GUIDE FOR INTERNATIONAL STUDENTS

WOODBURY UNIVERSITY
BURBANK, CALIFORNIA

Spring 2009
Welcome to Woodbury!

…and welcome to Woodbury’s Transition English Language Program (TELP)

Through TELP, Woodbury offers international students a personalized experience— much different from most colleges!

1. TELP provides transitional English coursework that is important for your success in future academic (major) coursework at Woodbury, including those difficult first-year English writing courses.

2. TELP offers individualized attention, advisement, and support to help you succeed each semester.

3. TELP connects international students with other students, faculty, and staff in the Woodbury community.

4. TELP helps international students experience the culture of Southern California and the United States.

Transition English Coursework

International students who have not met the minimum English language requirements, and/or do not yet have the TOEFL score needed may be “conditionally accepted” to Woodbury. These students cannot directly begin classes in their major. Instead, Study Group at Woodbury provides two phases of transition English coursework:

Phase 1
- For students whose language skills fall within the pre-intermediate and intermediate levels
- Must take only Transition English classes.

Phase 2
- For students whose language skills fall within the upper-intermediate and advanced levels
- Must enroll in Transition English classes
  o Undergraduate students might be allowed to enroll in one or two Woodbury academic classes related to their chosen major at the discretion of their academic advisor.
  o MBA students will not be allowed to enroll in any Woodbury MBA courses until passing TOEFL scores are submitted.

Individual Attention, Advisement, and Support

All new international students receive academic advisement from the Study Group Program Coordinator and a Woodbury Academic Advisor in the Office of Academic Success and Instructional Services (OASIS). After students complete their required Transition English coursework, they continue to meet with an OASIS Advisor and their faculty advisor each semester to ensure successful completion of their degree requirements.

Additionally, International Student Advisors in the Office of Student Development advise students regarding maintaining legal F-1 visa status, employment options, travel outside the United States, and all other matters related to Bureau of Citizenship and Immigration Services (BCIS) regulations.

Connecting with the Woodbury Community

All new international students are assigned an International Peer Advisor (I.P.A.). I.P.A.s are international students who provide support and encouragement to new international students, and help you adjust to life at Woodbury and in the United States.

Experiencing the Culture of Southern California and the United States

The International Peer Advisors and the Office of Student Development regularly plan and provide fun events for international students. These include bus tours, beach trips, holiday parties and other activities that allow you to experience and enjoy the culture of Southern California!
Important Dates

Friday, December 19, 2008
• Attendance Confirmation due to Admissions office from you (or your agency through Study Group)

Monday, January 5, 2009
• Arrival and Housing Check-In

Tuesday, January 6, 2009
• Study Group ISC Student Orientation (12:00pm – 1:00pm)
• Placement Exam (1:00pm – 4:00pm)

Wednesday, January 7, 2009
• International Student Orientation (10:00am – 3:00pm)
  o All graduate and undergraduate international students MUST attend this event.
  o During the International Student Orientation, you will learn the important policies and procedures about how you can keep your legal status as an international student in the United States.
    ▪ Check in at Cabrini Meeting Room at 9:45 am (see campus map on page 4)
    ▪ Review Visa and immigration policies
    ▪ Meet with staff who will continue to assist international students throughout their stay at Woodbury University.

Thursday, January 8, 2009- Undergraduate Students Only
• SOAR Student Orientation-Undergraduate students (8:00am – 5:00pm)
  o SOAR (Student Orientation, Advising, and Registration) is the official start to your Woodbury experience and your attendance is required. You must register for SOAR by emailing your name, major, and the date and time of your arrival flight to info@woodbury.edu.
  o When you attend SOAR you will:
    ▪ Receive academic advising
    ▪ Register for classes
    ▪ Become familiar with the campus and connect with students, faculty and staff
    ▪ Advising and registration for ISC (ESL) classes

Saturday, January 10, 2009- Graduate Students Only
• SOAR Student Orientation-Graduate (MBA) students (8:00am – 1:00pm)
  o SOAR (Student Orientation, Advising, and Registration) is the official start to your Woodbury experience and your attendance is required. You must register for SOAR by emailing your name, major, and the date and time of your arrival flight to info@woodbury.edu.
  o When you attend SOAR you will:
    ▪ Receive academic advising
    ▪ Register for classes
    ▪ Become familiar with the campus and connect with students, faculty and staff
    ▪ Advising and registration for ISC (ESL) classes

Monday, January 12, 2009
• First day of classes

Housing

Please complete the Woodbury housing application as soon as possible before your arrival by going online to www.woodbury.edu/housing. The housing arrival date is Monday, January 5, 2009. While students may indicate room preference (single room, double room, triple, etc.), room type assignments will be made based on availability.

