s) or spouse can be accommodated.

As you plan your stay in the U.S.:

- Anticipate that living and studying in the U.S. with a dependent will be complicated.
- Assume that the level of services and facilities that may be available to you in California will be different than the services you are accustomed to at home.
- Make contingency plans in case your expectations are not realized.
- Investigate thoroughly childcare and educational facilities if you plan to take a child with you. Not all schools offer after-school childcare. Both education and childcare may be expensive.
- Inform yourself about what it is like to live in the United States with children or other dependents. Consider that there will be special issues that affect single parents, such as living in housing with other adults, and reliable transportation to and from school.
- Be aware that short-term participants have more difficulty making arrangements.
- Know that spouses who come as foreign visitors are not allowed to work while in the U.S.
- Consider the English language proficiency of your dependents.
MONEY MATTERS

The chart below provides the estimated average fees and expenses for the 2009–10 academic year (nine months). It is only provided as a guide. Estimates for 2010–11 are not yet available. Actual costs for the 2010–11 academic year may be higher.

Estimated Costs of Attending UC

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<tr>
<td>Living (Room and Meals)</td>
<td>$12,600</td>
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<tr>
<td>Personal/Transportation</td>
<td>$2,600</td>
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<td>Health Insurance</td>
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Figures for fees and tuition, books and supplies, living, and personal/transportation are averages. Actual costs vary, depending on your location and lifestyle.

Fees and tuition that do not apply to EAP reciprocal exchange students:

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<td>Fees and Tuition</td>
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</table>

Textbooks in the United States may be considerably more expensive than you are accustomed to in your home country. Most students buy used textbooks when they can. Before making purchases, talk to your instructors and classmates to confirm which materials are required and which are optional, and the best sources for buying new or used textbooks.

Living expenses for students who choose to live off campus vary, depending upon the community surrounding the campus. You should be aware that there are often additional costs associated with renting an apartment or house, such as payment of a security deposit, an additional month’s rent in advance, and utility payments.

Fees and living expenses associated with attending school during the summer are not included in these estimates. Academic year program participants should note that living expenses and summer session course fees are not paid by EAP, and enrollment in summer courses is at the student’s expense. Students can expect to spend around $5,000 for living expenses during the summer.

Figures for personal and transportation expenses include personal items, laundry, recreational activities, and costs for limited local travel. Airfare and telephone calls between California and another country are not included.

These estimates assume that a student has moderate spending habits, is not supporting a spouse or family, and is well supplied with clothing and other personal belongings. Usually living expense costs increase slightly each year. You are advised to budget carefully.
Financial Support

If you need financial support for your year abroad, you should investigate scholarships, loans, and grant opportunities offered by your home institution or home government agencies. You are not eligible for UC financial aid.

If you will be receiving a regular stipend or scholarship support payment, it is recommended that you arrange to have the money paid into an account at home that you can access with a debit card via an Automated Teller Machine (ATM). If your university will be issuing you a scholarship check, we recommend that either the check be drawn in U.S. dollars or that you deposit it in an account at home, and access the money using a debit card. See the ATM and Debit Cards section in this guide.

UC Fees and Expenses

Though you are not responsible for your educational fees while on the exchange, you are responsible for all living expenses and health insurance fees. You are also responsible for all fees that are unique to your personal course choices or interests such as books/readers (photocopied texts), laboratory fees, studio fees, materials, orientations, and optional leisure activities or sports fees. Do not panic if the first bill that you receive prior to arrival includes tuition, registration, and campus fee amounts. These charges will be removed from your account once your campus verifies that you are a reciprocal exchange participant.

Increasingly, campuses are moving all billing information online and you might not receive a printed paper bill. You are responsible for checking your student account regularly and paying any fees that apply. If you have questions about whether a fee applies to you, ask UOEAP or your Campus EAP Advisor so that you can avoid any late-payment fees.

Employment Options

Reciprocal exchange students are not encouraged to work while on EAP and must plan to bring sufficient funds to cover living expenses for the full period of study. J-1 visa holders are not automatically eligible to work off campus. Part-time, on-campus employment is, however, an option at all campuses.

