



International Student Guide

2025-2026



LaGUARDIA
COMMUNITY COLLEGE

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Welcome

to LaGuardia Community College



As an F-1 student, you join hundreds of other international students who have selected LaGuardia Community College to further their educational, professional, and personal goals. Our F-1 students represent **over 140 countries**, studying in many majors and fulfilling many life plans. I encourage you to get to know the students, instructors, and acquaintances you will meet along this exciting new journey.

By choosing to study outside of your country, you have identified yourself as an adventurer, i.e., someone willing to explore a new culture, educational system, and a new way of looking at the world while simultaneously carrying the burdens and rewards of full-time student enrollment. I recognize and applaud your spirited decision to take on this challenge; I know there is excitement and enthusiasm at the beginning of this journey. There will also be instances of frustration and stress. These are natural parts of the acculturation process. I hope you can see them as such, always keeping the bigger picture of your life goals in mind.

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Important Forms, Documents, & Your F-1 Status

Understanding your documents: what they mean, what they say, and what you must do to keep them valid. This applies to your passport, your I-20, your visa, and your I-94. Make sure that you keep them safe at all times. If lost or stolen, report them to your consulate and International Student Officer (DSO) and replace them immediately. If you are nearing an expiration or completion date, apply for any eligible extensions.

The law requires you to carry "evidence of registration documents" at all times. These documents are your passport, visa, I-94, and I-20. The law says that not having these documents with you is a misdemeanor, carrying penalties of a fine up to \$100, jail up to 30 days, or both.

Passport

A travel document that allows you to enter other countries and re-enter your home country. Keep your passport valid at least six months into the future. Apply at your embassy or consulate to extend or replace your passport.

I-20

A Certificate of Eligibility to apply for Non-immigrant (F-1) Student Status. It is issued through the SEVIS system and is evidence of your admission to the school that issued the I-20. When you are admitted to LaGuardia Community College, a record is established for you in SEVIS, the online Student Exchange and Visitor Information System. U.S. embassies and consulates, ports of entry, and educational institutions use SEVIS for electronic reporting and record-keeping during your entire F-1 status.

Always keep your I-20 with your passport. If it is lost or stolen, contact your international student advisor immediately. If the program end date on your I-20 is nearing and you will not finish on time, contact your international student advisor to see if you are eligible for an extension. Extensions cannot be given after the program end date is printed on your I-20.

SEVIS ID

The 11-digit number above the bar code on your printed SEVIS I-20. This number will stay the same as long as you continue to study in the U.S. You should write down your SEVIS ID Number.

F-1 Visa

A non-immigrant student visa is issued to students qualified to pursue an entire course of study at an academic or language institution authorized to admit international students. The F-1 visa is issued at a U.S. embassy or consulate and put in your passport. Your visa has an issue and expiration date. The expiration date means the last date you can enter the U.S. with that visa; it does not mean when you must leave the U.S.

You can think of your F-1 Visa as your physical "ticket" to enter the U.S. Once you enter the U.S., the visa has no further function until you leave and re-enter the U.S. again.

Note: Your F-1 visa does not represent your immigration classification/status or the amount of time you are allowed to remain in the U.S. Your immigration classification and length of stay are not granted by a U.S. embassy or consulate. Your visa status and your approved length of stay are granted by an immigration officer when you are admitted at a U.S. port of entry. Your visa status and approved stay length appear on your I-94 card.

To learn more about different rules and how they apply to your F-1 visa/status, please visit: [U.S. Immigration and Customs Enforcement](#)

I-94

An I-94 is a form denoting the arrival departure record. The I-94 paper form is no longer required. All arrival and departure information is gathered electronically at a custom-made website, where you can verify immigration status or employment authorization, record number, and admission information.

Immigration Classification/Visa Status: When the inspector at a U.S. port of entry admits you to the U.S., you are granted an immigration classification. Your classification appears on your I-94 card. If your I-94 states "F-1", is your classification/visa status. You remain in this classification as long as you comply with all rules and regulations of the U.S. government and the School you are attending. If you do not comply, you fall "out of status" regardless of what is on your I-94 card.

