Center for Global Engagement
Visa & Immigration Service Advising (VISA)

General Hours:
Mon- Fri, 8am-5pm

www.odu.edu/visa
INTLSTU@odu.edu

757.683.4756
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📷 /ODUVISA

VISA TEAM

Kasie Reyes	Deputy Director A (surname) Student Advisor
Alice Laubach	Intl. Student Advisor B-M (surname)Student Advisor, J1 students
Delgerjargal "Degi" Betcher	Intl. Student Advisor N-Z(surname) Student Advisor
	Office Manager, Employment / Tax Paperwork Specialist
Newzaira Khan	Graduate Assistant

General Services:

Immigration regulations advising

Enrollment certification letters

Home government form completion

Employment paperwork

Counseling on non-academic & cultural issues

Immigration Emergency Situations

If you have an immigration emergency outside of our normal business hours, you can still reach us by calling or texting **804-505-4291**. SAVE THIS NUMBER IN YOUR PHONE NOW!

FIND A FORM   **MAKE AN APPOINTMENT**   **STAY CONNECTED**
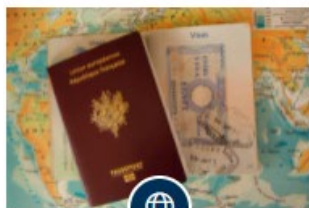
Visa Categories
Information about maintaining your visa status

Employment
Information about on-campus jobs and off-campus employers

Resources
Links to key resources for international students and scholars at ODU.

Insurance
ALL F-1 and J-1 students must have insurance approved by ODU.

WELCOME! We are here to serve you

VISA Communication with Students

VISA Office Mailing List: ISSLIST-L

All new students will be added to the ISSlist e-mail listserv run by Visa & Immigration Service Advising (VISA) office **with their ODU e-mail address**. You can change the e-mail address where you receive the listserv e-mail. Through the ISSlist, you will receive e-mails about important immigration updates, office procedural changes and reminders. *This is our primary means of communication with the student population.*

PLEASE NOTE THAT *STUDENTS ARE RESPONSIBLE* FOR REGULARLY (DAILY) CHECKING THE E-MAIL ADDRESS TO WHICH ISSLIST E-MAILS ARE SENT.
IT IS ALSO A STUDENT'S RESPONSIBILITY TO FOLLOW-UP ON ANY APPLICABLE REMINDERS.

If you unsubscribe from the ISSlist, you are opening yourself up to potential immigration problems as we announce any notifications we receive from government agencies on this list only.

VISA Web Site

The VISA web site (www.odu.edu/visa) is also a place where you can access a wealth of information, forms, resources, and updates. Be sure to take a look at the various pages to ensure you are familiar with all of the requirements and resources.

Updates & Reminders

VISA sends out *Updates & Reminders* to the ISSlist mailing list as announcements need to be made. From it, you can get information on important academically-related events, reminders from the VISA office, announcements regarding immigration requirements and other general interest news.

ODU Student Email Accounts

The University has a policy that *offices must communicate with students via their student accounts only.* Therefore, the VISA office can only send e-mails to your @odu.edu address. If you wish, you can forward to an address of your choice, that is fine.

Note: We will not use your Computer Science, Physics, or any other specialized e-mail address to contact you.

Important Registration & Tuition Information for International Students at ODU— Spring 2022

Course Registration

Undergraduate (Bachelor's) students will register for courses at Monarch Orientation, an academic orientation to ODU. It is necessary to sign up at odu.edu/monarchorientation; questions can be referred to orientation@odu.edu. Please note that undergraduates on an F-1 or J-1 visa must take at least 12 credit hours or have an approved Reduced Course Load (RCL) from VISA.

Graduate (Master's or Ph.D.) students should meet with an academic advisor, who will review course options. Please note that graduates on an F-1 or J-1 visa must take at least 9 credit hours or have an approved Reduced Course Load (RCL) from VISA. Log in to LeoOnline to add courses.

Tuition Payment for University Courses

♦ **NEW** students can register and pay their full tuition or make the first payment plan installment (see below) **on the day of registering for classes**.

♦ For **current/returning** students, the fall tuition deadline is January 8, 2022.

♦ Payments for university courses can be made at the Cashier's Office (Rollins Hall, 1st floor) or via (LeoOnline.odu.edu).

♦ Please note that all payments made by credit card will be assessed a 2.85% non-refundable convenience fee and must be completed online. Credit cards are no longer accepted at the cashier's window.

