

International Student Quick Reference Guide



2016-2017



University of Findlay®

Table of Contents

Table of Contents.....	2
<u>Safety and Security</u>	
University Police/Security.....	4
<u>Academic Support</u>	
2016-2017 Academic Calendar.....	5
Registration.....	7
Directions for Registering	
Change of Schedule	
Withdrawal from Selected Courses	
Withdrawal from the University	
Medical Withdrawal	
Withdrawal Policy	
Tuition Refund Policy	
Academic Support.....	13
Expenses.....	14
Payment Policy & Payment Plans	
Payment Methods	
How to Check Your Bill in the System	
Scholarships	17
<u>Campus Life</u>	
Campus Life	19
Printing Places	21
What to Do When You Get Sick.....	22
Cosiano Health Center	
Counseling Services	
<u>Transportation</u>	
Free shuttle service location & more.....	24
How to Get an Ohio Driver's License.....	26
Parking on Campus.....	28
<u>Employment</u>	
Career Services.....	29
How to Get Your Social Security Card.....	30

Housing

On- and Off-Campus Housing.....	33
Things to Know Before Looking for a House	
Leases	
Moving In.....	37
Utilities	
Utility Company Information	
On- and Off-Campus Mail.....	38

IELP

IELP Student Information.....	42
IELP Faculty/Staff Contact Information	
Test of English as a Foreign Language Information	
IELP Student Complaint Procedure	
IELP Placement Appeal Form	
IELP Registration Information Sheet	
IELP Refund Information	
Other Important Information	

Other information

Who Do I Call?	48
How to Get a SIM card	50
Bank Information.....	51
Health Insurance	53
Undergraduate	
Graduate and Degree Completion	
Family Services	54
Things Not to Do in the U.S	56
Graduation Bucket List	57

University Security

The University Police/Security office is located on the first floor of Lovett Hall. Lovett Hall is located on the southwest corner of Frazer Street and North Cory Street on the Main Campus.



University Police/Security provides the following services:

Code Blue Emergency Phones

If you have an emergency, use the “Red Push for Help” button on the blue light units. This will automatically send a call to the security office. A flashing blue light will accompany your call.



Security Escorts

Security escorts are available to anyone who calls 419-434-4799.

2016-2017 Academic Calendar

Fall Semester 2016

August 16	President's Breakfast and All-Campus Opening Activities
August 17	Fall faculty meeting and faculty development workshops
August 18	Residence halls open for students attending New Student Registration on August 18
August 18	Final registration session for new students
August 19	Residence halls open for new students who registered in summer
August 19-21	New Student Orientation (Arch Ceremony on August 19)
August 20	Residence halls open for upperclassmen
August 22	Classes begin for standard semester session
August 26	Last day to add a class or section for standard semester session *
August 29	Last day to drop a class or section for standard semester session*
August 29	Block 1 begins for online degree programs
September 5	Labor Day (No classes)
September 9-10-11	Fall Weekend College begins
October 10-11	Mid Fall Recess: No classes for standard semester sections
October 19	Report grades less than "C" in standard semester session classes
October 23	Block I ends for online degree programs
October 24	Block II begins for online degree programs
November 2	Last day to withdraw from standard semester session classes
November 18-19-20	Fall Weekend College, final meetings of session
November 23-27	Thanksgiving Recess (No classes)
December 9	Deadline for seniors to apply for May 2017 Graduation
December 9	Final class day for standard semester session
December 12-15	Final exams for standard semester session
December 18	Block II ends for online degree programs
December 21	Final grades due for all sessions by 9 am

*Withdrawals from a course after the session has started may incur financial liability. It is the student's responsibility to review the Tuition Refund Policy prior to withdrawal.

Spring Semester 2017

January 6-7-8	Winter Weekend College begins
January 8	Residence Halls open
January 9	Classes begin for standard semester session and Block I of online degree programs
January 13	Last day to add a class or section for standard semester session *
January 16	Martin Luther King Day (No classes)
January 17	Last day to drop a class or section for standard semester session *
March 5	Block I ends for online degree programs
March 6	Block II begins for online degree programs
March 6-10	Spring break for standard semester session classes
March 13	Report grades less than "C" in standard semester session classes
March 17-18-19	Winter Weekend College, final meetings of session
March 27	Last day to withdraw from classes for standard semester session classes *
March 31, April 1-2	Spring Weekend College begins
April 14-17	Easter Holiday (No classes)
April 28	Final class day for standard semester session
April 28	Deadline for seniors to apply for December 2017 graduation
April 30	Block II ends for online degree programs
May 1-4	Final exams for standard semester session
May 6	Undergraduate and Graduate Commencement
May 10	Final grades due for all sessions by 9 am
May 19-20-21	Spring Weekend College, final meetings of session

*Withdrawals from a course after the session has started may incur financial liability. It is the student's responsibility to review the Tuition Refund Policy prior to withdrawal.