Social Security Number (SSN)

The Social Security Administration (SSA), a department of the U.S. government, issues Social Security numbers (SSNs). If you are authorized to work on campus by the International Students Office of your host UC campus, you will need to obtain a number and a card through the nearest SSA office. An SSN cannot be issued for non-work purposes (e.g., opening a bank account or renting an apartment).

When a non-U.S. citizen requests an SSN, the SSA must verify the applicant’s immigration documentation with the Department of Homeland Security. SSA uses an online process for verification whenever possible. If the applicant has just arrived in the U.S. and his or her data are not available in electronic form, manual verification is necessary and issuing of the SSN might be delayed by several weeks or months.

Ask the International Students Office for advice on how to apply for an SSN, should you need one.
Opening a Bank Account

Opening a checking or savings account with a U.S. bank is not complicated and is most likely a necessity for students planning to be in the U.S. for more than one term. An SSN is not required to open a bank account in the U.S. If a bank representative informs you otherwise, ask to speak to a bank manager about how to open your new account.

You may wish to obtain an international money order before departure in a dollar amount equal to about two months of living expenses, and use that sum to establish an account. Alternatively, you might use a bank draft, although the money will not be immediately available when you open your account in the U.S. Bank drafts from abroad may take two to three weeks to “clear” or be applied to your account. Students report that they have difficulty opening bank accounts in the U.S. with checks drawn in foreign currency. Delays of up to eight weeks have been reported.

Students have many banking options. You may find that a minimum deposit is required to open an account. At the start of the term, many banks provide “back to school” deals (with low minimums to open accounts and reduced charges for checking) for new student customers. It may take your bank a few weeks to print checks for you. Meanwhile, the bank will issue you temporary checks. Not all businesses accept temporary checks, so you may want to use a debit card from your bank at home to get cash until your permanent checks arrive. If you are interested in “overdraft protection” for your checking account, you need to ask the bank about its policies because it is not automatically built in. Your UC campus may have an affiliated credit union that will provide reduced rate services and allow you to open a bank account quickly. You also need to make proper arrangements to close your account before departing for home.

Foreign Exchange

Currency exchange facilities in the U.S. are less common than they are in many countries, and changing money at U.S. banks can be quite expensive. The use of a debit card is highly recommended, especially as debit cards often give the best rate of exchange available. Some banks do exchange foreign money, but only if the currency is in notes, not in coins. There are no currency exchange offices on the streets in the U.S.

Rental and Utility Bills

In the U.S., most rental and utility (i.e., gas, telephone, water, electric) bills are easily paid by check or money order (cashier’s check), or online. A fee is charged for money orders, generally a flat fee or 1 percent of the transaction value over $100. They can be obtained at banks as well as at some grocery/convenience stores and at certain host campus university centers (e.g., centers where the bookstore, student services, restaurants, etc., are located). Transfers of money to pay utility and rental expenses may be services provided by your bank. Most off-campus landlords require a cashier’s check or a money order to initiate a rental agreement.
ATM and Debit Cards

Students find it convenient to use ATMs with a foreign debit card or credit card. Most ATMs support multiple client banking systems (PLUS, STAR, etc.). Check with your financial institution about debit card access to your account from the U.S. Ask about any fees that may be associated with the use of ATM services and the maximum amount that may be dispensed daily.

Credit Cards

Major credit cards are accepted all over California. Cards are preferred at hotels, gas stations, and rental car agencies. In fact, many hotels insist on payment in advance, unless you present a credit card on arrival. Some hotels do not accept guests who lack a credit card. If you wish to open a credit card account, it may be easier to obtain one in your home country.

Income Taxes

Students who have been in the U.S. for some time during a calendar year must file a U.S. annual tax report (also called a “tax return”) by the following year's tax filing deadline. Income that is reported includes all income that is sourced in the U.S. (i.e., wages, scholarships, earnings on investments, etc.).

The U.S. tax system is confusing to international visitors (and to U.S. citizens, too). The International Students Office on your host campus will have informational material and resources that can help you understand your tax reporting obligations. Check with the International Students Office at your host campus to see if a tax workshop is offered before the filing deadline of April 15. Remember that the International Students Office staff are not certified tax advisors and cannot answer specific tax questions.

