STUDENT HANDBOOK

INTERLINK Language Center at
UNCG
Letter from the President

Welcome to INTERLINK and to the United States!

You have finally reached your destination – the land where the language is new, the customs different, and the environment unfamiliar. We are glad that you have successfully overcome the initial hard work of preparing for this long and exciting journey.

Now that you are here, we look forward to getting to know you and to helping you adjust to your new home. As you may know, INTERLINK takes very seriously its responsibility to help you succeed. We will work together to make this happen. However, there are a few things that you need to keep in mind in order for all of us to succeed in our efforts:

- Hard work is expected of all – students, teachers, and administrators. And, learning is hard work. Without it, we won’t be able to make much progress.
- Immerse yourself in the language and culture. Ask your teachers how to do this.
- Cultural transitions are difficult. You are not the only one experiencing a transition. Pay close attention to your director when she discusses with you culture shock during orientation.
- Have high expectations of yourself and others. Demonstrate this by working hard, preparing for classes, being punctual, participating actively in class, reflecting on your lessons and taking advantage of programmatic activities daily.
- Our system of teaching requires adjustment and change of expectations. One difference is that all our classes don’t have books. Another difference is that students learn by doing projects -- a much better and more fun way of learning because they draw upon your knowledge, experiences and learning goals.

Again, welcome to the United States and to INTERLINK. Enjoy your exciting, cultural journey and the experience of learning a new language.

With best wishes,

Ahad Shahbaz
President
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List of Acronyms

ATM: Automated Teller Machine
CBT: Computer Based Testing
CS: Communication Skills (INTERLINK Class)
I-20 Form: Certificate of Eligibility for Student status in the US
IBT: Internet Based Test
IELTS: International English Language Testing System
UNCG: University of North Carolina at Greensboro

RW: Reading/Writing (INTERLINK Class)
SEVIS: Student Exchange and Visa
TOEFL: Test of English as Foreign Language
USCIS: United States Citizenship and Immigration Services
IDL: International Driver’s License
(NC) DMV: (North Carolina) Department of Motor Vehicles
GOAL: Go Out and Learn Module (INTERLINK Class)
From the Center Director

I am glad that you have chosen INTERLINK for your language training. Here at INTERLINK we hope to help you achieve your goals while in the United States and to make your time here enjoyable and rewarding. INTERLINK is here to help you learn the English language, learn about American culture, and learn about yourself and your own assumptions and beliefs.

This handbook contains basic information you will need to know for using the facilities at University of North Carolina at Greensboro successfully—in terms of housing, academic resources, etc. It will be a useful resource throughout your stay here, so keep it in a place where you can find it easily. Your INTERLINK 101 orientation class will also provide information about some of the topics in this handbook, as will information on bulletin boards at INTERLINK, and information given by your teachers.

Most of all, when you need information, you should think of people. All of us—teachers and staff—at INTERLINK are here to help you when you need something or simply want someone to talk to.

Please feel free to come to my office at any time and tell me how you are, how your studies are going, or if you need help with anything.

On behalf of everyone at INTERLINK, I wish you success and enjoyment in your experience here with us.

Warm regards,

Giovanna Alessio, Center Director

Foust 03
Giovanna Alessio, Center Director – director.uncg@interlink.edu

Helps with: general thoughts about your experience at INTERLINK (good or bad), ideas and suggestions on how to improve INTERLINK, unresolved academic problems (after you’ve spoken with your teacher and the Academic Coordinator), unresolved life problems, serious attendance problems (after you’ve spoken with your teacher).

Gloria Darby, Administrative Assistant – aa.uncg@interlink.edu

336-334-4700

Helps with: financial matters (i.e. payment, scholarship letters, financial guarantees), applications, housing related questions, questions about accessing the web, unresolved housing problems, health insurance, visas and any unresolved life problems.

Katheryn van Laar, Academic Coordinator -- klaar@interlink.edu

Helps with: academic goals, finding academic resources, planning, and advice, attendance issues, problems with classmates, problems with their classes, problem with teachers, help finding a tutor, taking a UNCG class while at INTERLINK, academic goals or anything else related to academics.
INTERLINK MISSION AND CORE VALUES

Mission Statement

We provide intensive English instruction, academic preparation, and cross-cultural training to empower students to succeed in academic, professional, and personal realms. With standards of quality and fairness as our guides, we promote enhanced learning and higher order thinking skills, grounded in an ethos of service.

Global interdependence has created an unprecedented and urgent need for better communication between individuals of diverse linguistic and cultural backgrounds. INTERLINK Language Centers, Inc., has chosen to help meet that need by committing its talents and energies to providing intensive English instruction, academic preparation, and cross-cultural training; further, it is committed to promoting enhanced learning and higher order thinking skills to empower students to succeed in academic, professional, and personal realms.

This commitment is not lightly made. To accept the challenge of preparing students of today for the uncertain demands of tomorrow is a sobering act. It is undertaken only in concert with a faculty which brings to the task the highest standards of professionalism tempered by sensitivity and humility, and by administrators with the foreknowledge that they lead best by
serving, and serve best by constantly striving for instructional quality tailored to a diverse student audience.

INTERLINK’s most precious assets are its students, a faculty that nurtures them, and leaders able and willing to help both flourish. This student-centered approach assumes diligence on the part of learners who, with justifiably high expectations both of themselves and of INTERLINK, are willing to take responsibility for their own learning when coached by competent and caring professionals.

This approach calls for a curriculum that challenges, is responsive to research findings, and is receptive to constructive criticism from faculty, students, and concerned members of the larger community. It assumes an environment where quality and fairness are accepted elements of all policy discussions and constant objectives of all decisions. By endorsing and adhering to standards set forth by the American Association of Intensive English Programs, by NAFSA: Association of International Educators, and by Teachers of English to Speakers of Other Languages, INTERLINK expresses its commitment to a learning environment rich in linguistic and cultural opportunities for qualified international students and professionals.

By striving to play its small role well, INTERLINK believes it can improve communications between peoples by helping to bridge those precious differences that give us roots and rudders in an ever shrinking and restless world.

**Our Core Values**

Our most precious assets are our diverse students. All our actions stem from a single focus – disciplined attention to student needs, satisfaction, and success. To that end, our faculty embody the highest standards of professionalism, manifested with care, concern, and commitment. Our administrators are clear that they lead best by serving and serve best by meeting student needs

- A deep concern for the student’s general welfare
- Sensitivity to student needs
- Student satisfaction
- Accepting the challenge of preparing students for future success
- A belief in teamwork
- A student-centered approach in the classroom
- Maintaining quality by following standards set by professional organizations
- An ethical approach to education
PROGRAM OVERVIEW

Since its beginning in 1980, INTERLINK Language Center has been helping international students like you, meet their educational goals in three essential areas: 1) intensive English instruction; 2) academic preparation; and 3) cultural orientation.

**Intensive English** - Students at INTERLINK/UNCG have up to 20 hours per week of classroom instruction. These hours focus on courses in the fundamental language skill areas, i.e. reading, writing, speaking, and listening.

**Academic Preparation** - One of our main goals is to prepare you for academic work at U.S. colleges and universities. Consequently, at the upper levels of the program, college level reading and writing skills are emphasized. You may be assigned to visit UNCG classes or interview professors. In addition, during the levels four and five, you may have the opportunity to audit courses at UNCG, with the Center Director’s permission.

