

RECIPROCAL EXCHANGES
STUDENT GUIDE
2011–2012





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*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

RECIPROCITY STUDENT GUIDE LINKS TO CONTENT

Introduction

- Useful Definitions 1
- The University of California (UC) 1
- The UC Education Abroad Program (UCEAP)..... 1

Academics

- Useful Definitions 3
- Pace of Studies..... 3
- Course Load and Unit Requirements..... 4
- Identifying Courses at Your Level of Study..... 4
- Attendance and Vacation Travel..... 5
- Grading 5
- Enrollment 7
- Withdrawal from Courses 8
- Academic Honesty..... 8
- Libraries..... 9
- Academic Advising Services..... 9
- Academic Credit and Grade Reporting 9
- Duration and Extension of Your EAP Studies 10
- Withdrawal from EAP 10

Housing

- Useful Definitions 11
- University-Owned Residence Halls and Apartments..... 11
- Community Housing Options 12
- Scheduling Your Arrival 13
- California Housing Board 13

Visa Information

- Useful Definitions 14
- Immigration Notes 14
- Obtaining the Certificate of Eligibility: DS-2019 14
- Visa-Related Fees and Expenses..... 15
- How to Successfully Get Your Visa 15
- Maintaining Your Visa Status..... 16
- Other Documentary Considerations 17

Health Services and Health Insurance

- Psychological Health Concerns 18
- Abuse of Alcohol and Other Drugs..... 18
- Campus Counseling Resources 20
- Students with Disabilities and Special Needs..... 21
- Insurance 23
- UC Student Health Centers and Routine Health Care 24

Student Welfare

- Sexual Harassment 25
- Personal Safety 27
- Students with Spouses and Dependent Children 29

Money Matters

- Estimated Costs of Attending UC..... 30
- Financial Support..... 30
- UC Fees and Expenses 31
- Employment Options 31
- Social Security Number (SSN)..... 31
- Foreign Exchange 31
- Bringing Money to the U.S. from Abroad 32
- Banking in the U.S. 32
- ATM/Debit Cards 32
- Credit Cards 32
- Power of Attorney..... 33
- Rental and Utility Bills..... 33
- Income Taxes 33
- Sales Tax 33
- Personal Property Insurance..... 33

What to Know Before You Go

- Communication 35
- Phone Services..... 36
- Postal Services..... 36
- What to Take 36
- Prepare for Cultural Immersion 38
- Driver’s Licenses and California ID Cards..... 39
- Transportation and Maps..... 39

What to Do When You Get Here

- Mandatory Visa Check-in with the International Students Office..... 40
- Check-in with the Campus EAP Office 40
- Orientation 40

INTRODUCTION

Useful Definitions

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

UCEAP Systemwide Office: A division of the University of California Office of the President, establishes and operates EAP programs and coordinates EAP administration systemwide. The UCEAP 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 the EAP Systemwide Office 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 UCEAP.

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.

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, 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 UC Education Abroad Program (UCEAP)

UC promotes international educational exchange as a key part of its mission. Nearly 1,600 international students participated in EAP’s reciprocal exchange in 2010–2011.

The University of California Education Abroad Program (UCEAP) establishes and operates exchange programs and coordinates EAP administration across all UC campuses from the EAP Systemwide Office. 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 less.

UCEAP 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 UCEAP.

Your Responsibility

This guide contains information that will be useful during your UC studies. You are responsible for meeting all EAP deadlines and for familiarizing yourself with the information you receive. 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 guide, the undergraduate application instructions, the graduate application instructions, or the [EAP website](#), then contact the UC Liaison at your home university.

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

ACADEMICS

Useful 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) and UC Merced (UCM) 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 and UCM, 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 compliance with immigration regulations.

Course Number: The number assigned to a course by the Registrar's Office.

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.

Prerequisite: A preliminary required course which must be completed before registration for another course. Staff and students may refer to a course prerequisite as a “prereq.”

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 PIN, or PAC is a short, usually four-digit code (like the secret code on a bank card) that you will need to access enrollment online. You may also need your 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 to complete the term successfully if you fall behind. 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 may benefit you by allowing you to experiment with new disciplines and classes that might not be available in your 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!

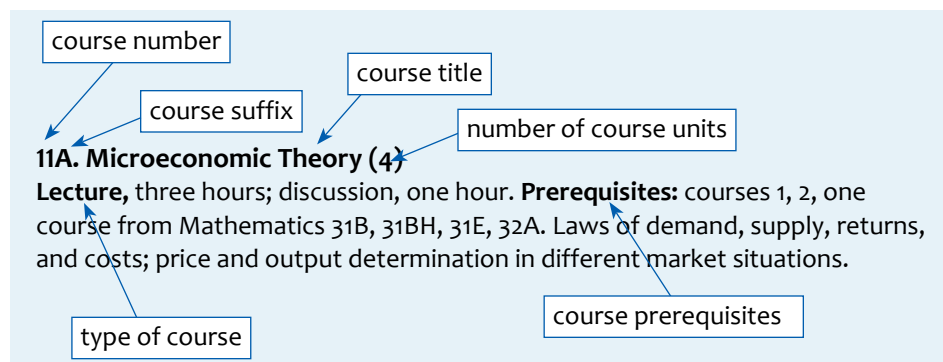
Identifying Courses at Your Level of Study

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 – 199 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.



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. You must respect any restrictions that apply.

Independent Studies

Undergraduate: Independent studies are numbered 198–199.

Graduate: Independent studies are numbered 299 and 599.

If you must complete a home university thesis or research project while on EAP, you may enroll in independent studies 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 an independent study.

Note that instructors are not required to enroll you in independent studies 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.

Internships

Non-credit internships and volunteer service opportunities may be available in some fields. If you are interested, research the opportunities and be prepared to make your own arrangements. Your UC department or the Campus Career Office may have information on organizations and companies. Attend an Academic Training workshop or meet with the visa advisor at the International Students Office for information on what you need to do to undertake Academic Training.

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

In the UC system 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 you 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.