D/S: This is the abbreviation for "Duration of Status." The officer writes this your I-20. It is your period of admission. It indicates that your stay in the U.S. is valid as long as you are in status as an F-1 student. When leave the country, your lawful time in the U.S. ends.



Maintaining Your F-1 Status

To remain in status as an F-1 student at LaGuardia Community College, please read and review the F-1 visa regulations frequently. Remember that the responsibility for remaining in status at all times is yours alone! Contact your International Student Advisor whenever you have questions.

F-1 Visa Regulations

1. Attend the institution listed on your I-20/DS-2019.
2. Check in with the International Services Office upon arrival at LaGuardia Community College to register your SEVIS record. This alerts the Department of Homeland Security (DHS) that you are an active student. Failure to check in with the ISO could result in class registration delays, loss of legal status, and termination of SEVIS record.
3. Maintain full-time enrollment in a course of study each academic term. The minimum per semester is 12 equated credits. W, WA, WD, WN, and WU grades do not count for full-time status.
4. If you cannot complete a full-time course of study due to extenuating medical or academic circumstances, you must be approved for a Reduced Course Load with the approval from your academic advisor and authorization in SEVIS from the ISO BEFORE you drop below full-time or take a leave of absence.
5. Make satisfactory progress toward completing your program and keep the I-20/DS-2019 valid during your study.
6. If you plan to graduate early or cannot complete your program by the program end date listed on the I-20, you must see the International Services Office to see if you are eligible to have your program date shortened or extended on your I-20. This must be completed at least two weeks before the I-20 program end date.
7. Report any changes to your name, address, or contact information to the International Services Office within ten days of the change by submitting the Address Update form to our office. International Student Services will use your LaGuardia email for all immigration updates. It is your responsibility to check your email frequently.
8. Keep your passport valid for six months into the future. Contact your embassy to renew your passport well BEFORE the expiration date.
9. Never accept employment off campus without authorization from the International Services Office and the U.S. Citizenship and Immigration Services (USCIS), even if it is unpaid or an internship. Contact the ISO to determine if you are eligible for off-campus employment authorization in your field of study.
10. Never work in an on-campus position for more than 20 hours per week while school is in session.

11. Notify the ISO if you intend to transfer to another U.S. school.
12. Report any changes to your major, program level, or funding source to ISS within ten days of the change.
13. Submit your I-20/DS-2019 for travel authorization to the ISO at least two weeks before you leave the U.S. for vacation if you intend to return to continue your studies.
14. Comply with all other U.S. federal and state laws, such as never driving while intoxicated and never carrying a weapon.
15. Comply with all other LaGuardia academic and conduct policies.

The exception to the Full-Time Rule

In rare circumstances, your International Student Advisor can approve a reduced course load (less than 12 units) for any given semester. For example, you can be approved for a reduced course load for the following reasons:

Illness or other medical condition: Requires written documentation from a doctor. If you have questions, please visit International Student Services at B-117.

Academic Problems: Difficulties with the English language or American teaching methods or improper course placement. This option is available to you only during your first semester.

Completion of Major: You may have fewer than 12 credits during your last semester because you have fewer than 12 credits remaining to complete your program of study.

**DROP BELOW 12 CREDITS OF COURSES WITHOUT PRIOR APPROVAL
FROM YOUR ADVISOR OR HAVE NOT COMPLETED 12 CREDITS BY THE
END DATE OF THE SEMESTER, YOU WILL BE OUT OF STATUS.**

Leave of Absence

Suppose you are very ill or have a severe medical condition that prevents you from attending classes for an entire semester. In that case, you can remain in the United States without taking classes while on a Medical Leave of Absence. You must provide written verification from your doctor to qualify for this leave of absence.

A leave of absence may also be granted to you if you must leave the United States for the duration of one semester. Be sure to inform your International Student Advisor and to obtain a travel signature for your I-20 before leaving the U.S. You must request permission for a leave of absence ***before*** the rest is taken. Failure to do so will place you “**out of status.**”



Vacation

LaGuardia Community College designates the fall and spring semesters, session II, as its summer and winter vacation periods. You must enroll in 12 equated credits during session I to be eligible to take session II as a vacation period. If you register in less than 12 equated credits in session I, you will be required to enroll in session II, preventing you from having a break.