**Cultural Orientation** – To succeed in language acquisition and academic preparation, one must adjust well to the new cultural surroundings. To assist you in this adjustment, we provide the initial orientation, and orientation in ongoing classes. We also assist students in becoming involved in other campus and community activities.

**Program Structure**

We provide two main courses: Reading and Writing (RW), and Communication Skills (CS). These courses go from level B to level five. Each level is completed during one term, which is nine weeks long. You will be in both of these courses –at the level you will be assigned to. In addition, you will participate in 3 hours of weekly GOAL activities. After class, activities are available to offer you a broader exposure to the local community and the opportunity to practice your English. Each term we also organize activities such as trips to parks, other towns, movies, etc.

Your schedule depends on your level. See a recent class schedule example for each level in the following chart:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:50</td>
<td>CS B,1, 2</td>
<td>CS B,1, 2</td>
<td>CS B,1, 2</td>
<td>CS B,1, 2</td>
<td>CS B,1, 2</td>
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<tr>
<td></td>
<td>RW 4, 5</td>
<td>RW 4, 5</td>
<td>RW 4, 5</td>
<td>RW 4, 5</td>
<td>RW 4, 5</td>
</tr>
<tr>
<td>10:00 - 11:50</td>
<td>CS 3, 4, 5</td>
<td>CS 3, 4, 5</td>
<td>CS 3, 4, 5</td>
<td>CS 3, 4, 5</td>
<td>CS 3, 4, 5</td>
</tr>
<tr>
<td>12:00 - 1:50</td>
<td>RW B, 1, 2, 3, 4, 5</td>
<td>RW B, 1, 2, 3, 4, 5</td>
<td>RW B, 1, 2, 3, 4, 5</td>
<td>RW B, 1, 2, 3, 4, 5</td>
<td>RW B, 1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>2:30 – 3:50</td>
<td>INTERLINK 101 (New Students)</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

10
Once you arrive at INTERLINK, you take entrance exams to determine your initial placement in the appropriate level based on your language proficiency. This placement testing consists of an oral interview, a written essay, and tests that assess your listening and reading comprehension. These tests are not pass or fail. The purpose of these tests is to help you be placed in the classes in which you can learn best. During the first week of classes, teachers may determine that a student’s placement is not accurate, in which case the student is moved to a different level (you can be moved up or sometimes down). If you feel that the level does not meet your needs, you should inform your instructor. If you feel that the level is too low, you have to demonstrate superior skills for the next level. This means that you need to be very active in the first week of class. Show what your skills are by speaking a lot, answering questions, writing your best and answering reading questions completely to show your true skill level.

You will be moving to the next level if you have completed your current course successfully, and met the required benchmarks. If the benchmarks are not met, or if there are too many absences causing there to not be enough material to assess your work, you will have to repeat the level. If you are unsuccessful after repeating a second term, then INTERLINK will help to find another ESL program appropriate for your needs.

Progress Reports and Grades

Your success at INTERLINK, is measured by the proficiency benchmark for each level. If the benchmark is reached in all areas of your CS or RW, you will pass the class. If the benchmarks are not reached, you will repeat the level.

INTERLINK’s benchmarks measure your academic skills, determined by level. This includes:

- Demonstration of effective listening, speaking, and interaction skills (CS)
- Demonstration of reading and writing skills (RW)
- Use of appropriate formatting, academic writing and speaking conventions
- Adherence to scholarly ethical practices (see Academic Integrity Policy)

Final grading is affected by the following factors:

- Full attendance and punctuality
- Timely completion, quality, and submission of assigned work
- Active participation in class and groups
- Respect for teachers and classmates
- Quality of work at or above the benchmarks
Instructors will discuss your progress report and grades with you only. To protect your privacy, these matters will not be discussed with your family or friends. If you are a New Mind student, your advisor is free to contact your instructor on your behalf to determine what additional help your NM advisor may offer.

At the end of each term, your teacher submits a progress report that is placed in your digital file. You may request a copy for yourself from the office on the Tuesday after graduation. Upon request, this report is sent to your sponsor, family or Embassy advisor.

Textbooks

It is up to the teacher if they want to use a book or not. Many teachers do not require that students buy a textbook. However, students are required to buy the class book for RW courses. If a teacher uses a book for a class, the student is required to buy it. If they do not buy it by week 2, they cannot return to class until they have it. Prices of books vary depending on the class and level.

Sometimes teachers assign additional projects, field trips or assignments. If required by the teacher, a student must arrange and pay for these assignments themselves.

Graduation Information

In order to graduate from INTERLINK, you must successfully complete Level 5 in both Reading/Writing and Communication Skills courses.

Program Completion and Transfer

When you complete your studies at INTERLINK and/or graduate from the INTERLINK program, USCIS regulations allow you 60 days to transfer to a new school or leave the United States. If you do not graduate from INTERLINK and would like to transfer to another program, you only have 15 days to be accepted by a new school. The new school accepting you must email or mail the acceptance letter to us as well as transfer form before the records can be released in SEVIS. It is the student’s responsibility to ask the new program to send these documents.

You must inform the INTERLINK Office of your plans not later than 30 days after the last day of your last term at INTERLINK. If you withdraw from INTERLINK IN THE MIDDLE OF A TERM, YOU HAVE 15 DAYS TO TRANSFER TO A NEW SCHOOL OR LEAVE the United States.

If you are dismissed from INTERLINK, you must transfer to a new school or leave the United States within 15 days.
End-of-Term Obligations

**Graduation ceremony:** The graduation ceremony is a special part of the INTERLINK program. It is a moment to honor students who have made the tremendous progress needed to complete the program and to recognize the collaborative work of students and instructors in all levels. Graduates receive graduation certificates, qualified students receive perfect attendance certificates if they are present, and those who have earned them receive special GOAL awards. You are strongly encouraged to show up and honor the graduates and your fellow INTERLINK students. It is a time to celebrate--with photos, music, and memories--our work together over the term. The graduation ceremony is the final class of the term.

**Financial responsibilities:** You should pay any outstanding charges that may be due to the university for overdue or lost library books, student health center charges, parking tickets; etc. If you are living in university housing, then you usually need to have a room inspection to verify that there is no damage you must remedy.

**Legal Requirements:** If you will be leaving the U.S. temporarily, to go home or on vacation in a different country, you must consult with the director or administrative assistant and obtain an appropriate signature on your I-20 before departure. If you are not returning to INTERLINK next term, you should also be sure you understand how long you may stay in the U.S. before departure. Any violation could keep you from returning to the U.S. in the future, even as a tourist. Check your I-20 and visa expiration dates before travel. If the I-20 Program End Date is soon and you did not complete INTERLINK yet, it is your responsibility to come to the office and ask for an extension. Talk to the Director or Administrative Assistant. If the visa expires before you plan to return to the U.S., you should either plan to stay in your country to renew the visa, or you should not plan to travel until your studies are complete. You can stay in the U.S. with an expired visa, but you cannot stay in the U.S. with an expired I-20.

**Updated contact information:** If you are leaving the program, please give the administrative assistant the email address, telephone number, Facebook name, skype name, or any other contact information that will help us stay in touch with you.

**Official printed progress reports:** If you want a printed copy of your progress report, these will be available in the INTERLINK office on the Tuesday following graduation day. Please let the INTERLINK Administrative Assistant or Academic Coordinator know if you would like a printed copy.

