



**INTERNATIONAL
STUDENT HANDBOOK**

**COLLEGE OF THE ATLANTIC
2017 - 2018**

Welcome to College of the Atlantic!

We are very excited to have you as a member of the COA community and look forward to learning more about you in the coming year.

We prepared this handbook to assist you and to answer some of the questions you may have as a new student. General COA rules and policies can be found in the college handbook, however *this booklet has been specifically created to address issues facing international students*. Please read through this hand-book thoroughly in the months before your arrival, as it contains information critical to your arrival and residence in the United States. You will find that you will need to consult the information in this handbook throughout your time at College of the Atlantic. Please keep this as a resource and bring it with you to your first orientation session. We will have a two-day international student orientation beginning on the evening of Thursday August 24th, 2017. It is best if you plan your travels to arrive a day earlier on Wednesday, August 23th, 2017 or during the day on Thursday.

It is natural to be nervous about living in a new environment, especially in a foreign country. If you have any questions or concerns, please do not hesitate to ask. You are always welcome (and encouraged!) to call, to email, or to stop by, after you arrive, and visit the International Student Services (ISS) Office on the third floor of the Deering Common Community Center.

We hope that your experience at College of the Atlantic will be a great one. Please remember that your academic advisor, faculty, and staff are all here to assist you and to make this experience positive and fulfilling.

Warm Regards,



Monica Hamm
Coordinator of International Student Services
+1 (207) 801-5673
mhamm@coa.edu

Pre-Arrival Packet Checklist From COA

Keep all necessary forms sent to you by COA for your **F-1** Visa application. Also, fill out all COA forms in your pre-arrival packet and send it back to the Coordinator of International Student Services, Monica Hamm, by email at mhamm@coa.edu. For your convenience, these forms are also on the COA website.

PRE-ARRIVAL PACKET CONTENTS

- Immigration Materials:**
- _ **SEVIS**-issued Form **I-20**
 - _ Proof of payment of the **SEVIS** fee-receipt **I-901** (a copy)

Admission and Financial Aid Materials:

- _ Copy of your COA Letter of Admission
(use original for visa appointment, copy is a back-up)
- _ Financial Aid Scholarship Award Letter (if applicable)

ISS Contact and Campus Information:

- _ Business card of Monica Hamm, COA's Coordinator of International Student Services
- _ Campus Map

International Student Services (ISS) Forms:

- _ International Student Travel and Arrival Form
 - _ Student Profile

THESE ARE DUE BY AUGUST 1ST, 2017

Contents

Pre-Arrival Packet Checklist from COA	iv
» Pre-Arrival Packet Contents	

BEFORE YOU COME TO COA -----

Applying for Your F-1 Visa	6
» Glossary of Basic Immigration Terminology	

What Steps to Take	11
» Papers you will need for your F-1 Visa application	
» What to Do With Your I-20 (F-1 Students)	
» 10 Points to Remember When Applying for a Non-Immigrant Visa	

Explaining the Human Ecology Major	14
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If You Have Trouble Getting a Visa	15
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Preparing for Departure and Arrival at COA	16
» What You Need at College of the Atlantic	
» What College of the Atlantic Provides	
» Packing	
» Registering for Courses	
» Immunizations	
» Travel Money	

Travel and Arrival Information	20
» When to Arrive	
» Arriving at the Airport in the US: Customs and Immigration	
» Commonly Used Airports for Arrival	
» Transportation from the Airport to COA	
» Travel Tips	

AFTER YOU GET HERE -----

What to Expect During Your First Weeks at COA	26
» International Student Orientation Program	
» Planning Your Finances	

Important Staff to Know Your First Weeks at COA	28
--	-----------

Maintaining F-1 Status: Student Responsibilities	30
» To Maintain Your F-1 Status You Must	
» Failure to Comply With Responsibilities	
» 60 Day Grace Period	
» Reinstatement	
» Ways to Fall Out of Status	
» Travel	
» On-Campus Employment	
» Off-Campus Employment	

Logistics

Social Security Numbers and Maine Identification Cards	36
» How to Apply for a Social Security Number	
» How to Apply for a State of Maine Identification Card	

Money	38
» Work-study Money	
» Special Instructions for Form W-4	
» Costs Not Directly Covered by COA Scholarships	
» Travel Expenses	
» Budgeting Your Money	
» Reading Bills from the Business Office	
» Banking	

Health	42
» Health Insurance	
» Medical and Counseling Services	

Housing & Residential Life	44
» On-campus Housing	
» Off-Campus Housing	

Communications	48
» Telephone & Fax Services	
» Digital Communications	
» Postal Services	

Davis Scholars	52
» The Davis UWC Scholarship Program	
» Goals for the Davis UWC Scholars Program	
» Requirements and Expectations for Being a Davis Scholar	

Financial and Policy Information for Incoming UWC Davis Scholars	54
» How Financial Aid Awards Are Determined	
» Cost of attendance & living off campus	
» International aid vrs. Federal aid	
» 2015-2016 Cost of Attendance	

Academics

The Academic Program & Policies	58
» Number of Credits Covered	
» Early Graduation	
» Internships	
» Studying Off-Campus: Study Abroad or Away	
» Program Fees for International Studies Programs	
» Residencies	
» Other Things to Consider When Thinking About Studying Abroad	

Daily Life

Meals	62
Recreational Activities and Sports	
Taxes in the United States	63
Filing Taxes	
How Much Will I Pay in Taxes	
Local Travel & Driver's License	65
Life in Bar Harbor	68
» Maine Facts	
A Brief History of Mount Desert Island	69
A Brief History of College of the Atlantic	72
Safety	74
Emergencies	
Appendix A: Community Directory	75
Appendix B: US Holidays	81
Appendix C: Important Numbers and Information	84
Appendix D: The Laws of the United States	85
Appendix F: Metrics & U.S. Measures	87

BEFORE YOU COME TO COA

Applying for Your F-1 Visa

GLOSSARY OF BASIC IMMIGRATION TERMINOLOGY

It is the responsibility of the student to maintain the validity and security of relevant immigration documents. If anything should happen to your documents (loss or damage) or your documents expire, please consult with the Coordinator of International Student Services as soon as possible. Without valid documents, you are not legally “in-status,” which can carry serious consequences including deportation and exclusion from the United States.

Passport—Convention Travel Document

Your Passport proves your identity and citizenship. It is usually required that your Passport be valid for 6 months beyond the date of your anticipated entry into the United States. It is often possible to renew your Passport while in the United States without returning to your home country. So if your Passport is nearing its expiration date we can plan ahead so that it does not expire. It is much easier and safer to renew your Passport while it is still valid, than it is to wait until it expires.

SEVIS (Student and Exchange Visitor Information System)

The Student and Exchange Visitor Program (SEVP) is designed to help the Department of Homeland Security (DHS) and Department of State to better monitor school and exchange programs and **F, M, and J** category visitors. **SEVIS** is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa) and their dependents (**F-2, M-2 and J-2**). **SEVIS** enables schools and program sponsors to transmit electronic information and event notifications via the Internet to the Bureau of Immigration and Customs Enforcement (ice) and Department of State (dos) throughout a student or exchange visitor’s stay in the United States. The college first enters information about the student into **SEVIS** at the time when the student creates the initial Form **I-20**. At this time, a **SEVIS** record and **SEVIS** ID number is also created for each individual whose information is entered into the system. The system reflects certain international student or exchange visitor activities, such as admission at the Port of Entry (POE), change in address, change in program of study, and other relevant details. **SEVIS** also provides system alerts, event notifications, and basic reports to the end-user schools, programs, and immigration-related field offices.

Required SEVIS Data

SEVIS works with the same data that has always been required by law and regulation from foreign and exchange visitors. The college must report each academic term on all **F-1** students, and on individuals who take certain actions that require notification in SEVIS (like applying for work authorization, requesting a reduced course load, etc.). The information is entered into the **SEVIS** system by the school’s Designated School Official (Coordinator of International Student Services) and can be accessed only by these individuals. However, we are required to release information to the Department of Homeland Security (DHS) officials when asked to do so.

Information required by SEVIS and/or to be kept on file include:

- » Name
- » Place and date of birth
- » Country of citizenship
- » Current address of student
- » Address in country of permanent residence
- » Current academic status
- » Date of commencement of studies
- » Degree program and field of study
- » Practical training, beginning and ending dates
- » Termination date and known reasons
- » Documents relating to admission
- » Number of credits completed each term
- » **SEVIS Form I-20**
- » Academic disciplinary actions taken against the student due to criminal conviction
- » Failure to maintain status

Receipt of SEVIS Fee (I-901) Payment

The receipt is proof of payment of the **SEVIS** fee implemented last year. When you enter the United States, immigration officials may request to see proof that you have either paid or do not need to pay the **SEVIS** fee prior to admitting you. Please keep this form with your other immigration documents and carry it with you when you travel.

SEVIS I-20

Your I-20 is the document issued by COA that contains information relevant to your acceptance and enrollment as a student. This document proves that you are eligible to obtain an **F-1** student visa. Your **I-20** is also the document that has to be authorized before you travel outside of the United States to go home, or for study abroad. Work authorization is also shown on your **I-20**. Your **I-20** should be valid for the full 4 years required for your COA degree. If it is not, consult with the Coordinator of International Student Services.

I-94 Electronic Form

Your **I-94** number proves that you legally entered the United States and indicates the period of time for which you can remain here. You will need to print out your own electronic **I-94** form with your number on it. You should print one to keep with your own records, and one to give to the Designated School Official to keep with her files. If you leave the country, you do not need to present this form at the border, but it is a good idea to file it away, as the number becomes invalid upon departure. Once you re-enter the United States again after having left while on your **F-1** student status, you will need to print out a new **I-94** number. To print your **I-94** once you have entered the United States, go to: i94.cbp.dhs.gov, but this can only be done after having passed through a Port of Entry and entered the United States as an **F-1** student.

United States Visa

The visa that you obtained through the US Embassy or Consulate is a document that tells the immigration official at the US border that you are eligible for entry to the United States and the terms of that eligibility. This is the key component to get you into the country. The visa is only important when you are attempting to enter the United States. If your visa expires while you are present within the United States, you do not need to worry. An expired visa will only be a problem if you leave the United States and need to return. To do so, you will be required to apply for a new visa. If you need to apply for a new visa, please consult with Monica Hamm, Coordinator of International Student Services.

F-1 Visa

International students who pursue a full program of study in the United States are here in a legal status called **F-1**. This is a non-immigrant status, meaning that your intent to stay is temporary and connected with your studies. In order to enter the US in **F-1** status, you will need to obtain an **F-1** student visa. Think of your F-1 Visa as your key to enter the US. Once you are in the US, it does not matter if your visa expires, so long as your other documents are valid (Passport, Form **I-20**, etc.). However, if you leave the US with an expired F-1 Visa, you will need to apply for a new United States visa. Consulate in your home country in order to re-enter. Even if you do not need a visa to enter the US as a visitor, you do need to apply for a visa to enter in **F-1** status. If you do not enter the US in **F-1** status, you must go through a lengthy process to correct this, which may include going home and reentering in the correct status. Therefore, it is very important to contact the Coordinator of International Student Services if you are planning on entering the US to travel before you begin your studies at COA.

Duration of Status (D/S)

When you enter the US in **F-1** status, your Form **I-20** and your Passport should be stamped and marked with the notation D/S, which stands for **F-1** Visa Duration of Status. This term refers to the period for which you are pursuing your program of study; when marked on your immigration documents it means that you are being granted permission to be in the US in **F-1** status for the length of your program of study, providing you take care to maintain this status by complying with the federal regulations. If your Form **I-20** or Passport does not say **F-1** D/S, please see the Coordinator of International Student Services as soon as possible.

Port of Entry (POE)

If traveling to the US from abroad, your POE is the first airport (or land or sea border) where you arrive in the United States. You may then fly on to another airport in the US to arrive at your final destination, but you will go through immigration and customs at your poe.

You should keep photocopies of all of these documents in a safe place. In addition, copies of these documents will be kept in your COA immigration file as required by law. If you renew any of these documents or the information on them changes, new copies will be required.

Designated School Official (DSO)

Designated School Officials are those members of the campus community who have been granted authority by the United States Citizen and Immigration Services (USCIS) to access the information on international students on-campus and maintain **SEVIS** records. The Coordinator of International Student Services, Monica Hamm, serves as College of the Atlantic's Principal Designated School Official (PDSO). Additionally, DSOs at COA and Sarah Luke, Dean of Student Life. DSOs at COA are responsible for updating **SEVIS** of any changes in student information or student status. DSOs also verify your student status by signing the third page of your I-20, every six months, when you travel outside the US .

F-1 Details

COA is authorized under federal law to enroll non-immigrant students. After you have been accepted to COA and have made your decision to enroll, you will need to apply for your **F-1** student visa. During the spring term prior to your arrival we will send you a packet of information containing instructions and documents necessary to apply for your **F-1** Visa. The information below will help you understand the process and answer any questions you may have. Canadians do not need an **F-1** Visa to enter the US, however you will be issued an I-20.

International students in the United States pursuing an academic degree program like a bachelors, masters, or doctoral degree are present in a legal status called **F-1**. Before you can travel to the United States to begin your studies at COA, you will need to apply for your **F-1** Student Visa at an abroad US Consular Office. This is a non-immigrant visa category—the term, non-immigrant, refers to the fact that your intentions are to study temporarily, not to immigrate to the United States. This non-immigrant classification is very important, because if a consular official interviewing you for a visa suspects that you may have intentions to immigrate to the US they may deny your visa application.

Think of your **F-1** Visa as your key component to enter the United States. Once you are in the US, it does not matter if your visa expires, as long as your other documents are valid (Passport, Form **I-20**, etc). However, if you leave the US with an expired **F-1** Visa, you will need to apply for a new visa in order to re-enter the US (certain exceptions apply when traveling to Mexico, Canada, or some adjacent islands).

Before you begin the application process for the **F-1** Visa, it is helpful to visit the website www.travel.state.gov. This site covers details of applying for the visa, list what you will need to bring to your visa appointment, and provide links to the application forms. You should also check the website of the US Embassy or Consulate where you plan to apply for your visa for instructions specific to your place of application.

You will need to apply for your **F-1** Visa at a US Embassy or Consulate Office. You will likely need to contact the embassy or consulate in advance to set up an appointment for your visa interview. It is preferable to apply at the US Embassy or Consulate in your home country, or one that has jurisdiction over your home country. This is because the consular official who interviews you will try to assess your ties to your home country (intent to return). If you cannot apply in your home country, then it is possible to apply at a US Embassy or Consulate in a third country.

Take note that this process is more challenging. A student with exceptional circumstances should speak with the Coordinator of International Student Services before beginning the application process in a third country.

Students should note that embassies and consulates are only able to issue your student visa 120 days or less in advance of the course of study registration date. If you apply for your visa more than 120 days prior to your start date or registration date as provided on the Form **I-20**, the embassy or consulate will hold your application until it is able to issue the visa. Consular officials will use that extra time for application processing.

*Note: Not all US Consular offices issue **F-1** Visas. In addition, some US Consular offices do not accept visa applications from third country nationals (i.e. someone who is not a resident of the country where you apply). Therefore it is critical to begin your process by looking at the website for the closest US Embassy or Consulate to review whether or not they can issue you your visa, and if so, how to set up an appointment, which forms you need to fill out and what you will need to bring. For a list of US Embassies and Consulates abroad visit www.usembassy.state.gov. Please remember that you cannot obtain or renew an **F-1** Visa from within the United States.*

What Steps to Take to Arrive at COA

PAPERS YOU WILL NEED FOR YOUR F-1 VISA APPLICATION

- ___ Form **DS-156** Non-immigrant Visa Application, or Form **DS-160** (online version)
- ___ Form **DS-158** (completed with **DS-156**)
- ___ Form **DS-157** (If you are a male student between the ages of 16 and 45, regardless of your nationality and regardless of the consular office where you are applying)
- ___ A Passport valid for at least 6 months
- ___ Your COA admission letter
- ___ A **SEVIS**-issued Form **I-20** (we will send this to you in your pre-arrival packet)
- ___ Proof of payment of the **SEVIS** fee (the college pays this fee on your behalf, and sends you a copy of a receipt). You will also receive a copy from the Department of Homeland Security, Form **I-901**. You may present either receipt at your visa interview.
- ___ Verification of financial support (if Davis Scholar, your COA financial aid award notice)
- ___ Proof of English language ability
- ___ Two facial photographs (head and shoulders)
- ___ MRV fee receipt to show visa application payment (may vary from country to country)

It is also recommended to bring:

- ___ Transcripts from the last school you have attended
- ___ Scores from standardized tests, such as TOEFL

Note: Remember to check with the specific US Embassy or Consulate where you will apply for an exact list of required documents and to find out the specific application process for that office. EducationUSA: The US Bureau of Cultural and Educational Affairs supports 450 EducationUSA advising centers all over the world. If you live in a city with an advising center, you might find it helpful to visit and speak to someone about the visa process and for information about living and studying in the US Their website also has helpful information: www.education.com. To find an EducationUSA advising center in your region: www.educationusa.state.gov. For information on visa denials, go to www.abroadeducation.com/np/visa-preparation/reasons-student-visa-denial.html.