For federal tax information and forms refer to the U.S. Internal Revenue Service website at www.irs.gov. Of particular interest is a site called International Taxpayer–Foreign Students and Scholars at www.irs.gov/businesses/small/international/index.html

For state tax information and forms, refer to the California Franchise Tax Board website at ftb.ca.gov

See also UCB’s publication Taxes in the U.S. website at internationaloffice.berkeley.edu/multiple_use/taxes.php

Sales Tax

Sales tax is a state tax added to any item sold, except for essential food items. The sales tax in California is approximately 7.25 percent to 8.75 percent, depending on the city and county. Sales tax is not included in the price marked on items for purchase or on menus in restaurants. You must be prepared to pay the full amount of your purchase, including tax, when you buy a product.
Theft Precautions and Personal Property Insurance

Purchase insurance for personal items, such as cameras, calculators, palm pilots, iPods, and laptop computers, before departure. If you purchase items in California, you are advised to buy personal property insurance immediately after purchase. Before purchasing personal property insurance, either at home or in California, students should check if their current policies (homeowner or rental policies, credit card company policies, etc.) include personal property coverage. You are responsible for insuring your personal property against loss due to fire or theft. You can safeguard your belongings from damage or theft by locking your room, making sure that windows are locked, and securing your money, travelers checks, jewelry, passport, and other possessions.

Computer Insurance

Accidental damage is the number one cause of computer loss. Theft is number two. There are a number of companies that offer individual insurance policies for computers.

Housing Damage

Damage due to acts of negligence of the resident, the resident’s guests, or anyone under the resident’s control, is the individual responsibility of the resident. Each resident is financially responsible for excessive cleaning and damage repair that is required in his/her room or apartment, as well as any collateral damage during move-out. If individual responsibility cannot be determined for damages assessed in common areas (lounges, computer clusters), at the University’s discretion, all residents will be jointly responsible and the charge will be prorated to everyone in the residence. The Room Condition Report will be used to assess any damages. Check your current homeowners or rental insurance policies for coverage that can be used while on exchange.

Automobile Insurance

According to California law, every owner and driver must be covered by an automobile or motor vehicle insurance policy. This insurance may be more expensive if you do not have a U.S. driver’s license. Many insurance companies tend to classify international students in the “assigned risk” category (i.e., the least coverage for the highest fees).

Before you purchase insurance, make sure that the insurance company you select is licensed by the California Department of Insurance (1-800-927-4357 or website at insurance.ca.gov). Contact numerous companies to compare rates (also known as “premiums”) to find out which policies and coverage is the best for you.

For more information on insurance companies, consult the telephone directory or the Internet. A helpful website is Consumer World at consumerworld.com
What to Know Before You Go

Communication

Important Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>National emergency number</td>
<td>911</td>
</tr>
<tr>
<td>(for police, ambulance services, fire</td>
<td>department)</td>
</tr>
<tr>
<td>EAP emergency phone number</td>
<td>1-805-893-4762</td>
</tr>
<tr>
<td>(after business hours, on a weekend, or a</td>
<td>holiday, call the EAP emergency answering</td>
</tr>
<tr>
<td>service and an EAP staff member will</td>
<td>answering service and an EAP staff member</td>
</tr>
<tr>
<td>return your call immediately)</td>
<td>will return your call immediately)</td>
</tr>
<tr>
<td>To place a long-distance call within the U.S.</td>
<td>dial 1 + (the 3-digit area code) + (the</td>
</tr>
<tr>
<td></td>
<td>7-digit phone number of your correspondent)</td>
</tr>
<tr>
<td>To place an international call</td>
<td>dial 011 + (the country code) + (the area</td>
</tr>
<tr>
<td></td>
<td>code) + (the number of your correspondent)</td>
</tr>
<tr>
<td>Toll-free numbers begin with</td>
<td>1 - (800), (888), (877), (866), or (855)</td>
</tr>
<tr>
<td>(there is no charge to the caller)</td>
<td></td>
</tr>
<tr>
<td>Directory assistance</td>
<td>dial 411 or (area code) + 555-1212</td>
</tr>
<tr>
<td>(a service that provides phone numbers of</td>
<td></td>
</tr>
<tr>
<td>businesses and individuals for a small fee)</td>
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</tbody>
</table>

E-mail

Your host UC campus will provide you with an e-mail account free of charge. It will be UC’s main way of communicating important information to you, such as immigration information, housing assignment, enrollment instructions, deadlines, special activities, etc. You must check your e-mail regularly for messages and instructions from various UC offices, including your instructors and EAP.