**Exit Interview:** In your last term of the program (whatever your level) you will usually receive a digital survey in your email respond to a short set of questions about your experience in the program. Your answers will help INTERLINK improve its program.
PROGRAM POLICIES

Plagiarism
Plagiarism is taking phrases, sentences, paragraphs, pictures, slides, or other parts of information from sources found (online, books or articles, previous writing, another student’s paper, etc.) and putting it in your current writing without giving credit to the author (i.e., by citing or quoting). Unless authorized by an instructor, you are not allowed to share information using mobile phones, messaging apps, or any other electronic devices or programs, during tests or assignments in any U.S. academic institution.

University rules say that a student may be expelled from the university if they plagiarize on any assignment--essays, exams, homework assignments, etc.

How to avoid being accused of cheating during quizzes or tests:

1. Keep your eyes on your own paper.
2. Do not talk during the test.
REMEMBER: when you cheat, you cheat yourself! If you do your best in your homework every day and ask questions if there is something you do not understand, you will not want to cheat. You will learn well and you will be proud that everything you do is your own work.

**Attendance**

INTERLINK expects all students to be present, and to be on time, for every class of the term. A student who is absent loses two crucial opportunities: to improve skills AND to demonstrate abilities to the instructor. There are other reasons to always attend class:

**Academic:**

- Students cannot learn from a class when they are not in class
- Students work together every day, so when a student is absent or late, it hurts not only the student but the entire class
- Students with good study habits, including the habit of being in class and on time, become successful university students

If a student is not able to come to class, the student is expected to contact their instructor(s) or the INTERLINK office before the class and sooner if possible. (This requirement is to help us check the health and safety of students.) After any absence, the student must consult with the instructor to determine what assignments, if any, will be given to make up lost opportunities to demonstrate skills. Illness is a valid reason not to attend class, but absence because of illness still does have an impact on student opportunity to show communicative skills. Good habits (getting enough sleep, food and drink choices, exercise, hand-washing, etc.) can help to avoid illness.

**Immigration**: You must demonstrate your commitment to study for which you have been awarded a study visa. Thus, you have to abide by the rules established by the government regarding international students in this country. For legal reasons, it is important that you attend classes regularly and that we know where you are at all times.

*Six absences throughout the program will result in failure to maintain a full time enrollment and the termination of the I-20.*

**Dismissal**

According to INTERLINK policies and SEVIS regulations, the student must continue to show steady progress in their studies. Dismissal will happen if:
• Violating INTERLINK policies
  o Excessive absences and tardiness
  o Failing a course two times
  o Violating plagiarism policy

• Violating UNCG policies
  o Failure to adhere to Health Center requirements
  o Engaging in illegal activities such as drug use, internet piracy, etc.
  o Smoking in non-smoking areas (do not smoke within 25 feet of a building)

Procedures
These are the rules and consequences of absences:

• When a student misses the first class, the instructor will speak to the student to find out the reason for the absence and suggest ways to avoid its recurrence.

• After a second absence, the instructor will email the student, CCing the AC and the director, warning the student of the consequences of excessive absences.

• After a third absence, the instructor(s) and AC will meet with and counsel the student that the student’s status is in the danger zone and that the student needs to change behavior to avoid further absences. The student signs a warning form, indicating that consequences have been fully explained.

• After a fourth absence, the director and instructor will meet with the student to reiterate what will happen if the absence limit is exceeded. Additionally, they will sign a contract in which the student indicates an understanding of the situation, its academic and immigration consequences, and acknowledges that the student’s sponsor or advisor will be notified. Unless there are compelling extenuating circumstances, a sixth absence typically leads to dismissal from the program and termination of the student’s SEVIS record, which will necessitate the student’s leaving the United States within a brief period.

• After the fifth absence, the instructor will email the student to inform them that they have reached the absences limit and that a sixth absence will trigger the implementation of the contract.

• At the sixth absence, the student will receive an EA for their classes and may be dismissed from the program and have their SEVIS record terminated.

These are the rules and consequences of lateness
• If a student arrives after the class has begun, they will be considered late. Instructors are encouraged to make sure classes begin at the appointed time.
• If a student is late three times, it will be considered one absence.
• If a student arrives for class 30 minutes or more after the class has begun, they will be considered absent rather than late. Still, it is better to come late than not to come at all.

Snow or Adverse Weather Policy
INTERLINK follows UNCG’s snow/adverse weather policy. This means that if UNCG is closed for the day, INTERLINK classes are cancelled and our office will be closed. If UNCG classes are delayed, INTERLINK classes will start (and the office will open) when UNCG opens. For example, if UNCG delays opening until 9:00 am and your class usually starts at 8:00 am, you will come to class at 9:00 am and it will end at the normal time. In this case, your class would only be one hour long for that day. If the whole class is cancelled, your teachers will assign you with extra work to do at home. You must complete this work to be counted present for the class. If you do not complete the work, you may be counted absent.

Payment
The tuition payment for new students is due by 4:00 PM on Friday of the first week of the term. Should there be a problem in meeting this deadline, the students must see the Administrative Assistant or the Center Director during the first week. Failure to pay fees will result in a $100 late fee payment the second week and $100 the third week. If the fees are not paid by the end of the third week, the student will not be able to attend the program.

Note: a $50 servicing fee is charged to/for a credit card payment.

Refund Policy
Tuition- will be refunded according to the following schedule:

<table>
<thead>
<tr>
<th>First week departure:</th>
<th>Full refund of all tuition paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Week departure:</td>
<td>50% of all tuition paid for the term and full refund for any additional tuition paid.</td>
</tr>
<tr>
<td>After two weeks:</td>
<td>No tuition refunds can be made for the term for which the student has registered</td>
</tr>
</tbody>
</table>

The Tuition refund policy also applies to students who leave at INTERLINK’s request (Dismissal).
Housing and Meals for residential students: housing will be pro-rated and housing refund will be decided by the Res Life.

Application fees and insurance: No refunds are given for these.

Illnesses and Emergencies departures are determined on a case by case basis by the Center Director.

Health Insurance
All INTERLINK students must have medical insurance coverage. This is to protect you and your family financially as medical costs is very high in the States. If you do not have your own medical insurance, INTERLINK makes a comprehensive insurance policy available to you with coverage up to $250,000. This policy includes medical evacuation, repatriation, and accidental death and dismemberment. The fee for each term is around $300 and all students attending INTERLINK are automatically enrolled in this plan unless they show evidence of comparable coverage with a government or embassy sponsored insurance plan that is licensed in the US.

Immunizations
North Carolina State law and North Carolina State University policy require each student to document immunizations in English for a number of illnesses. You were sent a health form in your pre-registration packet to be completed by your doctor prior to your arrival. If you did not bring this form with you, you will need to get it completed by a doctor prior to your health center visit. All students must have a TB test even if you had the test prior to your arrival in the U.S.

The UNCG Health Center is very strict about following the UNCG and North Carolina state laws. Students who do not comply with the immunizations or other medical recommendations may be removed from campus, which means they cannot live in campus housing, go to class, or be on campus for any reason. This puts students out of status and they must return home. Please be sure to follow all Health Center regulations.

Grievance Procedures
If you have a grievance or complaint and you feel your discussion with your teacher has not resolved your complaint, you may submit a written complaint, which will be followed by a formal conference with the Center Director. Ask for a STUDENT GRIEVANCE FORM at the INTERLINK office. Return the form within 3 working days or we will assume you are dropping your complaint.
UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES REGULATIONS

It is extremely important that you understand and follow all USCIS regulations. Failure to do so may result in becoming out of status, which means that the student is in violation of his/her visa status. For answers to specific immigration questions, please see the Center Director.