WHAT TO DO WITH YOUR I-20 (F-1 STUDENTS)

- ___ Read page two of the I-20 document carefully.
- ___ Make sure all of your personal information is correct: spelling of names, date of birth (in order of: month/day/year), country of citizenship. If anything is incorrect, please contact Monica Hamm.
- ___ Sign the bottom of page one. Please print your name and then provide your signature in blue ink.
- ___ Use your **I-20** to apply for your **F-1** Visa at the nearest US embassy or consulate. Keep your **I-20** safe and accessible. This document, along with the electronic **I-94**, which you will print out when you arrive in the US, proves your lawful status in the United States.
- ___ Report to Monica Hamm for the International Student Orientation upon your arrival at COA so we can make copies of your documents.
- ___ Always keep copies for yourself and for administrative use and travel. Monica Hamm can replace your lost **I-20**.

10 POINTS TO REMEMBER WHEN APPLYING FOR A VISA

1. **Ties to Home Country:** Under United States law, all applicants for non-immigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country. Ties to your home country are the things that bind you to your home town, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask you about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans, and career prospects in your home country. Each person's situation is different, of course, and there is no magic explanation or single document, certificate, or letter which can guarantee visa issuance.
2. **English:** Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview. If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.
3. **Speak for Yourself:** Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf. If you are a minor applying for a high school program and need your parents there in case there are questions, for example, about funding, they should wait in the waiting room.

4. **Know COA and How it fits Your Career Plans:** If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the United States relates to your future professional career when you return home.
5. **Be Concise:** Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute or two of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.
6. **Supplemental Documentation:** It should be clear at a glance to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have two to three minutes of interview time, if you're lucky.
7. **Not all Countries are Equal:** Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.
8. **Employment:** Your main purpose of coming to the United States should be to study, not for the chance to work before or after graduation. While many students do work off-campus during their studies, such employment is incidental to their main purpose of completing their US education. You must be able to clearly articulate your plan to return home at the end of your program. If your spouse is also applying for an accompanying **F-2** visa, be aware that **F-2** dependents cannot, under any circumstances, be employed in the United States. If asked, be prepared to address what your spouse intends to do with his or her time while in the United States. Volunteer work and attending school part-time are permitted activities.
9. **Dependents Who Remain at Home:** If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If the consular officer gains the impression that your family members will need you to remit money from the United States in order to support themselves, your student visa application will almost certainly be denied. If your family does decide to join you at a later time, it is helpful to have them apply at the same post where you applied for your visa.
10. **Maintain a Positive Attitude:** Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

Explaining the Human Ecology Major

During your visa interview, and when entering the US, officials may ask you about your subject of study in the United States. Because COA has only one major, human ecology, this might be an intimidating question. Human ecology is not a common term in the United States, so American officials who interview you will, in all likelihood, not know what it means. If you are asked about the human ecology major and are unsure of how to talk about it, do not panic. You can mention that human ecology is the only major offered at COA and that the college does not have formal departments. You might describe human ecology as an interdisciplinary approach to viewing the relationships between humans and their environments, and that human ecology functions as a lens through which to study traditional subjects like economics, literature, physics, international studies, etc. If known, you may want to mention the areas you are interested in studying. It will be helpful to read the literature on COA's website and course catalog about COA's academic approach and the human ecology major before going into your visa interview so that you feel prepared to talk about it.

If You Have Trouble Getting a Visa

Obtaining an **F-1** Visa to study in the US is not as easy as it has been in the past. Increased government regulations and tightened security at US consular offices have led to further delays in some cases and in certain regions of the world. You may find the process very easy, or you may be denied your **F-1** Visa on your first attempt. Keep the following information in mind as you begin your visa application process and if you encounter problems:

Do Not Panic: In recent years, more than five students were initially denied their visas. These students all eventually obtained their visas and came to study at College of the Atlantic. If the consular officer denies your first application, there are measures COA and your current school can take to assist you. The college cannot guarantee you a visa, but it has access to resources that may help you out.

Contact Your High School: If your high school is in the same country where you are applying for a student visa, you should contact your headmaster to see if they can call the embassy or consulate to discuss your situation or fax documents to them in support of your application. Some of the students who are currently enrolled at COA were able to obtain their visa with the help of their high school when their visa applications had been refused more than once.

Be Patient: The visa application process can be very long. While you are in your home country waiting for the visa, staff members at COA are busy writing letters on your behalf and contacting officials in the United States and in your home country. Please be patient and do not give up hope. Although it can take a long time to obtain the visa, COA's success rate has been high in getting students to campus.

Be Polite: It is critical that you present yourself well in front of consular staff, even if you are very upset or frustrated. It is very important that you remain polite—even if your visa has been denied. Bear in mind that people at the embassy can be very pleasant and helpful. You will have far better luck if you establish a good relationship with officers, and this will certainly improve your chances of receiving a visa at a later date.

Stay in Touch: It is important that you remain in contact with COA staff (preferably with Monica Hamm) via telephone or email. The more we know about your situation, the more we can do to assist you. In the event that you need a new I-20 or a letter of support, it is most important that we have your current contact information, including your address and email. You will get much further with assistance from COA than you will going through the process on your own.

Be Flexible: If you do not have your visa in hand by the end of August, the college must defer your admission until Winter Term. We feel that it is important that you begin the term with your classmates, and that it is crucial to your academic success that you not arrive late in the term. This does not mean that you cannot graduate on time, or that your admission to COA has been revoked. It simply gives you more time to get all of your documents in order.

Preparing for Departure and Arrival at COA

WHAT YOU NEED AT COLLEGE OF THE ATLANTIC

During your first few weeks at COA, shopping trips will be arranged for international students to Ellsworth or Bangor, the closest large towns.

Clothing: Temperatures in Bar Harbor vary widely depending on the season of the year: summer, fall, winter, or spring. Most international students at COA tend to buy their winter clothes in the US, instead of bringing other apparel from home where it might be more expensive.

Food: It is difficult to find a wide variety of international foods and spices on the island or in Ellsworth. Our recommendation would be to bring a small amount of spices or other packaged and sealed foods from home that you enjoy. (Please refer to the US Customs guidelines and your airline guidelines to see what you can and cannot bring into the United States.) Bar Harbor has one large and two smaller grocery stores with limited selection of international foods.

Bedding: First-year international students who live on-campus will be provided with a sheet set and blanket upon request. All students however are expected to eventually furnish their own bedding, including a pillow. You will need to return the provided bedding to Monica Hamm either when you move off-campus or after your first year, whichever comes first. Some international students do bring their bedding from home. If you choose to do so, basic measurements for standard sized twin mattress are 200cm x 100cm x 15cm. Though mattress sizes vary according to make and company, these dimensions should help you plan for necessary bedding.

Electronics: Line voltage in the US is 110/120 Volt ac, 60Hz. If you intend to bring your own devices or small appliances, consider two things: you must be able switch to this voltage and you will need an adaptor to plug your device into the sockets. Some devices, like laptops, can be switched to 110/120v. You can easily find out whether you can change the voltage if your device has a switch labeled 110/120v. If it doesn't have such a conversion switch, you need to buy a relatively heavy and expensive voltage converter, which is not advised. You also need to purchase a power adapter, so that your device can plug into American sockets. Usually you can buy them as a worldwide variety pack. Try to buy it in your home country because you need all the adapters to fit on your original plug.

While some international students do bring laptops or personal computers to COA, there are also computers available on-campus for use by the general student body. All COA computers come equipped with Internet access and the Microsoft Office package.

Some international students also bring an iPod or mp3 player from home, others choose to buy these in the States. No matter where you buy your music player, it is highly recommended to bring music from home to share with fellow students. Current students also suggest bringing small items from your home to share as gifts.

WHAT COLLEGE OF THE ATLANTIC PROVIDES

Each room is furnished for you with a bed, mattress, desk, and chair. Rooms also provide some sort of clothing storage, either a dresser (clothing chest) or a closet. All rooms are equipped for a land-line telephone hook-up (at your own cost should you choose to use it) and wireless Internet connection.

Washers and dryers for laundry are available to use in Blair Tyson, Seafox, Turrets, and the Kathryn W. Davis Residence Village. It costs four quarters (\$1) to wash a load of clothes and three quarters (\$.75) to dry.

The kitchen in every dorm is equipped with utensils, a refrigerator, an oven, an electric stove, and other items necessary for cooking. Some students also bring their own kitchen equipment. There is cupboard space for students to store their food for the weekends.

Students often purchase desk lamps for their rooms, as many rooms are only equipped with one overhead light. These can be purchased in Ellsworth or Bangor.

PACKING

Before you start packing please check with the airlines you are flying to find out their baggage regulations (these are usually published on the airlines' website). Restrictions are often placed on the size and weight of your luggage pieces. Please be mindful of these restrictions when packing since most airlines levy a hefty charge to carry or ship overweight luggage.

Please pack all important documents (whether you need them or not while traveling) in your hand luggage so that they are not lost if your luggage is misplaced. It is also advisable that if you have items that you need to declare at US Customs, pack them separately in a smaller bag or within easy access of your main luggage.

Remember to carry the following items with you, and keep copies in a separate location from the originals:

- » Flight ticket
- » Valid Passport with an **F-1** student visa
- » Form **I-20**
- » Proof of payment of the **SEVIS** fee (**I-901**)
- » Your acceptance letter from COA
- » Proof of financial support
- » Contact information for COA

REGISTERING FOR COURSES

It is important that you register for your classes before you come to the United States. COA operates on a trimester system and each academic term contains ten weeks. In a term, a regular full-time student takes three courses and each course is worth one credit. In a year, you must earn 9 credits to be a full time student; you need 36 credits to graduate.

To register, you select three classes as your first choice and three alternate classes. If one of your first three choices is full, you will be placed on the waiting list for that class and registered for your first alternate course choice. If two of your first choices classes are full, you will be on two waiting lists, and registered for your first two alternate choices, and so on.

If you wish to make changes to your fall registration, you may do so after you arrive on-campus. The first week of each term is known as the Add/Drop period. During this time you may drop courses you have signed up for earlier and sign up for new courses with required signatures.

You must register for HE001 Human Ecology Core Course as one of your three courses for the fall term of your first year. You may contact the professors who teach classes that interest you to find out more about courses they are offering or to inquire about prerequisites. Faculty contact information is on the COA website under the Faculty Directory.

Note: You may register online through your COA Student Portal. Emails will be sent from the Registrar's Office to guide you in this process.

TRAVEL MONEY

It is preferable that you arrive in the US with some spending money. A one-way bus ticket from Boston to Bangor costs \$44 with cash or a credit card. Remember that you may need to eat or arrange additional transportation or an overnight stay—especially if your flight has been delayed or if you miss a connection. If possible we recommend travelling with \$150 to \$200 in cash so that you can deal with any unexpected costs along the way. You might want to exchange some foreign currency at the airport, unless you can find a bank that is open (usually from 8:00 am till 4:30 pm—depends on the bank).

IMMUNIZATIONS

Immunization forms, provided by the Registrar, need to be turned into the Registrar Office before classes start. Please email the forms along with any questions to Judy Allen, jallen@coa.edu or faxed to +1 (207) 288-2947

Maine state law requires that all students provide certification by a doctor, nurse, or other health care professional of your immunity to:

- » Rubella (German measles)
- » Rubeola (measles)
- » Diphtheria
- » Tetanus

Evidence of immunity may be a record of immunization with dates and dosages or a report of laboratory results of tests for immunity. In the United States, these required immunizations are usually grouped as the mmr and dt. Both are available in Bar Harbor after you arrive, and are covered by your health insurance through College of the Atlantic. However, many international students find it easier to receive the vaccination shots in their own countries rather than in the United States.

MMR (measles/mumps/rubella): Documentation must show that you were immunized with a live vaccine after 1968 and after you reached 15 months of age. Also, COA predicts that future Maine State guidelines may require evidence of two doses of the measles vaccine. Hence, if you have evidence of a measles vaccine administration, perhaps from your pediatrician and/or school medical service, bring this record with you to the United States.

DT or TD (diphtheria/tetanus): If your most recent shot of this vaccine was over 10 years ago, you must get a booster vaccination. If you have evidence of a tetanus-only vaccination bring it with you as well.

You do not need to send the immunization certification/proof before you arrive. Just make sure you pack it along with all your other papers and bring it to the United States.

Exceptions: You may provide a doctor's statement that one or more of these inoculations would be medically inadvisable. You may file a signed statement that you have a religious or moral objection to such immunization. (In this case, in the event of an outbreak, you would not be able to attend classes.)

Travel and Arrival Information

WHEN TO ARRIVE

International students must arrive on campus in time to participate in the mandatory International Student Orientation. This orientation lasts two days, and begins on the last Friday of August each year.

International Students must arrive on campus by 12 p.m. on Thursday August 24th, 2017 to register with your group. This is mandatory for all international students.

These deadlines are firm. We don't want you to miss out on critical information regarding your orientation programming.

Due to federal immigration regulations, the earliest you may arrive in the United States in F-1 status is 30 days before the program start date that is listed on your **SEVIS** Form I-20. For COA students this means you may arrive in the US no earlier than 30 days before the first day of classes. Please contact the Coordinator of International Student Services with any questions about this.

If for some reason you need to arrive earlier than the suggested arrival date, and cannot afford to stay in a hotel, please contact the Coordinator of International Student Services to see if other arrangements on-campus can be made. However, the college runs a summer program and there are others staying in the dorms until very late in the summer.

ARRIVING AT THE AIRPORT IN THE US: CUSTOMS AND

CARRY THESE DOCUMENTS IN YOUR *HAND LUGGAGE* AT ALL TIMES:

- » Your Passport (U.S. Visa inside)
- » **SEVIS** Form **I-20**
- » **SEVIS** fee payment receipt (referred to as **I-901**)
- » Evidence of financial resources (financial statements or awards)
- » Letter of Admission
- » Monica Hamm's contact information, including after-hour numbers.

IMMIGRATION

You are not allowed to enter the US in **F-1** status more than 30 days before the program start-date listed on your **I-20**. At COA, the program start date is the first day of classes for fall term.

For Fall 2017, classes start for everyone on Thursday, September 7th. Therefore, you may not enter the US in **F-1** status before August 8th, 2017. Please plan your travels accordingly.

When you arrive at the Port of Entry (POE or Customs) you will proceed to the terminal area for inspection. Before you approach the inspection station, ensure that you have the following available for presentation to the Customs and Border Protection (CBP) Officer:

- » Passport
- » **SEVIS** Form **I-20**
- » **CF-6059** Customs Declaration Form (you will receive this on the airplane and should complete before landing).

The CBP officer will take your **CF-6059** Customs Declaration Form. You will be asked about your intentions for coming to the United States. Be sure to tell them you are here as a student. Be prepared to give them the name and address of COA.

Your Passport will be returned to you (make sure it is stamped with **F-1** D/S). Your **SEVIS** Form **I-20** might also be stamped and returned to you. You will need these documents while you stay in the United States. Please do not lose them.

Certain items are prohibited to bring in to the US from foreign countries. Hence, you are required to declare any meats, fruits, vegetables, plants, seeds, animals, and plant or animal products in your possession. The cbp at the ports of entry will determine whether the items meet the basic requirement of what can be brought into the United States.

Immigration and Customs Enforcement (ICE): www.ice.gov/SEVIS/factsheet/100104ent_stdnt_fs.htm

EducationUSA Pre-departure Information: <http://educationusa.state.gov/predeparture/travel.htm>

US-Visit Program

In 2004 the Department of Homeland Security implemented the US-Visit program. You should be aware that when you enter the US you will be electronically fingerprinted, your photograph will be taken and you will be asked to have your documents (Passport, Form I-20) scanned and entered into a national database. The process is supposed to take no longer than 10 minutes, but long lines have caused travel delays in the past. Be prepared! In most airports, the screening areas for US-Visit registration are clearly marked and are located near US Customs.

NSEERS

Some individuals may be asked to provide additional information under the National Security Entry-Exit Registration System (NSEERS), a process referred to as Special Registration. If you are asked to do so, you will be given a packet of information at your POE to explain the registration procedure. If you have been identified as someone who needs to go through Special Registration, please notify the Coordinator of International Student Services when you get here.