Registration

Approximately eight weeks into the semester, the Office of the Registrar sends registration materials to enrolled students. Students are issued a registration date based on their cumulative earned hours. Seniors register first to ensure that courses required for graduation are available to them. Registration is handled by the faculty adviser and runs for approximately 22 working days. Students are permitted to register via the adviser on or after their assigned registration date. New students must be accepted first through the Office of Admissions before meeting with their faculty adviser. Students with an outstanding balance will not be permitted to register.

Directions for Registering for Classes

Directions A: Financial Responsibility Statement

The online payment agreement promises that you will pay for classes you take. If you withdraw from classes before the semester begins, the online payment agreement will not charge you for the semester.

- a) Online, find www.findlay.edu.
- b) Select “links” in small print, top right corner.
- c) Select the “MyFindlay” icon.
- d) Under “select login” in top left corner, open “UFNet”.
- e) Login using your UF email username and password.
- f) Select “Financial Responsibility Statement” from the left-side menu.
- g) Read the agreement, then sign your name in the box at the bottom.
 - a. Your name must be signed exactly the same way as it appears at the top of the agreement.
 - b. Be sure you have the proper semester and year selected. Choose the semester you wish to register for, not the semester you are currently in.
- h) Click on the “I agree” button.

The screenshot shows the 'Financial Responsibility Statement' page on the Findlay University website. The top navigation bar includes links for Home, Admissions, Financial Aid, Students, UF Intranet, Student Intranet, Employee Info, Access Portal, and My Pages. The left sidebar contains a 'myFindlay' section with links to Welcome, Financial Responsibility Statement, and myFindlay Help, as well as a 'Quick Links' section with links to My Pages, OilerNation, The University of Findlay, UF Mail and Calendar, UF Online, and Google Docs. The main content area is titled 'Financial Responsibility Statement' and contains a series of numbered statements (1-6) that the user must agree to. Statement 1 is a promise to pay to the order of The University of Findlay all amounts owed on my student account throughout my academic career at The University of Findlay. Statement 2 states that the user understands their billing information and Form 1098-T are available on the University of Findlay website, www.findlay.edu, and they agree to receive this information in electronic form. Statement 3 states that the user understands that tuition, fees, room, and board (if applicable), and other University charges are always due one week prior to the start of the session. Statement 4 states that the user understands that their student account balance must be paid in full, or they must be current on an official payment plan and meet the registration requirements as specified in the current catalog before they will be permitted to register for courses. Statement 5 states that the user understands that if their account becomes delinquent, they understand that they shall be responsible for, and they hereby agree to pay, all reasonable collection costs and attorney fees that the University may incur to collect any unpaid balance on my student account and that delinquencies may be reported to credit agencies. Statement 6 states that the user understands that failure to attend class(es) does not constitute an official drop or withdrawal, and that they must follow current withdrawal procedures. Furthermore, they understand that if they withdraw from The University of Findlay, they are still responsible for paying any remaining balance on my student account in accordance with the current withdrawal policies of the University. Below the statements, there is a line for the user to sign their name, followed by a line for the user to enter their name exactly as it displays in the agreement above. There is also a dropdown menu for the term, currently set to 'WU/SP 2016'. At the bottom, there is a button labeled 'I Agree'.

Home Admissions Financial Aid Students UF Intranet Student Intranet Employee Info Access Portal My Pages

You are here: Financial Responsibility Statement

myFindlay
Welcome
Financial Responsibility Statement
myFindlay Help

Search...

Show search options

Quick Links
My Pages
OilerNation
The University of Findlay
UF Mail and Calendar
UF Online
Google Docs

Financial Responsibility Statement

I, [redacted]

1. promise to pay to the order of The University of Findlay all amounts owed on my student account throughout my academic career at The University of Findlay.