Required Reporting

What events and information do I need to report to my International Student Advisor?

Federal regulations require that F-1 students must report any changes to their personal information to the International Student Services office within ten days of the change. The following is a list of events that affect your status, and that must be reported by you to your international student advisor:

- **Change in legal name or address:** You must report any changes to your name or current address within ten days to us.
- **Reduced course load:** You are required to COMPLETE 12 credits/equated credits per semester. You must obtain permission from DSO to enroll in less than 12 credits/equated credits
- **Withdrawal from courses:** You must obtain permission from your international student advisor to withdraw from a class.
- **Extending your program & I-20:** If you cannot complete your major by the designated date on your I-20, you must contact your advisor to extend the length of your I-20. If you allow your I-20 to expire, you will be “out of status.” Under certain limited circumstances, you may be able to get a new I-20 extending your stay. You must apply for the extension with your student advisor at least thirty days before the completion date on your current I-20. If your I-20 expires, you cannot file for an extension of stay, and you will be considered out of status.

- **Curricular Practical Training (internships) or Optional Practical Training:** Please contact your international student advisor.
- **Travel outside of the United States:** Contact DSO to obtain a travel signature on your I20 at least two week before you travel, and please observe the following:
- **Passport:** F-1/ J-1 students must keep their passports valid six months into the future at all times. Students requiring a renewal must apply well in advance of the expiration of their passport
- **Visa:** F-1/J-1 students are admitted to the U.S. for D/S (Duration of Status). If a student’s I-20 is valid, they may remain in the U.S. with an expired F-1. However, if the student has plans to travel internationally, they must apply for a renewal of their F-1 from a U.S.Consulate or Embassy.
- **Travel Signature on I-20:** F-1 students must present an unexpired I-20 with a valid travel signature at the port of entry when returning to the U.S. from a trip outside the country. Travel signatures refer to the list of signatures on the second page of the I-20. A DSO in the International Services Office must provide the travel signature. Travel signatures are valid for one year while a student is enrolled and for six months during OPT.
- **Transfer to another school:** Please get in touch with your international student advisor at least one week before departure.
- **Completion of studies/graduation**

Note: Failure to enroll and complete 12 credits /equated credits or report any of the above can leave you out of status.



Non-Compliance with Your F-1 Status

Out of Status: If you do not comply with rules and regulations governing F-1 visa holders, you will fall out of status. An international student advisor will notify you if you fall “out of status.” Once you are put “out of status,” you have only two choices. You can leave the United States, abandon your student status, or apply for reinstatement.

Terminating your I-20: If you fail to comply with regulations, your International Student Advisor may terminate your record in the SEVIS system, and you will be “out of status.” This means that you are now in the U.S. ILLEGALLY.

Reasons for being placed Out of Status

- Failure to maintain full-time enrollment and to make satisfactory progress towards completing your major. This means that you did not enroll in 12 credits during the past semester.
- Failure to apply for an extension of your I-20 before your current I-20 expires.
- Failure to notify your advisor before traveling outside the U.S.
- Failure to always keep your passport valid for at least six months into the future.
- Accept off-campus employment of any type without first consulting your international student advisor.
- Failure to notify your international student advisor before you transfer to or from another school.
- Failure to inform the international student office within ten days if you change your address, telephone number, or legal name or if your dependent/spouse situation changes.
- Failure to leave the United States or transfer to another school within 60 days after your last day of class or Practical Training period.

What happens when I’m placed out of status?

- You will not be allowed to accept a Curricular Practical Training (internships.)
- If you are working on-campus, your employment can be terminated.
- You will not be allowed to accept any Practical training employment.
- If you transfer to another school, you will be reported as being out of status to your new school.

Getting Your Status Back

Option 1: Reinstatement

If you are out of status and want to remain in the U.S. in F-1 status legally, you may apply for Reinstatement of your F-1 Status. Reinstatement is a process that goes through the U.S. Department of Homeland Security/Bureau of Citizenship and Immigration Services. The reinstatement process can be time-consuming and complicated.