♦ **Students are responsible for ensuring timely payment and for notifying sponsors well in advance of a payment due date.**

IT IS CRITICAL THAT ALL PAYMENTS ARE MADE *BEFORE* OR *ON THEIR DUE DATE*. PAYMENTS NOT RECEIVED BY THE DUE DATE ARE CONSIDERED LATE AND ACCOUNTS MAY BE PLACED ON HOLD AND/OR RECEIVE A LATE FEE.

Government-Sponsored Students

It is the student's responsibility to obtain financial documentation from the embassy and to submit a current financial guarantee to **both** VISA **and** the Office of Finance every semester of enrollment. Even if the correct offices have current letters, a bill may be generated as it can take a few weeks to process billing; however, if a second bill arrives, please contact Finance at **757.683.3030** or stop by their office in Rollins Hall.

Withdrawing from University Courses — for F-1s & J-1s

Students must obtain *WRITTEN* permission (RCL approval email) from VISA *BEFORE* dropping any credits as this may affect student visa status. **NOTE:** Classes are not automatically dropped from a schedule if the student no longer attends; **full tuition payment for the course will still be expected** and a "Withdraw Fail," **which jeopardizes F-1 and J-1 status**, will be noted on the transcript**.**

Payment Plans

ODU's Office of Finance administers a payment plan for the fall and spring semesters (not the summer). Payment plans must be established in LeoOnline each term by the published tuition deadline. After signing up for the payment plan, students will continue receiving a comprehensive billing statement of all remaining charges. Please refer to LeoOnline for the actual payment amounts and due dates. Please note that the **payment plan may not be revoked once established**.

How It Works

When setting up the payment plan, charges for each semester are divided into 4 equal payments and in-cludes a $40 non-refundable enrollment fee. The $40 fee must be paid at the same time the payment plan is established. The monthly e-bill will show a comprehensive statement of all charges due. Refer to LeoOn-line for actual installment amounts and due dates. Payments not received by the due date are considered late and the account may be placed on hold and receive a late fee. Students will be able to enroll in the pay-ment plan up to 45 days <u>after</u> the tuition deadline, but all past due installments (including any accrued late fees) and the $40 non-refundable enrollment fee must be paid before the plan can be set up.

How to Set Up A Payment Plan

Payment plans must be set up **online** (paper enrollment forms will not be accepted). The $40 non-refundable enrollment fee must also be made online. Do not mail the payment for the enrollment fee to the Office of Finance.

1. Log in to LeoOnline. Select the link "Make a payment on account, sign up for e-Refunds and/ or sign up for a Payment Plan."
2. After selecting that link, users will be redirected to TouchNet, a secure payment site. Once logged in to the TouchNet account, select Payment Plan from the choices across the top of the screen and follow the prompts to create a payment plan.
3. During set-up, users are prompted to pay the amount due.
4. Print a copy of the agreement to keep with important paperwork.

Payment Due Dates

Once the payment plan is established, it automatically recalculates the remaining installments and students will receive an automatically-generated e-mail notification from TouchNet each time a payment plan amount changes or upcoming installment payment is due. If a student drops/adds a course (after notifying VISA with an RCL form and getting approval for it), the credit or additional cost will be divided equally among the upcoming installments. Students may review payment plan installment due dates by logging into LeoOnline at any time.

IMPORTANT: If any installment payment, or a portion of it, becomes 30 days past due, the student will be removed from the payment plan, a late fee will be assessed on the entire remaining payment plan balance, and the full balance will be accelerated. This means the entire amount will be due and payable immediately, and the account is at risk of additional penalty fees.

Technology Services

for new students

We strive to provide technology resources that will help you get the most from your college experience. Here are just some of the services we support. Find more at *odu.edu/ts/new-student*.

Access and Accounts

MIDAS *midas.odu.edu*
Your MIDAS ID and password unlock a majority of accounts and IT resources.

myODU Portal *my.odu.edu*
Access most tech services in one place, including email *(monarchs.odu.edu)*, Blackboard *(blackboard.odu.edu)* and Leo Online *(leoonline.odu.edu)*.

ODU Alerts *odu.edu/alerts*
Opt in to receive urgent campus alerts by email, text or phone.

Software

Microsoft Office 365 *odu.edu/office365*
Download and use the latest version of Microsoft Office on Windows or Mac.

Other Software *odu.edu/ts/software-services*
Many educational software titles are available for personal use either free or at a discounted rate through our site license program.

Computing on Campus

Computer labs *odu.edu/ts/labs-classrooms*
Computer labs are located in Webb Center, the Learning Commons, some academic buildings and residence halls, and all Higher Education Centers.

