Handbook for International Students & Scholars

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INTRODUCTION

Welcome to Pace University! We realize that immigration issues can sometimes be complex and confusing. We have prepared this handbook to help clarify regulations and procedures for maintaining your non-immigrant visa status once you have arrived in the United States. The regulations outlined are the most current and relevant guidelines issued by the United States Department of Homeland Security (DHS) and Department of State (DOS). If you are an international student or visiting scholar with a visa type other than F-1 or J-1, many of the regulations noted in this booklet may not apply to you. However, all services of the Office of International Programs and Services are available to you and the staff will be glad to assist you.

OFFICE OF INTERNATIONAL PROGRAMS & SERVICES

The Office of International Programs and Services (OIPS) is available to assist you during your initial transition to Pace and in the years to come. The OIPS acts as a resource center for students, faculty and administrators by encouraging and supporting the enrollment of international students within Pace University and providing advising on study abroad opportunities to all Pace students. The office collaborates with faculty and administrators to develop new programs in other countries and improve existing partnerships and services. The staff is committed to international education and to working with the community to achieve the goal of internationalizing Pace.

SERVICES FOR INTERNATIONAL STUDENTS & SCHOLARS

The Office of International Programs and Services provides information to international students and scholars prior to their arrival on campus, sponsors International Orientation at the beginning of each semester, and works with other offices across campus to present a variety of programs and activities throughout the year. The staff advises students on immigration and employment regulations, legal rights and responsibilities, health insurance, financial matters, adjustment to New York and the U.S., and all kinds of personal concerns, while acting as the primary resource and advocate for international students on campus. The office also assists visiting scholars and professors coming to Pace from overseas to lecture, teach or engage in research.

The OIPS is responsible for handling all matters concerning non-immigrant visas and Department of Homeland Security (DHS) and Department of State (DOS) regulations. Students and visiting scholars should always consult with this office before contacting DHS or an immigration attorney. For detailed information on immigration and employment regulations relevant to your non-immigrant visa status, please refer to the appropriate section of this handbook or visit other parts of our web page.

To best serve your needs, we ask that you make an appointment to meet with a member of the OIPS staff on your campus. Our names, telephone numbers and addresses are listed at the back of this booklet. Please feel free to call or come see us with any problems, questions or concerns you may have.
UNDERSTANDING IMMIGRATION REGULATIONS

Immigration regulations for F-1 students are administered by the Department of Homeland Security (DHS). The J-1 Exchange Visitor Program is administered by the Bureau of Educational and Cultural Affairs of the U.S. Department of State (DOS). The State Department is also responsible for the issuance of visas at American Embassies and Consulates overseas. In January 2003, major changes to immigration regulations regarding those in F-1 and J-1 status were implemented. In March 2003, the Department of Homeland Security was created, absorbing the Immigration & Naturalization Service from the Department of Justice. Under the new department, the Immigration & Naturalization Service was divided into three bureaus and is no longer considered the INS. The bureaus are: U.S. Citizenship and Immigration Services (U.S.C.I.S.), U.S. Immigration & Customs Enforcement (I.C.E.) and the Bureau of Customs and Border Protections (B.C.B.P.). Depending on the situation, regulations may fall under any of these three bureaus. In order to make this handbook simple, we refer to the “immigration service” as a generic term identifying one of these bureaus.

Because immigration regulations change frequently and can be extremely difficult to interpret, it is important to understand the immigration rules pertaining to your particular visa status. The immigration service and DOS do not consider ignorance of the law a legitimate reason for failing to obey it. Many rumors fly when new immigration regulations go into effect and we suggest that you do not rely upon these rumors, nor on the advice of a friend – his or her immigration situation may be technically quite different from your own.

The staff of the OIPS interprets immigration regulations for the Pace community and makes every attempt to remain up to date through government and professional publications, web sites, meetings, conferences, and listservs. The Director serves as a “Designated School Official” (DSO) for the F-1 visa program and as the “Responsible Officer” (RO) for the J-1 program; the International Student Advisor on each campus is also a DSO and an “Alternate Responsible Officer” (ARO). The staff has the authority and responsibility to advise and assist students, and to verify, sign and process immigration documents for Pace University and its students (the staff does not work for the immigration service or DOS).

Should there be any major changes in immigration regulations or procedures, we will inform you via our International-Students-L listserv, the Pace web page, and/or a mailing. You are always free to contact the office with any questions or concerns.

RESPONSIBILITIES OF INTERNATIONAL STUDENTS

In addition to meeting the responsibilities shared by all Pace University students, it is essential that you follow the regulations below. International students should be familiar with the information contained in the Pre-Arrival Information for International Students booklet as well as this Handbook for International Students & Scholars. The following responsibilities apply to students who are in the U.S. with F-1 or J-1 non-immigrant status for study at Pace University:
- Students in F-1 or J-1 visa status must take a full course load at all times during their academic stay. For undergraduates, this means a minimum of 12 course credits each fall and spring semester; for graduate students, this means a minimum of 9 credits per semester; and for English Language Institute (ELI) students, this means 18 contact hours per week. Matriculated students are not required to enroll during summer. Under very limited circumstances, students may be permitted to take less than a full-time course load with the permission of the OIPS staff. Authorization to enroll less than full-time must be approved prior to the beginning of the semester. Any international student who is taking less than a full course load without prior written authorization is at risk of falling "out of status" (see details below).

- International students must keep passports and immigration documents valid at all times; passports must be valid at least six months into the future.

- International students are responsible for observing the regulations of the U.S. Department of Homeland Security, Department of State (DOS), and Internal Revenue Service (IRS).

- Any international student attending Pace University for the first time (or any continuing student who has been absent from the college for a semester or more and is returning to the U.S.) must check-in at the Office of International Programs and Services. Students must bring their passport with visa stamp and visa document (I-20 or DS-2019) for check-in. This must happen within the first two weeks of classes and applies to all full-time students with non-immigrant visa status.

- International students who are transferring from another school in the United States to Pace, or from one academic level to another within Pace, or are extending a program at Pace must follow the correct DHS procedures in a timely manner. A new immigration document (I-20 or DS-2019) must be issued for the new school / program / within the first two weeks of the semester in which the program begins. For an extension, the new I-20 / DS-2019 must be issued prior to the expiration date on the current immigration document.

- Students with F-1 visa status are permitted to work on campus up to 20 hours per week while school is in session and full-time during summer and vacation breaks. Special permission for off-campus work is required. Students with F-1 visa status may not seek or accept paid off-campus employment without prior permission from the Office of International Programs and Services. This involves a written authorization on the Form I-20.