To expedite your application for reinstatement, please bring the following items to your appointment:

- A letter was written by you explaining the reason why you violated your status.
- A personal check or money order for a \$370 filing fee and \$85 biometrics fee. Total of \$455.
- Your original I-94 Card and the original I-94 for each dependent (if applicable).
- Copies of the front & back of all current and previous I-20s issued to you by LAGCC and all previous schools.

After we mail your request, you may wait several months for an answer. The immigration service will send the response to your reinstatement application directly to you!

NOTE: While you wait to be notified about your reinstatement application, you must continue to attend school on a full-time basis.

Option 2: Travel and Reentry

In some cases, it may be advisable to depart the U.S. and re-enter with a new I-20 rather than applying for reinstatement. You may do this by obtaining a new I-20 from the school you are currently attending or wish to attend, then departing the U.S., applying for a new F-1 visa if the F-1 visa stamp in your passport has expired, and returning to the U.S. Note that students who violated status are not eligible for automatic visa revalidation. A re-entry to the U.S. after a status violation is viewed by Immigration as “initial attendance” in F-1 status. As such, you are bound by restrictions placed on new students, such as the academic year waiting period for eligibility for practical training.

To request a new I-20 for travel and reentry:

- Schedule an appointment with your assigned International Student Services (ISS) adviser to discuss your options to regain F-1 status. At the appointment, the ISS advisor will review your situation and discuss the travel & reentry process.
- You will be asked to upload scans/photos of financial documentation. The financial documentation must show enough funds to pay for tuition expenses.



Travel In & Out of The United States

Temporary Travel - Inside and Outside the U.S.

Inside the United States:

Carry your passport, I-20, and I-94 when traveling within the U.S.: These documents provide immediate proof that you are in lawful status. The law requires you to carry evidence of "registration documents" at all times. Air passengers may undergo extensive security checks before domestic and international flights.

Visit the International Student Services Office at least one week before leaving for your trip. Bring your I-20, I-94 card, and passport with you.

Outside the United States:

Before traveling outside the United States, meet with an advisor to review your I-20, visa, and passport. The advisor will also verify your enrollment. If all is in order, the advisor will sign your I-20 so you may re-enter the U.S.

Please make sure to come to the International Student Office at least one week before you plan to travel. To ensure re-entry to the U.S., we recommend getting a travel signature whenever you travel outside the U.S.

To travel outside of the U.S., you must have the following:

- A passport valid for six months into the future.
- An F-1 visa valid for re-entry to the U.S. Your Visa must be valid beyond the date you plan to return to the U.S.
- A current I-20. Your I-20 must have a program end date beyond the date you plan to return to the U.S. Your international student advisor must sign the Travel Endorsement of the I-20 before you leave the U.S.
- If you are on Practical Training, you must travel with your valid (unexpired) Employment Authorization Document (EAD card) and a letter of authorization from the employer.
- If you are going to travel to a country that is not your country of citizenship, contact the consulate of the country you will visit to ask about entry and transit visa requirements. See www.embassy.org or www.state.gov

Travel signatures are only issued to current full-time students who will be returning to the United States for further study or to students who are on Practical Training and have a valid EAD card.

NOTE: If you have not maintained your full-time status or have already completed your Major or Optional Practical Training, you will not be eligible to receive a travel signature. A travel signature means that you will return as a full-time student.

Travel Regulations for Canada, Mexico, and Caribbean Islands

If you visit Canada, Mexico, or the Caribbean Islands (except Cuba) for less than 30 days, you must have the following:

- A valid passport
- An I-94 card
- I-20 with travel signature from your advisor

You do not need a valid F-1 visa to travel to these countries.

Do not automatically give your I-94 form to authorities when you leave the U.S.

If you plan to visit Canada, Mexico, or the Caribbean Islands for more than 30 days, you must have a valid U.S. visa stamp to re-enter the U.S. The governments of Canada and Mexico may require citizens from your country to have a visa before entering their countries.

Before traveling to any of these countries, check with the respective consulates' websites.



Traveling to Renew your F-1 Visa

What happens if I need to travel, but my F-1 Visa has expired?