A sample double-occupancy (shared) room is shown in the diagram to the right:

1- Closet and Dresser
2- Twin-size Bunk Beds
3- Chairs
4- Desks

Students should be sure to have the following items upon arrival at the residence hall:
• Blanket, pillow, bed sheets, shower set (soap, shampoo), and snacks
Legal Information

For students transferring from another U.S. school
If you are a transfer student from another American university and have an F-1 student visa, the Office of Admissions will mail you an International Student Transfer Form. The International Student Transfer Form needs to be completed to begin the transfer process to Woodbury University. The form should be completed toward the end of the final semester of study at the U.S. school you most recently attended by the international student advisor at that school.

Due to new immigration laws, you must inform the international student advisor at your previous school that you have made the decision to attend Woodbury University. He/she will then inform the Bureau of Citizenship and Immigration Services (BCIS) of your decision and enter a release date. Only when the release date is given can Woodbury University give you a SEVIS Form I-20.

For students coming directly from abroad
If you are arriving to the U.S. directly from abroad, please note the date indicated on the SEVIS Form I-20 by which you would need to arrive in the U.S. and report to Woodbury University. Do not enter the U.S. using Woodbury’s SEVIS Form I-20 if you plan to attend a different school. Similarly, do not enter the U.S. using another school’s SEVIS Form I-20 if you do not plan to enroll at that campus.

When you receive admission to Woodbury University, you will also be issued a SEVIS Form I-20. This is necessary for you to obtain a F-1 student visa from the U.S. Consulate/Embassy so that you may enter the U.S. as a student. Be sure to allow enough time for visa processing.

When you apply for your F-1 student visa, please bring the following documents with you:
- Letter of acceptance from Woodbury University
- SEVIS Form I-20
- Passport valid for at least six months after your proposed entry date into the U.S.
- Financial evidence of sufficient funds to cover your tuition and living expenses during the period of your intended study
- Photographs. Please see http://travel.state.gov/photorequirements.html for the specific format
- Completed Application Form DS-156 and Form DS-158. Some applicants may also be required to complete Form DS-157. You may download these forms at http://usembassy.state.gov/posts/ks1/wwwwh1780.html#NIV

Be sure to contact the U.S. Consulate/Embassy and request any additional information that you may need.

Any questions regarding your admission to Woodbury should be directed to Study Group via your home agency.

Maintaining F-1 Visa International Student Status

In order to maintain your legal status as an F-1, non-immigrant student in the US:

1. **Your passport must remain valid at all times.** Your home country’s consulate/embassy should be contacted at least 6 months before the expiration date regarding renewal procedures.

2. **You must remain enrolled in a full course of study during the entire academic year (Fall and Spring semester).** At Woodbury, this is defined as 6 units for graduate MBA students and 12 units for undergraduates. This requirement may be waived in the last semester of study only, where less than a full load is required for completion of the program. Should the required courses not be available, this requirement may be met by substitution of another course after approval by your academic advisor or by concurrent enrollment at another institution. The latter is permissible providing:
   - Credit from that institution is transferable to Woodbury;
   - Combined enrollment equals full time study at Woodbury;
   - The other institution is authorized to enroll international students, and;
   - Attendance at the second school is approved by your academic advisor and the Registrar.
   You must obtain permission from your academic advisor and complete a Short Courseload Form which is available in the Office of Student Development (Cabrini Hall room 102) before the academic semester.

3. **Your transfer from the school which last issued you an I-20 must be effected in a timely manner.** To do this, you must submit your Woodbury I-20 to the Office of International Student Programs for processing...
within the first 2 weeks of classes. Also, please submit the International Student Transfer Form completed by the international student advisor at your previous school.