- Students with J-1 visa status must have proper authorization from their J-1 program sponsor before engaging in any type of employment, including on-campus employment.

- International students enrolled full-time at Pace University in any non-immigrant visa status must participate in the international student health insurance program offered by the university, unless a waiver request is approved (visit the Office of International Programs and Services for details). Spouses and children with J-2 visa status are also required by federal law to have insurance coverage. It is strongly recommended that coverage for F-2 spouses and children be purchased as well.

- Changes of address must be reported to the Office of International Programs and Services and the Registrar’s Office (SARS) within ten days of a change. Reporting a change of
address to SARS is not enough. Immigration regulations require that the Office of International Programs and Services always have your most current local U.S. address and home country address. The Office of International Programs and Services will report the change to the immigration service through the SEVIS system. If you are a non-immigrant required by law to report to the DHS for “Special Registration” under the NSEERS program, you must also file the Form AR-11SR with the immigration service.

IMMIGRATION INFORMATION FOR F-1 STUDENTS

Transferring from Another U.S. School

If you have attended another school in the United States as an F-1 student or J-1 exchange visitor, immigration regulations require that you complete a school transfer procedure to be authorized to attend Pace University. This “immigration transfer” procedure is required even if you graduated from your former school and serves to update the immigration service and notify the U.S. government that you have changed schools.

For F-1 students, the following procedure must be followed in order to begin the transfer process:

1. The student needs to inform their current school of their intention to transfer to Pace University. The current school will “release” the student’s SEVIS record to the appropriate campus of Pace University. The record must be released to Pace prior to the start of the semester in which the student intends to enroll. The current school must enter the “release date” decided upon by the student.

2. An “International Student Immigration Transfer Recommendation Form” must be completed by the student and by the current school’s International Student Advisor and submitted to the Office of International Programs & Services on the Pace campus to which the student will transfer.

Upon completion of these steps, the Office of Admission will issue the student a Form I-20 noting the Transfer Pending from the current school.

The student may then choose to travel outside the U.S. with the new I-20 or remain in the U.S. The school transfer may be completed in one of two ways:

1. If leaving the U.S. and re-entering with your new Form I-20 “Certificate for Eligibility” issued by Pace University, you must present your new I-20 to the immigration officer for processing. Upon arrival in the U.S., students will then need to report their local address and confirm their registration in classes to OIPS so that the immigration service can be notified of your registration.

2. For students not departing the U.S., the new Pace I-20 must be issued to you within the first two weeks of the semester and you must report to the Office of International Programs and Services within the first two weeks of the semester. Students will need to report their local address and confirm their registration in classes to OIPS. Your Form I-
20 will then be processed by an advisor at OIPS so that the immigration service can be notified of your registration.

ALL IMMIGRATION TRANSFERS MUST BE COMPLETED WITHIN 15 DAYS OF THE START OF THE SEMESTER IN WHICH YOU FIRST ENROLL AT PACE!

Admission for “Duration of Status”

As an F-1 student, you have been admitted to the United States for “duration of status,” which is defined by the immigration service as:

1. The time during which you are pursuing a full course of study (as shown on your I-20) and making normal progress toward its completion, plus
2. The time you may be working in authorized “practical training” after you complete your studies (if you qualify and are so authorized, this will be no more than one year), plus
3. A grace period of 60 days to depart the U.S.

The immigration service grants “duration of status” to F-1 students by entering the notation “D/S” in the upper right corner of the Form I-20 and on the Form I-94 (white card that is stapled into your passport). The completion of studies date in item 5 of your most recent I-20 is the date by which the immigration service expects you to complete the requirements for your current program. If you are unable to complete your program by this date, contact the Office of International Programs and Services at least 30 days in advance to discuss applying for a program extension (see below).

Program Extensions

If an F-1 student is unable to complete his or her studies at Pace University by the completion date on the Form I-20, he or she must file for a “program extension.” This must be done prior to the completion date. It is recommended that you allow at least two weeks processing time to complete this procedure. Students must submit new financial documentation and complete certain paperwork at the Office of International Programs and Services. All extensions must be completed before the current I-20 expires.

IMMIGRATION INFORMATION FOR J-1 STUDENTS & SCHOLARS

Eligibility, Requirements & Responsibilities

Participants in the J-1 Exchange Visitor Program (EVP) may be admitted in a number of different categories, including students, professors, research scholars, and short-term scholars. All J-1 exchange visitors must have a sponsoring organization that is designated by the Bureau of Educational and Cultural Affairs of the U.S. Department of State. Pace University is a designated J-1 sponsor, and brings a number of visiting faculty, research scholars, short-term scholars, and students to campus each year through this program. Students and scholars may also
come to Pace University through other J-1 sponsors, for example, under the auspices of the Fulbright Program.

Only students whose studies will be "substantially funded" by a source other than personal or family funds (i.e., by funds from Pace University, the U.S. or home country government, or an international organization) or who are part of an official exchange program are allowed to come to the U.S. on a J-1 student visa. Most students who receive government scholarships are required to come to the U.S. in J-1 student status. In some cases, Pace University will also require those receiving scholarships from Pace to be in J-1 status.

By accepting the J-1 visa status of exchange visitor, an individual makes a commitment to carry out the program activities arranged by the sponsor and to fulfill certain obligations and responsibilities. These include participating in orientation and other programs, reporting any program or address changes, and consulting with your program sponsor regarding academic difficulties and employment authorization. It is also mandatory (per government regulation) for a J-1 student or scholar to have health insurance coverage for him/herself and for any J-2 dependents. Please be sure that you understand these regulations.

The J-1 regulations prohibit program participation as a professor or research scholar for individuals who have held J-1 status during any portion of the twelve-month period immediately preceding the commencement of a new program. Those who have completed a three-year period as a professor or research scholar may not exit the U.S. and immediately re-enter in a new program, nor transfer to another J-1 program within the U.S. Those in the J-1 student category may transfer to new J-1 student programs but may not change to the professor or research scholar category. Exchange visitors who participated in an exchange visitor program for six months or less are exempt from the twelve-month bar; the short-term scholar category exists to facilitate repeat visitors.

In many cases, J-1 visa holders become "subject" to rule 212(e), the two-year home-country physical presence requirement. Reasons for becoming subject include:

1. Receiving U.S. or home-country government funding, or
2. Pursuing an academic program in a field of study listed on the "Skills List" (an agreement that may or may not exist between your home country and the U.S.; the Office of International Programs and Services has a copy of this list), or
3. Receiving medical training in the U.S., or
4. Being a J-2 dependent of a J-1 student or scholar who is subject to this requirement.