A+ = 4.0*	A = 4.0	A– = 3.7	F = 0
B+ = 3.3	B = 3.0	B– = 2.7	
C+ = 2.3	C = 2.0	C– = 1.7	
D+ = 1.3	D = 1.0	D– = 0.7	

*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 or not recorded grades 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.

Campus	Undergraduates	Graduates
UCB, UCD, UCSD	C– and above = P D+ and below = NP	B– and above = S C+ and below = U
UCI, UCLA, UCSB	C and above = P C– and below = NP	B and above = S B– and below = U
UCR	C and above = S C– and below = U	B and above = S B– and below = U
UCSC	C and above = P D and below = NP	B and above = S C and below = U

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 check the individual campus policy) the grade becomes an F, NP, or U accordingly.

Enrollment

Students attending UC enroll in courses using the online enrollment system. Each campus has different enrollment deadlines and procedures. Read the [Pre-Arrival Instructions](#) page for your host UC campus for enrollment information. Check your e-mail frequently after your placement for important enrollment information.

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. Enroll online in as many courses as you can before arriving at UC.

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.

Repeating Courses

You may repeat a course only if you have received a grade lower than D, F, or U/NP. Some UC campuses will allow course repetition for a grade lower than C. Check your host UC campus Registrar’s policy. If you repeat a course that you took for a letter grade, you must choose the same grading option when you repeat it. Repetition of a course more than once requires approval by the college. Both grades will show on your transcript, but only your most recent grade will be included in your GPA.

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.

All UC students use this method to enroll in courses. During the first two weeks of the term, most UC students adjust their schedules by adding and dropping courses. The enrollment situation is fluid; do not despair if you do not have your final schedule before you depart for UC.

In discussion with host UC campus offices and departments, you are encouraged to identify yourself as an EAP reciprocal exchange student 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 experience enrollment troubles in subsequent terms.

Withdrawal from Courses

If you decide to stop attending a course, 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. 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 highly values students who demonstrate that they can use information and methodologies learned in class to express new and original ideas. As specified by UC policy, forms of academic dishonesty may include cheating, fabrication, plagiarism, multiple submission, or facilitating academic dishonesty. (See [University of California Policies Applying to Campus Activities, Organizations, and Students](#), 102.01.)

You are responsible for knowing and following UC academic standards. Ask questions of your instructors if you do not understand what is expected. The consequences of academic dishonesty, 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.

How to succeed academically:

- Learn to organize and manage your time to prepare for examinations and assignments
- Cite and document other people’s words, ideas, and other intellectual property
- Ask the instructor which citation style to use
- Take good notes and clearly mark them as quotes, summaries, paraphrases, or your original thoughts to avoid accidentally plagiarizing
- Make sure you understand what is considered acceptable group work
- Shield your work to prevent other students from copying
- Do not allow others to use your computer, user ID, or password
- Take advantage of the writing and English programs resources your UC campus has to offer

Writing Papers at UC

It will be 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. You are advised to check with your professors, syllabi, and departments for their preferred writing manuals.

Citing Internet Sources

- [Citation Style Guides](#) (Wayne State University)
- [Writing Tutorial Services](#) (Indiana University-Bloomington)
- [Avoiding Plagiarism](#) (The OWL at Purdue)
- [The Nuts and Bolts of College Writing](#) (Dr. Michael Harvey, Hackett Publishing Company)
- [Citing and Documenting Sources](#) (UCLA)

Libraries

There are more than 100 libraries throughout the UC system. UC's computerized library resources make research easier. Article databases and other electronic resources are available remotely. The Interlibrary Loan allows you to borrow materials from UC libraries and other libraries across the country. Library services include borrowing books and textbooks, computer and Internet access, copying, printing, and quiet areas to study.

Libraries have evening hours and most extend their open hours during final examinations. Many academic departments maintain their own informal libraries and reading rooms for students to use.

Academic Advising Services

College and Department Advisors

Each academic department has an advisor to assist students in planning enrollment and in determining if they meet course prerequisites. Contact your advisor to ask about tutoring or study programs. 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.

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. Visit your professors and TAs during office hours to address any academic or administrative (enrollment) questions about your courses.

Academic Credit and Grade Reporting

Academic Credit

Not all courses listed in the UC catalog are offered each term or each year. Select a wide range of courses that satisfy your home university requirements so that you have the greatest possible flexibility in course enrollment while on exchange. 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 experience difficulties are encouraged to meet with an advisor and 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. To obtain a personal copy of your transcript, arrange for it 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.

If you owe a debt on your student account at your UC campus, UC will not issue a transcript for your EAP studies. You must pay your outstanding balance before UC can issue your official transcript.

Duration and Extension of Your EAP Studies

If you plan to attend UC for less than a full academic year, 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 as 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. Participation in the full year 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 (UC Liaison and major department), your host UC department, and EAP. Contact UCEAP and your home university as early as possible with your request.

You are strongly encouraged to request a full year at the time you 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.

Note: Your EAP studies cannot be extended to include participation at a second host UC campus. For example, if you are placed at UC Los Angeles in the fall, you cannot transfer to UC Santa Barbara for the winter or spring terms.

Withdrawal from EAP

Prior to Arrival at your Host Campus

If you find that you are unable to participate in EAP, contact UCEAP and your home university UC 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 lose housing application fees, which are non-refundable, and possibly your housing deposit as well. Read your housing 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, standing, and scholarship awards 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 pay any outstanding financial obligations prior to departure (telephone bills, library or health center charges, etc.). The withdrawal form will be forwarded to the EAP Systemwide Office and a copy will be sent to your home university.

HOUSING

🔗 Visit the [UCEAP Pre-Arrival Instructions web page](#) for instructions and direct links to housing options.

Useful Definitions

Utilities: term used for the extra charges for gas, electricity, cable television, and water.

Lease or Agreement: a legal contract regarding the length of stay, price, and conditions of a rental agreement. It is important you do not sign a lease for more than the amount of time you will stay. You are responsible for paying rent the entire length of the lease.

Sublet: a special arrangement where you rent a space in someone's apartment/home. Sublets are attractive because they are often short-term opportunities with furnished rooms. The manager or landlord of the property must agree in writing that a sublease is possible.