2. I understand that my billing information and Form 1098-T (Tuition statement for tax purposes) are available on The University of Findlay website, www.findlay.edu, and I agree to receive this information in electronic form. My payment obligation is binding whether or not I access my electronic billing information and whether my account is being paid by me or by another person. If financial aid is expected to meet any part of the financial obligation, I understand that it is my responsibility to meet all requirements for the disbursement of funds to my student account.

3. I understand that tuition, fees, room, and board (if applicable), and other University charges are always due one week prior to the start of the session. Any balance not paid by the due date may be subject to interest at the current rate of 1.5% per month (ANNUAL PERCENTAGE RATE 18%) or a \$2 minimum billing fee, whichever is greater. Students may elect to participate in an official payment plan.

4. I understand that my student account balance must be paid in full, or I must be current on an official payment plan and meet the registration requirements as specified in the current catalog before I will be permitted to register for courses. My bill must be paid in full, or I must be current on an official payment plan in order to use campus facilities. I will not be issued a transcript or diploma until the account is paid in full.

5. If my account becomes delinquent, I understand that I shall be responsible for, and I hereby agree to pay, all reasonable collection costs and attorney fees that the University may incur to collect any unpaid balance on my student account and that delinquencies may be reported to credit agencies.

6. I understand that failure to attend class(es) does not constitute an official drop or withdrawal, and that I must follow current withdrawal procedures. Furthermore, I understand that if I withdraw from The University of Findlay, I am still responsible for paying any remaining balance on my student account in accordance with the current withdrawal policies of the University.

I hereby certify that I have read, that I understand, and that I agree to abide by the terms and conditions set forth in this agreement, and that I have had an opportunity to ask any questions I may have regarding these provisions. Questions? Contact the Student Billing Office at 419-434-4690.

Please enter your name below, select the term for which you want to register, and press the 'I Agree' button to continue.
You must accept this agreement before you can register.

Enter your name here exactly as it displays in the agreement above: Term: WU/SP 2016

I Agree

Directions B: Searching the course schedule

- Online, find www.findlay.edu.
- In the search box at the top of the page, enter “academic course schedule”. Click the search icon.
- Select “academic course schedule” from the list of search results.
- Select the “academic course schedule” link (center of page, blue letters).
- Set the program (undergraduate), year, and semester.
 - Set “list all classes” for best results.
 - Select “List all departments” for all classes the University offers. If you prefer, search department by department (search math classes, then computer classes, etc.)
- As you find classes of interest to you, note the course number and section, as well as the days and hours.

Academic Course Schedule UNDG FA 2016

[Click Here](#) to view the Academic Calendar.

PROGRAM: **SESSION:**
(See **Session Descriptions** below)

Graduate
Undergraduate

Fall
Spring
Summer

YEAR: 2016

List All Classes
Evening
Internet
Weekend

List All Departments

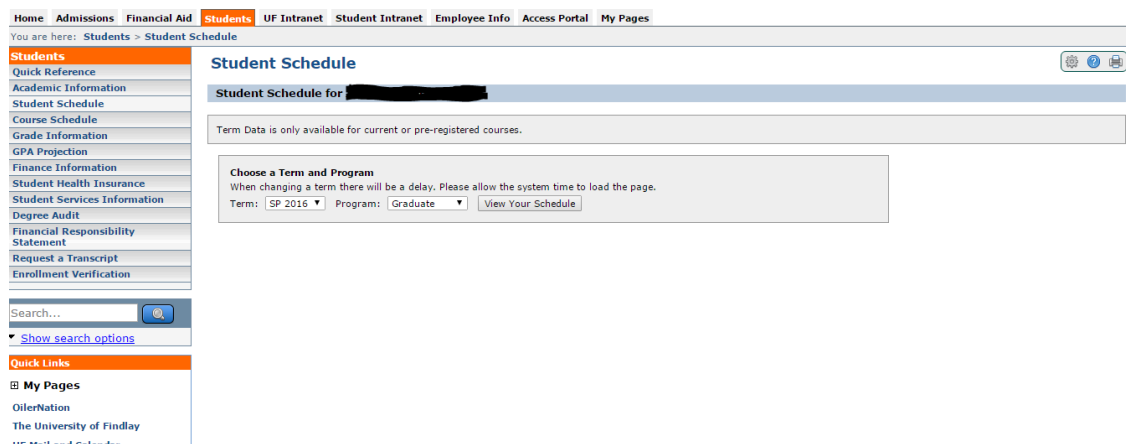
Session Descriptions

Fall : Classes start late Aug through December.
Spring : Classes start January through April.
Summer : Classes start May through early August.