If your F-1 visa has expired or you were only granted one entry on your Visa and plan to travel home, **you must renew your Visa before you re-enter the U.S.**

Before you travel outside the U.S., check to see if the visa in your passport is valid for re-entry to the U.S. If it is not, you will need to go to a U.S. consulate or embassy before you return to the U.S. and receive a new visa before you are allowed to re-enter the U.S.

You cannot renew your visa in the United States. Your best course of action is to renew your Visa in your home country.

If you apply to renew your Visa in a third country and the Visa is denied, you will not be allowed to re-enter the U.S. and must return to your home country from the third country. Each consulate will post procedures, requirements, and estimated processing time. They will also post the days that they are closed for both local and U.S. holidays.

Processing may take a few days or longer than one month. You will not be permitted to enter the U.S. until your new visa is issued. Please plan to allow adequate time if you are required to go for a person-person view. For an in-person interview, take the following:

- A letter of recommendation from the ISS Office to be given to the U.S. consulate in your home country
- New financial documents (bank and sponsor letters)
- Valid I-20 and passport
- An official transcript, if required

International Student Employment

Work authorization is required for international students to work in the U.S. USCIS considers unauthorized employment a violation of the F-1 status and represents the most severe violation of the F-1 status. Students must consult with the International Student Services office before accepting work.

On-Campus Employment - Economic Hardship – Optional Practical Training - Internships

On-Campus Employment Opportunities

You can work on-campus (at any CUNY Colleges) for up to 20 hours per week when school is in session. Employment is considered a privilege, not a right, for F-1 students. To accept on-campus jobs, you must meet the following criteria:

- You must be in good academic standing and be enrolled full-time
- Hold a valid passport and have a current I-20 at the time of application for a job and during the entire time of employment.
- If you are not in good academic standing and have not fulfilled all the requirements of your student status, your employment may be interrupted until you restore your good standing.
- You can work full-time (40 hours per week) on campus when school is not in session and when you are on your vacation quarter. Please be aware that on campus employment opportunities are limited.
- You should not expect to support yourself through employment.
- Once you finish your major, you may no longer work on campus except if you are authorized through Optional Practical Training and the work is directly related to your course of study. You may also work on campus after you have completed a program if you have been issued a new I-20 for a second program that will begin the following quarter.



Off-Campus Employment- Economic Hardship

What happens if I experience money problems while studying at LaGuardia Community College and cannot find on-campus work?

Economic Hardship Work Authorization

If you experience financial difficulties while studying at LaGuardia Community College and have already been in lawful F-1 status for one year, you may be eligible to apply for Economic Hardship Work Authorization.

Severe Economic Hardship is a type of work authorization for F-1 students experiencing *severe and unforeseen economic problems*. Under this work authorization, F-1 Student Visa Holders can seek work off-campus.

You may apply for economic hardship work authorization for the following reasons:

- Loss of on-campus employment or inability to gain on-campus employment
- Fluctuations of currency and exchange rates
- Drastic increases in tuition and living expenses
- Unexpected changes in the financial ability of your sponsor to pay for your education or living expenses
- High medical bills or other substantial and unexpected expenses

How do I qualify for Economic Hardship?

If you fall in one or more of the categories listed above and you meet all of the criteria below, you may apply for Economic Hardship:

- You have been in lawful F- 1 status for at least one academic year at LaGuardia.
- You must have maintained your full-time enrollment status for one academic year at LaGuardia.
- Have a minimum Grade Point Average of 2.00 (C average)
- Have lost your on-campus job or are unable to find on-campus work

Curricular Practical Training - Learning on the Job

Curricular Practical Training (CPT) is an internship that carries academic credit and is part of your major. It is a work experience that is an integral part of your major or field of study.

To be eligible for CPT, you must:

- Complete nine months of full-time study in F-1 status at LaGuardia
- Receive passing grades and be in a Major or certificate program that gives academic credit for internships.
- You must have an employer's work offer before applying for CPT.
- If your total time in F-1 status is only nine months when you complete your major or certificate program, you will not be eligible for an internship.

Does paid Curricular Training affect my Optional Practical Training?

You can work and be paid part-time or full-time for one semester while on CPT. Working for more than 20 hours per week is considered full-time.