COMMONLY USED AIRPORTS FOR ARRIVAL

Students arriving by air usually fly into (listed from closest to Bar Harbor):

- » Bar Harbor Airport (BHB)
- » Bangor International Airport (BGR)
- » Portland International Jetport (PWM)
- » Boston's Logan Airport (BOS)
- » Manchester Boston Regional Airport (MHT)
- » New York's JFK Airport (JFK)

Local Knowledge: Students arriving by air usually fly into Boston's Logan Airport or Bangor International Airport. You might also fly into New York's JFK Airport (which may be cheaper, but is further away from COA), or into the Bar Harbor Airport (which is likely more expensive, but is much closer). The Portland Jetport is likely to have flights that cost around the same as flights into Bangor. However, Bangor is closer and better connected to COA.

TRANSPORTATION FROM THE AIRPORT TO COA

COA will pick you up from the following locations providing that you inform us of your travel plans and your scheduled arrival time at one of the following pick-up locations by submitting an International Student Travel and Arrival Form. This form is included in your pre-arrival packet and is on the website under International Student Services.

- » Bar Harbor Airport
- » Bangor International Airport
- » Bangor/Greyhound/Vermont Transit Bus Terminal
- » Bangor Concord Coach Lines Bus Terminal
- » Greyhound/Vermont Transit bus drop-off in Bar Harbor (operates only in summer)

TRAVEL TIPS

If you fly into Boston (BOS): you can take a Concord Coach Lines bus directly from the airport. Take note of the bus schedule before you leave. Upon arrival, follow signs for bus service out of the airport terminal. Usually there is one spot outside where all buses pick up: keep an eye out for your bus, as many come and go. Look for the Concord Coach Lines bus going to Maine; the sign on its front windshield may say Portland, Bangor, or Maine. You may need to give it a wave when you see it so they know to stop and pick you up.

You can board the bus at that time without a ticket. At the next stop, Boston's South Station, the driver will tell everyone to go inside and purchase tickets at the Concord Coach Lines counter. After all of the passengers who originally boarded at the airport have returned with their tickets, the bus driver lets the new South Station passengers board—this way you do not lose your seat!

Purchase a ticket to Bangor (it costs about \$45 one-way, a 5-hour trip). Alternately, take the Silver Line public transportation (the cheapest way for \$2) or a taxi from Boston's Logan Airport to Boston's South Station, where you can catch a Greyhound/Vermont Transit bus to Bangor or Bar Harbor. We will pick you up at the Concord Coach Lines or Greyhound bus station in Bangor at your request.

If you fly into New York (JFK): You can take a shuttle from JFK Airport to the Port Authority Bus Terminal (around \$15). From Port Authority, take a Greyhound bus to Bangor, Maine (about \$60, 10 hours). You will most likely change buses in Boston.

AFTER YOU ARRIVE TO COA

What to Expect During Your First Weeks

Your first weeks at COA will be very busy. You may be overcoming jet lag, adjusting to the English language, meeting lots of new people, attending orientation sessions, and attending your first classes all in a very short period of time. This can be intense! COA staff, faculty, students, and in particular Student Life and International Student Services are there to help you cope with your transition to COA. If you are feeling stressed or just need to talk, feel free to seek out our company.

INTERNATIONAL STUDENT ORIENTATION PROGRAM

International students take part in the college's student orientation program. This includes a two-day International Student Orientation. Most international students participate in the OOPs program. International Student Orientation will cover, among other things:

- » Immigration regulations and how to maintain your **F-1** student status
- » Cultural adjustment and helpful information on day to day life in the United States
- » Health and safety issues
- » Financial matters and the Davis UWC Scholarship
- » Applying for a Social Security Number, which you need to have before you can receive any paychecks from your work-study job

During the first weeks, we will make several trips to Bangor or Ellsworth in order to:

- » Shop for items that are too bulky to pack, such as bedding or household items
- » Apply for a Social Security Number

PLANNING YOUR FINANCES

The first month living in any new place is usually the most expensive. Therefore, it is critical that you plan your finances very carefully. We recommend that you work during the summer before coming if you do not expect support from home. If you are a Davis UWC Scholar who will have pocket money available to you through your scholarship, please be aware that you will not be able to access this funding immediately. There are two reasons for this:

1. Some Davis UWC Scholars might receive a small credit balance each term, which is the money left over in your award after your billed expenses (like tuition, room, board, lab fees) have been paid for by the scholarship. This credit balance will be issued to you as a check, by request, and is meant to help you with miscellaneous living expenses. However, credit balance checks are not available to students until a few weeks after the add/drop registration deadline. Depending on tax withholdings and your family financial contribution, you may or may not have a credit balance each term. This money may not be available until sometime in early October. You may read more about work-study and credit balances later on in this chapter.
2. If you live on-campus, most of the pocket money you can access is earned through the work-study program (you have a part-time campus job to earn this part of your

financial award). COA payroll distributes paychecks once per month (at the end of the month) and international students may not be paid until they have received a social security number. It can sometimes take weeks (and in exceptional circumstances, months) to receive a social security number, so students will not earn work-study money until well into fall term.

This may seem difficult to understand before your arrival. The important message is to try to plan your finances carefully as you will not have access to your financial aid immediately. If you are a student with little or no financial contribution from home, you should, whenever possible, try to work in the time before your arrival so that you will have enough money saved to fund your expenses for at least the first month. Please contact the Coordinator of International Student Services if you have any questions about this.

Important Staff to Know Your First Weeks at COA

You will find that the staff and faculty at COA are very friendly and approachable. Knowing how these staff members can help you and how to get in touch with them directly should be of some help.

Monica Hamm

Coordinator of International Student Services
Phone: +1 (207) 801-5673, Email: mhamm@coa.edu

The Coordinator of International Student Services can answer your questions about obtaining and maintaining your **F-1** student status and will keep you informed of new government regulations. She runs International Student Orientation and is in charge of making sure that your adjustment to COA goes smoothly. If you have any doubt about where a question should be directed, contact the Coordinator of International Student Services first for help.

Sarah Luke

Dean of Student Life
Phone: +1 (207) 801-5670, Email: sluke@coa.edu

Sarah places students in on-campus housing, runs the Resident Advisor (RA) program, plans orientation for first-year students and oversees that your life as a student is running smoothly. She also runs campus health services along with safety and emergency response protocols.

Nick Jenei '09

Coordinator of Community Engagement
Phone: +1 (207) 801-5672, Email: njenei@coa.edu

Nick is the Coordinator of Community Engagement. He organizes the outdoor program and the Outdoor Orientation Programs (OOPs) and is currently building a new community engagement program. He also is in charge of maintaining the student life website.

Ingrid Hill

Student Life Operations Manager
Phone: +1 (207) 801-5674, Email: ihill@coa.edu

If you have any general “student life” questions you should always start with Ingrid – if she cannot answer your questions, she will surely know who can. Some examples of what Ingrid can help you with include: booking rooms in Deering; assisting with counselor appointment scheduling; answering housing questions; figuring out student health insurance problems; and even telling you how to start new student organizations. In addition, Ingrid is the person who organizes beginning and end of term shuttles so she can help you get to where you need to go.

Donna McFarland

Associate Director of Admission & Student Services

Phone: +1 (207) 801-5641, Email: dlm@coa.edu

If you have *any* questions, Donna is a good person to ask. She has worked at the college for over 20 years and offers good advice on just about every topic. She coordinates other pre-departure plans for new international students. Donna also organizes rides for incoming students.

Judy Allen

Registrar

Phone: +1 (207) 801-5680, Email: jallen@coa.edu

Judy is the registrar and oversees the transfer of academic credits to the college and your course registration. Any questions about IB credits, registration deadlines or immunization requirements should be sent in her direction.

Bruce Hazam '92

Director of Financial Aid

Phone: +1 (207) 801-5645, Email: bhazam@coa.edu

You may have already met Bruce via e-mail, but if not, you have likely corresponded with him about your financial aid package. Bruce can answer any questions you may have about your financial award and will continue to answer your questions about the Davis scholarship throughout your time on-campus. He also really likes bats, that's what he studied while he was a COA student!

Heather Albert-Knopp '99

Dean of Admission

Phone: +1 (207) 801-5640

Email: halbert-knopp@coa.edu

Heather leads the team that brought you to COA. You may think that your relationship with her ended with your acceptance letter, but she is a wonderful resource for international students. After reading your applications she also knows more about you than just about anyone else on campus!

Jill Barlow-Kelley

Director of Internships & Career Services

Phone: +1 (207) 801-5633, Email: jbk@coa.edu

Jill is the person to talk to about planning for your internship. If you have any questions about community service, academic advising, study abroad, job hunting, or graduate school applications, she is your resource.

Maintaining F-1 Status: Your Responsibilities

TO MAINTAIN YOUR F-1 STATUS YOU MUST

- » Report to the DSO for registration no later than 30 days after program start for new students and term start date for returning students. At COA these means checking in with the Coordinator of International Student Services so that I know you are here and have started the academic term. If you are off-campus for the term this means sending Monica Hamm an email updating the status of the project.
- » Maintain a full-time course of study. At College of the Atlantic, this means you are required to take three credits per term. If at any time you find yourself considering taking fewer credits, you must consult with the International Student Services Coordinator to determine whether you can do so without jeopardizing your immigration status. The only exceptions to this rule occur in case of severe illness or trouble with courses due to language ability. You need to consult with the International Student Services Coordinator if you are experiencing either one of these problems.
- » Make normal progress toward your degree by completing your studies prior to the program end date on your **I-20**.
- » Maintain validity of **SEVIS** Form **I-20** by:
 - » Following procedure for extension of stay
 - » Following procedure for change in education level or change of program of study
 - » Following procedure for transfer of schools
 - » Abide by grace period rules
 - » Report a change of address to Coordinator of International Student Services within 10 days of change
 - » Abide by rules requiring disclosure of information and prohibition of criminal activity
 - » Abide by any additional requirements such as Special Registration requirements
 - » Abide by on-campus employment regulations and not work off-campus without specific authorization
 - » Maintain validity of all other immigration-related documents such as Passport and **I-94**
 - » Follow proper procedures for traveling, including getting your I-20 signed for travel
 - » Keep your immigration records (i.e. your address, home country information, etc.) current, and notify the International Student Services Coordinator of any changes so that your **SEVIS** record remains up-to-date and accurate

FAILURE TO COMPLY WITH RESPONSIBILITIES

Immigration laws in the United States provide for severe penalties if you fail to comply with your immigration responsibilities. Maintenance of accurate college records will be especially important since the **SEVIS** system will automatically report details of your

status to the DHS. Consequences can include having a permanent security flag on your immigration record, or loss of immigration privileges such as ability to apply for work authorization, deportation or being barred from the United States for a period of three to ten years. If you have any doubts regarding your status, please contact the Coordinator of International Student Services immediately.

60-DAY GRACE PERIOD

F-1 students can remain in the United States for 60 days after completion of their studies (i.e. graduation). During the 60 Day Grace Period, you can spend time traveling within the US and/or preparing for your return home. If you would like to remain in the US as a tourist beyond the 60 days, you will need to apply for change of status to tourist during the grace period. If you plan to transfer to a graduate school, you need to complete the relevant paperwork prior to the end of the grace period. You may also apply for Optional Practical Training (OPT) during the 60-day grace period (see section on off-campus employment for more information about OPT).

REINSTATEMENT

If you follow proper protocols, you should not fall out of **F-1** status. However, if you do, you may be able to apply for a reinstatement of your **F-1** status. Reinstatement is a process of applying to the US government to reinstate the **F-1** status that you have lost. Reinstatement is done within the US and costs money—but comes with the benefit that if your reinstatement application is approved, you don't lose time in your current **F-1** status, which can be crucial for certain benefits such as CPT and opt. See the Coordinator of International Student Services can provide more information about reinstatement.

Should you fall out of status, you might also choose to depart the US and reenter with a new **I-20** and new **F-1** status. You need to be eligible to return to COA for your studies, you might need to apply for a new visa, and you do need to pay a new **SEVIS** fee (\$200). This route always carries a risk but for some may prove preferable to the reinstatement process.

WAYS TO FALL OUT OF STATUS

- » Not registering for a full course of study
- » Not transferring **SEVIS** Form **I-20** within 15 days of arrival at new school (if you have transferred from another U.S institution)
- » Entering the US with a **SEVIS** Form **I-20** of a school you do not attend
- » Expiration of your **I-20**
- » Working illegally (you cannot reinstate after this)

TRAVEL

College of the Atlantic students are very aware of the opportunities for travel, study and work outside of the United States. Many students have requested assistance this past year in making arrangements (including obtaining visas) for travel to a number of different places. We are more than willing to assist you in taking advantage of these opportunities, but please plan ahead. It is your responsibility to research the visa process, travel restrictions, and any documentation you may need as you enter a new country. For example, if you request a letter to be written on your behalf, please research where the letter is going and to whom it should be addressed.

If you are planning to travel outside the United States, please ensure your documents are valid and that you take the proper paperwork with you. Also, please notify the International Student Services Coordinator of your travel itinerary and contact information abroad.

Automatic Visa revalidation for travel to Canada, Mexico or adjacent

islands: The United States' adjacent islands include the Bahamas, Barbados, Bermuda, Dominican Republic, Haiti, Jamaica, Martinique, Trinidad & Tobago, the Leeward Islands, the Windward Islands, and any British, French or Dutch territories bordering on the Canadian Sea. For citizens of most countries (all but Cuba, Iran, Syria, Sudan and North Korea), you may reenter the US even with an expired US visa after travel to Mexico, Canada or the adjacent islands, so long as you have the following:

- » Valid and endorsed **SEVIS Form I-20**
- » Valid **F-1** status
- » Valid electronic **I-94** form (keep this with you at all times)
- » Valid Passport
- » An itinerary that lasts less than 30 days.

If you have decided to visit Canada or Mexico with the intent of renewing your expired visa, you must be aware that you will not be allowed to return to the United States if your application is denied. It is not recommended that you travel to these countries for this purpose, but if you do you must be prepared to travel from Canada or Mexico to your home country if you do not receive a new visa.

What to bring for travel to other destinations:

- » **SEVIS Form I-20** signed by the Designated School Official to verify your continued student status. While travel signatures are valid for a year, it is wise to receive a new travel signature every time you leave the United States, because Border Patrol only accepts signatures as valid for 6 months.
- » Valid Passport
- » Proper **F-1** immigration status

- » A visa appropriate to the country you are visiting
- » A valid US visa stamp for re-entry to the United States
- » Copy of most current transcript (recommended)
- » Copy of most current financial documentation (recommended)
- » Also please make sure that you make and take copies of your documents with you (kept separately from the originals), as well as leaving copies with a friend or family member. We should also have copies in your immigration file, but it is up to you to ensure that the copies we have are accurate and up to date.

Are there any travel restrictions placed on international students?

Within the United States, provided you maintain your lawful F-1 status and have a valid Passport, **SEVIS** Form **I-20**, and form **I-94** in your possession. You may leave the US at any time, but remember that you will not be allowed to re-enter the country if you have an expired **F-1** Visa. You are permitted to return in F-1 status if you have a valid Passport, valid visa stamp and a current **SEVIS** Form **I-20**. Only a Designated School Official (DSO) is authorized to sign or reissue a Form **I-20**. A travel signature is valid for six months. While **I-20** states the signature is valid for a year, border guards generally only accept them for six months.

ON-CAMPUS EMPLOYMENT

As an **F-1** student, the government authorizes you to work on-campus for up to 20 hours per week on-campus. On-campus employment means that College of the Atlantic is your employer. For example, you may work at places that are technically off-campus, yet owned and operated by College of the Atlantic, such as Beech Hill Farm (BHF). You may not work on-campus for an employer other than COA. For example, if a construction company is contracted to repair a building on the COA campus, you may not work for them, although that would be “on-campus” work in the literal sense. A good way to distinguish whether or not your work is authorized is to make sure your paycheck is issued by COA.

During school break periods, such as summer or winter breaks, you may work on-campus for up to 40 hours. To work on-campus requires no additional authorization from the government or from the Coordinator of International Student Services. You do, however, need to have been assigned a social security number and fill out paperwork for tax and payroll purposes with the Business Office.

OFF-CAMPUS EMPLOYMENT

If you are experiencing extreme economic hardship which has resulted from circumstances outside of your control, you may apply for authorization to work off-campus 20 hours per week during the school year or 40 hours per week during the break. This type of authorization is reserved for extreme situations only. In such circumstances, both you and the Coordinator of International Student Services will have to submit forms to the uscis, and only after you receive an Employment Authorization document can you begin working. Applying for economic hardship employment carries a significant application fee, and it can take up to 90 days for your application to be approved.

CPT and OPT: Students may also work off-campus through either Curricular Practical Training (CPT) or Optional Practical Training (OPT). If you are pursuing work that is an integral part of your studies at COA you would apply for cpt. The best way to determine if a work experience qualifies for CPT or OPT is to ask yourself, “Is this work experience an integrated part of my academic path?” If it is, then you would apply for CPT.