An individual who is subject to this requirement must have "resided and been physically present" for a total of two years in either his/her country of citizenship or country of legal permanent residence before being eligible for the following: an H-I/H-4 (temporary worker and dependents), L-1/L-2 (intracompany transferee and dependents), or immigrant (permanent resident/holder of a "green card") visa; H, L, or immigrant status in the U.S.; or a change of status inside the U.S. from J to any other non-immigrant classification except A (diplomat) or G (employee of an international organization). An individual is allowed to leave the United States,
apply for a new F-1, F-2, J-1 or J-2 visa, for example, and then return to the U.S.; however, doing so does *not* eliminate the two-year requirement.

**Admission for “Duration of Status”**

Under current J-1 regulations, J-1 exchange visitors are authorized at the time of entry to the U.S. to stay in the country for the duration of their programs. This means that the expiration date on the Form I-94 will be marked "D/S," meaning "duration of status." No specific expiration date will be marked on the I-94 card. A degree student will be authorized to stay in the United States as long as he or she is making progress towards a degree on a full-time basis, up to the date of expiration on the Form DS-2019, plus a 30-day grace period in order to depart the U.S. In some circumstances, this may be extended (see below). Non-degree students can be authorized to stay in the United States for up to 24 months.

Professors and research scholars are permitted to stay in the United States for the length of time authorized by their program sponsor, as indicated on the Form DS-2019, and not to exceed three years, plus a 30-day grace period in order to depart the U.S. In unusual circumstances, and at the discretion of the Responsible Officer, an extension of up to six months beyond the three years may be authorized if the original program objective has not yet been reached. The State Department may approve extensions of up to 36 months for "good cause," although this is rare. Short-term scholars are admitted to the U.S. for no more than six months. Other J-1 categories have specific qualifications and limitations as well.

**Extensions of Stay**

Students and scholars with J-1 visa status must apply for an extension of stay if planning to remain in the U.S. beyond the date specified in section 3 of the Form DS-2019. If Pace University is your J-1 sponsor, as indicated in section 2 of the Form DS-2019, you will need to request a new Form DS-2019 from the Office of International Programs and Services.

In general, extensions can be granted if the J-1 has not exceeded the normal time limits for a particular program. Students must submit new financial documentation and a letter of explanation from the academic advisor for a new DS-2019 to be issued. If you were properly admitted with the notation "D/S," it will not be necessary to submit paperwork to the Immigration Service in order to extend your stay. Program sponsors are permitted to extend a participant's program by updating the Exchange Visitor’s SEVIS record and issuing a new Form DS-2019 with the new ending date.

If your Form DS-2019 was issued by another sponsoring agency (such as Fulbright, Rotary, USAID, AmidEast, Hariri Foundation, LASPAU, or the United Nations), you must contact your program officer (the Institute of International Education or IIE, in many cases) for information about an extension of stay. They must issue your new Form DS-2019 and may have additional requirements. Many J-1 program sponsors only issue the DS-2019 for one year at a time. You should also expect this to take much more time than if Pace is your sponsor, so plan ahead!

**Program Transfers**
For J-1 exchange visitors, the following procedures should be followed:

1. The exchange visitor needs to inform his/her current sponsor of the intention to transfer to Pace University. The current sponsor will “transfer out” the exchange visitor’s SEVIS record to the appropriate sponsor name (Pace University) and program number. The record must be released to Pace prior to the start of the exchange visitor’s program at Pace. The current sponsor must enter the “release date” decided upon by the exchange visitor.

2. Once the “release date” has passed, the Office of International Programs and Services (not the Office of Admission) will issue the exchange visitor a Form DS-2019 for their program at Pace.

The transfer procedure must then be completed in one of two ways:

1. By leaving the U.S. and re-entering with your new Form DS-2019 “Certificate for Eligibility” issued by Pace University (your immigration document will be processed by the BCBP at the port of entry to the U.S.). Exchange Visitors will need to report their local address and confirm participation in their program to OIPS.

2. If remaining in the U.S., you will complete the transfer process by reporting your local address and confirming your program participation to OIPS. Your Form DS-2019 will then be processed by an advisor in OIPS and BICE/BCIS will be notified electronically that you have changed J-1 sponsors.

WHAT DOES IT MEAN TO FALL “OUT OF STATUS”?

To fall “out of status” means that you have broken an immigration regulation pertaining to your particular immigration status (F-1, J-1, etc.). If this occurs, you may lose the benefits of your status in the U.S., including your eligibility to work. You are at risk of violating your status for any of the following reasons:

1. You allow your passport to expire.
2. You are not attending the school that you are authorized to attend, that is, the one that issued the Form I-20 or DS-2019 you used to enter the United States most recently.
3. You do not follow the correct procedures for transferring from one school to another, or for continuing from one educational level to another.
4. You drop below full-time in any semester without first obtaining permission (see below).
5. You do not attend school during the fall or spring semester (during the academic year).
6. You work off campus without proper authorization.
7. You work on or off campus for more than 20 hours per week while school is in session.
8. Your program completion date on your I-20 or DS-2019 has passed and you have not filed for a program extension.

REINSTATEMENT TO VALID STUDENT STATUS
If you violate the terms of your F-1 or J-1 status as indicated above (intentionally or unintentionally), you lose the benefits of your status, including eligibility for all types of work permission. To regain your eligibility for these benefits, you must apply for reinstatement. This requires an application to the Immigration Service with an explanation of the circumstances, as well as the recommendation of the Office of International Programs and Services. Please be aware that if you have worked without proper authorization, you are ineligible for reinstatement inside the U.S. and may be required to leave and reenter the U.S. If you suspect that you may be out of status for any reason, please make an appointment at the office immediately.

**TAKING A REDUCED COURSE LOAD**

A student in F-1 or J-1 student status may not reduce his or her course load below full-time *without prior permission of the Office of International Programs and Services*. In cases where this is allowed, it must be properly documented in the student’s immigration file and reported to the Immigration Service through SEVIS. Per immigration regulation, a reduced course load may be taken only for the following reasons AND only for one semester during each education level:

- Difficulties with the English language.
- Improper course level placement.
- Lack of familiarity with U.S. teaching methods or difficulty with reading requirements.
- A serious medical condition documented in writing by a licensed doctor. Medical leaves of absence can only be approved for a maximum of 12 months aggregate.
- During the last semester of study if fewer credits are required for completion of the academic program.
- During the last semester for a graduate student who is preparing for comprehensive exams or completing a thesis.

Documentation of the reason must be submitted to the OIPS and approved *prior* to the reduction of the course load. Failure to submit this documentation on time will be consider a violation of your immigration status and must be reported to the Immigration Service.