4. **You must complete your degree within the length of time stated on your I-20 or apply for an extension of stay.** You must also apply for an extension if you need to remain in student status for more than 8 years (e.g. are completing more than one course of study).

5. **Traveling outside the U.S.** Your I-20 must be endorsed for travel when you leave the U.S., even to Mexico or Canada. Please note that your passport and visa should be current. Please plan ahead and seek the travel endorsement from the Office of International Student Programs at least 2 weeks prior to your travel. The signature endorsement for travel is valid for 6 months, and you must be pre-registered for the following semester if you are traveling in between semesters.

6. **You must limit on-campus employment** to 20 hours per week during the school year.

7. **You may not work off-campus unless authorized to do so.** Authorization can be applied for only if all of the following conditions are met:
   - You have been in legal status as a student in the U.S. for the past 9 months;
   - You can maintain full-time student status while working;
   - You have been authorized for curricular or optional practical training; or you will be working for an employer who has filed a labor attestation with the department of labor and with the school; you are experiencing severe economic hardship due to some unforeseen circumstance; and
   - You have consulted with the Office of Student Development's international student advisor.

8. **You may apply for two types of practical training during the course of your study at Woodbury.** Both must be within your field of study, and be approved by your academic advisor.
   - Curricular practical training (CPT) is allowable if you are required to do an internship as part of your graduation requirements. The time spent in curricular practical training will not be subtracted from your optional practical training. You may apply for this only after you have maintained lawful status for at least 9 months. If you use CPT during the academic year, you must still be enrolled at the full-time rate.
   - A total of 12 months of full-time optional practical training is available to all students who have maintained proper academic and legal status as a student for one academic year, and continue to do so.

   **Note:** Time approved for optional practical training before graduation will be subtracted from the one year optional practical training otherwise available after graduation. (If working 20 hours per week or less, which is considered part-time, each two months of optional practical training will count as one training allowable after graduation).

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**How to Get a California Driver’s License**

You must get a California driver’s license from the Department of Motor Vehicles (DMV), if you intend to drive an automobile in the state of California. Your car must also be registered with the DMV and you must buy accident insurance.

**STEP 1:** Become familiar with the laws that govern driving in the state. Obtain and study a copy of the “California Driver Handbook” from the DMV. You can request them to mail you the Handbook by calling (818) 841-9200 or stop by any DMV office. You can find the location of the nearest DMV by looking in the telephone book or calling information by dialing 4-1-1. The closest one is located on Glenoaks Blvd. in Glendale. The handbooks are printed in various languages, so ask if one is available in yours.

**STEP 2:** Once you are familiar with the California traffic laws, request an instruction permit. The permit will allow you to practice driving, as long as you are accompanied by someone with a valid California driver’s license.

**STEP 3:** To request an instruction permit, go to a DMV office, complete a driver’s license application form, and pay a small fee. The fee covers the instruction permit and the license if you qualify within 12 months. You will also be asked for identification. Use your passport for this purpose. You will be required to pass a vision and written test on California laws. You are also required to have a photograph and a thumb print taken.

**STEP 4:** When you feel prepared, make an appointment at any DMV office to take the driving test. The California Driver Handbook describes the test in detail. You must provide your own vehicle for the test and it must be in safe operating condition. No one may accompany you during the driving test, except an examination officer.

**STEP 5:** Once you pass the driving test, the DMV will issue you a temporary license. Your permanent license will be sent to you by mail from the headquarters in Sacramento.
Employment Options for F-1 Students

There are various specific employment options available to international Students on F-1 visas. (Note: These options are available provided that you are maintaining lawful F-1 status. Please see previous page for maintaining lawful F-1 status.)

**ON-CAMPUS EMPLOYMENT:**
On a student visa (F-1) you are entitled to work on campus up to 20 hours per week in the Fall and Spring semesters. However, you may work full-time on campus in the Summer. If you choose to work during the Summer months, you must be registered for classes in the following Fall semester. You must possess a valid passport, I-94, I-20 and social security card. You may work on-campus as long as you are enrolled full-time at Woodbury University.