You can access your UC account from computer stations on campus, in computer laboratories, residence lounges, and the university center or library. Many students like to maintain an additional non-UC account (such as Hotmail or Yahoo!). If you prefer to use a non-UC account, ask how messages from your UC account can be forwarded to your personal account.

EAP Reciprocal Exchanges will be contacting you via your home university advisor and by e-mail with information about your participation in the Education Abroad Program. Please add the uc-reciprocity@eap.ucop.edu e-mail address to your e-mail account’s approved sender list to avoid missing important information to the spam folder.
Emergency Contacts
Keep the Campus EAP Office staff and an emergency contact at home informed of your whereabouts and activities, and provide these people with copies of your important travel documents (e.g., passport, visa, plane tickets, traveler’s checks, and prescriptions).

Telephone
In some areas, students may be able to choose their long-distance telephone service provider. Many U.S.-based long-distance phone companies (such as AT&T, Sprint, and Verizon) provide special services and rates that make it easy for students to phone home from abroad. You are advised to compare services to find the provider that best suits your needs. Before leaving home, you may also want to investigate the purchase of prepaid phone cards.

Cell Phones
Although local calls may be inexpensive, international calls may have a high cost. Short text messages sent from a cell phone may be a cheaper way to communicate internationally, provided that the person you are messaging can receive messages on his or her cell phone.

What to Take
Climate
The weather in California varies widely from region to region. Northern California is colder and wetter than southern California, but no UC campus is located in an area where the temperature drops below 40ºF (4ºC) during daylight hours.

During the fall and spring, the temperature ranges from about 60ºF to 80ºF (16ºC to 27ºC) during the day. A sweater or light jacket should be warm enough for most days. From December to February, the weather is colder and wetter north of Santa Barbara. Nonetheless, a good fall coat in colder countries would serve as a winter coat at most UC locations. Spring is beautiful throughout California, with temperatures ranging from 70º to 90ºF (21ºC to 32ºC). From June through August, most of California is quite warm. Inland temperatures routinely top 100ºF (38ºC).

Tips:

- If you cannot fit it in your luggage, leave it at home.
- Experiment with carrying your luggage. If you find that you cannot carry your luggage comfortably around the block or down the street and back, remove some items.
- Identify each piece of luggage on the outside and inside with your name, home address, and destination.
- When traveling, always personally carry your passport, certificate of eligibility, ticket, prescription medications, and money.
- Never put valuables in your checked luggage.

Links
- Tips for Visitors Coming to the U.S.
- U.S. Customs and Border Protection
- EAP Website
- California Department of Motor Vehicles
- California Department of Motor Vehicles ID Card Information
Clothing
UC locations in California generally do not have a cold and snowy winter season. Most students prefer clothing that can be worn in layers. Campus fashion is fairly casual. Weather permitting, many students wear shorts, a t-shirt, and sandals to class. If you are planning on sending additional items by mail, it is better to have a friend or family member ship them to you once you arrive at a UC campus. Boxes cannot be stored at the Campus EAP Office.

Electrical Appliances
Past program participants have said it is much easier to buy small electronic devices in the U.S. than to bring them from abroad. The U.S. uses electrical current of 60 cycles and 110 volts. Plugs are flat with two or three prongs. A transformer and adapter plugs may be needed to use appliances from your home country. Travel irons, curling or flat irons, blow dryers, and electric razors with built-in adapters for all currents can be purchased in the U.S.

Customs Regulations
Before packing for the U.S., learn about regulations that may prohibit the entry of certain items. For example, importing fruit, vegetables, and plants, as well as certain meat products, is prohibited. Because insects and disease can cause serious harm to U.S. agriculture, regulation of these items is strictly enforced. You may even encounter inspection check-points when you travel to California from another state within the U.S.