Deposit: an additional expense required for security purposes when moving into an apartment (usually no more than one month's rent). The deposit is returned to you in full if there is no damage to the apartment at the end of your stay.

Credit Check: a process in which the landlord verifies your credit history and confirms your bank information. International students who do not have a credit history in the U.S. should not need to pay for a credit check, but it may be necessary to negotiate an agreement with the landlord in this case (extra deposit, higher rent, or other documentation /financial support) since they will not have a means of knowing your reliability.

University-Owned Residence Halls and Apartments

UC cannot 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, as 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](#).)

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.

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:

- 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).
- 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 and UCM), 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.

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.

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, 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](#) section in this guide and [Community Housing Options](#) below.)

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). Some rentals near campus may or may not be furnished, but students can furnish their apartments inexpensively. (See the [Money Matters](#) chapter of this guide.) 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 can be a real challenge. Many reciprocal exchange students find it more convenient to rent a room or a shared room in a student household that is already established. You could be asked to provide rental references, a Social Security number (SSN), and proof of your finances, and have a U.S. sponsor to cosign your lease agreement.

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. See the [UCEAP Pre-Arrival Instructions](#) web page for campus-specific links to community housing pages.

Co-Operative Housing (Co-Op) offers a living environment that emphasizes community, cooperation, and responsibility. This is among the least expensive housing options as residents are expected to make a contribution to the care of their surroundings through weekly participation in house chores and meal preparation. Co-op housing may vary in quality, that is, the housing will be as efficiently run and clean as its inhabitants. As co-operative living requires student participation in various house activities, it may not be appropriate for all students. Students may find smaller co-op houses quieter and cleaner while larger co-ops provide opportunities for meeting a greater variety of students.

Scheduling Your Arrival

If you have not secured housing prior to your arrival, plan 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](#)). If you need temporary accommodations while you are looking for an apartment or until your university-owned housing opens for the term, be sure to budget for this expense. See the UCEAP Pre-Arrival Instructions web page for temporary accommodation options.

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 your security, do not post personal information, such as your home telephone or address, on the board. Use your e-mail address only, and continue more detailed conversations outside of the housing board.

VISA INFORMATION

Useful 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 U.S. 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 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. At the time of application for your visa, your passport must have a validity date at least six months beyond your intended period of stay in the U.S.

Program start and end dates: these are printed on your certificate of eligibility. These dates do not always correspond to the first and last days of instruction at your host UC campus.

SEVIS: The Student and Exchange Visitor Information System (SEVIS) is an electronic system for collecting and managing information about international students and scholars.

Immigration Notes

Government policies and procedures can change rapidly, and information that will have an impact on your visa application may not be known at the time this guide is published. For updated information, visit the EAP Reciprocal Exchanges [Visa Resources](#) web page.

Plan ahead. Personal interviews and 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 the EAP Systemwide Office 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.

Applying for the Visa

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 vary, depending on your location. In most countries, applicants are required to make an appointment for a face-to-face interview.

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 except in specific categories. Contact the U.S. embassy or consulate for more information about requirements.

Applying for a Visa Outside Your Home Country

If you apply for a visa in a country other than your home country, you may need to plan for a longer visa application processing time. Contact the U.S. embassy or consulate for more information about requirements.

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. \$140. 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: 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, consider costs for transportation to the U.S. embassy or consulate, as well as food and lodging if an overnight stay is required.

How to Successfully Get Your Visa

- Submit complete EAP application forms and supporting documents by the announced deadlines, and respond to requests for items 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 for any changes.
- Apply for your visa as soon as possible after receipt of the host UC DS-2019.
- 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, which will ensure your return home at the end of your visit
- 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 on your DS-2019. 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 [Visa Resources](#) web page for 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. 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.

Address Reporting

You must report your California address—once you establish one—and any changes of address. This information is required by the U.S. Immigration and Customs Enforcement (ICE) and will become part of your SEVIS record. The International Students Office will tell you how to report a change of address.

Minimum Unit Enrollment

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 regulations, once a student loses full-time student status, the student can be required to leave the country. If you need to take a reduced number of courses (less than full-time enrollment) for medical reasons, you must receive advance approval from the host campus visa advisor. 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

You are not permitted to enter or reenter the United States using an expired visa, even if your DS-2019 is valid. Before leaving the U.S. for tourism (e.g., travel to Canada or Mexico) or a visit to your home country, verify that your visa and other travel documents are valid. See the 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.

Immigration regulations allow you to arrive in the U.S. a maximum of 30 days prior to the program start date on your DS-2019, so there will be little time for travel before you begin your studies. Schedule personal travel after your EAP exchange. You will have a grace period beginning on the last day of the term and lasting 30 days (for J-1 visa holders).

If you 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.

Check the campus Schedule of Classes for end-of-term examination dates before you plan holiday travel. EAP students are required to take the same exams as regularly enrolled UC students. (See [UC Academic Calendar](#).)

Other Documentary Considerations

If you are traveling with dependents, see the section [Students with Spouses and Dependent Children](#) for specific immigration related information.

Keep Your Documents Safe

While in the U.S., regulations require that you carry your passport and certificate of eligibility with you at all times.

🔗 **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 lost or stolen, 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 recommend that at least one adult family member in your home country obtain a valid passport. This will allow him or her to travel to the U.S. to assist you in the event of an emergency.

HEALTH SERVICES AND HEALTH INSURANCE

Psychological Health Concerns

Though studying abroad is personally and intellectually rewarding, it can also be a stressful experience. Existing mild physical or psychological disorders can escalate under the stresses of a new life on a UC campus. You are responsible for assessing (along with your physician) whether studying abroad will affect or trigger any mental health conditions.

Before you leave home, disclose any health concerns so arrangements can be made if your condition requires continued treatment or specific support. Disclosure is confidential and it will not have an impact on your participation.

Medications

Some medications commonly prescribed in your home country may be unavailable or have a different name and dosage in the U.S. and other countries. Find out if your medication is available so you have an adequate supply while on UCEAP. If you must bring medication with you, keep it in the original, labeled container. Bring a copy of your prescription with the names of the active ingredients and a letter from your physician with your diagnosis and required dosage.