For example, if you find an internship for which you will be paid, you would apply for cpt, because your internship is a degree requirement. To apply for CPT, the Coordinator of International Student Services submits a recommendation to the uscis via **SEVIS**. CPT does not require additional governmental authorization.

OPT(pre-completion and post-completion) work must relate to your course of studies, but does not have to be an integral part of your curriculum. To apply for OPT, you must submit an application to the USCIS District Service Center and pay a fee. The Coordinator of International Student Services must also submit a recommendation via **SEVIS** for your OPT authorization. Within 90 days, if approved, you will receive an Employment Authorization document, and may begin work either part or full time.

There are many rules and regulations that apply to the different types of work experiences available to **F-1** students in the United States. We will discuss these employment options in greater detail throughout your time at COA.

Additional questions about policies, procedures, or specific student situations, should be directed to Monica Hamm, the Coordinator of International Student Services, mhamm@coa.edu, +1 (207) 801-5673.

LOGISTICS

Social Security Numbers & Maine ID Cards

In order to receive payment for employment in the United States, you need to have a nine-digit Social Security Number (SSN). You will be asked to provide this number on various occasions, such as when you apply for a job or file tax returns. The Coordinator of International Student Service will assist you in applying for your ssn shortly after your arrival. In order to apply you will need to bring your Passport, **I-94** card, **SEVIS Form I-20** and a letter from the International Student Services Coordinator (Coordinator of International Student Services will bring these letters and application to the social security meeting).

The following information is from the Social Security Administration (SSA) regarding issuance of social security numbers to foreign nationals. Visit the SSA online at www.ssa.gov.

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

We apply for social security cards as a group during the first week at COA. Applying for a social security number and card is free. When you apply for a social security number at a Social Security Administration Office (SSA), you must complete form **SS-5**, an application for a social security card, and provide the necessary documents. All documents must be either originals or copies certified by the issuing agency. The SSA cannot accept photocopies or notarized copies of documents. Here are some examples of the documents you must bring:

- **Document Certifying Age:** A birth certificate is generally the best evidence of age, and must be presented if it is in your possession or can easily be obtained. If not, the ssa can consider other documents, such as your Passport or a document issued by dhs/uscis, to prove your age.
- **Document Certifying Identity:** The SSA must see a document other than your birth certificate that shows the name you want on your social security card. The administration prefers a recently issued document with a photograph, such as a document issued by DHS/USCIS.
- **Document Certifying Immigration Status:** The SSA needs to see the DHS/USCIS document **I-94**, Arrival/Departure Record, issued to you when you arrived in the United States showing your lawful immigration status.

How long will it take to get a Social Security number?

The SSA must verify your documents with DHS/USCIS before they assign a social security number to you. The administration will issue your social security number and card within two weeks of receiving the verification from DHS/USCIS. Most of the time, ssa can verify your documents quickly with DHS/USCIS online. If your documents cannot be verified online, it may take dhs several weeks or months to respond to an ssa request.

Do I need to have my number before I start working?

The SSA does not require you to have a social security number before you start to work, but the Internal Revenue Service (IRS) requires employers to report wages using the social security number. Therefore you may work, but you may not receive payment until you have a social security number. The college's business office will need to be notified as soon as you receive your social security number so they can enter it into the payroll.

HOW TO APPLY FOR A STATE OF MAINE IDENTIFICATION CARD

The Maine State Identification (ID) card is convenient and useful for those who do not possess a driver's license, but want to have an official ID other than a Passport. Having a Maine State ID also means that you do not need to carry around a document as important as your Passport on a daily basis. You will need to bring two documents that indicate your date of birth and your signature to the Bureau of Motor Vehicles (BMV) Office in Ellsworth, which is open Monday through Friday, 8am to 5pm. (Your Passport and social security card are appropriate forms of ID, but are not safe to carry around.) The fee is \$5 and the ID will be mailed to you within 10 days of your application date.

Money

WORK-STUDY MONEY

Work-study money is included in most financial aid packages. It gives students the opportunity to gain practical work experience and it integrates them into the college community. Also, work-study is intended to provide pocket money to apply toward unbilled expenses. These may help pay for lab fees, audits, winter clothing, or other miscellaneous personal expenses that vary from student to student. Work-study money cannot transfer from term to term (for example, if you don't use your work-study one term, the amount cannot transfer so you have more work-study the next term).

Special Instructions for Form W-4

A nonresident alien subject to wage withholding must give the employer a completed Form **W-4**. With the information on this form, the employer knows how much income tax to withhold. Employed students will receive this form after their arrival at the college. In completing the form, nonresident aliens should use the following instructions instead of the instructions on Form **W-4**:

- Check only *single* marital status on line 3 (regardless of actual marital status).
- Claim only one withholding allowance on line 5, unless you are a resident of Canada, Mexico, Japan, or South Korea with dependents, or a US national (these residents may choose one withholding allowance, but are not required to do so).
- Do not claim *exempt* withholding status on line 7.

COSTS NOT DIRECTLY COVERED BY YOUR SCHOLARSHIP

Basic lab fees, auditing fees, and expenses for items or services (such as entertainment) are not explicitly budgeted for in the cost of attendance figure. However, work-study and miscellaneous figures are intended, in part, to help you with a variety of expenses. You need to budget your money accordingly.

BUDGETING YOUR MONEY

It is your personal responsibility to anticipate costs and expenses. While we do not require you to submit records of how you spend your scholarship money, we do expect you to use your money wisely and for the purposes it was intended. While limited money may be available for emergencies to any COA student experiencing economic hardship, it is difficult to justify helping a student who is in crisis because of mismanagement or misuse of funds. If unforeseeable situations such as a significant change in family finances or circumstances beyond your control develop and you are having financial problems, you should see the Director of Financial Aid or the Coordinator of International Student Services. If you are experiencing genuine economic hardship we may be able to find a way to help.

READING BILLS FROM THE BUSINESS OFFICE

When you receive a bill from the Business Office you owe the amount shown at the bottom unless it is in parentheses, which means you have a credit balance and can request that a check be paid in that amount to you. To request a check you need to fill out a Payment Voucher form and submit it to the Business Office. For example, if you see “(\$424.25)”, this means you have a credit balance of that amount and can request it be paid to you by check. If it says “\$2,042” (without parentheses), then you owe that much money. Just be sure that your bill has been finalized before you request a check. If you do not request any credit balance you may have, it will automatically carry over to the next term as a credit towards your next bill. The exception to this rule is that at the end of the year the Business Office will try to contact any students that have unclaimed credit balances to ask for instructions on what to do with the funds.

BANKING

Most students will open a checking account while they are at COA. With a basic checking account, you can deposit and withdraw your money from a bank teller or with a debit/atm card, and write checks to pay for items or to pay bills instead of using cash or a debit card. Some students also open interest-bearing savings accounts as well, though it is not necessary. Rates and services vary from bank to bank, so you will want to research your options to find the best one for your needs.

Social Security Numbers and Banking

If you open an interest-bearing account (like a savings account or an interest-bearing checking account) a bank representative will ask you to provide your social security number so that the bank can send an interest statement to the IRS. Please note that free basic checking accounts are usually *not* interest bearing, and therefore do not require a social security number. Until you receive your social security number, you can ask to open a non-interest bearing account. At some banks, you cannot receive an atm or debit card until you open an interest bearing account. For this reason, and the COA payroll requirements, you will want to obtain your social security number as soon as possible (see the Social Security Number section of this handbook for details.)

If you are not yet 18 years old: You may have difficulty opening a checking account without parental consent (some banks might require a signature from a parent, others might require that the parent open the account with you). If you are under 18 you will need to find a way to get your parents to sign your account application or you will need to wait until you are 18 to open your account.

BANK SERVICES

The following is a list of basic services offered by local banks. Additional services are available, although they are not listed here. Consult with a bank representative when you open your account to see which account type is best for you, or ask the bank's customer service representative about other transactions and bank services (i.e. wiring money).

Checking Accounts and Personal Checks: All of the Bar Harbor banks offer some sort of free checking account option. Although the account in itself is “free,” you will be charged for checks that you order, as well as any unusual activities such as overdrawing your account or writing a bad check (writing a check when you don't have enough money in your account to cover it).

Personal checks are commonly used in the United States. These are checks in your name, that will draw money directly from your checking account when used. With a checking account you can write checks for purchasing items in stores and paying bills. It is safer and more convenient to write checks than to carry cash, especially in a situation where you need to pay in large amounts of money. Also, checks are a safe way to send money. Most stores and service providers accept personal checks if you show identification (Passport, Maine State id, etc.)

If you are receiving a check (such as a paycheck), you must endorse (sign) the back of the check in the space provided, and you can bring that to the bank to either cash the check (i.e. receive cash payment for the amount of the check) or deposit the money into your account. Make sure to keep a record of checks you write. Checkbooks have pages for keeping track of the date, the payee and the amount you spent. Some checks have carbon pages allowing you to have a copy of the checks you write. (These checks are more expensive to purchase.) A bank will charge a fee if you overdraw money, so always keep track of your checking account and keep enough money in it to cover your checks. If you have received a check in payment to you, but do not yet have a checking account with a local bank, you can usually cash the check at the bank that has issued the check as long as you can show identification, to prove you are the person to whom the check was written. Otherwise, most banks will not just cash a personal check unless you have an account with them. Personal checks are usually kept in a plastic case known as a checkbook.

Savings Account: If you have extra money you do not need to access right away, a savings account is a good choice because it earns interest. You cannot, however, withdraw money from your savings account by writing a check or making a purchase with your debit card. It is common to have both checking and savings accounts at the same bank to solve this problem. Money can be transferred from one account to the other without any service charges.

ATM/Debit Cards: When you open a checking account, you will likely be given a debit card. Debit cards look and function like credit cards, except that when used to purchase items, the funds are drawn directly from your checking account (debit cards are also sometimes called check cards because they draw funds from your checking account). Debit cards can be used to make purchases in stores or online, or to withdraw or deposit cash to and from an atm. Like checks, debit cards will not work if there aren't sufficient funds in your account. Debit cards are safer and more convenient than checks for daily shopping and use, just remember to keep track of what you spend. To use a debit card in a store you just slide the card through a credit card reader at a store's register and hit the key for ATM/Debit. After entering your Personal Identification Number (PIN), you will be asked to approve the amount of purchase. If there is no card reader, give your card to the cashier who will ask you to enter your pin. Using your debit card you can get cash back and save a trip to the ATM. You may be asked to sign a receipt in lieu of entering your pin. This, too, is a safe and valid transaction. Do not forget to sign the back of your card in the allotted space.

Automated Teller Machines (ATMs): Many banks issue ATM or debit cards when you open your account. An debit card is used almost exclusively to withdraw from or deposit money into your bank account using a 24-hour ATM. ATMs are located inside or outside banks, in supermarkets or shopping malls, airports, and a variety of other locations. No extra fee is charged if you use the machine owned by the bank that issued your card, but using another bank's machine can result in fees as high as \$4 per transaction (usually the fee is around \$2).

When you are issued your ATM or debit card the bank will ask you to choose a Personal Identification Number (PIN) that acts as a password for the card. Without using the correct PIN at an ATM, no one can access your account—including you. It is important that you memorize your pin and that you do not share it with anyone else. You will use the same pin for both store transactions and atm transactions.

Credit Cards: You might receive credit card offers while you are here. Many cards will offer attractive interest rates for a limited time period. When you are in a financially tight time, credit cards can be a tempting way to get fast cash. Be very careful with credit cards and plan wisely. Students can end up with serious credit card debt which can take years to pay off. It is better to budget your financial aid wisely and not tempt yourself with the offers of credit that you will ultimately have to pay off at a much higher interest rate. Nevertheless, if you know yourself to be financially responsible and can pay off your balance at the end of each month, having a credit card can be an easy way to build a solid credit history, which can be beneficial to you if you plan to stay in the United States.

Health

HEALTH INSURANCE

COA requires all international students to have health insurance. Medical expenses are very high in this country and having medical insurance will be very helpful in case you become seriously ill or need specialized care. International students are subscribed automatically to the COA policy for international students, provided by Bollinger Insurance. During orientation we will go over the terms of coverage, and how to use your insurance when visiting a doctor. To view the details of your plan coverage, or to print a claim form, see www.crossagency.com/coaint. This link is posted on the COA website. For questions about the COA health insurance plan ask the Student Life Operations Manager, Ingrid Hill (ihill@coa.edu).

MEDICAL AND COUNSELING RESOURCES

Despite our rural location, we are fortunate to have the MDI Hospital within 2.5 kilometers of campus. We also strive to provide more immediate access to health and counseling services either on-campus or in a satellite clinic in downtown Bar Harbor.

Medical and Counseling Resources On-campus:

Deering Common Student Center

COA has one on-campus Fine Nurse Practitioner (FNP). She holds office hours 3 days (20 hours per week) and provides a variety of free services to students, including std screening and counseling, and physical and gynecological exams (by appointment). If you are sick, she is the first person you should see, provided you can wait until she has campus office hours. If the matter is urgent and you need to see someone on a day that the FNP is not on-campus, you should call one of the health centers located in town to set up an appointment with a doctor or physician assistant.

Six on-campus mental health professionals provide a total of 19 hours of on-site counseling. They hold office hours five days per week, and each 45 minute session costs a student \$10. In the United States it is relatively common and very culturally acceptable to seek out professional counseling if you are dealing with feelings of depression, anxiety or need extra support or guidance in whatever issues you might be dealing with.

Medical and Counseling Resources Off-campus

Bar Harbor has four health centers, all associated with MDI Hospital. If you are sick and the student health center is not open, you should try calling these clinics to see if you can make an appointment to see someone. Health centers are open Monday through Friday, during normal business hours. All clinics are located downtown near the mdi Hospital. Clinics will accept your CrossHealth Insurance, though you will be expected to pay a \$20 co-payment for each visit (*unless* you are referred to a clinic by the COA Student Health Center).

Emergency Room and MDI Hospital

If you are ill or injured after normal business hours, or on the weekend, and cannot wait to see a doctor during normal hours, you will need to go to mdi Hospital to the Emergency Room (ER). It is fairly common to go to the ER for problems that are not really emergencies, just be aware there is a higher co-payment for visits (\$50) and you can expect a long wait to see a doctor.

MDI Hospital provides emergency care, substance abuse and behavioral health services and a number of specialists.

Women's Health

Female students can receive annual pelvic exams/pap smears and/or std screenings from either COA's Fine Nurse Practitioners or by making an appointment at the downtown Women's Health Center. Both the college's nurses and the Women's Health Center can prescribe you oral contraceptives (birth control pills) and other birth control forms.

Sexual Health

Condoms are available to students free in COA public bathrooms. The Morning After Pill is available in Maine without a prescription from local pharmacies (in Bar Harbor at the Rite Aid Pharmacy, West End Pharmacy, or Hannaford Market). The cost for one dose of the Morning After Pill is around \$50.

Dental Care

The International Students & Scholars Blanket Injury and Sickness Insurance Plan does not provide for preventative or emergency dental care, except as the direct result of an accident. If dental care is affordable in your home country, we suggest that you visit the dentist before you arrive as dental care is very expensive in the US without insurance. Delta Dental offers students a fairly inexpensive dental plan they may purchase at an additional cost to their normal COA health insurance (around \$30 monthly).

The Davis Scholarship does not cover the costs of dental care or dental insurance. While dental expenses are expensive, you should see a dentist if you have a problem, even if you don't have insurance. If the problem is at an early stage it is more easily treatable and costs less than more complicated procedures. Bar Harbor has two dentists; you will need to call and see if they are accepting new patients and to make an appointment.

Housing

ON-CAMPUS HOUSING

First-year students live in the campus houses (sometimes called dorms). There are six student residences on-campus; they include Blair/Tyson, Cottage House, Peach House, Seafox, Davis Carriage House and the Kathryn W. Davis Student Residence Village. The college residences are designed to foster a sense of community and each house is characterized by its unique atmosphere. All houses have at least one kitchen shared among 8-10 students, with the exception of Seafox which shares a kitchen among 25 students.

Blair/Tyson Residence: With 56 students, Blair/Tyson is not only the largest house on-campus, but also the house that most resembles a conventional college dormitory. The house has two wings— Blair-wing and Tyson-wing; five 8-resident sections and one 16-resident section. Every section has its own common room, kitchen, and two bathrooms. There is a choice of single and double rooms in this dorm. Four Resident Advisors live among the students. The two wings frame a large courtyard for outdoor common space.