For an overview of regulations, see the U.S. Customs and Border Protection publication Tips for Visitors Coming to the U.S. at cbp.gov/xp/cgov/newsroom/news_releases/archives/2004_press_releases/062004/06102004_1.xml. For more detailed information on customs and agricultural restrictions, visit the U.S. Customs and Border Protection website at customs.gov

Meet UC Students
We recommend that you attempt to meet UC students currently attending your home university before you leave for the U.S. They could provide you with different kinds of information about your host UC campus, and could be valuable contacts when you arrive in California. Many reciprocal exchange students arrange to share California housing or find temporary housing with UC students they meet in their home country. UC students are the best sources of information for what life at your new school is really like from a student perspective. They can give you the most accurate information on everything from where to find the best burritos (a Mexican style filled crêpe) to which company provides the best local cell phone service.

Visit UC Online
Once you have received notification of your UC campus placement, visit us online at eap.ucop.edu. Select the Reciprocal Exchanges link and you will find information on all of the campuses. There are links to campus catalogs, schedules of classes, and instructions on how to enroll. You may also find information about local banking, getting around town, and housing. Take a virtual tour of your host university before you arrive. The International Students Office at each campus provides extensive information, including orientations specifically for international students and important visa updates. You may even find interesting information on American culture. See eap.ucop.edu/reciprocal_exchanges/before_you_go.shtm
Driver’s Licenses and California ID Cards

All individuals driving in the state are responsible for knowing California’s driving laws. For more specific information, pick up a copy of the California Driver Handbook at the local Department of Motor Vehicles (DMV) or go to the DMV website at [www.dmv.ca.gov](http://www.dmv.ca.gov). (Learn about the new cell phone “hands-free” and “no-text” laws.)

California does not recognize an International Driving Permit as a valid driver’s license. Licensed drivers should take their valid home country driving licenses with them to the U.S.

A California driver’s license is not expensive and can be obtained by passing a written and road test. The written test is available in several major languages.

When you apply for a California driver’s license, you must present a U.S. Social Security card or documentation that indicates that you do not qualify for a Social Security card. For that reason, it may not be possible to apply immediately after arrival.

Ask your host campus International Students Office for advice about where and how to apply for a California driver’s license at the local DMV.

A California driver’s license also serves as an identity document for cashing checks, use of credit cards, verification of age, etc. In some locations passports are not recognized as identity documents for such transactions.

If you are not planning to drive but would like to obtain a California identification card, you can apply for one at the local DMV. For more specific information, see [dmv.ca.gov/idinfo/idcard.htm](http://dmv.ca.gov/idinfo/idcard.htm)

For information about car insurance, see [Money Matters](http://example.com/money-matters).
What to do When you Get Here

Mandatory Visa Check-in with the International Students Office

- You must present your passport, visa, and any other travel documents to the international student advisor.
- You must contact the international student advisor prior to any travel that requires your exiting and reentering the United States.
- The International Students Office is a great resource for meeting new friends, finding housing, learning about the area, and getting information on special events and activities for students from all over the world.

Check-in with the Campus EAP Office

Should you have any questions or encounter any difficulties when you arrive, the Campus EAP Office is in the best position to answer questions specific to EAP reciprocal exchange students. If the Campus EAP Office cannot help you, they will be able to direct you to the appropriate office on campus for assistance.

- Leave your current address and phone number with Campus EAP Office staff and keep them informed of any changes to this information throughout the year. EAP must be able to contact you in the event of an emergency.
- The Campus EAP Office and the International Students Office would also like to keep you informed of events of interest to international students and social activities. You may be invited to informational meetings with other UC students who would like to learn more about your home country.

International Students Office and Campus EAP Office contact information is available on the EAP Reciprocal Exchanges web page.

Orientation

Prior to the start of your first term, your host UC campus holds an orientation session specifically for EAP reciprocal exchange and international students. Attendance is required and will benefit you. Orientation dates and times are posted on the EAP Reciprocal Exchanges web page. The session will provide you with essential information about enrollment, visa issues, your safety, and services available to you on campus. Your host college or department (or the Graduate Division, in the case of graduate students) may also hold an orientation, which you are encouraged to attend.

Post-arrival Issues

The Campus EAP Office, International Students Office, and department advisors are there to assist you with any problems you cannot solve yourself.

- If your problems are of an academic nature, ask about the possibility of obtaining tutorial assistance or see if changing classes might be appropriate.
- If you are feeling depressed or anxious for more than a few weeks or if for any reason you would like confidential counseling, each campus has a student counseling center. You are encouraged to use these services whenever necessary. See Mental Health Concerns in this guide.

Remember to make time to relax and have fun!