Where You Can Find Help

Do not wait to seek help if you feel overwhelmed, confused, or alone once you arrive at UC. Each UC campus has licensed counselors who can help you identify services and resources. Counseling is a common practice in the United States, and an accepted (normal) option for young adults facing personal stress, difficulties, and new challenges and responsibilities. All services are confidential; information will not be shared without your permission.

Abuse of Alcohol and Other Drugs

Excessive alcohol use increases the chances of accidents and fatalities, and results in destructive behaviors such as damaging property, interpersonal conflicts (e.g., arguments or fights), and risky or unplanned sexual activity.

The legal drinking age in the U.S. is 21. Violation of alcohol policies are serious offenses on all UC campuses. Educate yourself about the policies and expectations of the University regarding alcohol use and consumption on the campus and/or at officially sponsored University events. In addition to UC policies, state laws governing the use and purchase age of alcohol in California and other states where you will travel while on UCEAP are very strict. If you break these laws, you may face severe penalties. Arrests and conviction for alcohol related issues can impact whether you may remain at your host campus and your ability to return to the U.S.

Never feel pressured to drink more than you want (or engage in other potentially dangerous, illegal, or unhealthy behavior) for fear of offending someone. Even if someone fills your glass, it does not mean you have to drink it. Drinking “games” are popular and can be very dangerous resulting in permanent damage or death.

Alcohol Poisoning

Alcohol depresses nerves that control involuntary actions such as breathing and the gag reflex (which prevents choking). A fatal dose of alcohol will eventually stop these functions.

How to identify alcohol poisoning:

- Mental confusion, stupor, coma, or person cannot be roused
- Vomiting
- Seizures
- Slow breathing (fewer than eight breaths per minute)
- Irregular breathing (10 seconds or more between breaths)
- Low body temperature, bluish skin color, paleness

How to help:

- Turn the person on their side to prevent choking while vomiting.
- Stay with the person. Do not leave them alone or let them “sleep it off”—it is dangerous to assume the person will be fine by sleeping it off.
- Call 911; this person needs emergency medical attention.

Alcohol Myths and Facts:

Myth: I can drink and still be in control.

Fact: Drinking impairs your judgment. You may do something you will later regret (e.g., have unprotected sex, damage property, or be victimized by others).

Myth: I can sober up quickly if I have to.

Fact: On average, it takes approximately one hour to metabolize or process one standard drink of alcohol (usually defined as follows: 1.5 ounces of 80-proof hard liquor, 5 ounces of standard wine, or one 12-ounce/355 ml can of beer). Nothing can speed up this process—not even coffee or a cold shower.

Myth: Beer and wine do not have as much alcohol as hard liquor.

Fact: A 12-ounce bottle of beer in the U.S. has the same amount of alcohol as a standard shot of 80-proof liquor (either straight or in a mixed drink) or 5 ounces of wine. The alcohol content of beer varies by local practice and brewing style.

Health Risks

Alcohol and drugs are toxic to the body’s systems. Their misuse and abuse may result in serious health and behavioral problems. Alcohol goes directly into the bloodstream, physically affecting the whole body. Like many prescription drugs, “recreational” drugs can cause harmful side effects producing serious and long-term effects on your health. Combining drugs with each other or with alcohol is especially dangerous.

How to find help

The University of California provides confidential programs and services to students who are dependent on or are abusing alcohol and other legal or illegal substances. Counselors from Student Health’s Alcohol and other Drugs Program (ADP) and licensed psychologists from Counseling and Psychological Services offer confidential counseling and referrals. They can also provide information on how to assist others with substance abuse or dependency problems.

Campus Counseling Resources

UC Offices of Counseling and Psychological Services

(Contact information subject to change)

UC Berkeley

University Health Services – Tang Center
2222 Bancroft Way
(510) 642-2000
TTY/TDD: (510) 643-1233
www.uhs.berkeley.edu/Students/Counseling

UC Davis

Counseling and Psychological Services (CAPS)
219 North Hall
(530) 752-0871
caps.ucdavis.edu

UC Irvine

Counseling Center
Room 203, Student Services 1
(949) 824-6457
www.counseling.uci.edu

UC Los Angeles

Counseling and Psychological Services (CAPS)
John Wooden Center West
221 Westwood Plaza
(310) 825-0768
www.counseling.ucla.edu

UC Merced

Counseling and Psychological Services
H. Rajender Reddy Health Center
Joseph Edward Gallo Recreation & Wellness
Center, 2nd Floor
(209) 228-4266
counseling.ucmerced.edu

UC Riverside

Counseling Center
Veitch Student Center
North Wing
(951) 827-5531
www.counseling.ucr.edu

UC Santa Barbara

Counseling Services
Building 599
(805) 893-4411
www.counseling.ucsb.edu

UC Santa Cruz

Student Health Center
East Wing, 2nd Floor
(831) 459-2628
www2.ucsc.edu/counsel

UC San Diego

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

Websites that Address Mental Health Topics

- American Psychiatric Association: psych.org
- American Psychological Association: www.apa.org/topics/index.aspx
- 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
- Jed Foundation: lifeline.com
- Mental Help Net: mentalhelp.net
- Mental Health America: nmha.org
- Mobility International: www.miusa.org

Students with Disabilities and Special Needs

Students with disabilities and special needs (temporary or permanent) can and do study abroad.

An applicant's disability or special need does not affect campus placement or acceptance.

Students with disabilities are covered by disability non-discrimination laws when in the United States, regardless of citizenship. Early disclosure is important.

Students who may not have been diagnosed with a disability in their home countries, or have learned to downplay their disability due to cultural pressures, may arrive in the United States and find that they cannot succeed without disability services or adaptations. If you have a disability or require services, let UCEAP know when 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 the EAP Systemwide Office directly. The EAP Systemwide Office will put you in contact with the UC campus disabled students office as soon as possible. **UCEAP cannot refer you without your permission.**

Students with disabilities must perform at the level that their academic and professional programs expect of all students. This includes achieving the same academic standards, attending classes, maintaining appropriate behavior, and providing timely notification of individual needs.

A disability may impair cognitive ability, hearing, learning, mental health, physical mobility or strength, systemic functions, and vision, among other things.