Full-time Study

International students on an F-1 visa are required to be full-time students. At INTERLINK, full-time is at least 20 hours a week. If you are not a full time student, you will be out of status and need to leave the United States immediately. This also applies to students who have been dismissed from a class due to lack of attendance.

Taking a Break

You are not permitted to take a term off and stay legally in the US until you have studied for nine consecutive months (4 INTERLINK terms). However, it is possible to leave the US at the end of any term. You must be a full time student. If you decide not to study at INTERLINK, you must 1. Transfer to another Intensive English Program; 2. Leave the US.

Change of Address

All students must report any change of address to the school. If you move to a new residence, please come to the INTERLINK office to inform us of your new address and phone number within 10 days so that we may reach you if necessary. This includes moving from one dormitory room to another or from one apartment to another in the same complex.

Leaving the Country

If you plan to leave the United States during the course of your studies, the INTERLINK Center Director or Student Services Coordinator must sign page 3 of your I-20 so that you can re-enter the United States. This signature is valid for one year.

Maintaining Your Student Visa Status

According to 101(a)(15)(F) of the Immigration and Nationality Act, it is the responsibility of each international student to remain in compliance with his/her non-immigrant status. In other words, it is your responsibility to understand and follow immigration rules to keep your student visa and status valid. If you closely follow the rules below, you will remain in good standing with immigration rules in the United States.

1. Maintain full-time enrollment during each term

Each full-time INTERLINK student is required to have 20 hours of instruction per week. There are very few exceptions to this rule. If you feel that you cannot study full-time for any reason, see the INTERLINK Center Director immediately to discuss your situation.

2. Make normal progress in your classes
According the INTERLINK Student Manual, “students who fail any one level of either core course (Communication Skills or Reading/Writing) two times in a row may not be eligible to continue in the INTERLINK program.” If you are not making progress in your classes, you may lose your student status and be asked to either transfer to another school or leave the country immediately.

3. *Keep your address current with INTERLINK*

International students are required by the United States Government to report any changes in address to their school within ten days of moving. If you have F-2 or J-2 dependents who reside separately from you, you must provide their separate addresses to INTERLINK within ten days of their relocation.

4. *Keep your passport, I-94, and I-20 valid at all times – do not let them expire*

   - **Passport**: Six months before your passport expires, contact your home country Embassy or Consulate to begin the renewal process.

   - **I-94**: You and your dependents should each have an I-94 print-out

   - **I-20**: If you cannot complete the INTERLINK program before the expiration date on your I-20, you must follow the "extension of I-20" procedure. If you need to extend your I-20, contact the INTERLINK Office at least one month before your I-20 expires.

   - **Visa**: You can allow your visa to expire only if you are planning not to travel outside the United States. If you leave the country with an expired visa, you must go to a United States Embassy to apply for a new visa. You will not be granted re-entry to the United States with an expired visa.

5. *Adhere to regulations on employment*

INTERLINK students are not allowed to work on- or off-campus. Do not accept employment under any conditions while you are an INTERLINK student.

6. *Notify INTERLINK if you plan to travel out of the US*

If you plan to travel outside the United States, you must have the third page of your I-20 signed. A travel signature is valid for one year. If you need a travel signature or you have questions about travel signatures, bring your I-20 to the INTERLINK Office.

7. *Depart from the United States in a timely manner*

   - If you finish your studies at INTERLINK and/or graduate from the INTERLINK program, you have 60 days to transfer to a new school or leave the United States.
Please note: Although you have 60 days to transfer to a new school or leave the United States, you must inform the INTERLINK Office of your plans no more than 30 days after the last day of your last term at INTERLINK.

- If you withdraw from INTERLINK in the middle of a term, you have 15 days to transfer to a new school or leave the United States.
- If you are dismissed from INTERLINK, you must transfer to a new school or leave the United States immediately.

If you have any questions about immigration rules or your student visa or status, please come to the INTERLINK Office and speak with the Administrative Assistant or the Center Director.

Identification
At the present time, all international students are required to carry some form of identification with them. The State Department has recommended that students have copies of their passport, I-94 print-out, and I-20 with them at all times, especially when traveling.

UNIVERSITY of NORTH CAROLINA at GREENSBORO

The University of North Carolina at Greensboro was founded in 1891 and has been ranked one of the best national universities by U.S. News and World Report. See for yourself and take an online walking tour of the UNCG campus: (https://admissions.uncg.edu/visit-virtual-tour.php)
If you decide that you like UNCG and would like to continue your studies here, please see below for advice and information on the application process.

I like it here! I want to apply for admission to UNCG. What do I do? Visit the INTERLINK Director for information on how to get started with your application at UNCG.

What is the condition for admission? The condition refers to 1) achieving the required TOEFL/IELTS scores or 2) completing both RW5 and CS5 levels of the INTERLINK program. Both 1 and 2 require that you receive a letter of recommendation from INTERLINK.

- For UNCG Undergraduate International Admissions information: https://international.uncg.edu/undergradapplicationprocedures.html
- For UNCG Graduate International Admissions at UNCG, visit https://grs.uncg.edu/prospective/international/

When can I start at UNCG? You can enter UNCG the term after you complete both RW5 and CS5 or you receive the necessary TOEFL scores. If you are a Graduate student, there may be other requirements. Check with your department.

When will I receive the Letter of Recommendation from INTERLINK? At the end of your final INTERLINK term after all of your grades are submitted by teachers.

Who gets a copy of the Letter of Recommendation? You, the UNCG Admissions Office or School of Graduate Studies, and the International Affairs Center.

What do I do as soon as I finish both RW5 and CS5 Levels or get the appropriate TOEFL score? Follow the steps below.

1. Go immediately to the INTERLINK Office. We will write a letter informing UNCG that you are ready to transfer. You also need to sign a transfer form. After you are fully accepted by UNCG, you will receive a letter and information on your transfer.

2. Pick up a copy of the UNCG undergraduate or graduate catalog at UNCG’s International Program Center or at the university bookstore. It is also available online through the UNCG Genie portal. This is an important reference for students as they plan their university courses with their advisors. It is the student’s responsibility to get a catalog and know its course contents.

As an undergraduate UNCG student, will I have to take more English courses?

Yes! All undergraduate International students take Communications 105, English 101-N.
Attending an UNCG Class for INTERLINK Level 4/5 Students

INTERLINK Students who are finished with one class, but are in level 4 or below in the other (for example: enrolled in RW4 but finished all CS classes) must audit or take a UNCG class in order to maintain their visa status. The student should meet with the Center Director or Academic Coordinator to talk about what they need to do or else they risk being out of status.

INTERLINK Level 5 students who only have one class (only RW5, for example), it is acceptable to only take one class and still meet their visa requirements, but they can take an UNCG class for the experience if they wish. Again, the student should see the Center Director for details and any questions they might have.

International Student Association
The ISA sponsors a number of cultural, social and educational programs that give UNCG students a better understanding of cultures other than their own. For further information go to the UNCG website at http://www.uncg.edu/ipg/isa/ or visit the Office of International Programs Center in Foust Building, 2nd floor.

UNCG Policies and Procedures
Policies and procedures are found in the graduate and undergraduate catalogs. Undergraduate catalogs are found online and in the Mossman Building and graduate catalogs are located in the Graduate Admissions Office. They can also be purchased at the bookstore.