Seafox: Twenty three students live in Seafox, along with two Resident Advisors who coordinate household living for this relatively large group. This former summer house sits right on Frenchman Bay with a mesmerizing panorama view of Bar Island. Seafox has a choice of single, double, and triple rooms (and one room with four students) and has been the substance-free house for the last eight years. We expect it to be a substance-free house this coming year as well. Unlike Blair/Tyson, Seafox is not divided into sections and is therefore recognized as a much larger community of students. Admitted students who are interested in large community living and experimenting with the challenges that can go along with that are encouraged to apply to live in Seafox. Seafox also currently houses one classroom, a laundry room, and the Admission Office's guest room.

Peach House: Peach House was once the administrative center of COA. It is still central to campus, located within easy access of all buildings on-campus. Now it houses seven students and a resident advisor in its two double rooms and one triple room. It is nestled among trees in the center of campus between Seafox and the main academic buildings.

Cottage House: Cottage House is charming and cozy. It is closest to the Take-a-Break Dining Hall (tab), the library and the arts and science buildings. Directly adjacent to COA's main entrance, Cottage is flanked by the Dorr Museum of Natural History on one side and a large playing field on the other. Regular games of soccer and ultimate Frisbee take place on the field. Cottage House accommodates five students and a Resident Advisor.

Kathryn W. Davis Residence Village: Our newest and largest residence on-campus, the Davis Village was designed utilizing the highest current standards in green building and welcomed its residents in fall 2008. Some of the sustainable features of the Davis Village include composting toilets, a renewable fuel-based heating system fueled by

wood-pellets, and passive solar heating. The Davis Village houses 50 students, including three Resident Advisors, among its three houses. First-years who live in the Davis Village generally are placed in double rooms.

Davis Carriage House: Davis Carriage has a rustic, cabin-like feel, with abundant wood paneling and a large common room with a kitchen. Five students will call Davis Carriage house home. Davis Carriage is not usually designated as substance-free.

Substance-Free Housing:

While smoking, underage drinking, and drug use are prohibited in all dorms, the College also designates specific houses as substance-free. A substance-free house is one that is free from tobacco, alcohol, and other recreational drugs, no matter if the student(s) in the house is(are) of age to purchase and/or use legal substances. At least one house each year is designated substance-free housing. You may indicate on your Housing Application that you want live in a substance-free house. Please refer to the COA Student Handbook for the policy on substances on campus.

Resident Advisors: Each house has at least one Resident Advisor (RA). RA's are returning students who serve as mentors and resources for their house residents. They are there to support residents who are adjusting to college life and ensure that each student-household works cooperatively to share chores and responsibilities. RA's are selected and trained by the college and live in the student residences for a period of one academic year.

Housing over breaks: COA has three long breaks dividing the academic terms: winter break (six weeks), spring break (two weeks) and summer break (14 weeks). If you live on-campus, you may petition to the Dean of Student Life to stay on-campus during winter and spring breaks (during the summer you might be able to rent a room on-campus; otherwise you are expected to find off-campus housing if you choose to stay in Bar Harbor). You might also choose to visit home or travel during this time, and may need transportation to the bus station or airport. Donna McFarland in the Office of Admission often arranges for student rides to and from the Bangor and Bar Harbor bus stations/airports at the beginning and end of school break. Check your email for ride notices from her. Also, Donna may have a list of students willing to drive for a fee.

OFF-CAMPUS HOUSING

While possible for upperclassmen, living off campus will require planning and is not allowed in the first year. Keep in mind that in choosing to live off-campus you are responsible for finding a situation that falls in-line with your budget. You will have rent, utilities, food, transportation, and other costs to take into consideration (e.g., snow-plowing, internet, etc.) when determining whether it is an affordable proposition. Sharing a house with others is obviously the best way to try to live within your financial means if you want to live off campus. You must be prepared to have summer earnings to help you with initial move-in expenses. Most landlords will require a substantial security deposit and advance before you will be able to move in. For students living off-campus the Cost of Attendance figure is lower and hence so is the amount of any financial aid you may qualify for. If you anticipate a credit balance on your account, you need to be aware that this arrangement requires careful planning since that credit balance will not be available until at least a few weeks into the term. The Davis Scholarship will not provide extra money if you have a more expensive situation. Check with Bruce Hazam, the Director of Financial Aid, if you have questions about off campus financial aid.

Communications

TELEPHONE & FAX SERVICES

All telephone numbers in the US have 10 digits: a 3-digit area code + 3-digit local exchange code + 4-digit personal phone number, such as, (207) 801-5432. Maine has only one area code: 207. A local call requires dialing the last seven digits only (801-5432) and costs nothing to call from local land-line telephones. If you are calling a number outside of the local calling area (Mt. Desert Island and Ellsworth), you still must dial +1 (207) before the local number.

Many businesses have telephone numbers beginning in +1 (800) , +1 (888), or +1 (877). These area codes are toll-free (doesn't cost money to call). A long distance call within the United States requires dialing 1 then the area code + local exchange code + personal number (1+ 10-digit number). To place an international call, you must dial 011 (the international access code), plus the 2- or 3-digit country code and then the number within that country. Most telephone books print a listing of all US area codes, local exchange numbers for your state, as well as international country codes.

Public Telephones: Public telephones are also known as payphones or telephone booths. On-campus there are no payphones, but you will still find some in Bar Harbor at places like Hannaford and the laundry facilities. A local phone call costs \$.50 (two quarters): just pick up the receiver, insert \$.50, and dial your number. A long-distance call will cost more: after inserting \$.50 and dialing your number, you will be prompted to insert more change. You can also use pre-paid calling cards at no cost on a public telephone.

Phones On-Campus: Each dorm has a telephone from which you can make local or long distance calls. Local calls are free, but you must have a telephone card to place a long distance call. If you are calling from a student residence, you can dial directly. To call any off-campus number from any other campus phone (from an office, the library, computer lab, kitchen, etc.) you must first dial 9 to call a number off-campus.

International Calls Using a Pre-Paid Card: With the exception of online chat resources, prepaid calling cards are the cheapest way to place international calls. You can often purchase cards that are for calling specific areas of the world (such as a Latin America phone card, or an Africa phone card). You can buy them in town at places like the Irving or Mobil gas stations, the supermarket, or at the Post Office, which are all on Cottage Street. Rates to different countries may vary, so it is worth it to compare cards. You can also compare rates and purchase rechargeable cards from www.noblecom.com, www.zaptel.com, and www.att.com.

Instructions for calling with an international calling card:

- » If necessary dial 9 (from an office phone)
- » Dial the phone number listed on the card you have purchased.
- » Follow the voice prompts to make your call. You will likely have to enter a pin or code that is printed on the back of the card.

Wireless/Mobile/Cell Phones/Texting: You can purchase a phone plan with a one or two year contract, or you can get a pre-pay phone. To purchase a phone with a contract, you may need to give a social security number or they may have to check your credit history. If you don't have a credit history, you may have to pay a hefty deposit fee—as much as \$500 upon initial subscription to a contract phone service. They do this because they want to make sure you will be good about paying your monthly bill. Your plan usually provides you with a certain amount of minutes per month, and after these minutes have been used, calling may be very expensive. You may also choose to purchase a prepaid wireless phone. Calling rates per minute may be more expensive with a prepaid phone, but you can better monitor how much you are spending on phone calls. Pre-pay phones can be purchased at network phone stores in Ellsworth or directly from the network provider websites. Common pre-pay carriers include Tracfone, T-mobile, and US Cellular www.uscellular.com. US Cellular has a prepaid monthly plan that may work well for students because you get free incoming calls. Please be aware that, in the U.S, you are charged for both incoming and outgoing calls and text messages. It's best to research all the plans to figure out which best fits your needs.

Telephone Directories: Phone books are located in each of the dorms, in COA offices and at public phones. The White Pages are listings of individuals and businesses in alphabetical order. The Yellow Pages are an alphabetized list of local services and businesses. There are online telephone directory sources, such as <http://barharbor.whiteyellowpages.com/>.

Information/411: If you cannot find the number of the person or business you are trying to call, you can dial 411 for directory assistance. Be aware that each directory assistance call costs \$.95. *The owner of the number you call from may be charged* depending on their phone plan with their provider. After you dial the number a recorded voice will ask you for “city and state” information and then the name of who you are looking for. Last name followed by first works best.

Fax Machines: Students may send or receive faxes at the circulation desk of the Thorndike Library. Charges are \$1 per page in the US and \$2 per page for international faxes. The charge is only \$.50 per page for faxes in the mdi calling exchange. To receive faxes costs \$.25 per page. The Coordinator of International Student Services may also be able to assist you with faxes related to your **F-1** status or COA academic program (i.e. not personal faxes).

DIGITAL COMMUNICATIONS

Email: Internet access is readily available on-campus. Every COA student is issued a college email address with a Gmail account. A large part of communication on-campus is conducted by email. Computers are available for use in the lab beneath the admissions office (next to student mailboxes), in the library, and at various other computer stations around campus. Wireless Internet connection is also accessible from the dorms or around campus if you have brought your own computer.

Video/Voice Chatting: Google talk, facebook, skype, or various other programs to communicate to foreign places are available to you at COA, and the IT department can help you get them on your computer.

POSTAL AND COURIER SERVICES

COA has a small mailroom, at the reception desk in the lobby of Kaelber Hall. You may purchase postage stamps from the post office or from the COA mailroom. Stamps are purchased individual or in a pack of 20 stamps. Pick-up time for on-campus mail is usually around lunch time.

The post office in Bar Harbor is located in the middle of Cottage Street—it's the big stone building. The lobby hours are Monday through Friday 8 am to 4:30 pm, and Saturday 9 am to 12 pm. The telephone number is +1 (207) 288-3122.

Below are some of the services offered at the Bar Harbor Post Office. For more information and current postal rates go to www.usps.com.

First Class: Letters, postcards, greetings cards, stamped cards, checks and money orders can be sent by first class mail. Mail is generally delivered overnight to local addresses and takes two days to reach nearby states. Mail traveling further in the US generally does not take longer than three days. International airmail can also be sent from the post office counter.

Registered Mail: Registered Mail is the most secure way to send important or valuable items. All Registered Mail is securely tracked until delivery. Insurance on domestic registered mail covers up to \$25,000. Return receipt and restricted delivery are also available for additional fees.

Certified Mail: Certified Mail is similar to Registered Mail, except that insurance is not available on the items you send. The post office will issue you a receipt when you send an item by certified mail and the post office keeps a record of delivery on the letter. Someone must sign to receive the Certified Mail that you send. You may purchase a return receipt for an additional fee, which will alert you when the addressee receives the letter you sent. Important items such as Passports or visa documents should always be shipped via Certified Mail with a return receipt for extra security.

Express Mail: This service ensures delivery by noon the next day to most places in the US and carries a money back guarantee. Mail is delivered on weekends and holidays without extra fees. Insurance on these items covers up to \$100 at no extra cost and provides tracking and return receipt (proof of delivery) services. There are also options for two- and three-day mail services.

Money Orders: Never send cash through the mail. Money Orders or checks are more secure and easier to track or replace. Money Orders are available at many locations and can be replaced if lost or stolen, as long as you keep the receipt of purchase. Domestic and international money orders are available up to \$700 at all post offices.

Other Services: Courier services like ups and Federal Express are services also used to ship packages and packets in the US and abroad. Information about these companies is available on the web and at shipping stores.

Davis Scholars

THE DAVIS SCHOLARSHIP PROGRAM

In spring of 2000, Shelby Davis and his family announced the creation of a scholarship for graduates of the United World Colleges. The scholarship now covers a maximum of \$20,000 towards demonstrated financial need for any UWC graduate who is accepted to College of the Atlantic, Colby College, Middlebury College, Princeton University, or Wellesley College. COA funding covers the rest of the scholarship. Since 2004, the Davis UWC Scholars Program has expanded to include an additional 94 American colleges and universities. Thanks to the generosity of the Davis family, over 100 students, hailing from Albania to Zimbabwe, have been able to study at COA.

The Davis UWC Scholars Program is an example of the, “Vision and power of private philanthropy committed to the importance of fostering greater understanding among the world’s future decision makers.” Mr. Davis is counting on the fact, “That people can make a difference in leadership positions, whether in countries or in companies.” He chose you because you, as a group, are, “International, multiracial, and multi-cultural, from every background—and [you] have intelligence and drive. [You] are equipped now to make a difference as [you] go forward in [your] careers. [You] are going to have an impact on the world.”

GOALS FOR THE DAVIS UWC SCHOLARS PROGRAM

- » Provide scholarships to exemplary students who have the passion for building international understanding in the 21st century
- » Build clusters of globally aware committed students within US undergraduate populations
- » Seek to transform the US undergraduate experience through international diversity and cultural interchange
- » Invite colleges to leverage the value of the initiative to the long-term benefit of students and faculty, strategic planning, and their role in contributing to the well-being of our volatile, and highly interdependent world.
- » Create a very diverse group of Davis UWC Scholars who will contribute to shaping a better world

REQUIREMENTS AND EXPECTATIONS FOR BEING A DAVIS SCHOLAR

- » You must be a graduate of a United World College (Class of 2000 or after).
- » You must be accepted at College of the Atlantic.
- » You must maintain satisfactory academic progress (GPA of 2.0 or better).
- » You must maintain consistent full-time enrollment (approved study abroad/away programs are considered full-time enrollment at COA).
- » You must complete an Annual Davis UWC Scholar Report Form.
- » You must cooperate with requests for information for the To Move the World publication.
- » You must be in contact with the Davis's at least once a year (see above).
- » You must budget your money wisely with respect for the generosity of the program.
- » You must pay your student bill by the deadline, should you have one.
- » You must act as ambassadors for the program and for COA.
- » You may not transfer to another institution to complete your undergraduate degree and continue to be a Davis Scholar at that school (study abroad/away is not the same as transferring).

We appreciate your cooperation in attending events that may benefit current and future Davis Scholars and the COA community.

Financial & Policy Information for Incoming Davis Scholars at COA

HOW FINANCIAL AID AWARDS ARE DETERMINED

Through the generous support of Shelby and Gale Davis, along with other donors, the Davis UWC Scholars Program and COA will meet 100% of each Davis Scholar's financial need. By definition financial need is the difference between College of the Atlantic's Cost of Attendance (COA) and your Expected Family Contribution (EFC), or more simply: $COA - EFC = \text{Financial Need}$. This does not necessarily mean your family does not have to pay anything towards your education at COA, but that COA will help you pay your tuition above what your family can afford. Therefore, if the Davis Scholarship plus what your family can contribute is not enough to pay for your tuition, room and board, then COA will make up the difference.

The EFC is determined by the financial aid application forms you submit. While your family may indicate an amount it is comfortable paying, the college will calculate an efc using the information you provide. If our number is significantly different than what your family has indicated the college may contact you to discuss the discrepancy and attempt to resolve it.

The Cost of Attendance (COA) figure is an official estimate that includes tuition, basic fees, room, board, books, insurance, some travel costs and miscellaneous expenses. Many of these expenses are billed by the school and are exact figures. Others are unbilled expenses representing estimates for how much money you might expect to spend in a particular category (for example, books and travel). While estimates mean your actual figures may vary, we use set figures to calculate everyone's financial award. The inclusion of travel and miscellaneous expenses ultimately helps you qualify for more financial aid assuming you have financial need.

An Example of Calculated Financial Need:

If the COA is \$50,000 and your EFC is \$15,000, you have \$35,000 of financial need and therefore will be offered \$35,000 in financial aid.

$EFC = \$15,000$ then $\$50,000 - \$15,000 = \$35,000$

Obviously, some students will have higher EFCs and some will have lower. In some cases, if your aid exceeds the amount that is billed by the school, it may leave you with a credit balance, or money left over in your account that you can use towards some of your unbilled expenses. A credit balance usually happens to students who live off campus since their bills will be lower without room and board charges from the college. It's important to recognize that your actual EFC may vary somewhat from our calculation and that you do not necessarily pay it all to the college and some of it may go towards your travel costs, books, etc.

International Aid vs. Federal Aid

United States students and international students have different anticipated expenses

and therefore cost of attendance and aid packages differ. For example, international students have separate insurance charges and US students may qualify for federal aid not available to international students.

COST OF ATTENDANCE AND LIVING OFF CAMPUS

While students who live off campus are not billed for living expenses, we approximate those expenses and take them into account when determining how much financial aid they qualify for. We assume that it costs less when sharing rent and groceries with housemates so we use a lower coa figure. This means off campus students will get less

2017–18 COST OF ATTENDANCE

Tuition	\$42,993
Fees (activity, health)	\$549
Room & Board	\$9,747
Unbilled miscellaneous expenses (books, transportation, food, etc)	\$1,680
SUBTOTAL (US COST OF ATTENDANCE)	\$54,969

INT’L STUDENT COMPREHENSIVE FEES

Insurance (estimate)	\$2,270
Meals during breaks (estimate)	\$480
Miscellaneous	\$900
SUBTOTAL	\$3,650

INTERNATIONAL UWC COA (does not include additional fees)	\$58,619
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BASIC BILLED FEES: ON-CAMPUS (tuition, fees, room, board, etc)	\$55,559
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BASIC BILLED FEES: OFF-CAMPUS (tuition, fees, insurance)	\$45, 812
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ACADEMICS

The Academic Program & Policies

NUMBER OF CREDITS COVERED

When making registration decisions, it is important to know that the Davis scholarship will only cover the cost of tuition for 36 attempted credits. In order to graduate you are required to complete 36 credits. If for any reason you fail to complete a course for which you are enrolled (by receiving an F or a no credit evaluation, having an extension that is never completed, etc.), your scholarship will not cover the cost of an additional course. You will be required to make other arrangements, such as transferring in IB credits.