The University of California is committed to ensuring equal educational opportunities for students with disabilities. An integral part of that commitment is the coordination of specialized academic support services through the individual UC campus Student Disability Centers.

Note:

- **Early Disclosure:** If you have been diagnosed as having a disability, or believe that you may have a disability, consult promptly with the UCEAP Systemwide Office about your disability and possible accommodation needs. If you are not sure you will use accommodations abroad, it is still important to notify UCEAP of your potential needs so that a plan is in place for unexpected problems. Early disclosure will also help you plan for any funding that you must secure.
- **Plan Ahead:** It is not possible to anticipate all concerns, but predeparture planning will help. UCEAP cannot guarantee that facilities or support services to which you are accustomed will be available.
- **Be Flexible:** Living in a new culture will bring new challenges, including disability services that might differ from what you are used to.
- **Documentation:** Your host UC campus will require specific disability documentation, including written verification from your treating health care provider. Only students certified as disabled by the UC campus office for students with disabilities are entitled to accommodation in classes.

Personal Attendants

Begin planning several months before departure. If you are traveling with a personal attendant, you will be responsible for the attendant's passport, visa, documentation, and insurance for traveling and living abroad. Notify the UCEAP Systemwide Office when possible if you plan to travel with an attendant. The attendant must participate in orientations. Consider living (some housing can only accommodate students) and funding arrangements. If it is necessary to hire an attendant locally, before departure, find out the steps to follow and determine what funding will support this expense.

For more information, see the University of California [Guidelines Applying to Nondiscrimination on the Basis of Disability](#).

UC Offices of Disabled Students' Services

(Contact information is subject to change.)

Each UC campus has an office that can advise you before arrival and if you encounter difficulties after arrival. **All services are confidential.**

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

UCM

Disability Services
5200 N. Lake Road - KL 109
Phone: (209) 228-6996
TDD: (209) 228-TTY0
E-mail: disabilityservices@ucmerced.edu
disability.ucmerced.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

Student Special Services
125 Costo Hall
Voice: (951) 827-3861
specialservices.ucr.edu

UC San Diego

Office for Students with Disabilities
University Center 202
Voice: (858) 534-4382
TTY: (858) 534-9709
disabilities.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

Useful Definitions

Co-insurance Payment: The percentage amount of eligible expenses an insured person must pay after the deductible is met.

Copayment (Copay): A dollar amount an insured person must pay for specified charges. The copayment is separate from and not a part of the deductible or coinsurance or out-of-pocket limit.

Covered Charge: The reasonable and customary charge incurred for a service or supply which is performed or given under the direction of a doctor for the medically necessary treatment of a sickness or injury.

Deductible: The dollar amount of covered charges an insured person must pay each policy year before the insurance company will pay any benefits.

Doctor: A legally qualified person licensed in the healing arts and practicing within the scope of his or her license and who is not a family member, including but not limited to: a doctor of medicine; a doctor of osteopathy; a dentist; a podiatrist, a chiropractor; an optometrist; or a psychologist.

Effective Date: The date on which the insurance policy takes effect. You will not be insured prior to this date.

Exclusions: Services for which the expense is not reimbursed by the insurance company.

Medical Evacuation: Coverage for transportation of the insured person back to the home country as recommended by the attending physician for medical reasons.

Premium: The non-refundable cost of insurance.

Reasonable and Customary (R&C) or Usual and Customary Charges: The most common charge for similar professional services, drugs, procedures, devices, supplies, or treatment within the area in which the charge is incurred, as long as those charges are reasonable.

Repatriation of Remains: In the case of death, the cost of preparing and transporting the remains of the person to the home country.

Underwriter: The insurance company.

UC Health Insurance

Medical treatment in the U.S. can be very expensive. You 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. Insurance coverage and costs vary by campus. Visit the EAP Reciprocal Exchanges Pre-Arrival Instructions web page for direct links to individual UC campus insurance information.

Supplemental Insurance

Depending on your medical history, your UC policy may not be adequate so 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.

Travel Insurance

Buy travel insurance to ensure coverage from your departure to your arrival in the U.S. Carefully consider when your UC insurance coverage starts. Make sure that you are not uninsured or under insured before your arrival in the U.S. or before the effective date of coverage.

Health Insurance Exemption Request (Waiver)

If you wish to be covered under a plan other than the UC campus plan, you must request a waiver (exemption) from the requirement within stipulated deadlines. Before applying for a waiver, research your host UC campus requirements and ensure that your insurance from home meets all requirements. A campus-specific waiver request 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 a waiver will be approved. Purchase of the UC insurance plan is a University of California requirement; calculate its cost into your budget. See [Estimated Costs of Attending UC](#).
- **Non-U.S. insurance plans:** There are specific waiver criteria on each UC campus. Most UC campuses will only consider waivers from recognized U.S. insurance companies that are owned, operated, and headquartered in the U.S. and are not a travel insurance policy. 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:** UCEAP cannot guarantee that waivers will be granted, even for Fulbright-sponsored insurance.
- **UC campus waiver information:** Visit the [Pre-Arrival Instructions](#) web page for direct links to individual UC campuses.

UC Student Health Centers and Routine Health Care

Each campus has an accredited Student Health Center to care for routine health problems and minor injuries. Basic services are free or offered at low cost.

Before leaving your country, go to the doctor for a pre-travel consultation. Get a dental and vision check up as they are not generally included under UC insurance unless you purchase the insurance plus option or you are involved in an accidental injury. Visit the [U.S. Centers for Disease Control, Health Information for Travelers to the United States](#), for more information.

Note: All student 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 you can obtain information on sexual health, including contraception, sexually transmitted diseases (STDs), and HIV/AIDS, and general health information and nutrition. Information and confidential consultations with licensed health practitioners are available to help you maintain a healthy lifestyle. Contraceptives are readily available at low or no cost.

STUDENT WELFARE

Sexual Harassment

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.** Know your rights and what behaviors are considered unacceptable in the United States. It is important to be aware that, in many instances, the intentions of the harasser may be regarded as irrelevant in determining whether her/his behaviors constitute sexual harassment; it is the effect of the behavior on the recipient that may define a hostile environment.