Computer Access
Each student will have a computer account. Staff will help you set up your computer account during the first two days of orientation. You will need your school identification number. (This is not the number on your Spartan ID card).

If you miss this meeting, you can go to the Super Lab in the library and they will help you set up your accounts. If you forget your password, you can reset it at the following address. You will need your student ID number (starts with “88”) and the answer to your security question (for example, place of birth) to reset your password.

https://banweb.uncg.edu/prod/hwzksspr.P_UncgSSPR

UNCG Health Center
The on-campus student health center at 107 Gray Drive (next to Phillip-Hawkins Residence Hall – "I-House") is open 8:00-5:00 Monday-Friday. See website for current hours: http://shs.uncg.edu/hours.

If you need to see a doctor during these hours, follow the steps listed on the website http://shs.uncg.edu/online-appointments for the service you want to use. Be sure to be on time.
and take your UNCG card with you. If you are 5 or more minutes late for your appointment, you will have to reschedule.

Your student fees allow you to talk to a medical doctor, nutritionist or counselor at no charge. Other tests and services are available at a reduced cost to full-time students who pay fees. See site for details: http://shs.uncg.edu/about/cost

If you get sick or are injured when the health center is not open, go to a doctor and show them your INTERLINK or embassy plan insurance card. The doctor’s office will file the insurance claim. If you visit a pharmacy, remember to show your insurance card as well.

If you have health insurance through INTERLINK, you may contact the insurance agency directly if you have questions at a toll free number, 800-821-7710 or https://www.lewermark.com/interlink. When calling, ask for Student Health.

Please note that all INTERLINK students must follow ALL Health Center regulations concerning medications and shots. If you do not respond to correspondence from the Health Center, the Health Center has the ability to have you removed from campus. Please be sure you comply with all regulations.

Hospital Information
Should you need emergency medical attention, be prepared to pay for treatments at the time of service. Credit cards are accepted in many of the major hospitals. NOTE: Hospital emergency care is very expensive, often costing more than $1,000 per visit. If your life or a friend’s life is in danger, you should go to the Emergency room, but if not, see information on Urgent Care below.

In case of emergency, dial 911.

Urgent Care Center Information
Americans only go to the hospital when the patient’s life might be at risk if they do not see a doctor immediately. This may be different than the health system in your country. There are Urgent Care Centers which are open in the evening and on weekends. You should go there if you are well enough to wait until they are open but not well enough to wait until a regular doctor or the student health center is open.

LEARNING AT INTERLINK
INTERLINK’s Responsibility

As an accredited language program, INTERLINK is responsible for providing you an excellent curriculum, relevant instructional materials, professional teachers, and a relaxed environment conducive to learning. Our purpose is to prepare our students for success. With centers on four university campuses, we provide exceptional ESL (English as a Second Language) training, cultural orientation and academic preparation as well as help with university placement and conditional admission to assure a successful and memorable educational experience in the United States.

For your learning experience, INTERLINK will:

- Provide excellent curriculum and quality instructions
- Advise, guide and support you through the learning process
- Facilitate your understanding of cultural norms and practices in the United States and specifically in the U.S. academic system

Your Responsibility

Learning is the student’s responsibility—learning comes from within. The following are some key factors; we hope that you will strongly consider them to achieve success:

- **Adopt a positive attitude toward learning.** Come to the classroom ready to contribute to class activities and relate to your fellow classmates. Be serious about your study, but also enjoy the learning environment and have a little fun. Be an active participant in all in-class and out-of-class activities.

- **Become an active learner -- both in and out of class.** You cannot learn everything within the four walls of the classroom. Go to movies, read newspapers and magazines, use the university libraries and computers, and above all, talk with Americans, join clubs, interact. Use the GOAL Module as a way to practice skills you want to work on and get connected with people in the community.

- **Use English as much as possible.** If you continue to speak in your native language, you will not progress in English as quickly. Make an agreement with other students from your country NOT to speak your native language often.

- **Attend every class and be on time.** Attendance and punctuality are very important to the learning process. Go to class every day unless you are sick or have an emergency situation. Take care of your personal matters when you do not have a class. If you miss class because of illness, you should check with your teacher or fellow students to find out what you missed so you will return to class prepared.

- **Do all your homework assignments, and do them on time.** These out of class assignments are very important to your progress in English.
• **Manage your study time effectively.** Give yourself a study budget. Spend some time studying alone, but make time for group study, physical exercise (swimming, tennis, soccer, basketball, etc.) and socializing in English. Mix periods of study with periods of other activities. Get enough sleep, but plan morning study time, as well as night study time.

• **Be an active participant in activities which INTERLINK and UNCG provide.** Field trips, parties, picnics, etc. are all excellent activities for cross-cultural sharing, speaking English, relaxing and having fun in an informal, out-of-class atmosphere.

### Study Tips
Establishing effective study habits from the beginning will help you succeed and be a better student while studying at INTERLINK and other universities. Use the following tips to aid in your academic success:

• **Note taking.** Be concise in your note-taking but include all important information. Make sure you write enough, so that you will understand your notes when you review them later. Write the main idea of what is being said rather than copying down word for word what your instructor is telling you. Taking notes will also help you pay closer attention in class and retain more information.

• **Use your time wisely.** Make sure to establish time in your schedule for school and homework assignments. Prioritize assignments and don’t procrastinate.

• **Keep a planner** or list of assignments with descriptions and due dates to avoid forgetting important homework assignments or exam days.

• **Stay organized.** Use separate folders, binders, etc. to keep documents for different classes organized.

**SOURCE:** **INDIANA STATE UNIVERSITY 2013-2014 ACADEMIC PLANNER. 2013, 16-19.**

### Dealing with Stress
One of the leading causes of stress in college is time management. Use the following tips to avoid and be better prepared to deal with the stresses of being a student.

• **Create a schedule** for yourself and prioritize your assignments. Knowing what you have to do and when you have to do it by will help minimize stress

• **Balance academic and social life** on a day to day basis. Don’t put off studying until right before exams. Keeping up with your studies throughout the term is more effective.

• **Get enough sleep.** Make sure to get at least 7 hours of sleep every night. Being well rested will help you be more productive during the day.
• **Be physically active.** Exercising on a regular basis not only helps you stay healthy, but also acts as a stress reliever releasing positive endorphins in your body.

• **Eat healthy.** Make sure to maintain a balanced diet and drink lots of water.

• **Stay positive.** Keeping a positive attitude will help you accomplish your goals and have fun.

**SOURCE:** INDIANA STATE UNIVERSITY 2013-2014 ACADEMIC PLANNER. 2013, 20.

**Tips for Success from Current INTERLINK Students and Teachers**

1. Come to class every day on time. Make sure you buy a good alarm clock so that you wake up on time to get to class.

2. Only speak in English when in class, do not use your native language. Do not be afraid to make mistakes, they will help you learn.

3. Do your homework on time so you do not stress out and have time to relax. Maybe even go to the library right after class to complete it.

4. **NEVER** copy someone else's work! You will hold yourself back from learning the skills you must have to move forward.

5. Practice speaking English as much as you can. Find fun ways to use English outside of class. Meet students from other countries and do outside activities with them. Do not be afraid to try new activities and learn more about other cultures.