**CURRICULAR PRACTICAL TRAINING:**
The Bureau of Citizenship and Immigration Services (BCIS) defines Curricular Practical Training (CPT) as a training program which is “an integral part of an established curriculum…such as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” (Manual Section 4.9.3.1) For example, if your major is Architecture, your program requires structured work experience. This work experience or internship is also included in the course catalogue under major requirements. If your major requires such experience, you should meet with your academic advisor to discuss internship options. Then, make an appointment to see the Office of Student Development’s international student advisor. Be sure to bring your program description detailing your employment contract approved by your department your I-20, passport, and I-94 card. CPT may be used at the part-time rate (less than 20 hours a week) during the Fall and Spring semesters, and full-time (40 hours a week) during the Summer.

**OPTIONAL PRACTICAL TRAINING:**
In order to qualify for Optional Practical Training (OPT) authorization, you must be in lawful F-1 status for one full academic year (9 consecutive months) and be in good academic standing. The employment opportunity must be directly related to your field of study. You may work up to 20 hours per week during the Spring and Fall semesters and full-time during vacation periods before completing your program (pre-completion). You may also work full-time if you have completed your program of study (post-completion). You must apply for practical training authorization up to 90 days prior to completion of studies. OPT is valid for a total of 12 months. There is a processing fee payable to BCIS. In addition you will need to complete Form I-765 which will be specified at your meeting with the Office of International Student Programs. This application can be done by mail only, so plan ahead if you think this option applies to you. If approved, you will receive an EAD (Employment Authorization Document) which should be presented to your employer at the time of hire. You must obtain your EAD in order to begin working. If you are interested in applying for OPT, you should schedule an appointment with the Office of Student Development’s international student advisor for assistance. Be sure to bring your I-20, passport and other documentation.

**EMPLOYMENT BASED ON SEVERE ECONOMIC HARDSHIP (OFF-CAMPUS):**
This option is appropriate if you have experienced a severe economic problem due to unforeseen circumstances that were beyond your control. You must be in full time F-1 status for one academic year (9 consecutive months) and be in good academic standing. You will also be required to provide supporting evidence demonstrating the financial hardship and complete Forms I-765 and I-538 which are available in the Office of Student Development (Cabrini Hall, room 102). As a full-time student, if authorized, you may work off campus up to 20 hours per week during the Spring and Fall semesters, and full-time during vacation periods, assuming you intend to enroll in the subsequent semester. There is a processing fee payable to BCIS for this application. Please be sure your employment will not interfere with your academic progress. The BCIS examiners generally require a minimum 2.5 cumulative grade point average in order to consider your request. This application can be done by mail only, so plan ahead if you think this option applies to you. If approved, you will receive an EAD that should be presented to your employer at the time of hire. The EAD is issued in one-year intervals and can be extended up to the completion date of your program of study. You must obtain your EAD in order to begin working.

A NOTE OF ENCOURAGEMENT

The on-campus option is the easiest way to begin working if you are looking for general experience and a little pocket money. As you read through each of the options, determine which category(s) apply to you and begin the process by speaking with the Office of Student Development as soon as possible. This is only an overview and is designed to give you a general breakdown of the employment benefits/programs available to F-1 students. Specific regulations and application procedures for each of the above can be discussed with you in greater detail.
Around Burbank

BANKS

Bank of America
142 E. Olive Ave., Burbank, CA
818.507.6700
Approximately 2.6 miles, about 5 minutes.
South on Glenoaks Blvd.
Right on Olive.

Bank of America
3400 W. Magnolia Blvd., Burbank, CA
818.507.6700
Approximately 2.6 miles, about 5 minutes.
South on Glenoaks Blvd.
Right on Buena Vista.
Right on Magnolia.
Left on Lima St.

Bank of America
8888 Sunland Blvd., Sun Valley, CA
818.944.8200
Approximately 2.2 miles, about 4 minutes.
North on Glenoaks.
Right on Sunland Blvd.

Wells Fargo
900 N. San Fernando Blvd., Burbank, CA
818.841.6550
Approximately 2 miles, about 4 minutes.
South on Glenoaks Blvd.
Right on Scott Rd.
Left on San Fernando.

Washington Mutual
840 N. San Fernando Blvd., Burbank, CA
818.842.5343
Approximately 2 miles, about 4 minutes.
South on Glenoaks Blvd.
Right on Scott Rd.
Left on San Fernando.