The **UC Policy on Sexual Harassment** defines sexual harassment. Review the policy to understand the different types of sexual harassment. Generally, sexual harassment includes unwelcome sexual behavior, 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; or which unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive working or learning environment.

In determining whether the conduct constitutes sexual harassment, consideration is given to the record as a whole and to the totality of circumstances, including the nature and frequency of the conduct and the context in which the alleged incidents occurred.

Sexual harassment may be distinguished from sexist attitudes in that sexual harassment is both sexual in content and it is behavioral rather than attitudinal.

Sexual harassment may include incidents between any members of the UC community. It may occur in hierarchical relationships or between peers (individuals at the same level). Both males and females can be sexually harassed, and the perpetrator can be male or female and of the same or opposite gender.

Behaviors that may contribute to a hostile environment include, but are not limited to:

- verbal, non-verbal, and physical sexual behaviors
- coerced sex
- sexual jokes and innuendoes
- remarks about a person's body
- turning discussions inappropriately to sexual topics
- whistling or "cat calls"
- looking a person up and down or staring in a sexually suggestive manner
- invading someone's personal space or blocking her/his path
- sexually explicit visuals, such as pin-ups
- suggestions of sexual intimacy
- repeated requests for dates
- unwanted letters, e-mail, or other computer communications
- unwanted gifts
- touching, hugging, massaging, and other gestures or sounds that a reasonable person of the same sex as the recipient would find offensive

If you experience sexual harassment:

- Trust what you are feeling.
- Do not feel ashamed or humiliated because of the harassment. It is not your fault and you do not have to tolerate it.
- 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. Write down dates, times, places, and witnesses to what happened.
- Keep any notes, e-mail, or written letters you may receive from the harasser. Information that is documented can be used to support a complaint.
- Federal legislation, referred to as “Title IX,” prohibits all forms of sexual harassment.
- Contact the dedicated Sexual Harassment/ Title IX Office on your UC host campus 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.

If you are accused of sexual harassment:

- If you are told that your behavior is inappropriate and/or offensive, immediately stop the behavior.
- Examine your own behavior: Could it be interpreted as sexual harassment, even if that is not your intent?
- Ask yourself how you would feel if someone acted this way toward your significant other. Sometimes, due to the difference in culture, you may not think what you are doing or saying is offensive.
- Learn about your rights and resources.

Inform Yourself

Inform yourself of your rights and responsibilities and take advantage of educational presentations and programs offered at your host UC.

UCB Equity Standards and Compliance: equity.chance.berkeley.edu/titleix.shtml

UCD Sexual Harassment Education Program: shep.ucdavis.edu

UCI Sexual Harassment Office (SHO): www.sho.uci.edu

UCM Violence Prevention Program: prevent-violence.ucmerced.edu

UCLA Sexual Harassment Prevention Office: www.sexualharassment.ucla.edu

UCR Sexual Harassment Office: titleix.ucr.edu

UCSB Sexual Harassment and Title IX Office: www.oeosh.ucsb.edu/SexualHarassment/SexualHarassment.html

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

☞ The official emergency number in the United States is 9-1-1.

For emergencies: Call 9-1-1, preferably from a landline; 9-1-1 is designated for emergency calls, such as reporting a crime in progress, reporting a fire, or requesting an ambulance. Be prepared to provide as much information as you can to the operator and do not hang up until you are told to do so. Cell phone 911 calls are routed based on the location of the cell tower receiving the call, so there may be a delay in re-routing the call. There are currently some very real differences between calling 911 from a landline and calling from a cell phone. Knowing these differences before an emergency happens will save time and frustration.

For non emergencies, call the local campus or city police department.

UC campuses work to create the safest environment possible. In addition to local police and emergency fire and medical services, each campus has security and emergency services. Take responsibility for your own safety by being aware and alert, and by taking necessary precautions.

Cultural differences are not an excuse for verbal or physical abuse. Depending on the situation, you may leave immediately, confront the person, or ask for support from others. Decline offers that cause anxiety, and leave situations that make you nervous.

Precautions also apply socially. Do not make judgments regarding your safety based on another person's appearance or financial status.

The following personal security tips may help you stay safe:

- Firmly say “no” to any unwanted invitation. A laugh, smile or apology may diminish the message.
- Do not share contact information with strangers.
- Do not let anyone into your home that you do not know and trust.
- Travel with a friend or in a group; there's safety in numbers.
- Be alert and aware of your surroundings.
- Avoid dark, vacant, or deserted areas; use well-lit, well traveled routes.
- When in need, call the free campus security services. Authorized security officers will accompany you by foot/bike.

Crime

The most common crime is theft. You can reduce the risk of becoming a victim by taking a few simple steps:

- Never leave your computer, bag, or backpack unattended anywhere.
- Secure your laptop with quality hardware (cable locks, lockdown devices, storage cabinets).
- Try to keep your laptop and other portable electronics with you.
- Do not leave your laptop in common areas or in plain sight, especially in a vehicle.
- Lock your doors and windows when leaving, even if just for a few minutes.
- Do not loan your keys to anyone.
- Take your key with you when you leave so roommates will not have to leave a door unlocked for you.
- Secure windows by placing a stick in the tracks or bolts in the frames. Close and lock your windows whenever you leave your room.
- Purchase a good quality bicycle u-lock and lock the wheels and frame of the bicycle securely to the bicycle rack. Do not lock your bike to itself. Park your bicycle only in designated parking areas or it may be confiscated by security. Register your bike with the UC police department. If your bike is stolen and it was not registered, the chances of recovering your bike are drastically reduced. Thieves are less likely to steal bikes that are registered because they know the serial numbers will be entered into a national computer database.
- Photograph and record the serial numbers of your valuables. See the chapter on [Money Matters](#) for information about personal property insurance.

Emergency Guidelines

California is subject to repeated disasters such as fires, earthquakes, and mudslides. Be prepared for the types of natural disasters that may occur where you live, and follow recommended guidelines to prepare yourself before disaster strikes. Earthquakes are frequent in California—and in fact occur daily, but often go unnoticed.