6. Ask questions whenever you have them and do not be afraid to speak up in class.

7. Attend teachers’ office hours for help and if you have any questions.

8. If you have a problem, either academic or personal, please ask for help if you need it. Don't wait until the end of the term to get help. There is always someone at INTERLINK who will be willing to support you!

9. Be responsible for your own learning. Ask questions, talk to your teachers, practice English outside of class, and motivate yourself.

10. Have fun! Do not waste time and energy complaining. Maintain a positive attitude and take time to enjoy the classes and the people.
LIVING IN THE UNITED STATES

American Values and Behaviors

*Time* is, for the average American, of utmost importance. To the international visitor, Americans seem to be more concerned with getting things accomplished on time (according to a predetermined schedule) than they are with developing deep interpersonal relations. Schedules, for the American, are meant to be planned and then followed in the smallest detail. The international visitor soon learns that it is considered very rude to be late—even by 10 minutes—for an appointment in the United States. (Whenever it is absolutely impossible to be on time, you should phone ahead and tell the person you have been unavoidably detained and will be late.) By considering time to be important one can clearly accomplish more than if one "wastes" time and does not keep busy. This philosophy has proven its worth. It has enabled Americans to be extremely productive, and productivity itself is highly valued in the United States.

*Equality/Egalitarianism* is, for Americans, one of their most cherished values. They say all people have been "created equal." Most Americans believe that God views all humans alike without regard to intelligence, physical condition or economic status. Many highly-placed foreign visitors to the United States are insulted by the way they are treated by service personnel (such as waiters in restaurants, clerks in stores, taxi drivers, etc.). Americans have an aversion to treating people of high position in a deferential manner, and, conversely often treat lower class people as if they were very important. Newcomers to the United States should realize that no insult is intended by this lack of deference to rank or position in society. A foreigner should be prepared to be considered "just like anybody else" while in the country.
Individualism is an important value in the U.S. Here, each individual is seen as completely and marvelously unique, that is, totally different from all other individuals and, therefore, particularly precious and wonderful. Americans think they are more individualistic in their thoughts and actions than, in fact, they are. They resist being thought of as representatives of a homogenous group, whatever the group.

Privacy, the ultimate result of individualism, is perhaps even more difficult for the foreigner to comprehend. The word "privacy" does not even exist in many languages. In the United States, privacy is not only seen as a very positive condition, but it is also viewed as a requirement that all humans would find equally necessary, desirable and satisfying. It is not uncommon for Americans to say—and believe—such statements as "If I don’t have at least half an hour a day to myself, I will go stark raving mad."

Self-Help is a unique American value. In the United States, a person can take credit only for what he or she has accomplished by himself or herself. Americans get no credit whatsoever for having been born into a rich family. Americans pride themselves in having been born poor and, through their own sacrifice and hard work, having climbed the difficult ladder of success to whatever level they have achieved. Take a look in an English-language dictionary at the composite words that have "self" as a prefix, words like self-confidence, self-conscious, self-control, self-criticism, self-discipline, self-esteem, self-improvement, self-reliance, self-respect—the list goes on and on. The equivalent of these words cannot be found in most other languages. The list is perhaps the best indication of how seriously Americans take doing things for one’s self the "self-made man or women" is still very much the ideal in 21st-century America.

Action/Work Orientation Americans routinely plan and schedule an extremely active day. Any relaxation must be limited in time, pre-planned, and aimed at "recreating" their ability to work harder and more productively once the recreation is over. America may be one of the few countries in the world where it seems reasonable to speak about the "dignity of human labor," meaning by that, hard, physical labor. In America, even corporation presidents will engage in physical labor from time to time and gain, rather than lose, respect from others for such action.

Informality Americans are one of the most informal and casual people in the world. As one example of this informality, American bosses often urge their employees to call them by their first names and even feel uncomfortable if they are called by the title "Mr." or "Mrs." Dress is another area where American informality will be most noticeable, perhaps even shocking. One can go to a symphony performance, for example, in any large American city nowadays and find some people in the audience dressed in blue jeans and tieless, short-sleeved shirts.

Directness, Openness and Honesty Americans are likely to be completely honest in delivering their negative evaluations. If you come from a society that uses the indirect manner of conveying bad news or uncomplimentary evaluations, you will be shocked at Americans’ bluntness. If you come from a country where saving face is important, be assured that
Americans are not trying to make you lose face with their directness. Americans consider anything other than the most direct and open approach to be dishonest and insincere and will quickly lose confidence in and distrust anyone who hints at what is intended rather than saying it outright. Anyone who, in the United States, chooses to use an intermediary to deliver that message will also be considered manipulative and untrustworthy.

**Materialism/Acquisitiveness** Foreigners generally consider Americans much more materialistic than Americans are likely to consider themselves. But by any standard, Americans are materialistic. This means that they value and collect more material objects than most people would ever dream of owning. It also means they give higher priority to obtaining, maintaining and protecting their material objects than they do in developing and enjoying interpersonal relationships.


**New Culture Adjustment Suggestions**

Here are a few tips and suggestions that others have made concerning the cross-cultural adjustment:

*Listen and observe:* There are new rules, norms of life and an environment that may be unfamiliar to you. We encourage you to listen to verbal communication and to watch body language carefully. Try not to interpret right away, but ask questions.

*Ask questions:* You cannot assume that you always know what is going on. Most Americans will be very helpful if you need an explanation. The only inappropriate question is the one that is not asked.

*Try not to evaluate* and comment or label something good or bad in comparison to your own cultural perspective. Most customs, habits and ideas are simply different from what you have known before.

*Try to empathize:* Put yourself in the other person’s place, and look at the situation from that person’s perspective.

*Be open and curious:* To grasp a new culture and learn from it, it is important to be open to new experiences. A person must try new things and be curious about the way things are done in a new place. The more you explore, the more you learn.

*Become involved:* The more you put into the experience, the more you will learn from it. You should make an effort to meet people and form friendships.

**Holidays**

*New Year’s Day* - January 1st. The celebration of this holiday begins the night before, when Americans gather to wish each other a happy and prosperous year.
**Martin Luther King Day** - Third Monday in January. The Reverend Martin Luther King, Jr. was an African-American clergyman who is recognized for his tireless efforts to win civil rights for all people through nonviolent means. *Official INTERLINK holiday. No classes.*

**Valentine's Day** - February 14th. Named after an early Christian martyr, and on Valentine’s Day, Americans give presents like candy or flowers to the ones they love.

**Easter** falls on a spring Sunday that varies from year to year. A Christian holiday celebrates the resurrection of Jesus Christ. For Christians, Easter is a day of religious services and the gathering of family.

**Memorial Day** - Fourth Monday of May. It originally honored the people killed in the American Civil War, but has become a day on which the dead of all wars, and the dead generally, are remembered in special programs held in cemeteries, churches, and other public meeting places. The flying of the American flag is widespread. *Official INTERLINK holiday. No classes.*

**Independence Day** - July 4th. This holiday honors the nation's birthday – the signing of the Declaration of Independence on July 4, 1776. It is a day of picnics and patriotic parades, a night of concerts and fireworks. *Official INTERLINK holiday. No classes.*

**Labor Day** - First Monday of September. Honors the nation's working people, typically with parades. For most Americans it marks the end of the summer vacation season and the start of the school year. *Official INTERLINK holiday. No classes.*

**Halloween** - October 31st. American children dress up in funny or scary costumes and go "trick or treating" by knocking on doors in their neighborhood.