CREDIT UnIONS

GROCERY STORES/ SUPER MARKETS

Ralph’s
2680 Victory Blvd., Burbank, CA 91505
818.845.5914
Approximately 1.7 miles, about 10 minutes.
South on Glenoaks Blvd
Right on Buena Vista
Right on Victory Blvd.

Vons
1011 N. San Fernando Blvd., Burbank, CA
818.845.1447
Approximately 1.9 miles, about 4 minutes.
South on Glenoaks Blvd.
Right on Scott Rd.
Left on San Fernando Blvd.

PHARMACIES

Sav-on Drugs
2500 W. Victory Blvd., Burbank, CA 91505
818.955.8200
Approximately 1.7 miles, about 10 minutes.
South on Glenoaks Blvd
Right on Buena Vista
Right on W. Victory Blvd.

Walgreens
2501 W. Magnolia Blvd., Burbank, CA 91505
818.841.9796
Approximately 2.4 miles, about 10 minutes.
South on Glenoaks Blvd.
Right on Buena Vista.
Corner of Buena Vista and Magnolia.

HOTELS

Hampton Inn & Suites
7501 N Glenoaks Blvd, Burbank, CA 91504
818.786.1106
Approximately 0 miles, 0 minutes.
Directly across from the University.

Extended Stay America
2200 W Empire Ave., Burbank, CA 91504
818.567.0952
Approximately 1.3 miles, about 3 minutes.
South on Glenoaks Blvd
Right on Buena Vista
Left on W. Empire Ave.

Marriot Courtyard Burbank
2100 W Empire Ave., Burbank, CA 91504
818.843.5500
Approximately 1.4 miles, about 3 minutes.
South on Glenoaks Blvd.
Right on Buena Vista.
Left on W. Empire Ave.

EMPLOYMENT AGENCIES

PUBLIC SERVICES

Department of Motor Vehicles
1335 W. Glenoaks Blvd.
Glendale, CA 91201
800.777.0133
Approximately 5.8 miles, about 9 minutes.
Take the 5S
Exit Western, make right
Right on Glenoaks
U-turn on Glenoaks

Post Office
2140 N. Hollywood Way
Burbank, CA 91505
800.257.8777
Approximately 2 miles, about 4 minutes.
North on Glenoaks Blvd.
Left on Hollywood Way

SHOPPING CENTERS

Empire Center
1800 West Empire Ave.
Burbank, CA 91505
Approximately 1.4 miles, about 3 minutes.
South on Glenoaks Blvd.
Right on Buena Vista.
Left on San Fernando.
Continue Victory Place.

Burbank Media Center
801 N. San Fernando Blvd.
Burbank, CA
Approximately 2 miles, about 4 minutes.
South on Glenoaks Blvd.
Right on Scott Rd.
Left on San Fernando.
Directions to Woodbury University

Woodbury is located approximately one mile from the Bob Hope Airport (Burbank/Glendale/Pasadena Airport) and approximately 33 miles from the Los Angeles International Airport (LAX).

**Coming from the north on the Golden State Freeway (5):**
Exit Hollywood Way. Turn left onto Hollywood Way. Turn right on Glenoaks and go 1/2 mile and turn left onto campus.

**Coming from the south on the Golden State Freeway (5):**
Exit Buena Vista Street. Turn left onto Buena Vista. Turn left on Glenoaks and continue for three short blocks. Turn right onto campus.

**Would you like door-to-door driving directions?**
Go to http://maps.yahoo.com/. Follow the “Driving Directions” link. Woodbury University's address is 7500 Glenoaks Blvd., Burbank, CA 91510.

Woodbury University Campus Map

1. Information & Security
2. Hensel Hall
3. Miller Hall
4. Cabrini Meeting Room
5. The New Woody’s
6. Cabrini Hall
7. OASIS Center
8. University Bookstore
9. South Hall
10. ASG House/Pool
11. Design Center
12. North Hall
13. Kirby Hall
14. Sports Courts
15. Physical Plant Operations
16. Central Services
17. Faculty Center
18. Wilshire Hall
19. School of Business
20. L.A. Times Library
21. School of Architecture
22. Julius Shulman Institute
23. Naidorf Hall
24. Alumni Quad

**PARKING**
P1= West Lot
P2= North Lot
P3= South Lot
P4= East Lot
P5= South East Lot