Printing *odu.edu/print*
Students receive $1.25 in their printing accounts at the beginning of each semester; additional printing charges are deducted from Monarch Plus.

Monarch Virtual Environment *odu.edu/ts/labs-classrooms/virtual*
Access a virtual ODU lab computer any time, from any Internet-enabled device.

Responsible Computing

Protect your accounts: You are responsible for all activity on your University accounts. Use strong passwords, change them often, and never share them with others. (You are required to change your MIDAS password every 180 days.)

Protect your future: ODU takes copyright laws very seriously. Don't risk your future by downloading illegally.

Protect your computer: Keep your operating system and software updated, install anti-virus software, and back up personal data frequently.

Information Technology Services

www.odu.edu/its

(757) 683-3192

itshelp@odu.edu

1100 Monarch Hall

oduits   odu_its

Collaboration Tools

Zoom *odu.edu/zoom*
Zoom is a cloud-based web conferencing service available to ODU faculty, staff and students that allows users to host and participate in meetings over the Internet.

WordPress *odu.edu/wordpress*
Create and publish your own websites with WordPress at ODU. The WordPress professional suite is available to the entire campus community, with dozens of themes, easy content management and a library of custom plugins.

OneDrive *odu.edu/ts/software-services/onedrive*
Everyone at ODU has 5TB of online storage space with OneDrive, which works seamlessly with other Microsoft Office products to let you access and share files with anyone, from anywhere, on any device.

Google Apps *odu.edu/googleapps*
Google Apps provides a platform to share information and ideas using Google's communication, collaboration and publishing tools. Create documents, spreadsheets and calendar events, as well as communicate using chat and video messaging.

Large File Transfer System *lfs.odu.edu*
The ODU Large File Transfer System is available to all ODU faculty, staff and students. Upload your large file(s) to the central server and provide the recipient's email address. The system sends the recipient an access token for retrieving the file.

Collaborate *goo.gl/91Hsfh*
Blackboard Collaborate is a comprehensive online learning and collaboration tool designed specifically for education and is already part of your Blackboard course. Collaborate lets you add files, share applications, and use a virtual whiteboard to interact. Whether you're taking a fully online course or you just want to have a virtual study group after class, it is easy to create a collaborative learning environment with your classmates and professors from anywhere.

LinkedIn Learning *odu.edu/linkedin-learning*
LinkedIn Learning features online video courses on the latest software, creative and business skills taught by recognized industry experts. All students, faculty and staff have FREE access to the entire video training library.

Research Computing

Geographic Information Systems (GIS) *odu.edu/gis*
The Geographic Information Systems (GIS) team works closely with faculty, staff and graduate students to help them integrate geographic information and analysis into their research, projects and course work.

High Performance Computing (HPC) *odu.edu/hpc*
The ITS research computing group works closely with researchers to provide access to computational resources at the University. Technical consulting is provided for compilers, libraries and applications in the high performance computing environment. For more information or to discuss specific research computing needs, contact hpc@odu.edu.

Technology questions?
Contact the ITS Help Desk.
24-hour phone and email support.

www.odu.edu/its
(757) 683-3192
itshelp@odu.edu
1100 Monarch Hall
oduits   odu_its

Understanding Plagiarism:
a guide for international students

Plagiarism is one of the most common Honor Code offenses for international students because different cultures have different ideas about the definition of this term. Below is some information and resources that will help you to better understand how to avoid problems. **Even if you make a mistake, you may still be held accountable and sent to hearing with the Office of Student Conduct and Academic Integrity, which can potentially result in being asked to leave ODU (suspension or expulsion).** More information on the Honor Code will be provided during International Student Orientation.

What is Plagiarism?

"Plagiarism: A student will have committed plagiarism if he or she reproduces someone else's work without acknowledging its source; or if a source is cited which the student has not cited or used. Examples of plagiarism include: submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source, supplying proper documentation, but leaving out quotation marks. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group." -*ODU Disciplinary Policies*

The following checklist is provided by the Old Dominion University Writing Center with tips to help avoid plagiarism:

- ✓ Using a sequence of sentences or word language of another author's work is considered an act of plagiarism.
- ✓ Downloading information from the Internet or any other electronic database product to include in your paper, without citing its source, is considered an act of plagiarism.
- ✓ Paraphrasing does not mean you do not need cite the source.
- ✓ Changing a few words of another author's work it still considered an act of plagiarism.
- ✓ Learn how to cite your sources using the appropriate style manual.
- ✓ Keep careful notes and documentation as you do your research.
- ✓ It is advisable not to use too many quotes in your paper. Remember the paper should be made up of your own ideas and arguments.
- ✓ Cite ideas from other sources when they add weight to your own argument or ideas.
- ✓ Learn how to paraphrase wisely using your own words and citing the source appropriately.
- ✓ Use quotation marks even if a footnote is provided.
- ✓ Always quote the exact words of an author and surround them in quotation marks, citing the source within the body of the text and in the reference list.
- ✓ If you are not sure whether to cite a source, cite it.
- ✓ Do not start your paper the night before your paper is due. This may cause you to stress out enough to "cut corners."