**Veterans Day** - November 11th. Originally called Armistice Day, this holiday was established to honor Americans who had served in World War I, but it now honors veterans of all wars in which the U.S. has fought.

**Thanksgiving Day** - Fourth Thursday in November. It dates back to 1621, when Puritans, who had just enjoyed a bountiful harvest, showed their gratitude to the Native Americans for their help by hosting a feast to give thanks. The feast became a national tradition of: roast turkey, cranberry sauce, potatoes, and pumpkin pie. *Official INTERLINK holiday. No classes.*

**Christmas Day** - December 25th. Christmas is a Christian holiday marking the birth of Christ. Decorating houses and yards with lights, putting up Christmas trees, giving gifts, and sending greeting cards have become traditions even for many non-Christian.

**Banking**

All INTERLINK students are advised to open a bank account. You will have the opportunity to do so during the orientation. Once you open a bank account, you will have a checkbook and a debit/credit card, which you can use to pay your bills and shop. All the stores around
Greensboro accept debit/credit cards and it is the preferred way of payment. To open a checking account, you need to a valid form of ID, such as a passport and your student card. You may also need your I-20, a recent bill to show an address.

If you wish to withdraw cash from your account, you can do so by going to the bank directly or going to an ATM. Once you have your account number, you can inform your bank at home so you can transfer money directly among banks. Keep all your receipts, as you may need them when you file your taxes.

**Local Banks** (both have ATM's in the EUC)

<table>
<thead>
<tr>
<th>Bank of America</th>
<th>Wells Fargo</th>
<th>PNC</th>
</tr>
</thead>
<tbody>
<tr>
<td>629 Green Valley Rd</td>
<td>625 Green Valley Rd,</td>
<td>615 Green Valley Rd</td>
</tr>
<tr>
<td>Greensboro, NC 27408</td>
<td>Greensboro, NC 27408</td>
<td>Greensboro, NC 27408</td>
</tr>
<tr>
<td>(Friendly Center)</td>
<td>(Friendly Center)</td>
<td>(Friendly Center)</td>
</tr>
</tbody>
</table>

**Writing a Check**

1. Date of Purchase (Today's Date)
2. Who the check is to (Name of store, company, or person)
3. Amount of check in numbers
4. Amount of check in words
5. What the check is for (Rent, Tuition, Groceries, etc.)
6. Your signature
7. Routing Number: Identifies the Financial Institution
8. Account Number
9. Check Number
LIVING IN GREENSBORO

Greensboro is named after General Nathaniel Greene, who led Revolutionary troops in a battle at Guilford Courthouse. Although the Americans lost the battle against, the British suffered great losses, which helped turn the course of the war and eventually resulted in American Independence. For many years, Greensboro was known for textiles (especially denim used in blue jeans), tobacco, and furniture. Most of the textiles and tobacco farms are gone, but the High Point Furniture brings in visitors from all over the world each April and October to see what is new in the furniture world. During the Civil Rights movement of the 1960’s, Greensboro captured national attention as a result of the Lunch Counter Sit-Ins. At that time, blacks were not allowed to eat at the same counter as whites, go to the same schools, or share any public services. Four black students from A&T University organized a nonviolent protest against this segregation by sitting at whites-only lunch counters at Woolworths. The Sit-Ins spread across the south and eventually the segregation laws were removed. Greensboro also has a long history of welcoming people from other cultures and religions. Many refugee groups have been resettled here and there are large communities of African, Asian, South and Central American, and Arab communities. As a result, there are many festivals and organizations which celebrate a variety of cultural heritages through festivals, lectures and community centers each year.
Childcare Services

The NC State search engine can be used to find local options for childcare. Depending on the age of your children, you can also look at the http://guilfordchilddev.org/parents/preschool/ option. Many local churches also have preschool and daycare programs as well. UNCG has a childcare program, but you must apply at least a year in advance to secure a spot for your child.

Worship Services

Information about locations and contact information for various faiths can be found here. The UNCG Muslim Student Association provides worship services on Friday afternoons. Contact the group on Facebook for more information.

Local International Food Stores

<table>
<thead>
<tr>
<th>Super G-Mart and World Mall</th>
<th>Li Ming’s Global Mart</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Asian, Latin, Indian)</td>
<td>(Asian, Latin, Indian)</td>
</tr>
<tr>
<td>4927 W. Market St., Greensboro, NC</td>
<td>4927 W. Market St., Greensboro, NC</td>
</tr>
<tr>
<td>336-252-1055</td>
<td>336-252-1055</td>
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</table>

<table>
<thead>
<tr>
<th>El Baraka Market</th>
<th>Nazareth Bakery</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Arabic, Halal)</td>
<td>(Arabic)</td>
</tr>
<tr>
<td>2222 Patterson St</td>
<td>4507 W Market St</td>
</tr>
<tr>
<td>Greensboro, NC 27407</td>
<td>Greensboro, NC 27407</td>
</tr>
<tr>
<td>(336) 854-5655</td>
<td>(336) 285-6096</td>
</tr>
</tbody>
</table>

Housing

There are a few options in term of housing. One is to live in the UNCG dormitory. You will have a roommate and a meal plan. The benefits of being on campus are that you can take advantage of the many amenities the Residential Life has to offer.

You can also rent an apartment off campus. This means that you can be independent, cook your own meals and take care of your own transportation. To rent an apartment off campus you need to be prepared to:

1. Find an apartment that is suitable to your needs
2. Pay a security deposit equal to one month of rent along with your first month of rent. For example, if the rent is $500 you will need to pay $1000. The security deposit is the amount that will cover any unpaid bills or fix any damages at the end of your lease. If this happens, you will not receive your security deposit. If you do take care of the apartment you will receive $500 at the end of your stay.
3. Get accustomed to the guidelines and proper behavior of living in a space other than your own home.
Code of Conduct in a US residence-dorm or rented apartment

Treat any space you are in, as if it is your home. Please be caring, loving and considerate both to the space and to the people living with or near you.

Some simple guidelines to follow are:

1. Remember to take care of the key, and always use it to get into your room. If you do not have the key because you lost it or misplaced it, DO NOT damage the door. Find your key first. Contact the residence advisor or your landlord if you cannot find your key. They will help you. Make sure to have their phone number in your phone in case of emergency.

2. Dispose properly of your trash in a trash can, then take it to the trash bin.

3. Keep the kitchen clean, do not leave unwashed dishes. Always clean your dishes and put them back in the appropriate space.

4. Keep the bathroom clean. Always flush the toilet, and avoid using too much toilet paper or throwing anything else in the toilet that is not paper (such as feminine products). Put toilet paper in the toilet, not in the wastebasket.

5. Talk to your roommates about preferred temperature and preferred quiet times. Try to reach an agreement that works for both of you. Talk to your resident advisor if you have problems with these or other issues.

Some of the above guidelines are applicable in any other space, such as offices or classrooms, when using the facilities.

Homestay Program

Currently INTERLINK at UNCG does not have a homestay program. However, many local residents in Greensboro regularly post listings for homestays. They put these advertisements in the INTERLINK office where students can see them. If you are interested in living in a homestay, you will have to contact those residents on your own.

Residence Life and Dormitory Contracts

Returning students: Go to the Residential Life Office to renew your contract. It is the students’ responsibility to renew their dormitory or apartment contract and to pay their fees to UNCG on time, whether you have received a bill from the university or not.