**LEAVE OF ABSENCE, WITHDRAWAL OR DISMISSAL**

As an international student, taking a leave of absence from school causes your F-1 or J-1 non-immigrant status to become invalid. Therefore, if you take a leave of absence for a full semester or year, you must leave the U.S. or risk falling out of status. The only exception to this rule is an approved leave of absence for valid medical reasons authorized by the Office of International Programs and Services.

International students who need to take a leave of absence or withdraw from Pace must notify the Registrar (SARS) and the Office of International Programs and Services. If you decide to return to Pace, you will need to complete a Resumption of Studies Form with the SARS office; you do not need to reapply for admission. If you are absent from the United States for five months or more, you will also need to obtain a new Form I-20 from the Office of International Programs and Services.
Please keep in mind that taking a leave of absence the first semester of your senior year may make you ineligible for Post-completion Optional Practical Training (see details below). Immigration regulations state that you must be a full-time student for one full academic year and in valid F-1 status to be eligible for practical training. If you plan to take a leave of absence in your senior year, contact the Office of International Programs and Services to discuss the matter.

Students who have been suspended or dismissed from Pace University may not remain in the U.S. under Pace’s immigration sponsorship.

RULES FOR TRAVEL OUTSIDE THE U.S.

Travel outside the United States is not recommended without first consulting the Office of International Programs and Services. Please note the following:

1. If you have a valid (unexpired) visa and valid passport, all you will need in order to re-enter the U.S. is a recent signature on your Certificate of Eligibility (Form I-20 for F-1’s or Form DS-2019 for J-1’s). The signature of a Designated School Official (for F-1s) or Responsible Officer (for J-1s) is valid for one year, as long as you are registered full-time each semester and no information on your I-20 or DS-2019 has changed (or six months for an F-1 on Post-completion Optional Practical Training). However, we recommend that everyone have a new signature every 6 months. If you are traveling and need a signature, be sure to request it from the Office of International Programs and Services well in advance of your departure.

2. If the visa stamp in your passport has expired, you must get a new one while you are overseas. Embassies and consulates do not accept old financial documentation (bank statements and proof of income) when you apply for a new visa. If your financial documents are less than six months old, you may present these for your visa renewal application. If the financial documents are older, have your sponsor prepare a new bank statement and/or proof of income at least a month before you plan to travel. You will need to take these documents along with your Form I-20 with a valid travel signature, proof of your full-time registration, and a letter of support from OIPS with you when applying for a new visa (see “Renewing Visas” below).

   For J-1 students, you will need only a new signature, rather than a new DS-2019. If your program sponsor is an organization other than Pace University, be sure to allow plenty of time for sending your DS-2019 to them for a signature.

3. If you changed your status to F-1 or J-1 after entering the U.S., you most likely do not have a valid F-1 or J-1 visa stamp in your passport and will need to get one while overseas. This means that you will need to present a new I-20 or properly endorsed DS-2019 with recent financial documentation to the U.S. consulate or embassy in your home country (see below).

RENEWING YOUR VISAA

When you initially received the visa stamp in your passport, an expiration date was noted. If your entry visa expires while you are studying in the U.S., there is no need to renew it as long as you
stay in the U.S. However, if your entry visa has expired and you wish to travel abroad, you must renew your visa no matter how short a trip you are taking (with a few exceptions – see below).

It is not possible to complete this procedure inside the U.S. if you are in F or J status. Although not required, it is best to apply for the student visa in your home country. Theoretically, you may renew your visa at a U.S. Consulate or Embassy in any country to which you are traveling, but countries other than your home country may impose stricter requirements or be unwilling to renew a visa for a citizen or resident of another country. Always consult with the OIPS staff before leaving to renew your visa.

Documents you should have with you when renewing your visa include:

- A valid passport.
- A valid, recently signed Form I-20 (F-1) or Form DS-2019 (J-1).
- Two current passport-sized photographs.
- Financial documentation issued within the past 6 months, showing your ability to pay for your education and living expenses.

It is also recommended to have the following documents:

- A copy of your current Pace registration.
- Transcripts from every school you have attended in the U.S.
- The I-20 or DS-2019 from every school you have attended in the U.S.
- A Pace letter of enrollment issued by the Office of International Programs and Services.

At the U.S. Embassy or Consulate, you will complete Form DS-156 (Application for Nonimmigrant Visa) and possibly be charged a processing fee (Taiwanese citizens apply through the American Institute in Taiwan; Canadian students are not required to obtain a visa if entering the U.S. from Canada). The amount of time needed to obtain a student visa varies. All questions should be directed to the embassy or consulate.

The consular officer may ask you:

*What are you studying in the U.S.?*
*Why do you want to study _____________?*
*Why did you choose Pace?*
*How will your degree be used in your home country?*
*What are your employment prospects?*

Before issuing the visa, the U.S. consular official must be convinced that you have a residence outside the United States that you have not abandoned and that you have not decided to seek permanent residence in the U.S. It is important to show the officer that you have strong ties to your country of residence, such as family, community or social ties, documents showing membership in professional organizations and religious groups, a family business, ownership of property, bank accounts, a job offer, or evidence that people with the kind of education you are seeking are needed. Government officials like documents. Do not emphasize any ties to or close
relatives that you have in the U.S. and do not talk about working in the U.S. unless you have been awarded a graduate assistantship at Pace.

You must be truthful and willing to answer direct questions. If the consular official thinks you are not telling the truth, you may not get a visa. Rehearse what you plan to say to the consular officer and try to be clear in your presentation. Practice your English! It is important that you always be courteous and never demanding. Just in case a problem develops, you should make copies of any documents submitted. Applications should be made as early as possible before your planned travel to the U.S..

If you are denied a student visa, you have probably not sufficiently proven to the consular officer that you are entitled to student status. In most cases the denial will be based on failure to prove “permanent residence” or “strong ties” to your home country. A visa denial is not permanent and may be reconsidered if you can show further convincing evidence. We strongly suggest that you contact Pace if you are denied a visa so that we can assist you in your second application.

TRAVEL TO CANADA, MEXICO AND THE CARIBBEAN

A student or scholar in F-1 or J-1 visa status who wants to visit Canada, Mexico or the Caribbean islands for less than 30 days, and is not a citizen of the country they intend to visit, may be able to do so even with an expired visa, with a few exceptions – read below. This is called “automatic revalidation of the visa” and only pertains to countries that are adjacent to the United States (Cuba not included). However, it is very important that the Form I-94 (white card) not be removed from the passport when leaving the U.S. Be sure to take the following documents:

- A valid passport (valid for at least six months into the future).
- The current or expired passport containing the expired visa.
- A valid/current Form I-94.
- A valid Form I-20 or DS-2019 with a recent signature from the Office of International Programs and Services.
- Evidence of return transportation arrangements.
- Sufficient funds for length of stay in Canada, Mexico or the Caribbean.
- Evidence of current status in the U.S. (Pace I.D., copy of current registration, etc.).
- A tourist visa for the country to be visited, if required (see below).