The following website also has tips to help understand what constitutes plagiarism:

- ✓ https://owl.english.purdue.edu/owl/resource/589/01/

Remember: If you are not sure, _ASK_! Your professor, department tutors, and the Writing Center are all available to assist you. The Writing Center is located in Room 1208 of the Learning Commons in the Perry Library and can be reached at 757.683.4013.

Tips to Stay Safe & Prevent Crime at ODU

- **Sign-up for Campus Safety Alerts**. Sign up for ODU Alerts at www.odu.edu/alerts.

- **Personal Property Safety.** *Never* leave valuables, backpacks, books, or electronics unattended in public spaces such as common areas, cafeterias, bathrooms and the library—not even for "just a second."

- **Pedestrian Safety Tips.** Here is a quick summary of what you should and shouldn't do as a pedestrian:
  - Avoid using listening devices (cell phone and earbuds).
  - Walk where sidewalks are well-lit and well-traveled.
  - At night, especially, walk in groups…this is true for both male *and* female students!
  - Do not cross in the middle of the street or between parked cars; use the marked crosswalks.
  - Virginia drivers can turn right after stopping if there is a red light. Drivers don't always stop or look to the right before they turn, so be sure you know the driver has seen you before you cross.
  - Using a sidewalk is always best, but if you have to walk on a road that does not have sidewalks, walk towards incoming traffic.
  - Wear bright colors or reflective clothing if you are walking near traffic at night.
  - Use the pedestrian buttons at intersections.

- **LiveSafe App.** This free app can be downloaded to your phone to increasing personal and public safety because it allows you to report crimes by speaking, texting or uploading pictures to ODUPD in real time. iPhone users can get it in the Apple Store and Android users through Google Play. When registering your account, select *Old Dominion University* to gain a direct connection to the ODU Police Department.

- **At Home.** Keep doors locked, including the doors to your dorm room, off-campus residence and car. NEVER prop open any doors to the residence halls. Also, don't leave windows open--especially if you live on the first floor. NEVER hold the door open or invite strangers into your dorm room or off-campus house – this includes people you just met at a party, concert, and/or through social media sites or people who are selling things.

- **Bicycle Safety/Skateboard.** Be responsible, obey all traffic control devices and use proper hand signals. *You are responsible for following the same laws as cars.* Wear a helmet to prevent serious injuries and always carry your ODU ID card and your insurance card. At night, wear reflective clothing and apply reflective tape to your bicycle. Walk your bicycle when you get into traffic situations beyond your cycling abilities. Lock up your bicycle to bicycle racks that are provided; D-ring locks are the most secure. Register your bicycle with ODU Police to reduce the risk of theft and increase the chance of recovery if it is stolen.

- **See Something, Say Something, Report It.** International students may feel uncomfortable speaking directly to the police, but please know that information you provide is very important. Report an on-campus crime/emergency at 757.683.4000; for non-emergencies, call 757.683.5665. Off-campus, call 911. Also, if you prefer to speak with a female officer, you can always request one.

See other side

Special Programs Offered by ODU Police Department

- **Patrol Aides Escort Services.** This free service provides Student Patrol Aides to walk with you across campus between 6:30 p.m. to 12:30 a.m. during weeknights and 8:30 p.m. to 2:30 a.m. Friday and Saturday while school is in session. The phone number is 757.683.4000.

- **Safe Ride.** Transportation & Parking Services provides a safe mode of travel for students, faculty and staff who would otherwise have to walk alone at night. Safe Ride is a free service that operates from sundown to 2:30 a.m., seven days per week while school is in session. For services, call 757.683.3477 or use **www.odu.edu/parkingservices.**

- **Drive a Car to Campus?** Park your car in well-lit areas. Make sure any valuables in your vehicle are not visible. If your car has a dead battery, ODUPD can loan you jumper cable boxes. To borrow one, go to ODUPD at 4516 Monarch Way with a valid photo ID. For more information, call 757.683.4000 (police dispatch).