New students: If you arrive in January or August, you will receive a bill from the university for two terms. If you know that you will be in the INTERLINK program for both terms, pay the full amount that is due.

Undecided students: If you are a new student or returning student and are not sure whether you will be in our program for both terms, the current term must be paid and you will need to
go to the Residential Life Office to tell them that you do not know if you will be here for the next term. If a student does sign a dormitory contract, they are required to stay in the dormitory hall for at least one INTERLINK term (9 weeks). At the family housing complex (University Apartments), the contract requirement is one UNCG semester before moving to another apartment in the complex, or to an off-campus apartment.

Transportation

City Bus Service
You can show your UNCG ID and ride any HEAT student bus or GTA city bus for free as long as you are enrolled at INTERLINK. GTA operates 15 bus routes between 5:15 am and 11:30 pm on Mondays through Fridays and 6 am to 10 pm on Saturdays. There is reduced bus service on Sundays. See website for details: http://www.greensboro-nc.gov/index.aspx?page=2185 or use Google Maps for schedules.

Useful bus routes which stop on or near campus:
#2 Four Seasons (indoor shopping mall)
#9 Friendly Center (outdoor shopping mall) and G-Mart (international grocery store)

All buses which say "Inbound" on the front will take you to the main bus depot downtown. At the main depot, you can connect to all city buses, regional buses (PART, airport), national train (Amtrak) and national bus line (Greyhound).

Cars / Driver’s Licenses
Students may purchase cars and register them using their I-94 numbers, which can be found online (https://i94.cbp.dhs.gov/I94/). When you purchase a car, you will be given a temporary license plate (usually 30 days in North Carolina), and you must go to the Division of Motor Vehicles to register your car. Call the DMV (336) 334-5438 for more information about requirements. You usually must take your I-20, your I-94 print-out, and proof of car insurance.

You are allowed to get a North Carolina Driver’s license without social security number, and this can be used as a form of identification. If you want to do this, go to the NC State DMV where you need to take both the written and driving test. There are driving regulation books available online to help you study for the written test. The test is in English, but you can ask to use a dictionary. If you pass the written test, you can then take the driving test. After you pass the driving test, you will receive a driving permit that is good for 6 months. At the end of six months, you can change this permit into a regular driver’s license. The closest DMV is the West Greensboro Driver License Office: 2391 Coliseum Boulevard, Greensboro, NC, 27403. See More information here: https://www.ncdot.gov/dmv/default.html.

Remember, you may drive on your international driver’s license for ONE YEAR from the time you arrive. After that, you must obtain a North Carolina Driver’s License. Note: You
must carry your home country license with you as well as your international driver’s license—the IDL only confirms that your license is legitimate; it is not a license itself.

**Parking on Campus:** You must have a permit to park anywhere on campus. There are only a few metered spots and the parking patrol will give you a ticket very quickly if you park illegally. Tickets can cost as much as $250. Monthly parking permits can be purchased at the Parking Office. See the [Parking Services FAQ](#) for answers to common questions.

**Zip Cars** These cars can be rented by the hour or day at a much lower rate than through a regular car rental service. Students sign up and pay a small yearly fee plus a low hourly rate each time they rent a car.

**Zimride** If you are planning to travel for a break to another city or state, this site will help you see other students who have a car and are traveling to the same place. You can share the ride and expenses with them.

**Social Security Cards**
International students are not allowed to have a social security card unless they have a job. Depending on your visa type, INTERLINK students are not allowed to have a job, either on or off campus (UNCG students can get permission to work up to twenty hours a week on campus.)

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**Campus Resources**

**Campus Map**

**Academic Resources**

- **Writing Center** – MHRA Room 3211 (For students of any RW level and CS 3 or above.)
- **Speaking Center** – MHRA Room 3211 - For students in any level. For presentation help, go two days before presentation date.
- **Office of Leadership and Service Learning** (OLSL) – Elliott University Center (EUC), Suite 216 - Volunteering
- **Multicultural Resource Center** – EUC, Suite 062
- **Spartan Card ID center** – 121 EUC (middle floor near coffee shop)

Jackson Library – 320 College Avenue

- [Main Library page](#)
- [INTERLINK page](#) for research help
Undergraduate Admissions – Foust Building, Second Floor
Graduate Admissions - Foust Building, Second Floor

Recreation and Entertainment Resources on Campus
ISA – International Student Association, International Programs Center, 207 Foust Bldg.
CAP – Campus Activities and Programs, EUC, Suite 221
Recreation Center – on Gate City Blvd. You can use the walkway behind MHRA and the Parking Deck.
Weatherspoon Art Museum – at the corner of Spring Garden and Tate School of Music, Theater, and Dance – SMTD – many performances are free or low cost for students.

COMMUNITY RESOURCES

Greensboro Post Offices
Spartan Mail - On Campus
On the 1st floor of the UNCG Dining Hall (The Morans Commons)
(336) 256-0147

USPS – Downtown Greensboro
201 N. Murrow Boulevard
(336) 668-1375

SAFETY AND SECURITY

Adhering to safety and security parameters is in everyone’s interest to ensure the best experience while in the US. If well informed, students will be able to take responsibility for their own wellbeing. First of all be aware of personal needs, choose food and beverages that will meet your nutritional needs. Choosing appropriate attire for the cultural environment and the climate will also be helpful. You can check the local weather forecast at Digtriad.com. Eating well and wearing the right clothes for the weather conditions will go a long way toward maintaining physical and mental wellbeing.
Students should also be aware of their environment and their belongings at all time, and take care to protect against theft whenever possible. INTERLINK assumes no responsibility for items lost, stolen or damaged during the course of the program. UNCG and Greensboro while generally safe are still places where things can happen and the best protection is prevention. The most common items stolen on campus are bicycles, laptops, phones, and other electronic devices. Never leave your backpack unattended even for a few moments. Thieves watch and wait for you to leave and will take it before anyone notices. If teachers find items left behind in classrooms, they will usually take them to the INTERLINK office or bring them to class the next day.

**Important Health and Safety Contact Information:**

**INTERLINK Office**: (336) 334-4700  
**Student Health Services**: (336) 334-5340  
**UNCG CAMPUS Police**:  
- Emergency on Campus: 336-334-4444 (or from a campus phone by dialing 4444)  
- Non-Emergency on Campus: 336-334-5963  
- Text: 336-447-3898 (44PDTXT) (Do not send pictures)  
- e-mail: police@uncg.edu  

Information from UNCG police on Safety issues – various topics

Emergency off campus: 911  
Non-Emergency off campus: Greensboro Police 336-373-2222

**In Case of Emergency**  
There are two hospitals near campus in Greensboro for emergencies:  
**Wesley Long** – 501 North Elam Avenue (336) 832-1000  
**Moses Cone** – 1200 North Elm Street (336) 832-7000  

Hospitals are EXPENSIVE! *(Students have reported paying over $1000 for one emergency room visit. Insurance may not pay for it if it is not an emergency.)*

**Urgent Care (if you can wait until they are open)**  
**Urgent Medical and Family Care**  
102 Pomona Drive  
**Moses Cone Urgent Care**  
1123 North Church Street
INTERLINK OFFICE

For the unaddressed questions or topics
We apologize if we missed to address particular topics of concerns and interest. Feel free to stop by the INTERLINK office and let us know what you may need. We will be happy to provide or look for an answer for you. We care for your well-being while at INTERLINK, and we will do our best to ensure that your questions and concerns are addressed.

Happy Learning!