Auditing: It is possible for you to audit a course at COA. Your scholarship does not directly cover the cost of the audit fee. It is one of the miscellaneous personal expenses mentioned above. You are responsible for this fee either out of your credit balance or your estimated family contribution, depending on your EFC.

EARLY GRADUATION

International students are allowed to remain in the US based on the fact that they are working towards the completion of an academic degree program. Once all degree requirements have been met, a student is considered to have graduated and thus must apply for special permission to remain in the US or must leave the country. When planning your academic program it is critical to be aware of how many credits you have left to complete. If you complete all 36 credits required for graduation, then you have graduated and will have only a short grace period during which you must leave the US regardless of whether you have participated in graduation ceremonies. Completion of 36 credits during winter term will mean that you cannot legally remain in the US until graduation in June.

INTERNSHIPS

To graduate from COA, all students must fulfill an internship requirement. There are several ways students can fulfill this requirement. You can register for either a credit or a non-credit internship, but for international students in **F-1** status, any internship done during the academic term at COA must be for credit. You may undertake a maximum of two 3-credit internships while enrolled at COA. Non-credit internships are only an option during the summer. Students may only register for a credit internship over the summer if you are a third year student going into your senior year. However, you would have to graduate early in such a situation.

Enrollment in a non-credit internship means a student is not eligible to receive scholarship money to help with living expenses. Enrollment in a 3-credit internship is treated the same as full-time enrollment, so tuition costs, as well as living expenses are provided for by the Davis Scholarship.

Your internship can be either paid or unpaid. It makes economic sense to do an unpaid internship for credit, to help you offset your living costs while you work. For **F-1** students, paid internships in the United States will require authorization for Curricular Practical Training (CPT). Please see Monica Hamm for details.

STUDYING OFF-CAMPUS: STUDY ABROAD OR AWAY

Studying off-campus is a possibility, but it requires prior consultation and good planning. You should check with your academic advisor, the Director of Financial Aid, the Office of Internships, the Registrar, and the Coordinator of International Student Services. Studying off-campus as part of a non-COA program, is allowed only once, however you are permitted to study away during an internship, residency, and/or senior project. You must transfer in all credits awarded since Davis and COA funds were used to pay for them. Please refer to the next page for requirements of a non-COA program.

Students endeavoring to study abroad/away must be in good academic standing and get appropriate authorization before the relevant deadlines. In addition, **F-1** students must have completed all core course requirements before undertaking authorized off-campus study. More information, including time lines, deadlines, and additional requirements are available from the Coordinator of International Student Services or the Director of Financial Aid. Students who feel they have valid proposals that vary from the requirements listed above, will have to seek approval through an appeals process with the Academic Dean. Consultation is required because of the many issues related to study off-campus study with a non-COA program. Some of the various concerns are highlighted below.

PROGRAM FEES FOR INTERNATIONAL STUDIES PROGRAMS

Additional fees for COA's programs such as Yucatan, CAVILAM, and other class trips, etc., are not covered by the Davis Scholarship. If you are interested in doing a COA international course or program please talk to the Coordinator of International Student Services or Director of Financial Aid about program fees. You can give us an advance notice of your intentions by filing an Intent to Study Off-Campus form (even though it is a COA program). Request the form from the Coordinator of International Student Services or the Financial Aid Office.

RESIDENCIES

A residency is an academic option for advanced studies (after your second-year). A residency is a self-designed term or full-time study (three credits that you design on your own). It can take place anywhere in the world, and should be conducted under the supervision of a faculty member. A residency is treated the same as enrollment in three COA courses. The Davis Scholarship therefore covers tuition and living expenses. For more information about residencies, consult the COA course catalog.

OTHER THINGS TO CONSIDER WHEN THINKING ABOUT STUDYING ABROAD

Financial Concerns: You cannot get more aid for any one term than your Davis Scholarship already provides for the equivalent time at COA unless the host institution provides additional money. If an institution's cost is less than COA's, your award would necessarily be adjusted downward to cover the difference. You are expected to live on-campus, unless the host institution cannot provide housing. Documentation will be required for any off-campus living arrangements.

For questions on your individual award figures, see the Director of Financial Aid. For charges or determining whether you may expect a credit balance, check with the Business Office.

Academic Concerns: You should check with the Registrar to make certain that you can apply credits earned from your study abroad/away program towards your COA degree requirements. Also, COA's trimester schedule is not synchronous with most schools that are on a semester calendar. Our fall trimester plus the winter break period does often matches the first semester at many schools. However, their second semester is likely to overlap almost fully with our winter and spring trimesters. This can obviously complicate matters when you're trying to consider course selection for the year, credits earned and the amount of aid you have available. Credits earned at an institution in another country will need to be externally evaluated before transfer to COA can be completed.

Immigration Concerns: In order to maintain your F-1 status, you must carry a full course load. This can mean one of two things: either you must be able to transfer in the same number of credits as you would have earned in the same period of time at COA, and if that is not possible (as is often the case in spring semester programs) you must be enrolled for the host institution's equivalent of full time. When credits are transferred back to COA, you may find yourself *behind* in credit terms. Your academic program cannot be extended to allow for extra time to complete your requirements, and if you do not have other credits you can transfer in to make up those lost through study away, you will not be approved for off-campus study. Third, additional immigration documents may be required if you are planning to leave the US as part of your study abroad/away program. You will need to look into what kind of visa you may need to study away. You will also be responsible for maintaining contact with the Coordinator of International Student Services while you are abroad and updating any changes in your address, course selection, etc.

DAILY LIFE

Meals

First year students living on-campus are automatically enrolled in the college's full-meal plan. This means that you can eat breakfast, lunch, and dinner at Take-a-Break (tab) cafeteria five days per week, Monday through Friday. COA's food has been rated in the top ten among colleges and universities throughout the US. There are always vegetarian and non-vegetarian options, using seasonal, fresh organic produce from Beech Hill Farm and the COA community garden whenever possible. The college does not offer meals on the weekends. On weekends, most students cook for themselves, share food, and on occasion visit a local restaurant for a meal. There are kitchens in every residence hall. If you are a returning student living on-campus or if you live off-campus, you will have a choice of several meal plan options. Students will make this selection every spring for the following year. Also, the Sea Urchin Café, open daily from 11:00 am until 2:00 pm, accepts meal cards when purchasing food and/or drinks. There are several vending machines, run by the café, that sell fresh and healthy products available to you at any time of the day.

Recreational Activities

COA does not have varsity or inter-collegiate sports teams. Our participation in an annual tobogganing competition is the only exception to this rule. However, there are numerous opportunities to engage in athletics and team sports. During the early fall and late spring, students often organize pick-up games of soccer, ultimate Frisbee, or cricket on either the North Lawn or main playing field. During the winter students also get together on the frozen community pool to play ice hockey or broom-ball (ice hockey with shoes rather than skates and a broom rather than a hockey stick).

COA students also get a free membership to the local YMCA, which has an exercise room, basketball courts, and a swimming pool. Student groups from COA regularly meet at the ymca to play games of volleyball, water polo, or badminton. The ymca also supports adult-league teams for volleyball, basketball, indoor soccer and badminton, and offers classes on activities ranging from belly-dancing to karate. For more information visit www.mdiymca.org or call +1 (207) 288-3511.

OUTDOOR ACTIVITIES

Acadia National Park spots over a hundred miles of trails for recreational activities like hiking, jogging, biking, cross-country skiing, snowshoeing, and exploring. COA has an active outdoor-program led by Nick Jenei, the Coordinator of Community Engagement. The Outdoor Program organizes weekly outings and multi-day camping trips. Students can also borrow camping gear (sleeping bags, cooking utensils, snowshoes, etc.) and head to camping spots around the island and Maine to spend time outdoors.

STUDENT ORGANIZATIONS

COA has a mix of informal student groups outside of the campus governance/committee structure. Students interested in forming an organization are encouraged to do so, and should submit proposals to the Student Activities Committee. Examples of current groups include: Sustain Us, Pangaea International, foreign language discussion group, Primitive Skills, etc.. Activeness of student organizations depends on the trimester.

Taxes in the United States

All individuals who receive US source income will likely owe a certain portion of that income to the US government in taxes and must file each year the appropriate tax return forms with the Internal Revenue Service (IRS). Both scholarship income and work-related income is subject to tax. Exceptions apply to students who come from countries that have tax treaty agreements with the United States.

We are required by law to withhold 14% of your “unqualified” scholarship payments for taxes (much of this tax withholding you will get back after filing taxes). When you work on or off-campus, taxes will also be taken each pay period from your check. You will designate how much money to withhold from your paycheck by filling out IRS Form **W-4** at the start of your employment. *Please note: By US law, COA staff members, even those in the Business Office, cannot offer advice regarding tax filing or withholdings.*

You should be aware that there are special guidelines for international tax payers. The following information was taken from the IRS web page at www.irs.gov and should aid you in completing your Form W-4 in the beginning of the school year.

FILING TAXES

Every year you are required to file federal and state tax forms. All students, regardless of whether or not you have earned any US source income, must file form 8843. If you have a US source income, such as scholarship or work-study income, you must also file your federal taxes by using the non-resident alien form **1040-NR (1040-NREZ)**, or potentially resident alien forms) with the US government. With these forms you will calculate how much tax you owe on the income you earned, and how much of a tax refund you might receive (if any). The deadline for filing all tax forms is April 15. The period to file taxes in the US is generally between late January and early April. College of the Atlantic purchases a tax preparation software called SprinTax to help you accurately and more easily prepare your federal taxes. The Coordinator of International Student Services provides tax information sessions to help students through the process.

HOW MUCH WILL I PAY IN TAXES?

The amount of money you will have to pay in taxes depends on a few different factors. Everyone is required to file, but some countries have tax treaties with the United States and students from those countries will not have to pay tax on their scholarship and/or work income. The best resource to consult is the Internal Revenue Service (IRS), which can be visited at www.irs.gov or by calling +1 (800) 829-1040.

Transportation & Driver's License

LOCAL TRAVEL

Ellsworth is the closest town, where you can go shopping for things like clothing and household items; Bangor is the closest city to Bar Harbor. It offers more shopping, and is the closest travel hub. Public transportation from Bar Harbor to Ellsworth and Bangor are limited, so careful planning is required. Students often solicit rides on COA's community message board.

Bus Services

Island Explorer (seasonal):

Seasonal service throughout the park and around the island is provided by the Island Explorer bus system from June until Columbus Day (mid-October). The propane-powered "Island Explorer" buses offer free transportation to Acadia National Park, campgrounds, and local businesses. One of the bus stops is located next to the Natural History Museum on-campus. A schedule can be found at www.exploreacadia.com.

Downeast Transportation (year round):

Downeast Transportation buses run from Bar Harbor to Ellsworth on Monday through Friday. On Mondays and Fridays, there is a bus that runs from Bar Harbor to Bangor and back, with stops at the Bangor Mall and the Greyhound Bus Station. Schedules and rates can be viewed at www.downeasttrans.org.

West's Bus Service (year-round):

Daily service from Ellsworth (departure 12:25 pm) to Bangor, dropping off at the Greyhound bus station at 1:00 pm, Concord Coach Lines bus station at 1:10 pm, and the airport at 1:15 pm. If you can't find a ride to Bangor, but *can* find a ride to Ellsworth, this is a good option. The pick-up and drop-off point is Mike's Country Store, on Water St. in downtown Ellsworth. You may also purchase your ticket at Mike's. For more information on the bus schedule check out www.westbusservice.com

Bar Harbor Shuttle (year round):

The Bar Harbor shuttle runs year-round between Bar Harbor and Bangor. However, the winter season hours may vary in accordance with less transportation needs. You must call to make a reservation. This is the most expensive option, but they have more flexible travel hours. If you use the shuttle, it is best to plan ahead and share the ride with others: the more travelers per shuttle ride, the cheaper your fare is. The ride can cost anywhere from \$20 to \$80 and you can see a schedule at www.barharborbangorshuttle.com. Call +1 (207) 479-5911 for reservations.

Bicycles

Biking is a very popular form of transportation at COA because it's environmentally friendly, healthy, and inexpensive. COA maintains a small bike fleet for its community bike program (if you find a bike that is part of the fleet you may use it, just be sure to return it when you are done). If you would like your own bicycle, you can purchase one from one of two bike shops in town (Bar Harbor Bicycle Shop or Acadia Bike). If you are

looking to save money, you might also see if anyone on-campus is selling a used bike, or check the classified advertisements in local newspapers. Biking routes are marked on park maps. It is prohibited to ride bicycles on hiking trails in Acadia National Park. You may, however, bike on the Carriage Roads in the park.

Taxis

Taxi service is available in rural areas like Bar Harbor, but is usually quite expensive. If you need a ride to the airport, however, or simply cannot find a way to get to your destination, there are four taxi services located on Mount Desert Island. You can order a taxi by telephone. Available taxi services are listed below:

- AAA Taxi +1 (207) 288-8294
- Airport & Harbor Taxi +1 (207) 667-5995
- At Your Service Taxi Co. +1 (207) 288-9222
- O-Pooch Taxi +1 (207) 288-3898

Ferry Service

Boats leave from various towns on Mount Desert Island for nearby destinations such as Swans Island, Frenchboro, Winter Harbor, and the Cranberry Islands, making for a nice day trip. For more information: www.exploremaine.org/ferry.

Trains

Train travel is more expensive, but often faster and more comfortable than bus travel. The Concord Coach Lines bus out of Bangor connects with the Amtrak train station in Portland. From Portland you can ride the Downeaster train to Boston and beyond. Please note that trains coming from Maine arrive at Boston's North Station, and you will need to take a short subway ride to South Station in order to catch most connecting trains or buses. For schedules and fares visit www.amtrak.com.

Hitchhiking

We do not recommend that students hitchhike. While you do occasionally see people hitchhiking, it is not a risk that we would advise students to take.

Ride Sharing

Students often send out mass emails to the COA community requesting or offering rides. If you share a ride with someone it is appropriate to offer money to the driver for gas. It is not really appropriate to ask a staff or faculty member for a ride to Bangor unless you happen to know they are going there anyway, or in cases of emergency.

DRIVER'S LICENSE

If you have a driver's license from your home country, you should acquire an International Driver's Permit (IDP) before you come to the US. The IDP verifies to local officials that your foreign license is valid. You may only acquire an International Driver's Permit in your home country. After one year, you will need to acquire a Maine driver's license.

In order to get the license you will have to pass a written exam and a driving test at a Bureau of Motor Vehicles Office (BMV). The BMV closest to COA is in Ellsworth. More information on the driving test and driving in the State of Maine is available at www.state.me.us/sos. The rules for getting a license are different depending on how old you are. If you are between 16 and 18 at the time you apply for a license, you must take a Driver's Education course. If you are over 18, you are not required to take a Driver's Education course, though you may choose to do so. If you are under 21 years of age, you must successfully attain a driver's permit by passing a written test. Once you have your permit you must complete at least 35 hours of practice driving over six months with an adult driver who meets certain requirements. Only then can you take the road test required to get your license. If you are over 21, you must first take a written test to get your permit (if you want to practice driving) and as soon as you obtain your permit you can request your road test. The permit application fee is about \$10, the license test application fee is about \$35, and if you pass, the license itself costs about \$30: www.maine.gov/sos/bmv/

Note: If you have an international driver's license, you do not need to complete 40 hours of practice driving, but will still need to take the exam, which consists of both a written and driving section.

Life in Bar Harbor

College of the Atlantic is located in Bar Harbor, a small town on Mount Desert Island (MDI). MDI is connected to the mainland by a small bridge, so it doesn't always feel like you are on an island. Bar Harbor is typical of a small tourist town on the Maine coast: its beautiful nature and Acadia National Park attracts summer tourists, so it is quite busy in the summer and quiet in the winter. College of the Atlantic, Acadia National Park and the local genetic laboratories add tremendous richness to the life of the slower fall, winter, and spring seasons.

Maine is the largest of the six states that make the US region, New England. The other New England states are New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island. Maine, in general, is a very rural state, with little cultural diversity outside of the bigger cities (Portland, Bangor, Lewiston, and Auburn) and Francophone northern Maine. Although, you will find Bar Harbor to be more culturally diverse (thanks to world-renowned research laboratories and Acadia National Park) than most small towns in Maine. As an international student, locals you meet are likely to be very curious about where you come from and truly excited that you would choose to pursue your education here.