In April 2002, there were changes made to this rule. Automatic Revalidation of Visa is no longer available to citizens of the following countries: Iraq, Iran, Syria, Libya, Sudan, North Korea, and Cuba. In addition, it is also not available for anyone who travels to Canada, Mexico, or the Caribbean, applies for a new visa to return to the U.S. and is denied the visa. If the visa is denied, Automatic Revalidation of the Visa is not allowed and the person would need to depart Canada to their home country to apply at the U.S. Embassy there for a new visa. With these
exceptions, we highly recommend that you consult with an advisor in the Office of International Programs & Services before planning any travel of this nature.

Depending upon your nationality, you may need a tourist or visitor’s visa to enter these countries. Information concerning tourist visas and who is required to obtain them can be obtained by calling the Consulate General of the country you wish to visit (most are located in New York City) or the Embassy (located in Washington, DC). All required information will be explained in a recording. If a tourist visa is required, go in person to the Consulate to file the application, or if necessary, file by mail. Be sure to give yourself sufficient time before your trip to obtain the visa.

Canada is a popular tourist spot for students and scholars in the northeast area of the U.S., as it is relatively accessible and the European atmosphere is well liked by most. Citizens of many countries require visitor visas to travel to Canada. The Office of International Programs and Services has copies of the Canadian visa application, an instruction sheet from the Canadian Consulate, and a list of countries requiring visitor visas. As the list of countries changes regularly, we suggest that you call the Canadian Consulate for updated information. You should also visit the Office of International Programs and Services before traveling to make sure that all of your U.S. immigration documents are in order for re-entry.

Applications must be made to the Canadian Consulate, 1251 Avenue of the Americas, New York, NY 10020. It is located at the intersection of 49th Street and Sixth Avenue (Avenue of the Americas) on the Concourse Level. The fax number is 212/596-1793. The telephone number is 212/596-1628 and email is cngny-td@dfait-maei.gc.ca. Listen to the recorded message for information relevant to your country of citizenship, or stay on the line to be connected to someone in the Visa Section. General office hours are 8:45 a.m. to 5:00 p.m., Monday through Friday; walk-in hours are more limited.

Documents required for visa issuance are: a Canadian visa application form (photocopy acceptable); your valid passport; your nonimmigrant visa document (Form I-20 or Form DS-2019 with a recent signature from the Office of International Programs and Services); your Form I-94 (white card in passport); financial documentation; two passport-sized photos; and application fee ($55 per person for single entry or $110 per person for multiple entry as of January 2004). Payment must be in the form of a certified check or money order; personal checks or cash are not accepted. The fee will not be refunded if the visa is denied. Citizens of some countries are exempt from paying the fee, due to reciprocity agreements.

Applications may be submitted in person daily from 8:00 to 10:30 a.m. and the visa stamp will be available for pickup after 1:30 p.m. the same day, in most cases. It is suggested that applications submitted by mail be sent by Federal Express with a pre-paid return for security reasons. Processing of applications sent by mail usually takes from one to two weeks. Citizens of Afghanistan, Albania, Angola, Argentina, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, Burundi, Cambodia, Chile, China (PRC), Democratic Republic of Congo, Republic of Congo, Croatia, Cuba, El Salvador, Eritrea, Ethiopia, Georgia, Guatemala, Haiti, Honduras, Iran, Iraq, Kazakhstan, Kyrgyzstan, Lebanon, Libya, Macedonia, Moldova, Nigeria, North Korea, Palestine Authority, Peru, Russia, Rwanda, Saudi Arabia, Sierra Leone, Somalia, South Africa, Sudan, Syria, Tadjikistan, Taiwan, Turkish Republic of N. Cyprus, Turkmenistan, Ukraine, Uzbekistan and Yugoslavia, may be subject to a waiting period of up to 15 working days.
LOST OR STOLEN DOCUMENTS

If you have lost your Form I-20 or Form DS-2019, a new one can be issued by the Office of International Programs and Services. If you lose your I-94 card, however, you may need to file an application with a required fee to the Immigration Service. It may take up to six months to receive the replacement document. If you plan to leave the U.S. for a trip abroad in the near future, you will receive a new I-94 upon re-entry to the U.S. and therefore it may not be necessary to request one from the Immigration Service. If you lose your passport, you must contact the Consulate or Embassy of your home country, that is, the country that issued your passport. You are strongly encouraged to make photocopies of all your immigration documents, which will make it easier to replace anything that gets lost or stolen.

REQUESTS FOR CERTIFICATION OF ENROLLMENT

The Office of International Programs and Services will assist you by providing letters certifying your enrollment, your tuition expenses, and your student status at Pace. Letters of this type may be required to open a U.S. bank account, to transfer funds from abroad, or to postpone required military service in your home country. Please bring your passport, I-20 or DS-2019, and I-94 card to the office when requesting such a letter.

GENERAL INFORMATION ON EMPLOYMENT

To obtain a U.S. student visa, you are required to show the availability of funds for your education and to present evidence of support for one year. Because individuals on student visas must certify that such funds are available, it is not expected that students will need to work during their first academic year at Pace unless granted a graduate assistantship. Part-time on-campus work is allowed, but the immigration regulations severely limit off-campus work for F-1 students. Internships through the Cooperative Education program may be possible after the first academic year. Different regulations apply for J-1 students and scholars.

“Employment” is defined as any type of work performed or services provided in exchange for money (in the form of a paycheck or cash), tuition, fees, books, supplies, room, food or any other benefits. If you receive no pay or other benefit for work performed, or are only reimbursed for transportation costs for example, this activity is not defined as employment but is considered “volunteer” or “unpaid” work. To be eligible for any type of employment authorization, an F-1 or J-1 student must be in good academic standing, carrying a full course load, and maintaining lawful F-1 or J-1 status. Please see the sections on employment below for details.

SOCIAL SECURITY NUMBERS

A Social Security Number is a federal taxpayer identification number issued by the branch of the U.S. government that takes care of old-age pensions, called the Social Security Administration. Anyone who intends to work in the United States must have a Social Security Number. The
number is unique to the individual and will remain the same for life. A Social Security Number does not represent permission to work and is not proof of U.S. citizenship or permanent residence. Students, please note that your Pace University ID number (which begins with a “D”) is not a Social Security Number and is used only to keep track of your records at Pace.