- **Emergency Phones**. Additional resources to notify the police of an emergency or suspicious activities are red emergency telephones located inside campus buildings, and blue call boxes located outside and in the parking garages around campus.

- **Special Safety Training for Female Students.** R.A.D. is a course offered on campus by specially trained instructors to provide you with options for protecting yourself in a variety of unsafe situations. Dates for the R.A.D. class will be advertised on the ODU website as they become available.

Emergency Preparedness Tips

- **Get Ready Well in Advance!** Weather here is relatively good but we do get occasional hurricanes and snow storms. You should **always** have a flashlight and first aid kit; however, for bigger weather events, have a supply kit (battery-powered radio, 3 days of food and water per person, cell phone charger, cash, medications, sanitary items) in a sturdy, portable container. Don't forget pets and important documents!

- **Updating Friends & Family.** Be sure to keep friends/family informed if you leave town before a weather event and let them know when you'll return. Also, always keep your emergency contact name/number updated in your phone. Some phones have a feature for you to designate someone; if yours doesn't, you can just put ICE (In Case of Emergency) in front of that person's name.

Relationship Safety

- **Know Before You Go.** Go out in groups until you get to know people, and when you go out, tell someone you trust where you are going and when you'll return.

- **Ask Others About American Dating Culture.** Seek information from trusted friends and mentors about healthy dating or sexual behavior in the US.

- **You Know Best!** Trust your feelings. If you feel uncomfortable, unsafe or scared, it's OK to say "no, thank you" and leave quickly.

OLD DOMINION UNIVERSITY
Campus Dining Map

Map labels:

L-5, L-34, WHRO Public Media, WHRO Parking, L-1, Kornblau Field at SB Ballard Stadium, Koch Hall, Rogers Hall East, L-33, L-11, Foundation House, L-56, Nusbaum, 49th St. Stadium Garage, L-8, L-9, Kornblau Alumni Center, Visitor Lot 7, Rogers Hall Main, Gresham Hall East, Gresham Hall Main, L-28, L-16, Nusbaum, L-18, 49th Street, L-3, Under Construction L-57, Dominion House, Broderick Dining Commons, Diehn Center for Performing Arts, Constant Hall, VAB Building, Dragas Hall, L-58, 48th Street, L-37, France House, Scotland House, Webb University Center, VIP Lot, Kaufman Mall, CDC, Student Rec Center, Runte Quad, Ireland House, 47th, England House, Virginia House, E.V. Williams Engineering Computational Sciences, Kaufman Hall, Monarch Hall, Univ. Theater, Health Sciences, Stables Theater, Goode Theater, Barry Arts Building, Hixon Arts Studio Annex, ODU Physical Therapy Studio 47, Folkes-Stevens Indoor Tennis Center, L-10, Jarrett Athletic Administration Building, Under Construction, Oceanography & Physics, Kaplan Orchid Conservatory, Alfriend Chemistry Building, Engineering Systems Building, L-19, Lions Club Child Study Center, Marriott, University Police, Baron & Ellin Gordon Art Gallery, Constant Center 45th St. Garage, L-V1, Village 1, Village 2, 46th, Soccer Administration Building, Physical Sciences, Mills Godwin Life Sciences, L-29, Batten Arts & Letters (BAL), University Village Bookstore, Village 3, Village 4, 45th, Soccer Practice, Soccer Stadium, L-38, 43rd & Elkhorn Garage, 43rd & Bluestone Garage, Perry Library, Gornto Jr Hall, Chartway Arena at the Ted Constant Convocation Center, Mitchum Basketball Performance Center, Village 5, Village 6, L-V2, Killam Ave, 44th Street, Bud Metheny Baseball Complex, L-45, L-46, Education Building, Barry Art Museum, Monarch Way, Village 7, Village 8, 43rd Street, 43rd Street, 43rd Street, Hampton Blvd, IRP 2, L-V3, 42nd Street, Powhatan Ave, Parker Ave, Elkhorn Ave, Bluestone Ave, Bowden's Ferry, L-50, ODU Inn, Constant Center 43rd St Garage, IRP 1, Village 9, Village 10, 41st Street, 41st Street, 41st Street

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WEBB CENTER

Chick-fil-A • Panda Express • Subway

Starbucks • Steak 'n Shake • Qdoba Mexican Eats • Juice Bar

UNIVERSITY VILLAGE

P.O.D. Convenience Store • The Den • Raising Canes • Panera Bread

DINING COMMONS	THE QUAD	CHARTWAY ARENA	ROGERS HALL
Broderick Dining Commons	P.O.D. Convenience Store	Starbucks **COMING SOON**	Rogers Café