Maine Facts

- » Population (2012): 1,329,192
- » Statehood: 23rd state, in 1820 (formerly part of Massachusetts)
- » Largest City: Portland (Population: 66,194)
- » Land Area: 86,023 sq. km. (comparable in size to Serbia, Azerbaijan, Austria, or the United Arab Emirates)
- » State Capital: Augusta
- » Highest Point: Mt. Katahdin, 5,268ft (1,606m)
- » Borders: New Hampshire, and the Canadian provinces of Quebec and New Brunswick
- » Number of Lighthouses: 63
- » State Nickname: The Pine Tree State, Vacationland
- » State Motto: Dirigo (I Lead)
- » State Animal: Moose
- » Maine Colleges and Universities: Bates, Bowdoin, Colby, College of the Atlantic, Unity, the University of Maine system, University of New England, Maine College of Art, and more.
- » Coastline Fact: Maine's coastline is about the same length as California's coastline in actual miles.
- » Time Zone: Eastern Standard Time (UTC-5/-4)

A Brief History of Mount Desert Island

Twelve thousand years ago, the entire state of Maine was covered under a sheet of ice a couple of miles thick. As it receded, it left in its wake an intricate rock-lined coast, an impressive underwater topography, and numerous islands. One of these, Mount Desert Island, is home to College of the Atlantic. Effects of this glacier can be seen everywhere on Mount Desert Island, from the valleys carved by glacial ice to the ponds and bogs formed from glacial melt water that was trapped inland. Somes Sound, the only fjord on the Atlantic coast of the United States, was formed by glacial melt water and erosion. Other glacial features include the deposit of various large boulders, called erratics, across the island.

The island's first residents, known today as the Red Paint People, inhabited the island three to five thousand years ago. The few traces they left behind, bits of pottery and piles of shells, are our only connection to this early society.

The next inhabitants were the Wabanaki. They gave the island the name Pemetic meaning, sloping land. They lived on the island year round, traveling mainly by canoe. Much of their time was spent hunting, gathering berries, and fishing. The Wabanaki were still living on Mount Desert Island when the first Europeans arrived.

Although Europeans did not inhabit Mount Desert Island until 1762, many explorers passed through the region. Many of these explorers were from England or France, two countries that had several disputes over the region's ownership until the British defeated the French in Quebec in 1759. Although the region eventually became part of the British Empire, and later the United States, French influence is evident in the local culture.

Until the early 1900's, the population grew slowly. The economy was based mainly on fishing, farming, lumber, and shipbuilding; early life for a settler on the island was rugged, isolated, and usually heavily influenced by the Protestant religion. Life began to change with the arrival of large steamer ships to the island. Hotels began to spring up as tourism emerged. The first tourists who came to the island were artists and scientists. They came during the summer to work in the pristine mountain ranges and on the picturesque lakes, fjords, and shoreline.

Soon the island became a summer destination for the country's wealthiest families. Social clubs summer cottages (it would be more appropriate to call them summer mansions) began to appear. Some of the buildings on COA's campus are former summer cottages. Arguably the most spectacular attraction on Mount Desert Island is Acadia National Park. The park was formed to preserve the natural beauty of the area from uncontrolled development. Charles Eliot and George Dorr (for whom COA's natural history museum is named) directed the original effort to create the park. Acadia National Park is unique in that all its land was donated by private citizens. It is one of the smallest yet most popular national parks in the United States. The park is both a recreational area and academic resource to students and scientists.

Life on the island continued without major interruption until 1947. After a particularly dry summer, an enormous fire swept the island. Although its exact cause is not known, its longevity and destruction are still remembered. The fire spread quickly, aided by a constant wind and despite local and national efforts, it blazed for three weeks and burned nearly half the island. Many of the infamous summer cottages were destroyed. Although disastrous for many of the residents and summer visitors, the fire played an important role in shaping the natural scenery; many of the island's birch and aspen trees grew after the large evergreen burnt down, increasing the botanical diversity of the island.

Bar Harbor and Mount Desert Island are still popular summer vacation spots nationally and internationally. Tourism remains one of the most important industries on the island. Each summer there is a migration of tourists and seasonal employees to Bar Harbor and the surrounding area. The town of summer cottages has expanded to include motels, campgrounds, and cruise ships.

Following are a few interesting facts about the region during this period of European exploration:

- » The name Acadia (as in Acadia National Park) comes from the French word *l'Acadie*, an adaptation of the Wabanaki word for place.
- » In 1604, Samuel Champlain, a French explorer, christened the island with the name it has retained to this day, *l'Isle des Monts-Deserts*, or Mount Desert Island.
- » Cadillac Mountain received its name from the Frenchman *Sieur de Antoine de la Mothe Cadillac*. At one point in time he lay claim to the entire island. Cadillac Mountain, the highest point on the North Atlantic coast, can be seen 96 kilometers from shore. In the United States, it is the first place touched by the sunrise each morning.
- » Frenchman's Bay, on which the college is located, got its name during the days of territorial disputes between France and Great Britain. Here, French warships used to prepare themselves for battle against the British.
- » The only European community on the island before 1762 was a French Jesuit community established in 1613, which was quickly driven out by British forces.
- » *Somes Sound* is named for the first long-term settler—Abraham *Somes*, an English sailor.

Following are some interesting opportunities that Acadia National Park provides its visitors:

- » Acadia boasts a scenic driving route, *Park Loop Road*, for those who prefer to enjoy the scenery from their cars. It passes many major park attractions and is popular with summer tourists.
- » *John D. Rockefeller Jr.* (son of one of America's wealthiest oil investors) donated land for an extensive network of carriage roads. Throughout the year these roads are used for cross country skiing, running, hiking, snowshoeing, biking, and horseback riding.

- » There are two designated places to swim in the park. One is a man-made beach at Echo Lake while the other, Sand Beach, is located on the coast. However, the water at the latter is cold, averaging approximately thirteen degrees Celsius over the course of a year.
- » Acadia National Park boasts over 190km of hiking trails. Some hikes are strenuous—climbing mountains and ascending coastal cliffs, and others are easier—circling ponds and following flat shore paths.

A Brief History of College of the Atlantic

The concept for College of the Atlantic (COA) was conceived by Father James Gower, a local pastor, and was nurtured by several committed community members. This small, but dedicated group agreed on a set of values that to this day remain the core of the school: academic creativity, intellectual achievement, respect for the environment and diversity of human values, cultures, and ideologies. Since its inception, the College has striven to put these ideals into practice.

In 1969, the college acquired its first piece of acreage. Formerly, this property was used by the Oblate Seminary to train men for priesthood. This land, which still comprises a large portion of the college's campus, encompasses nearly half of the present college campus. Ruins of the seminary can still be seen on the north lawn, where a structure known by COA students as the Sun Shrine was used by the seminary as a place of worship. Soon, the Committee that founded the College began to apply for state accreditation and searched for a President for the institution. Eventually, Edward Kaelber—after whom Kaelber Hall was named—became the first President. Three other administrators were hired; Ann Peach as Secretary of the College, Melville Cote as Student Affairs and Admission Officer, and Samuel Eliot as Assistant to the President. These four people worked together to choose the first four faculty and thirty-two students for the opening year of the college in 1972.

All this groundwork and planning found fruition in what is now one of the residence halls, Peach House. Named after Anne Peach, this building was at the heart of the college's administration. In 1970, before classes started, all administrative activities were moved from Peach House to Kaelber Hall. Cottage and Peach House both became housing for select college employees and their families. During the first few years of the college all students lived off-campus; by encouraging students to rent local apartments during the winter off-season, the College felt they were supporting the Bar Harbor community to sustain a more year-round economy.

In 1976, Seafox and Ryles, both former summer cottages, became part of the COA campus. Today Seafox is still used for student housing. In this same year, restoration of The Turrets summer cottage began. The Turrets is a very unique building. Designed in 1893 by Bruce Price, the same architect who designed the Chateau Frontenac in Quebec City, its walls were built with two-foot thick granite, quarried on Mount Desert Island. Before the Second World War, Turrets employed approximately thirty servants. Today, it is recognized on the National Registrar of Historic Places.

In 1983, a mysterious and devastating fire burned down Kaelber Hall, creating a necessary shift in campus planning. Construction of Gates Auditorium was put on hold, and all attention was placed on Kaelber Hall and the Arts and Sciences building. The library was moved downtown, classes were moved to Turrets, and plans for a new library and Main Office building began. The Arts and Sciences building survived the fire, but needed extensive renovation to remain usable. The 1990's brought more change to the campus. In 1992, Gates Auditorium was finally completed and began to accommodate a continual slew of musicians, dancers, theatrical productions, movies, and speakers. In 1995, the George B. Dorr Natural History Museum was completed and opened to the general

public and the campus' largest housing complex, Blair/Tyson, was opened for student use. In 1998, both the Davis Center for International and Regional Studies and the Davis Carriage House were acquired by the college, and most recently the Witch Cliff House, was purchased and is used for classroom and office space.

Exciting developments, in the past decade include the construction of student housing and the renovation of the old Sea Urchins building into the Deering Common Student Center. Six of COA's most sustainable student houses opened in fall 2008, comprising the Kathryn W. Davis Student Residence Village. In addition, Sea Urchins, that once housed the Ryles student residence, was renovated to become the new Deering Common Student Center. The student community center houses Sea Urchin Café, a student lounge, student work and meeting spaces, the campus health center, Student Life staff offices, faculty offices, and a meditation/spirituality center.

Safety

Mount Desert Island is a pretty safe place, as is the COA campus. It is, however, always wise to take precautions.

Do not carry large amounts of money or important documents with you unless it is absolutely necessary. Never give your atm pin to anyone and do not write it on your atm card or in your checkbook.

Walk in well-lit areas after dark. Walk in groups of two or more if possible. Avoid dark areas, walking in the bushes, and recessed doorways. If you think someone is following you, first get to a well-lit public area. Tell someone you think you are being followed. Look behind you to demonstrate your awareness of their presence. Ask for help. Do not lead the person to your residence.

Use common sense in making decisions about personal behavior; excessive drinking or other high-risk behavior can make you more vulnerable to being a victim of an accident or crime.

Emergencies

In case of an emergency, you can dial extension 333 from any campus phone. You will reach Millard Dority during the day and the night watchmen during the evenings. This extension can be reached from off-campus by dialing +1 (207) 288-9001. Trust your instincts, but do not use these numbers unless you have a serious concern.

If you have an extreme emergency you can call local police, emergency care (including ambulances), or fire dispatchers by dialing 911 (but only call this number if it is a truly urgent situation). It can be dialed from a pay phone without coins. From COA phones, dial 9 first to get an outside line, followed by 911.

Appendix A: Community Directory

The links on this page refer to businesses and operations that are open on a year-round, or almost year-round basis. There is more open/available in the summer. All businesses are located in Bar Harbor unless otherwise indicated.

BANKS

The First

102 Main Street
Phone: +1 (207) 288-3341
www.thefirst.com
Monday-Thursday 8:30am to 4pm; Friday
8:30am to 5pm; Saturday 9am to 12pm

Machias Savings Bank

96 Cottage Street
Phone: +1 (207) 288-5826
www.machiassavings.com
Monday-Thursday 8am to 4:30pm;
Friday 8am to 6pm

Bar Harbor Banking and Trust

82 Main Street
Phone: +1 (207) 288-3314
www.bhbt.com
Monday-Thursday 8:30am to 4pm;
Friday 8:30am to 5pm; Saturday (summer)
9am to 12pm

Camden National Bank

43 Cottage Street
Phone: +1 (207) 288-2300
www.camdennational.com
Monday-Thursday 8:30am to 4pm;
Friday 8:30am to 5pm

DINING

Tippling: It is customary to leave a tip that is 15% to 20% of the bill for the waiter. If you pay in cash, leave the tip on the table when you leave. If you pay by debit or credit card you can add the tip directly to the receipt that you must sign. Tips are not necessary at fast food restaurants or cafeterias where the food is not brought to you, though you may notice a tip jar that you can choose to give money to if you are happy with the service. Other service providers who are tipped include taxi drivers and hair dressers.

The following restaurants stay open for at least part of the “off season” of fall and winter.

Coffee/Café/Bakery

Morning Glory Bakery

39 Rodick Street
+1 (207) 288-3041

Café This Way

Open seasonally
14 Mount Desert Street
+1 (207) 288-4483

A&B Naturals

101 Cottage Street
+1 (207) 288-8480

2 Cats

130 Cottage Street
+1 (207) 288 2808
www.2catsbarharbor.com/cafe

Breakfast (some open for dinner)

Jordan's Restaurant

80 Cottage Street
+1 (207) 288-3586

Deli/Pizza/Take Out

Downeast Deli

65 Main Street
+1 (207) 288-1001

Little Anthony's Sports Bar and Pizzeria

131 Cottage Street
+1 (207) 288-4700
www.eatatlittleanthonys.com

Reel Pizza

33 Kennebec Place
+1 (207) 288-3828
www.reelpizza.net

Pat's Pizza

51 Rodick Street
+1 (207) 288-5117

EPI's Pizza

8 Cottage Street
+1 (207) 801-2516

Hull's Cove General Store

3 Break Neck Road
+1 (207) 288-4600

Evening Dining

Geddy's

19 Main Street
www.geddys.com

ENTERTAINMENT

Jesup Memorial Library

34 Mt. Desert Street
www.jesup.lib.me.us

Netflix

mail movie delivery service and online
movie streaming
www.netflix.com

Side Street Café

49 Rodick Street
+1 (207) 801-2591

The Thirsty Whale Tavern

40 Cottage Street
+1 (207) 288-9335

China Joy Restaurant

195 Main Street
+1 (207) 288-8666

Siam Orchid

Thai and Sushi
30 Rodick Street
+1 (207) 288-9669

McKay's Public House

231 Main Street
+1 (207) 288-2002
www.mckayspublichouse.com

Jack Russells Steak House

102 Eden Street
+1 (207) 288-5214

Lompoc Café

36 Rodick Street
+1 (207) 288 9392
www.cafelompoc.com

Redbox Video Rental

Hannaford Supermarket
vending machine rental
\$1 per movie per night

Reel Pizza Cinema

Offers sofa-seating, pizza, and beer
Closed for part of November and
December
33 Kennebec Place
www.reelpizza.net

MEDICAL CLINICS & DENTISTS

Dr. Dean E. Booher

High Street Dental
1 High Street
Phone: +1 (207) 288-4754

Cadillac Family Practice

322 Main Street
Phone: +1 (207) 288-5119

Cooper Gilmore Health Center

17 Hancock Street
Phone: +1 (207) 288-5024

NEWSPAPERS

Mount Desert Islander

www.mdislander.com

Ellsworth American

www.ellsworthamerican.com

FITNESS & OUTDOORS

Acadia National Park

COA students are lucky to live just outside of Acadia National Park. In your first months here, the free Island Explorer Bus can take you to some of the best spots in the park: National Park Service www.nps.gov/acad/

YMCA

COA students get a free membership to use YMCA facilities—pool, gym, and fitness equipment (see *Campus and Community Life* on page 30 for more details).

21 Park Street
+1 (207) 288-3511
www.ymca.org

Family Health Center

9 Hancock Street
Phone: +1 (207) 288-5606

Dr. Audree Park and Dr. Timothy Oh

MDI Dental Arts
67 Cottage Street
Phone: +1 (207) 288-4794

Women's Health Center

8 Wayman Lane
Phone: +1 (207) 288-8100

Bangor Daily News

www.bangornews.com

Uncle Henry's

www.unclehenrys.com

Glen Mary Wading Pool

Waldron Rd. In summer, a wading pool for kids, in winter an ice rink popular for hockey and ice-skating.

Baseball Fields

Located on the corner of Main Street and Park Street. and tennis and basketball courts are near them. Tennis court and basketball use is first-come, first-served.