What employment options do I have once I complete my studies?

Optional Practical Training (OPT)

As an F-1 student, you can apply for one year of post-completion Optional Practical Training. Although you can apply for OPT before completing your major, you can begin work only after graduation. If approved, optional practical training (OPT) allows you to work for a maximum of one year in a job directly related to your study area. When you are ready to apply for OPT, contact your International Student Advisor. You must apply for OPT before your last day of classes during your last semester.

To be eligible for OPT:

- You must have been studying full-time in F-1 status for at least one academic year by the start date of your OPT.
- You must also be in the last semester of your major or certificate program to apply.
- You do not need to have a job offer to apply.

Academic Success and Student Resources



The LaGuardia Community College catalog is your source for academic programs, course descriptions, admission, tuition, rules and regulations, and more.

Academic Catalog

Academic Success - Becoming an A+ Student

Studying in a U.S. American classroom can be a life-changing experience for an international student. You can self-express, build relationships, and expand your social skills. Many international students find very observable differences between classroom culture and etiquette in the U.S. compared to their home countries.

What do my teachers expect from me?

During the first week of classes, the instructor will hand out a syllabus, which includes the course objectives, due dates for assignments, chapters being covered, the attendance policy, and the grading policy. The syllabus also includes the instructor's contact information and office/classroom location. This document should be used as a reference throughout the semester to ensure that class requirements are met. One notable difference that students find is that grades are determined by weekly assignments, papers, and projects rather than solely on exams.

As an international student, F-1 visa regulations state that you are expected to make satisfactory progress toward graduation. This means that you must not only enroll in 12 credits but also pass 12 credits/equated credits every semester that you are enrolled in LaGuardia Community College.

Once you are in a classroom, your teachers will have certain expectations of you. Here are some of the things that instructors will expect from you in class and that you should prepare to do:

- Ask questions when you do not understand something.
- Research answers to questions that come up in class.
- Take written notes during lectures.
- Ask for clarification of assignments if they are not clear to you.

- Actively participate in class. This means asking questions, making suggestions, and asking for clarification.
- Complete projects, reports, and assignments on time.
- Volunteer to answer questions asked in class.
- Participate in class discussions.

How will I be graded?

Examinations and assignments vary from one course to another. The instructor will provide you with the number of exams, assignments, and material each will cover. If you are unfamiliar with the types of exams or assignments requested by the course, please get in touch with your professor for any concerns and clarification. Some courses involve taking a final exam at the end of the semester, but others may replace it with completing one or more long papers. Make sure you take the time to review the syllabus to understand the instructor's expectations of the course, method of grading, and due dates.

Teaching Styles

Professors may engage students in different ways to teach the course material. Methods such as lectures, class discussions, or both may be used. Most classes meet on a specific schedule once, twice, or three times a week. The professor's teaching style can determine the amount of student engagement in each class. While some instructors prefer a more formal lecture style, others may suggest a more interactive approach where students actively participate in the conversation.

Many professors encourage class participation and often expect it. In some courses, participation may be factored into your overall grade. Suppose you feel hesitant to participate due to your English proficiency. In that case, it is strongly advised to communicate this concern with the professor, your academic advisor, or the International Student Advisor in the ISO.

If students are confused about class material, they must ask for clarification before or after class. If the issue requires a more extended conversation, the student may make an appointment to attend office hours with their professor. In U.S. academic culture, students are encouraged to ask questions regarding class material. There is no shame in not understanding what has been presented in class. It would be best to ask when you realize you do not completely understand the material.

Attendance

The attendance policy will be stated at the beginning of the semester to ensure that all students know what is agreed upon. Since attendance is likely a factor in your grade, it is expected that regular attendance should be prioritized. Missing more than two classes or being excessively tardy may lower your final course grade. If you must miss a class, email your professor before the class meets to advise them of your absence.

Absences

The instructor will outline the attendance policy on the first day of class. If you have any questions about the absence policy, speak to the teacher at the beginning of class.

If you know you will be absent from class, inform your instructor in advance. Ask a classmate to take notes for you and ask the instructor what the assignment will be for that week.