“Social Security” is a national insurance or pension plan for retirement and/or disability benefits. The government taxes each worker according to his or her level of income. Employers withhold tax from each paycheck and submit it directly to the government. In most cases, F-1 and J-1 students and J-1 scholars are not required to pay Social Security tax, but anyone who works must have a Social Security Number.

Social Security Numbers are not automatically issued to international students and scholars, and you will not be issued a Social Security Number if you are ineligible to work (F-2s and B-1/B-2s are ineligible). International students and scholars in valid F-1 or J-1 status should apply for a Social Security Number soon after they arrive in the U.S. To obtain a Social Security Number, you must apply in person at a local Social Security Administration office. Please contact the Office of International Programs and Services for details on how and where to apply. Applications require that you show all original visa documentation including your passport, I-94 card, and a stamped I-20 or DS-2019. It takes approximately three weeks from the date of application for you to receive your Social Security card via mail.

EMPLOYMENT REGULATIONS FOR F-1 STUDENTS

Eligibility and Application Requirements

A student who is maintaining valid F-1 status, is enrolled in a full course of study, and is in good academic standing may be eligible for certain employment opportunities. Specific requirements exist for each type of F-1 employment, as described below.

In general, employment is limited to a maximum of 20 hours per week (combined total of on-campus and off-campus) while school is in session, but may be full-time (combined total of on-campus and off-campus) during summer and school vacation periods. Applications must be filed with the Office of International Programs and Services for all types of employment (except on-campus) before you begin working. All employment authorization is automatically terminated whenever a student transfers schools, drops below full time, or fails to maintain F-1 status.

On-Campus Employment

On-campus employment includes:

- Work performed for an administrative office or academic department of Pace University, including graduate assistantships or any type of work obtained through the Student Employment Office (located in the Office of Human Resources).
- Work performed for a commercial firm located on one of the Pace campuses that provides direct services to students, such as the food service or the bookstore.
- Work performed at an off-campus location that is educationally affiliated with the university or related to contractually funded research projects at the graduate level.
Practical Training

Practical Training is employment that enables you to gain professional off-campus work experience directly related to your field of study. There are two types of Practical Training available, as described below.

Curricular Practical Training (for Co-op Internships)

- In order to be eligible, you must have been in F-1 status or have attended school in lawful non-immigrant status prior to changing to F-1 status for at least a full academic year.
- The employment must be directly related to your major and be an integral part of your program of study, such as an internship obtained through the Cooperative Education Program (Co-op), or work that is required for a course or a particular major and is for credit.
- Students who have received one year or more of full-time Curricular Practical Training (CPT) are not eligible for Optional Practical Training (OPT) after completion of studies. There is no limit to the amount of part-time Curricular Practical Training permitted and part-time CPT does not affect OPT.
- Employment authorization for a specific employer at a particular location will be authorized by a DSO at the Office of International Programs and Services on your Form I-20 after you have received a Co-op job offer. You may not start employment prior to receiving written authorization on your Form I-20.
- You must continue to maintain your full-time student status at Pace during the academic year, but are not required to take courses over the summer. The employment may be part-time while school is in session or full-time during the summer and vacation periods.
- Please note that you must renew your Curricular Practical Training authorization each semester and for the summer.

Optional Practical Training (Pre-Completion and Post-Completion)

- In order to be eligible, you must have been in F-1 status or have attended school in lawful non-immigrant status prior to changing to F-1 status for at least one full academic year.
- The employment must be directly related to your major area of study and commensurate with your educational level as verified by an academic advisor.
- Optional Practical Training is limited to a maximum of 12 months. Part-time Pre-completion Optional Practical Training (no more than 20 hours per week or less) is deducted from the available 12 months at one-half the full-time rate.
- Pre-completion Optional Practical Training may be authorized full-time during annual vacation periods (over the summer and during the winter break), or part-time while school is in session (20 hours a week or less), or after completion of all course requirements for a
Bachelor’s, Master’s or Doctoral degree, excluding the thesis or its equivalent. For Pre-completion OPT, the student must have a job offer verified by an academic advisor. *Please note that most Pace students do not find it necessary to use “pre-completion OPT” because of the availability to use CPT for Co-Op internships.*

- Post-completion Optional Practical Training may be authorized after completion of your program of study. You may apply for Post-completion Optional Practical training 120 days before your requested started and no later than your completion date. The Immigration Service must have your application by the last day of the semester in which you will complete your program.

- Optional Practical Training applications are processed by the U.S. Citizenship and Immigration Service, upon the recommendation of the Office of International Programs and Services. The application is sent to the USCIS Regional Service Center in Vermont for processing. It may take from one to three months to receive the Employment Authorization Document (EAD), which is required *before* you may begin working.

**Severe Economic Hardship Employment**

If other employment opportunities are insufficient or not available, you may request off-campus work authorization based on severe economic hardship. The requirements are as follows:

- In order to be eligible, you must have been in F-1 status or have attended school in lawful non-immigrant status prior to changing to F-1 status for at least one full academic year.

- You must be able to document that you are experiencing severe economic hardship caused by unforeseen circumstances beyond your control. These circumstances may include loss of financial aid (assistantship, scholarship, etc.), substantial fluctuations in the value of currency or exchange rate, large increases in tuition and/or living costs, unexpected changes in the financial condition of your source of support, medical bills, or other substantial or unexpected expenses.

- Applications are processed by the U.S. Citizenship and Immigration Service, upon the recommendation of the Office of International Programs and Services. There is a fee for this application, and the fee will not be refunded if the request is denied. The application is sent to the USCIS Regional Service Center in Vermont for processing. It may take from one to three months to receive the Employment Authorization Document (EAD), which is required before you may begin working.

**Internship with an International Organization**

- In order to be eligible, you must have been in F-1 status or have attended school in lawful non-immigrant status prior to changing to F-1 status for at least one full academic year.

- Employment must be with a recognized international organization that falls under the International Organization Immunities Act (United Nations, World Bank, etc.).

- Applications are processed by the U.S. Citizenship and Immigration Service, upon the recommendation of the Office of International Programs and Services. The application is sent to the USCIS Regional Service Center in Vermont for processing. It may take from one to
three months to receive the Employment Authorization Document (EAD), which is required before you may begin working.

Employment of F-2 Dependents

The F-2 dependents of F-1s are not allowed to seek paid employment of any kind, but may do volunteer or truly unpaid work.

EMPLOYMENT REGULATIONS FOR J-1 STUDENTS & SCHOLARS

Whatever type of employment you are considering as a J-1, you must first obtain approval in writing from the J-1 Responsible Officer or Alternate Responsible Officer who represents your J-1 program and issues your Form DS-2019. Before approval, the RO or ARO is required by regulation to evaluate the proposed employment in the context of your program and your personal circumstances, and then decide whether or not it would be appropriate.