Although the following guidelines are prepared with earthquakes in mind, they can be practiced for most emergency situations.

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 decide how to contact each other. Know where shelters are located.
- Keep emergency equipment, such as medical provisions, water, food, flashlight with batteries, and important documents in one accessible place. Store enough water, food, and personal items (including medication) for at least three days.
- 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 often safer. 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.
- 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.
- Check for news and instructions.
- Secure an escape by opening a window or door.
- 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 place, 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, or backpack over your head for protection from falling objects, and take emergency refuge in a safe place.
- If you are driving, pull over to the side of the road. Do not attempt to drive during or after a severe earthquake.

After an Emergency

Report your whereabouts to the designated EAP campus contact and contact your family to let them know you are safe. During an emergency, such as a natural disaster, voice networks can become congested or overloaded with many people trying to call each other. Text messages use far less bandwidth than a normal voice call so they are more reliable in trying to communicate during these circumstances. Even if a network is over congested with voice calls, your text message to your friends and family will have a much higher likelihood of getting through than a phone call. News travels quickly around the world and your family and friends may be worried even if the natural disaster occurred far from home.

For more safety information, campus safety plans, and counseling services links, visit the [Reciprocal Exchanges Emergency Resources web pages](#).

Students with Spouses and Dependent Children

Taking a spouse or dependent(s) abroad presents additional challenges, expenses, and responsibilities. These challenges do not prevent your participation in EAP, but you must prepare for them.

UCEAP is not responsible for spouses and/or dependents that may be traveling with you. It is your responsibility to make necessary arrangements and payments. This requires a substantial investment of time and resources in securing accommodation and services.

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 the EAP Systemwide Office 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 UCEAP Systemwide Office.
- Find your own housing in the community. Family or married-student housing facilities are generally not available to students with dependents, as a waiting period of a year or longer as an enrolled student may be required for placement.
- Ensure that you will have adequate financial resources.
- Ensure that your dependents have adequate health insurance coverage. UC campus health insurance providers offer dependent coverage.
- Arrive early in California within the 30-day allowable period before the start of the term and classes, so your dependent(s) or spouse have time to transition to their new environment.

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

- Assume that the level of services and facilities in California may differ from the services you are accustomed to at home.
- Investigate childcare and educational facilities if you plan to bring a child. Not all schools offer after-school childcare. Both education and childcare may be expensive.
- Be aware that short-term participants have more difficulty making arrangements.
- Consider your dependents' English language proficiency.

MONEY MATTERS

The chart below provides the estimated average fees and expenses for the 2010–11 academic year (nine months). It is only provided as a guide. Estimates for 2011–12 are not yet available. Actual costs for the 2011–12 academic year may be higher.

Estimated Costs of Attending UC

Books and Supplies	\$1,570
Living (Room and Meals)	\$12,980
Personal/Transportation	\$2,580
Health Insurance	\$1,050

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:

Fees and Tuition	\$34,170 (estimated)
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Textbooks are expensive and you need to plan for that expense. You can purchase textbooks at the campus bookstore or online. Many students buy used textbooks to reduce costs. 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. There are often additional costs associated with renting an apartment or house, such as payment of a security deposit, last month's rent in advance, utility payments, and furnishings. Students find inexpensive household items at garage sales, thrift stores, and on [Craig's List](#).

Fees and living expenses associated with attending school during the summer are not included in these estimates and summer session course fees are not paid by EAP. Enrollment in summer courses would be at your expense. You 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. Local bus transportation is free for students. Airfare and phone 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 encouraged to budget carefully and be conservative in your purchases until you have a clear picture of your costs and options.

Financial Support

If you need financial support for your year abroad, 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 [ATM/Debit Cards](#) in this chapter.

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 the EAP Systemwide Office 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.

If you need an SSN, ask the International Students Office for advice on how to apply for one.

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 expensive. Some banks exchange foreign money, but only if the currency is in notes, not in coins. Many UC campus cities do not have currency exchange offices on the streets.

Bringing Money to the U.S. from Abroad

When you first arrive in California you will need enough money for immediate expenses such as hotels, food, registration fees, and housing fees. Do not bring large sums of cash! There are many safer options available. Contact your home country bank now for details about the following:

- **Travelers Checks:** The money is immediately available if checks are in U.S. dollars, and they can be replaced if lost or stolen. But checks in large denominations can be difficult to use. Checks in a foreign currency are subject to exchange fees.
- **Electronic Banking/ATMs/Check Cards:** Cash is available immediately from Automatic Teller Machines. Exchange rates can be good, but there may be a daily limit (e.g., \$200–\$300) and fees for using the service.
- **International Credit Cards:** Money is available immediately and exchange rates can be good. Note that some U.S. stores and businesses do not accept international credit cards.
- **Bank Checks/Drafts:** These are useful for large sums of money, but funds are not available for three days to three weeks after deposit (depending on which bank is used).
- **Wire Transfers:** This is the safest way to transfer money. It is immediately available. An account at a U.S. bank must be opened first, and there may be a fee for using the service.

Banking in the U.S.

One of the first things you will need to do when you arrive in the U.S. is set up a bank account. Before you open an account, be sure to do some preliminary research to compare services and fees. There are many different local banks conveniently located near your host UC campus.

There are two basic types of bank accounts:

- **Checking accounts** are for payment of regular bills and shopping needs. There are many different types of checking accounts. Be sure to look at the account fees and when they may be charged. After opening an account you will be given a book of temporary checks, but you should order checks with your name and local address printed on them. Most businesses will only accept a check that has the printed information.
- **Savings accounts** are for money you do not need to use immediately. Savings accounts earn interest on the balance and are available at all banks. If you have larger sums of money which you do not need for your routine living expenses, a savings account is a safe way to keep it.

ATM/Debit Cards

When you open an account at a bank, you may request an ATM/debit card. The card is directly linked to your bank accounts. Debit cards have become more commonly used in the U.S. than cash. You can use your card as a banking tool to access your bank accounts and to make purchases. Most businesses accept debit cards for payment. An ATM/debit takes money directly out of your bank account to make a payment. Some ATMs may charge you a fee for use.