In the case of a prolonged illness, you must contact your instructor as soon as possible and explain your situation. If you wait too long, your teacher may require you to drop your course. This may place your F-1 Visa Status in jeopardy.

Grades

Instructors assign a letter grade from "A" to "F" corresponding to numerical values used to compute your grade. Here is a list of letter grades used, what they indicate about your work, and their corresponding grade point value:

Grade	Quality of Work Indicated	Grade Point Value
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0

Remember, your International Student Advisor must approve all withdrawal requests first.
DO NOT drop a course without your advisor's consent.

Additional Grading Terminology

Withdrawal: Withdrawing from a course will result in a W on your transcript and equal 0 quality points. International students MUST notify the International Student Services office *before* withdrawing from any course, as it may impact their immigration status.

Incomplete: An incomplete shows as INC on the transcript and equals 0 quality points until the coursework has been completed and graded. If a student must attend class sessions for the course in a subsequent term, tuition must be paid for this second attendance.

Academic Honesty

Academic integrity must be understood in U.S. academic culture, as it is one of the most important concepts to grasp. Even innocent violations can be detrimental to your academic future. Cheating, plagiarism, or other academic misconduct will result in various consequences, ranging from receiving a failing grade on a paper, exam, or course to being suspended from the university or leaving permanently. Note that failure to maintain your full-time student status affects your immigration status as well. More information about academic integrity and policies can be found in the Academic Catalog.

**LaGuardia Community College has general expectations for academic behavior.
Instructors will specify their particular expectations for each course in their syllabus.**

Dishonest practices include, but are not limited to, the following:

- **PLAGIARISM** - Using another person's ideas or words as if they were your own.
- **MULTIPLE SUBMISSIONS** - Taking work done for one course and resubmitting it for another course in an identical or similar form.
- **FABRICATION** - Falsely stating or inventing any content of an academic work.
- **CHEATING** - Dishonest activities such as using or attempting to use unauthorized materials or information in an assignment or test. Helping or attempting to help another person do something academically dishonest. Looking at or copying someone else's work. Letting someone else copy your work.

NOTE: You may be expelled from school if you engage in any of the above dishonest practices.

New Student Resources

As a LaGuardia student, you will have access to various resources to help you succeed at the College. We encourage you to spend some time exploring the campus and all the resources it has to offer.



Writing Center

There are many resources on campus to help you become a better student. One of the most important resources available to you is the Writing Center.

As a student at LaGuardia Community College, you will be asked to write a lot. What you can get at the Writing Center is tutoring on becoming a better writer and getting better grades on your papers.

The following is a list of services provided by the writing center:

- Your tutor can read through your whole paper and give you a specific evaluation of the strengths and weaknesses in your writing with an emphasis on recurring error patterns.
- Your tutor can point out one example of each recurring error pattern in your paper.
- Your tutor can help you correct the first five sentences of your paper to help you understand what to look for.
- Your tutor can use Writing Center materials to help you learn more about the kinds of errors in your papers.
- Your tutor can help you with your paper's thesis and organization.

Whether it is how to get started on a research paper, correct a mark in the class paper essay, or proofread, the Writing Center is staffed with skilled, trained tutors who can help you become better writers. **TAKE ADVANTAGE OF THIS IMPORTANT RESOURCE!**

Wellness Center

The Wellness Center provides individual counseling services to assist you in identifying and clarifying any personal concerns. These services are free, confidential, and available to currently enrolled students.

Please get in touch with the Wellness Center at **(718) 482-444** or stop by their offices in room **C249** for more information.

Academic Advisement

International students are assigned an academic advisor housed in the International Student Services Office to assist students with selecting classes, discussing their major, and identifying resources to solve problems or meet specific educational needs.

Library

LaGuardia Community College has a world-class library facility right on campus. Friendly librarians are at your disposal to help you with your research needs.

You may also access many full-text databases, indexes, abstracts, photo archives, and other resources through the internet. You can access the library website at

<https://library.laguardia.edu/>

Health Services Center

"A healthy student is a happy and productive student."

For most students, being away from home is a complete change; not having a support system in place, not having your parents monitoring sleep and food, and general health issues is a huge change, and even when change is good, it can be a significant stressor on the body.