If you have any questions about the Academic Course Schedule, please contact the [Registrar's Office](#) at 419-434-4556.

Directions C: Checking your own personal student schedule

- Online, find www.findlay.edu.
- Select “links” in small print, top right corner.
- Select the “MyFindlay” icon.
- Under “select login” in top left corner, open “UFNet”.
- Login using your UF e-mail username and password.
- Select “students” from the top
- Select “student schedule”



Directions D: Finding your textbook requirements

- Online, go to <https://shop.findlay.edu/>
- Select “textbooks” from right-side menu.
- Select “browse term” from center menu.
- Select the proper semester.
- Search for each class individually.



Change of Schedule

Adjustments (add/drops) to schedules are completed by a student, by a faculty adviser, or by a member of the Oiler Success Center when the faculty adviser is unavailable. Adding a course, dropping a course, or changing from one section of the same course constitutes a change of schedule. Students may not add a course or change sections after the fifth class day of the standard 16-week semester without also receiving written permission from the instructor. For classes that are shorter than 16 weeks, a student will not be able to add a course or change from one section to another section of the same course after the third class day without receiving written permission from the instructor. Courses that are dropped by a student on or before the sixth day in a standard 16-week semester or on or before the third day for a short course will not appear on the student's transcript. Any courses dropped after the periods stated previously, but

before the last day to withdraw, will be shown on the transcript as a "W." If schedule changes are not handled within the stated time limits, students are subject to receive a failing grade in the courses for which they are officially enrolled. Students will not receive credit for courses attended without official registration.

Withdrawal from Selected Courses

Withdrawals made after the first six days but within the first 50 days of a semester are recorded as non-punitive "W" on a transcript. Students may petition for withdrawal after the first 50 days. If the petition is denied and students fail to complete the semester, they will receive "F" grades for unfinished courses. The Student Academic Standards Committee reviews all petitions for withdrawal made after the first 50 days. If a student leaves a course without following withdrawal procedures, he/she automatically receives an "F" grade. Courses that meet for only a portion of the semester (e.g., first or second half HPE activities) can be withdrawn from only up to midpoint of the duration of that course.

When a student has violated University rules, regulations, or policies of an academic nature the student will not be permitted to withdraw from the course.

Withdrawal from the University

When a student withdraws from all classes during a semester, it is the University's responsibility to assign an official withdrawal date. For a student withdrawing while regularly attending classes, the withdrawal date is the date that the student notifies the Oiler Success Center of his/her intent to withdraw and/or begins the withdrawal process by completing a withdrawal form. If a student ceases attending classes without notice, the withdrawal date will be the student's last date of attendance or participation in a course-related activity, as documented by his/her University instructors.

Students wishing to withdraw from the University must follow the current withdrawal procedures. To withdraw from the University of Findlay, students must obtain a withdrawal form in The Oiler Success Center. This form must be completed along with an exit interview when the necessary signatures are obtained. Students who do not go through this formal withdrawal process may be charged a significant amount of money for tuition, fees and other costs. Once the session has started, the student is only eligible for a partial refund of tuition. Fees are non-refundable. Failure to attend class(es) does not constitute an official drop or withdrawal.

Immigration Reminder: Withdrawing from the University can cause you to lose your visa status. Please check with International Admissions before withdrawing from your classes.

Medical Withdrawal

A. Appropriate action may be implemented when there is clear and convincing evidence that certain physical, psychological, or emotional health conditions interfere with the student's ability to function effectively in the academic environment. Essentially, a medical withdrawal acknowledges that the student's condition prevented her/him from completing current semester academic responsibilities. The severity and duration of the problem must be such that it should be unreasonable to expect the student to make up for missed class work.

B. When the health of a student is assumed to be as defined in paragraph (A) above, the Medical Withdrawal Committee consisting of the director of financial aid, director of the Oiler Success Center, director of Counseling Services and/or director of Health Services, registrar, accounts receivable manager, and the chair of the department in which the student's major resides will review the case; including any medical evidence or opinion available, and determine a recommended University action. The recommendation of the Medical Withdrawal Committee will be forwarded to the vice president for Academic Affairs and the vice president for Business Affairs for a final decision.