Yoga

COA often offers weekly yoga classes. There are also yoga classes at Cattitude: Cattitude
Bayside Landing 2nd floor
53 Main Street
www.cattitudeyogamdi.com

PLACES OF WORSHIP

Christian

Assemblies of God

First Light Assembly of God
11 Hemminger Place
+1 (207) 288-8990

Baptist:

First Baptist Church of Bar Harbor
46 Ledgelawn Avenue
+1 (207) 288 3563
www.fbcbharbor.com

Catholic:

Holy Redeemer
21 Ledgelawn Avenue
+1 (207) 288-3535
www.mdicatholics.com

Congregational:

Bar Harbor Congregational Church
29 Mt. Desert Street
+1 (207) 288 3230
www.barharborucc.org

Episcopal:

St. Saviour's Episcopal Church
41 Mt. Desert Street
+1 (207) 288 4215
www.ellsworthme.org/ssaviour

Church of our Father
Route 3, Hulls Cove
<http://home.gwi.net/~ourfather>
+1 (207) 288 4849

SHOPPING

Books

Sherman's Book and Stationary Shop
Stocks COA textbooks
56 Main Street
www.shermans.com

Eden Rising (provides secondhand books)

39 Cottage Street
www.edenrising.com

Unity:

Unity Center for Peace
103 Ledgelawn Avenue
+1 (207) 288-3899

Jewish (closest is in Bangor)

Reform:

Congregation Beth El
183 French Street, Bangor
me002.urj.net
+1 (207) 945 4578

Conservative:

Beth Israel Synagogue
144 York Street, Bangor
www.cbisrael.org
+1 (207) 945 3433

Orthodox:

Beth Abraham Synagogue
145 York Street, Bangor
www.jewishbangor.com
+1 (207) 947 0876

Muslim (closest is in Orono)

Islamic Center of Maine
149 Park Street Route 2, Orono
+1 (207) 866-3410

Buddhism (closest is in Ellsworth)

Ellsworth Meditation Center
Tibetan Buddhist; Karma Kagyu lineage
161 State Street, Ellsworth
+1 (207) 422-2008
www.rinpoche.com

Food

Hannaford Supermarket
86 Cottage St

A&B Naturals

Natural, local, and organic food market
101 Cottage Street

Passport Photos

Note: It is a good idea to bring some of these from your home country because they are cheaper.

Ellsworth Post Office

199 Main Street, Ellsworth
+1 (207) 266-5340

Rite Aid Pharmacy

34 Cottage Street
+1 (207) 288-2222

Secondhand Shops

All in One

11 Seal Cove Road, Southwest Harbor

Church of Our Father

Hulls Cove
Saturday thrift shop, look for sign on Saturday mornings.
Closed in the winter

Serendipity

36 Kennebec Place
+1 (207) 288-2000

TRANSPORTATION

Nation-wide Bus Service

Concord Coach Lines:

Operates between Boston and Maine.
Picks up and drops off at Logan Airport.
Movie and snacks provided on board.
www.concordcoachlines.com

Greyhound:

Operates nationwide, in Canada, and in Mexico.
www.greyhound.com

Regional/Local Bus Service

Bar Harbor Shuttle

Operates daily Bar Harbor to Bangor.
Reservation required. More people who ride, the cheaper the fare.
+1 (207) 479-5911, www.barharborshuttle.com.

Goodwill Store and Donation Center

15 Downeast Highway, Ellsworth
+1 (207) 669-6321

2nd to None Thrift Shop

112 Main Street, Ellsworth

Sporting Goods and Bike Shops

Cadillac Mountain Sports

26 Cottage Street
www.cadillacsports.com

Acadia Outdoors

45 Main Street
www.acadiashops.com

Bar Harbor Bicycle

141 Cottage Street
www.barharborbike.com

Acadia Bike

48 Cottage Street
www.acadiabike.com (closed in winter)

Downeast Transportation

Mondays and Fridays, Bar Harbor to Bangor; Monday through Friday, Bar Harbor to Ellsworth downtown and shopping centers.
+1 (207) 667-5796, www.downeasttrans.org

Island Explorer

Seasonal, free and eco-friendly bus service around Acadia National Park. Runs June to October.
+1 (207) 667-5796, www.exploreacadia.com

West's Transportation

Operates between Ellsworth, Bangor, and Downeast Maine. www.westbusservice.com

Air Travel

Bar Harbor Airport (BHB)

+1 (207) 667-7329, www.bhbairport.com

Bangor International Airport (BGR)

+1 (207) 992-4600, www.flybangor.com

Portland International Jetport (PWM)

+1 (207) 774-7301, www.portlandjetport.org

Boston Logan International Airport (BOS)

+1 (800) 23-logan, www.massport.com/logan

Manchester–Boston Regional Airport (MHT)

+1 (603) 624-6556, www.flymanchester.com

New York's JFK Airport (JFK)

+1 (718) 244-4444, www.panynj.gov/airports/jfk

BAR HARBOR COMMUNITY LINKS

Bar Harbor Chamber of Commerce

www.barharborinfo.com

Town of Bar Harbor

www.ci.bar-harbor.me.us

Appendix B: U.S. Holidays

Most retail businesses close on Thanksgiving and Christmas, but remain open on all other holidays. Private businesses often observe only the “big six” holidays (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas). Some also add the Friday after Thanksgiving, or one or more of the other federal holidays.

Labor Day, the first Monday in September

A day to honor all working people; unofficially marks the end of summer; common celebrations include barbecues (BBQ) and cook-outs.

Columbus Day, the second Monday in October

Officially celebrates Christopher Columbus’ discovery of the “New World,” often a day of protest by peoples indigenous to the Americas

Halloween, October 31

Originally a religious holiday; common celebrations include children dressing in costumes to knock at neighbor’s doors for candy; adults often have costume parties

Veterans’ Day, November 11

Celebration of those who served in the Armed Forces

Thanksgiving, the last Thursday in November

Officially celebrates the first meal shared by the Native Americans and the Pilgrims in 1621 at Plymouth, MA. Some Native Americans use this day to protest the oppression of their people. Common celebrations include family gatherings to eat meals of turkey, stuffing, cranberry sauce, various vegetables, and pie; also parades and US football.

Hanukkah, may occur at any time from late November to late December

A Jewish religious holiday celebrating the Festival of Lights, miracle of the lamp oil lasting 8 days. Celebrations commonly include lighting of the Menorah each night for eight nights, the exchange of gifts, eating traditional foods, attending parties.

Christmas, December 25

A Christian religious holiday celebrating the birth of Jesus. Most businesses and offices close; celebrations commonly include hanging lights, decorating trees, the exchange of gifts, eating traditional foods, attending parties.

New Year’s Eve, December 31

Celebrations commonly involve late night parties to watch the changing of the old year to the new.

Martin Luther King Jr. Day, January 15

Commemorates the birth and life of the great civil rights leader. Celebrations commonly include speeches, remembrances, and parades.

Groundhog's Day, February 2

According to folklore, if it is cloudy when a groundhog emerges from its burrow on this day, it will leave the burrow, signifying that winter will soon end. On the other hand, if it is sunny, the groundhog will "see its shadow," retreat back into its burrow, and winter will continue for six more weeks.

Valentine's Day, February 14

While the origins of this holiday are many, it is now a day to celebrate love, particularly, romantic love. Commonly celebrated by exchanging gifts, often flowers or chocolates, and cards or love poems to close friends.

Presidents' Day, the third Monday in February

Commemorates the birthdays of two great presidents of the United States: George Washington, whose actual birthday is Feb 22; and Abraham Lincoln, whose actual birthday Feb 12.

St. Patrick's Day, March 17

A holiday transplanted originally from Ireland, although celebrations in the US are much larger now than in Ireland; celebrations commonly involve wearing green, parades, parties, and the drinking of green beer.

April Fool's Day, April 1

A day in which people play practical jokes on each other

Patriot's Day, the third Monday in April

Officially commemorates the Battle of Lexington and Concord, April 19, 1775, during the Revolutionary War; celebrated only by the States of Maine and Massachusetts. Celebrations include a re-enactment of the actual battle, and the running of several marathons.

Earth Day, April 22

Founded by United States Senator Gaylord Nelson and first held on April 22, 1970. A day of community renewal, special events are held at COA.

Mother's Day, the second Sunday in May

A day to honour mothers and motherhood, commonly gifts and cards are given to mothers by their children.

Memorial Day, the last Monday in May

A day to remember those who have died particularly in wars; often commemorated with parades and visits to cemeteries.

Father's Day, the third Sunday in June

A day to honour fathers and fatherhood, commonly gifts and cards are given to fathers by their children.

Independence Day, July 4

Celebrates the signing of the Declaration of Independence, commonly thought of as the United States of America's birthday. Celebrations commonly include fireworks, cook-outs, parades, and going to the beach.

Additional Religious/Cultural Holidays Celebrated in the US

Rosh Hashanah

A Jewish holiday commonly referred to as the "Jewish New Year." It is observed on the first day of Tishrei, the seventh month of the Hebrew calendar. Rosh Hashanah is the first of the High Holidays which are days specifically set aside to focus on repentance that conclude with the holiday of Yom Kippur.

Yom Kippur

A Jewish holiday known as the Day of Atonement. It is the holiest day of the year for religious Jews, central themes are atonement and repentance. Jews traditionally observe this holy day with a 25-hour period of fasting and intensive prayer, often spending most of the day in synagogue services.

Ramadan

The Muslim holiday, Ramadan, begins in August in North America. It is a month honoring liberation and victory, includes the Night of Power when the Koran was revealed to the Prophet. It is celebrated through fasting.

Kwanzaa

Kwanzaa (Dec 26–Jan 1) is a weeklong celebration held in the United States honoring universal African heritage and culture, marked by participants lighting a kinara (candle holder). Kwanzaa consists of seven days of celebration, featuring activities such as candle-lighting and libations, and culminating in a feast and gift giving.

Passover

Passover (begins on the 15th day of the month of Nisan, which is spring in the Northern Hemisphere) is a Jewish 7 or 8 day observance commemorating the story of the Exodus, in which the ancient Israelites were freed from slavery in Egypt, and is commemorated by affiliated and nonaffiliated Jews alike as a time to contemplate the endurance of the Jewish people throughout history.

Easter

Easter (between March 22 and April 25) is the Christian celebration of the resurrection of Jesus. The Orthodox Christian Easter goes by the Julian calendar and is celebrated between April 3 and May 8. [Christian]

Important Numbers and Information

Police and Fire: 911

It can be dialed from a pay phone without coins. From College extensions dial 9 first to get the outside line, followed by 911. This will put you in touch with local police, ambulance and fire dispatchers—only call this number in the event of a truly urgent situation.

COA Emergency Line: ext. 333 or +1 (207) 288-9001

STUDENT LIFE STAFF

Monica Hamm, Coordinator of International Student Services

+1 (207) 801-5673

mhamm@coa.edu

Sarah Luke, Dean of Student Life

+1 (207) 801-5670

sluke@coa.edu

Nick Jenei, Coordinator of Community Engagement

+1 (207) 801-5672

njenei@coa.edu

Ingrid Hill, Student Life Operations Manager

+1 (207) 801-5674

ihill@coa.edu

CONTACTING COA

Main Switchboard/Phone Number

+1 (207) 288-5015

Mailing Address:

College of the Atlantic

105 Eden Street

Bar Harbor, ME 04609

College of the Atlantic website

www.coa.edu

The Laws of the United States

The laws of the United States seek a balance between personal freedom and the requirements of an orderly society. Our system is based on English Common Law and has grown over a long period of time into a very complex system involving the United States Constitution, federal laws of the 50 states, local ordinances, court decisions and various regulations. It is impossible to describe the whole US law, but certain basic principles of special interest to international students are discussed briefly below.

The Rule of Law: the “rule of law” means that Americans are governed by laws, not by individuals. The people can change the law only through proper and usually lengthy procedures. Once the law is established, it is the law for everyone, including government official from the President down.

The United States Constitution is the supreme law of the land. All other laws must be consistent with the Constitution. New laws that are not consistent with the Constitution can be challenged in court and declared “unconstitutional”. In this way, ordinances and regulations are constantly tested to be sure they conform to the principles set forth in the Constitution.

Due Process of Law and Equal Protection Under the Law: the 5th and 14th Amendments to the US Constitutions guarantee “due process of law” to all persons, including international students and other aliens in the US. By its simplest definition, “due process” means fairness.

Due process of law requires that orderly legal procedures be followed to established guilt before a person can be put in jail or otherwise punished. In the United States, a person is considered innocent until proved guilty.

The 14th Amendment to the US Constitution guarantees to every person, aliens included, “equal protection under the law”. This means that the law applies to everyone equally, regardless of age, sex, race, or wealth, and that no law may discriminate between persons or classes of persons. There are, however, laws that apply only to certain classes of people, such as aliens. As long as there is a reasonable basis for these laws, they satisfy the requirement of fairness and justice. These laws may limit and modify basic rights. Except for these special alien laws, international students are subject to the same laws as are American citizens. They are also guaranteed the same protection under the laws and the same civil rights as are American citizens.

EFFECT OF LAW ON IMMIGRATION STATUS

Violation of the law - Any violation of the law can affect an international student's migration status. Offenses such as petty theft, drunkenness and disturbing the peace ordinarily all not directly affect the student's status, but these offenses are kept on record and are occasionally review by the US Immigration authorities. Although a single offense usually is excused, if a student has committed several minor violations, he or she may be subject to deportation. For a more serious criminal violation, there is always the possibility of deportation. Violations of the drug laws and moral offenses are considered especially serious.

Dismissal from the university - International students who violate the rules of the University and are suspended or dismissed are no longer students- Since being a full-time student was one of the conditions of original entry, loss of student status results in a violation of immigration status as well.

Revocation of Passport - International students must consider the attitude of their home governments toward conduct while in this country. A government can cancel one's passport, making it impossible to continue to stay in the US. It is also important to know that once individuals have been deported from the US they need special permission from the US Attorney General before they are permitted to re-enter.

WHAT TO DO IN CASE OF TROUBLE WITH THE LAW:

Even though you believe that you understand the law or that you are innocent of any violation of the law, if you get in trouble you should always seek legal advice. the law is so complex that the ordinary person often does not understand the legal issues, and might make matters worse if he/she talks too much or doesn't know what to do. Contact the Office of International Programs.

If help is beyond the scope of the office, you will be referred to the appropriate persons who can help. Remember that the full details of the situation must be presented objectively in order for anyone to be able to give your assistance.

If you are arrested:

- » If you are arrested by the police, you should be aware of your rights. First you are not required to answer questions except to identify yourself and give your address. It is best to cooperate with law enforcement officials, but you must protect your rights too.
- » You have the right to know the charges against you
- » You have the right to remain silent until you are questioned in the presence of your attorney
- » You have a right to an attorney. If you do not have one, the court will provide one for you
- » You have the right to a hearing in court the day following your arrest (except Saturdays and Sundays). Remember that anything you say may be used against you in court
- » You are allowed two telephone calls. Call an attorney or a friend
- » Do not resist arrest, since you may be charged with resisting arrest even if other charges are dropped. Do not physically resist a search of your person or home, but if you do not agree to a search, say no. If the police say that they have a search warrant (which is issued by a judge and gives the police the right to search your home), ask to see it.
- » If questioned about your case by a police officer, answer only, "I wish to see my attorney". The questions may sound unimportant, but you should now answer them unless you have consulted an attorney

Metric and US measures

The United States is one of the last countries to convert to the metric system; in fact the attempt to make the conversion has been unsuccessful. There have been some switchovers, but most units of measure in the US will probably be unfamiliar to you.

Distance/length

100 KILOMETERS = 62.5 MILES

1 MILE = 1.67 KILOMETERS

1 METER = 3.281 FEET

1 YARD* = 0.91 METER

1 METER = 39.37 INCHES

1 FOOT* = 30.5 CENTIMETERS

1 CENTIMETER = 0.39 INCH

1 INCH* = 25.4 MILLIMETERS

***1 YARD = 3 FEET; 1 FOOT = 12 INCHES**

Weight

1 KILOGRAM = 2.2 POUNDS

1 POUND* = 0.45 KILOGRAMS

1 GRAM = 0.035 OUNCES

1 OUNCE* = 28.00 GRAMS

***1 POUND = 16 OUNCES**

Fluids

1 LITRE = 4 1/3 CUPS

1 GALLON = 3.80 LITERS

1 LITRE = 1.06 QUARTS

1 QUART = 0.95 LITERS

1 LITRE = 0.26 GALLONS

1 PINT = 0.47 MILLILITERS

1 CUP = 0.24 LITERS

1 OUNCE = 29.57 MILLIMETERS

Kitchen Measures

Americans use volume rather than weight in measuring quantities for most recipes in home cooking. They also use the term ounce as both a fluid measure and a weight: 16 ounces is both one pound and one pint or two cups. It is very easy to get confused! The following tables may help you to decipher recipes.

1 TEASPOON (TSP) = 2 LIQUID GRAMS 1 TABLESPOON (TBSP) = 6 LIQUID GRAMS

6 2/3 TBSP = 100 LIQUID GRAMS 16 TBSP = 1 CUP = 1/2 PINT = 22 LIQUID GRAMS

2 CUPS = 1 PINT (PT) = 454 LIQUID GRAMS 4 CUPS = 1 QUART = 907 LIQUID GRAMS

Temperature

	Centigrade	Fahrenheit
BOILING	100	212
BODY TEMPERATURE	37	98.6
ROOM TEMPERATURE	20	68
FREEZING	0	32

Fahrenheit Temperature = $9/5$ (Celsius + 32)