We would like you to keep the following in mind:

- Keep a regular sleep pattern.
- Feeling sick? Go to the nearest doctor and get help sooner rather than later. You do not want to go home ill and unable to complete your education.
- Learn about health insurance. The ISS is an excellent place to start if you have questions about your health insurance options.
- Dressing for Cold Weather: The cold weather during the New York winter may come as a shock to students from warmer climates. It is essential to be prepared when the snow and winds arrive. You will hear reports of "wind chill factor." This is what the temperature feels like when considering the wind. The lower the air temperature and the stronger the wind, the more dangerous the wind chill. Despite this, with some preparation, the cold will not seem so bad.
- Eat healthily.

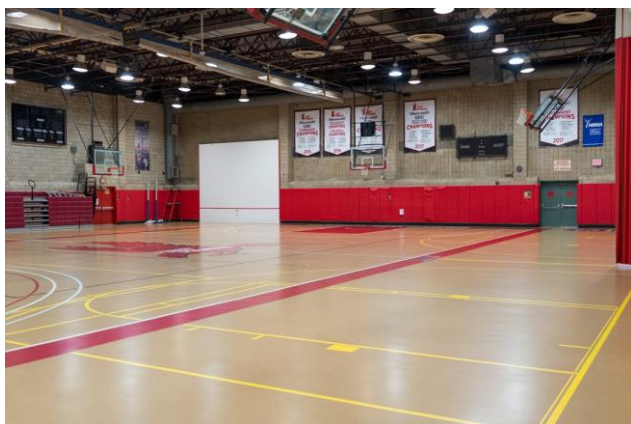
An essential part of staying healthy is eating a nutritious and balanced diet. Finding the right food in a new country may be difficult. The food everyone is eating may not appeal to you. Exercise can also contribute to your health. If you exercise regularly, you will get sick less often, have more energy, and feel less stressed. LaGuardia has a fitness center with a swimming pool, sports gym, and a fitness center, and it also offers group fitness activities.

Contact the **Fitness Center** at **718 482-5044** for location and operation times.

Staying healthy in a new environment, with all the differences in climate, food, and language, is challenging. If you have adequate health insurance, get medical care when needed, eat a nutritious diet, and get regular exercise, you will stay healthy and get much more out of your experience as an international student in the United States. All of these factors will, of course, improve your academic performance.

Health Insurance

What happens if I get sick? Medical care in the United States is costly and is not subsidized by the government. Many doctors and hospitals do not accept medical insurance from other countries. To avoid being turned away from a hospital or doctor's office during a time of need, contact the health insurance company in your home country to ensure your medical coverage is valid in the United States. Please stop by our office for more information.



COMPLETING YOUR MAJOR

The 60 Days Rule - Applying for Second Field of Study - Transferring to Another School

When you complete your program, you have four options.

1. You can remain in the U.S. for a maximum of 60 days. During this time, you can travel anywhere in the U.S., but you cannot leave the U.S. and then return to the U.S. within 60 days and then leave again.
2. You can transfer to another U.S. school. Your transfer must be processed within 60 days of finishing your program of study at LaGuardia. You must submit the new school's acceptance letter and transfer release form. Your International Student Advisor must enter the transfer information into the SEVIS system, and your new school must access that information and issue your new I-20. All this must occur within 60 days of your last date of attendance at LaGuardia Community College. You must begin your new school as soon as the new term starts at that school, but no later than five months from your last date of attendance. You will be out of status if you do not complete the transfer within 60 days.
3. You may apply for and engage in Post-Completion Optional Practical Training. You must apply for OPT before graduation.
4. Remain in F-1 status while you are on OPT. You must inform your international student advisor whenever you change your address and get a signature on your I-20 before traveling outside the U.S.

Preparing to Leave the United States

If you are not going to continue at LaGuardia Community College, apply for OPT, or transfer to another school after you complete your program, you must leave the United States within 60 days of completion of your program or practical training period.

You may use this time to travel within the United States as long as you leave within 60 days. You may not leave the United States temporarily during this time, return, and then leave again within 60 days. Failing to depart within 60 days is considered a violation of status and subject to deportation.