Credit Cards

Major credit cards (e.g., Visa, MasterCard, etc.) are accepted all over California. Cards are preferred at hotels, gas stations, and rental car agencies. Many hotels insist on payment in advance and some hotels will not accept guests who do not have a credit card. It may be easier to apply for and obtain a credit card in your home country.

Power of Attorney

You are strongly encouraged to arrange for a relative or other responsible party to have legal authority to make decisions on your behalf while you are away. In the U.S. this is called “power of attorney.” Investigate the options available in your home country.

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 one percent of the transaction value over \$100. They can be obtained at banks, 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.

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 8.25 percent to 9.75 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.

Personal Property Insurance

Purchase insurance for personal items, such as cameras, calculators, palm pilots, MP3 players, and laptops, 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, check if your 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.

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 a responsibility of the resident. Each resident is financially responsible for cleaning and damage repair in his/her room or apartment, as well as any 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 shared by everyone in the residence. The Room Condition Report is used to assess any damages. Check if your or your parents' homeowners or rental insurance policy coverage can be used while on exchange.

Property/Renters Insurance

Your landlord's insurance policy will not cover your losses due to theft/damage or if you are sued by someone who claims to have been injured in your rental due to your carelessness. Renters' insurance typically costs \$350 a year for a \$50,000 policy, which covers loss due to theft or damage caused by other people or natural disasters. If you do not need that much coverage, there are also cheaper policies. Check [Campus Connexions](#) for property/renters insurance information. Select your campus, click on Constituencies, and scroll to Students—Property/Renters Insurance to find a plan, obtain an online quote, etc.

Auto Insurance

According to California law, every owner and driver must be covered by an auto or motor vehicle insurance policy. This insurance may be more expensive if you do not have a U.S. driver's license and actual costs will vary depending on your age and gender.

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 costs (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

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

Stay Connected

Discuss communication expectations with your family before the start of your exchange studies. Arrange to contact your family by appointment, especially after arrival. Stay in touch with your family throughout the program to reassure them of your safety and whereabouts.

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. 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 Gmail, 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.

Phone Services

Depending on your area, you may be able to choose your long-distance phone 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 to make international calls. Compare services to find the provider that best suits your needs.

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.

International Calling Cards

You can call home by using an international calling card, using a credit card, or by placing an operator-assisted or collect call. International calling cards are by far the least expensive of the three and can be purchased on the Internet at very low rates or at most grocery or convenience stores. Different cards are better for different parts of the world in terms of connection, minutes, and cost. Research to find the best deal for the country you are calling.

Skype

Skype uses voice over Internet Protocol technology that enables you to make free video and voice calls, send instant messages, and share files over the Internet with other Skype users. It is great for international calls back home—especially if you and your caller have a web camera built into your laptop.

Postal Services

Mail Delivery/Pickup

Mail is delivered once a day Monday through Saturday. There is no mail service on Sundays or federal holidays.

Mail Drop Boxes

If you want to send mail, you can either attach it to your mailbox for pickup by the postal worker, or drop it in a blue U.S. Postal Service mailbox. The mail is collected at specific times each day; check the schedule posted on or inside the door of the mailbox.

What to Take

Climate

The weather in California varies widely from region to region. Northern California is colder and wetter than southern California.

During the fall and spring, the temperature ranges from about 60°F to 80°F (16°C to 27°C) 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 70° to 90°F (21°C to 32°C). From June through August, most of California is quite warm. Inland temperatures routinely top 100°F (38°C).

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.

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 or the International Students Office.

Food

Supermarkets are all quite different and offer a variety of food and household merchandise. Visit different markets to get an idea of what is available to you. A produce market/farmer's market specializes in fresh fruit and vegetables. Organic products are an increasingly popular option at both supermarkets and farmer's markets. Ask other international students for recommendations about where to find foods from your home country, but do not forget to experience the wide variety of international cuisines available in California.

Electrical Appliances

Past program participants report 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 controls 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/travel/vacation/kbyg. For more detailed information on customs and agricultural restrictions, visit the U.S. Customs and Border Protection website at customs.gov

Prepare for Cultural Immersion

Prepare for Culture Shock

Culture shock happens to everyone in varying degrees. To successfully adapt to a new culture, it helps to know what to expect from both the foreign environment and yourself. For details on this topic, review “[Cross-Cultural Adjustment](#),” an article by Dan K. Smith.

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.

Do Research

Reading about the politics, history, and current events in your new environment will help you adjust more quickly once you arrive. Visit the [EAP Reciprocal Exchanges web pages](#) for direct links to campuses, newspapers, and U.S. and California links of interest.

Meet UC Students

Meet UC students currently attending your home university before you leave for the U.S. UC students are the best sources of information for what life at your UC host campus 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.

UC students can also 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.

Visit UC Online

Once you have received notification of your UC campus placement, visit the [Reciprocal Exchanges](#) web page 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. 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. 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. Get the California Driver Handbook at the local Department of Motor Vehicles (DMV) or go to the DMV website at www.dmv.ca.gov. Seat belt, cell phone use, and "no-texting" laws are strictly enforced.

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.

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

For information about car insurance, see [Money Matters](#) in this guide.

Transportation and Maps

While at UC, you will likely use several modes of transportation, including trains, cars, buses, bikes, and shuttles. Taxis are more expensive and not frequently used by students. For longer journeys, you may choose to ride the train or rent a car.

Research how to get to campus from the airport and how to commute around campus and the city. It might be helpful to download a map of the campus and city before you arrive in the U.S.

WHAT TO DO WHEN YOU GET HERE

Mandatory Visa Check-in with the International Students Office

- Present your passport, visa, and any other travel documents to the international student advisor.
- Contact the international student advisor prior to any travel that requires your exiting and reentering the United States.
- Visit the International Students Office, which 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

Contact the Campus EAP Office if you have any questions or encounter any difficulties after you arrive. If the Campus EAP Office cannot help you, they will 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 [UCEAP Pre-Arrival Instructions](#) web page.

Orientation

Before 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 [Pre-Arrival Instructions](#) page for your host UC campus. The session will provide you with information about enrollment, visa issues, your safety, and services available 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.

Remember to make time to relax and have fun!