On-Campus Employment for J-1 Students

Students in J-1 status are permitted to work on campus without demonstrating unforeseen economic necessity. Students may work part-time on campus (20 hours per week or less, including assistantships), as long as it does not interfere with full-time student status; they may work full-time (more than 20 hours per week) during summer and other vacation periods. Permission must be obtained from the Office of International Programs and Services if Pace is your program sponsor, or from the program officer at your sponsoring agency.

Off-Campus Employment for J-1 Students

Students in J-1 status may work off campus part-time (20 hours per week or less) only if they demonstrate serious, unforeseen and urgent economic necessity that has arisen since obtaining J-1 exchange visitor status. Written permission must be obtained from the Office of International Programs and Services if Pace is your program sponsor, or from the program officer at your sponsoring agency. There are no guarantees that this type of employment authorization will be granted. Please note that the combined total of on-campus and off-campus employment may not exceed 20 hours per week during the academic year, but may be full-time (more than 20 hours per week) during summer and other vacation periods.

Academic Training for J-1 Students

Academic training is employment directly related to a student's field of study that is also an integral part of the academic program. A full-time J-1 student in good academic standing is eligible for a total of 18 months of academic training, or no longer than the period of time enrolled in the academic program, whichever is shorter. This can be used during the course of study (part-time or full-time), upon completion of studies, or a combination of both. Training that is a mandatory part of an academic program will not count against the 18 months available. For students receiving a doctoral degree, however, Academic Training may last as long as 36 months. Part-time Academic Training counts against the 18- or 36-month limit the same as full-time. Students must apply for post-completion Academic Training within 30 days of completion.
Employment for J-1 Faculty/Visiting Scholars

Exchange visitors in the "professor" or "researcher" categories who wish to work for any employer other than the school named on the Form DS-2019 must first obtain written approval from their Responsible Officer. The employment must be evaluated by the RO or ARO in terms of the program objectives and individual circumstances, to determine whether it is appropriate. The proposed employment must be:

1. Directly related to the program objectives, and
2. Incidental to the exchange visitor's primary program activities, and
3. Not delay the completion date of the exchange visitor's program.

The exchange visitor must submit certain documentation in support of this request (please contact the Office of International Programs and Services for details). If the employment is an occasional lecture or short-term consultation without a regular salary, a letter of permission from the RO will be issued. If the individual will be teaching a course at another school, for example, and receiving an ongoing salary, a new Form DS-2019 that reflects this situation must be issued and the State Department notified. Casual part-time work unrelated to the exchange visitor's program is not allowed.

Employment for J-2 Dependents

A spouse (or child of legal working age) who is a J-2 dependent may apply to the USCIS for an Employment Authorization Document (EAD), but only to accept employment that is for self-support or for support of children, not for support of the J-1 principal alien. This permission must be received before starting a job, and will take from one to three months to be processed. Please see the Office of International Programs and Services for application procedures.

GENERAL OVERVIEW OF H-1B STATUS

The H-1B is a temporary non-immigrant visa status granted to foreign national professionals based upon a job offer from an employer for a professional position. The employer must be willing to pay the appropriate wage for the position and abide by numerous other regulations and restrictions imposed by the U.S. Department of Labor (DOL) and the U.S. Citizenship and Immigration Service (USCIS). Generally, a professional is one with a bachelor's degree or higher in a field acknowledged as a profession; the job being offered must require the skills of a professional. The employer is always the petitioner and the foreign national is the beneficiary of the employer's petition. An individual may hold H-1B status for up to six years and may also get H-1B approval for more than one employer at a time.

Graduating students who wish to work in the U.S. beyond the expiration of their F-1 Optional Practical Training authorization or J-1 Academic Training authorization may be eligible for the
H-1B visa. The Office of International Programs and Services can provide general information about the process and refer you to a reputable immigration attorney.

New international faculty members at Pace who are in need of the H-1B visa will be assisted by the Office of Human Resources; however, the university uses an outside attorney for this immigration work. Please contact the Office of Human Resources for more information on policies, procedures, timelines and costs.

INFORMATION ON U.S. INCOME TAXES

The information provided here is intended only to give you a general sense of taxpaying requirements and should not be considered financial or legal advice. Due to legal restrictions, the staff of the Office of International Programs and Services is not able to advise on tax issues, answer individual tax questions, or prepare tax forms for individual students or scholars. However, in March of each year the office provides tax information and a variety of resources to assist international students and scholars with filing their tax returns. For complex situations, it is advisable to consult a tax attorney, a Certified Public Accountant (CPA), or other reputable tax adviser who is familiar with non-resident taxation.

Summary of Tax Obligations

The Internal Revenue Service (IRS) is the United States government agency responsible for the collection of federal income taxes. All non-immigrants in F or J status (both the principal and all dependents) are required to file an individual income tax return if they were physically present in the U.S. during the tax year, even if they had no U.S. source income of any kind. Please be aware that there are penalties for failure to file a tax return.

International students and scholars who are studying, teaching or engaged in research activities in the United States are subject to federal and state income taxation. Some visa holders are also subject to the federal Social Security tax (FICA) on wages earned by themselves or their family members. The U.S. tax treatment of international students and scholars and their families depends chiefly on their status as residents or nonresidents (for tax purposes) and the type of income they receive. In some circumstances, country of origin may also play a part, since the United States has tax treaties with some countries which exempt citizens and/or residents of those countries from U.S. income tax. Since tax liability depends on personal circumstances, you are responsible for determining your own tax obligations.

All "F" and "J" visa holders (students, scholars, professors, trainees, etc.) are generally considered nonresident aliens for U.S. federal tax purposes for an initial period of time ranging from 2-5 years. These individuals must file a 1040NR or 1040NR-EZ federal tax return if they have U.S. income subject to tax. Effective for 1997 and later tax years, nonresident alien students and trainees who are temporarily in the U.S. under an "F", "J", "M", OR "Q" visa and who have no income subject to U.S. tax, do not have to file Form 1040NR or 1040NR-EZ. However, they must still file Form 8843.
If you did not work in New York State during the tax year, then you do not have to file a New York State tax return. If you did work, however, you may have to file a state tax return. Filing requirements vary depending upon the amount of income earned. Please see the NYS Form IT-203 Instructions for details. Students who were employed outside of New York State or live in one state and work in another (New Jersey, Connecticut, etc.) may be required to file a tax return for both states.

Tax law in the United States is extremely complex. It is important to remember that each individual’s tax liability is unique and thus should be analyzed individually. It is the responsibility of each international student and visiting scholar at Pace University to understand his or her own tax situation. Keep in mind that your friend’s case may be very different from your own!

Federal, State & Local Tax Withholding

All employers are required to "withhold" or deduct applicable federal, state and city taxes from paychecks. These "withholdings" are recorded by your Social Security number. The payroll office will determine the appropriate amount of tax to be "withheld" from each check. At the end of each year, anyone who has been employed will receive a "W-2 Form" from their employer. This form totals the income paid and taxes withheld for the year. From this statement, it can be determined whether you owe additional tax or whether the U.S. government or the state owes you a refund by checking the tax table in the instruction book. You must send the appropriate copy of the W-2 with your income tax return.

Social Security (F.I.C.A.) Withholding

Non-resident aliens in F-1 or J-1 status are exempt from Social Security (FICA) withholdings if the income is received for services performed to carry out the purpose for which the alien was admitted to the U.S. This includes employment pursuant to a scholarship, fellowship, assistantship or other financial aid award, approved on and off-campus employment, authorized employment due to economic necessity and practical training employment [26 U.S.C. 3121 (b) (19)]. However, students who have been on F visas over 5 years and are not from countries covered by tax treaties (2 years for J visa holders) are subject to Social Security unless they can prove to the IRS that they do not intend to stay in the U.S.

Tax Forms and Publications

Current federal tax forms, instructions and various other tax publications are available from the Internal Revenue Service web site, at Internal Revenue Service locations, or by calling their toll free forms line. During tax season (January 1 through April 15), forms are also available at most post offices, libraries and some banks. Some forms are also available at the Office of International Programs and Services.

Dates for Filing Returns

The tax year in the United States runs from January 1 to December 31 and you must file your tax return each spring for the preceding tax year. Therefore, you will need to file your tax return for
the preceding tax year by April 15th each year or by June 15th as appropriate (see below). If you entered the U.S. for the first time after January 1st, you do not need to worry about filing a tax return until the following year.

April 15 – This is the last day to file a federal tax return if you are a resident or nonresident with U.S. source income. If April 15 falls on a Saturday or Sunday, then tax returns must be postmarked by the following Monday. State tax returns are also due on this date.

June 15 – This is the last day to file Form 8843 (Statement for Exempt Individuals…) for nonresidents and their dependents that do not have any U.S. source income.

U.S. CURRENCY DENOMINATIONS

Currency in the United States is based on the decimal system with 100 cents to each dollar ($1.). Metal coins include pennies ($.01), nickels ($.05), dimes ($.10), quarters ($.25), occasionally half-dollars ($.50), and gold-colored one dollars ($1). Paper currency is in $1, $5, $10, $20, $50 and $100 denominations. Bills of $2 also exist, but are rare. The size and coloring of all paper bills is the same for all bills except the newly designed $20 bill; the design is different for each denomination.

TIME ZONES

There are four major time zones in the continental United States. Standard Time is differentiated from Daylight Savings Time. Daylight Savings Time is used between April and October of each year. In April, the clocks are set ahead one hour ("spring ahead") and in October, the clocks are moved back one hour, to Standard Time ("fall back"); this "saves" daylight hours so that it is lighter later into the evening during summer. Americans use" a.m." to designate morning and "p.m." for afternoon and evening, and generally do not use military time (except in the military!).

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CLIMATE

The Northeastern United States, including New York, has four distinct seasons as described below.

**Summer:** June → September. Temperatures range from 55 to 95 F (12.7 to 35 C). Hot and humid. Clothing should be lightweight. Shorts are acceptable casual street attire for both men and women.
**Fall:** September → December. Temperatures range from 20 to 80 F (-6.6 to 26.6 C). Cools off, particularly at night. Medium-weight clothing, light jackets, long sleeves and layers are desirable.

**Winter:** December → March. Temperatures range from zero to 45 F (-17.8 to 7.2 C). Cold and wet, with lots of rain, freezing rain and/or snow. Long sleeves and jackets, a warm lined coat or jacket with a hood or a hat, gloves, extra socks, and lined boots or other protective footwear are needed. Thermal underwear (leggings or "long johns") is used by many.

**Spring:** March → June. Temperatures range from 20 to 80 F (6.6 to 26.6 C). Weather gets warmer, with a good amount of rain. Warmer days with cool evenings. Switch back to medium-weight clothing. A raincoat and umbrella will be necessary.

Americans are accustomed to indoor heating during the winter. Temperatures range anywhere from 65 F to 78 F. In summer, many public buildings and private homes are air-conditioned, with temperatures reaching as low as 65 F. You may find that your outdoor winter clothes are too heavy for indoor use in winter, and that your summer street attire is not warm enough indoors in air-conditioned situations. It helps to dress in layers, adding and subtracting clothing as necessary. Other useful items include warm blankets in winter, and if you do not have air-conditioning, a fan in summer.

Please note that the weather may vary dramatically on any given day between the New York City campuses and the Pleasantville and White Plains campuses in Westchester County. The weather may also change drastically within the same day in the same location. In the New England region, which includes the six states north of New York, there is an expression, “If you don’t like the weather, wait a minute and it will change!” This is also often the case in New York.

**CONVERSION TABLES**

**Weight:**
- 1 ounce (oz.) = 28.35 grams (gms.)
- 1 pound (lb.) = 16 ounces, .45 kilograms
- 1 kilogram (kg) = 2.2 pounds
- 1 stone = 14 pounds

**Length and Height:**
- 1 inch (in. or ") = 2.54 centimeters
- 1 foot (ft. or ’) = 12 inches, 30.48 centimeters
- 1 yard (yd.) = 3 feet, .91 meters
- 1 meter (m) = 3.28 feet, 1.1 yards
- 1 centimeter (cm) = .39 inches

**Distance:**
- 1 mile (mi.) = 1.61 kilometers (km.)
- 1 kilometer = .62 or 5/8 mile
**Liquid Measurement:**

1 pint (pt.) = 2 cups, .473 liters
1 quart (qt.) liquid = .946 liters or 4 cups or 2 pints
1 quart dry = 1.10 liters
1 gallon (gal.) liquid = 4 quarts, 3.80 liters
1 liter liquid = 4.3 cups, 1.06 quarts
1 liter dry = .91 quarts

**Temperature:**

C = Centigrade (Celsius)
F = Fahrenheit

C = (F - 32) ÷ 1.8
F = (C x 1.8) + 32

212 F = 100 C (boiling point)
98.6 F = 37 C (normal body temperature)
32 F = 0 C (freezing point)
0 F = -17.8 C
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