C. A medical withdrawal, if granted, may include the following:

1. A student being withdrawn from all course work (whether passing or failing). The student's transcript for the semester would indicate "withdrawn for medical reasons." The specific nature of the medical withdrawal is not indicated in order to protect the student's confidentiality. Under this circumstance, there will be a hold placed on the student's account for future registration until the student provides documentation to the Director of the Oiler Success Center that his/her medical condition has improved.

2. Classes, of the semester in question, would be withdrawn with the date proposed by the Committee. **If Title IV funds are involved there would be a recalculation of these funds.

D. The decision, to accept or deny a student's request for a medical withdrawal, once rendered by the Vice President for Academic Affairs and the Vice President for Business Affairs will be sent to the student by the Director of the Oiler Success Center.

Immigration Reminder: If you need to reduce your course load due to a medical condition, please talk to International Admissions. We can authorize a reduced course load in SEVIS to maintain your status if you have a written note from your medical doctor.

Reduction in Number of Credit Hours

It is the student's responsibility to contact his/her adviser or the Office of the Registrar and OFFICIALLY drop the class (es) before the start of the session in order to receive a 100 percent refund. Once the session has started, the student is only eligible for a partial refund of tuition. Fees are non-refundable. Undergraduate students who add/drop class (es) but remain between 12-18 hours will not be entitled to a refund. Students should always retain a copy of all transactions related to adding or withdrawing from classes. Failure to attend class (es) does not constitute an official drop or withdrawal. It is recommended that a student drop and add courses of equal credit hours within the same business day.

Because there are many alternate calendars among the academic programs, it is the student's responsibility to contact the Business Office at 419-434-4690 or businessoffice@findlay.edu for dates and refund percentages not specifically listed within the Tuition Refund Policy.

Immigration Reminder: Reducing your course load can cause you to lose your immigration status. Please talk to International Admissions before reducing your course load below full time.

Tuition Refund Policy

In the case of students who reduce their number of credit hours **or** completely withdraw from all course work and **do not** receive Federal Title IV or state funds, the tuition is refunded on the following basis: (Calendar week is defined as Sunday through Saturday.)

Fall or Spring Semester (enrollment period 15 weeks)

During the first calendar week of the semester	99%
During the second calendar week	50%
During the third and fourth calendar week	25%
After the fourth calendar week	0%

Weekend College (enrollment period 11-12 weeks)

Within five days of the first class	99%
Day six through second weekend	50%
After second weekend	0%

Because there are many alternate calendars among the academic programs, it is the student's responsibility to contact the Business Office at 419-434-4690 or businessoffice@findlay.edu for dates and refund percentages.

Academic Support on Campus

Need	Office	Location	Notes
Help with English	ELL Support Center	FRST 306	
Advising and support for students; The Oiler Success Center can connect students with services all over campus! We can also answer questions about Starfish.	Oiler Success Center	First floor of Old Main (Room 122)	<p>If a student is put on academic warning, probation, or suspension, he/she will work with the Oiler Success Center.</p> <p>http://www.findlay.edu/offices/student/oilersuccesscenter/ Phone: 419-434-5680</p>
<p>Writing Center: Help with writing assignments</p> <p>Tutoring Services: Help with understanding of course material in content studies (math, history, science, etc.).</p> <p>Study Strategies: Help with time management and various study skills to improve learning.</p>	ASC (Academic Support Center)	Basement level of Old Main (Room 45)	https://oilernation.findlay.edu/offices/AcademicSupportCenter/Pages/default.aspx
Help with a disability	Disability Services	Basement level of Old Main (Room 45)	Support services for students with permanent or temporary disabilities can be assessed by contacting the Office of Disability Services. Please call 419-434-5532 to schedule an appointment.
Testing Center	Disability Services	Basement level of Old Main (Room 45)	With a professor's approval, students can schedule a testing center appointment. The appointment must be made 24 hours or more in advance. Please call 419-434-5122 to schedule your appointment.

Expenses

Payment Policy and Payment Plans

Payment is expected in full one week prior to the start of the session, therefore, an itemized statement of charges is available in MyFindlay as soon as the student is registered. Students may elect to participate in the University of Findlay Ten-Month Payment Plan (full-time undergraduates only) or sign a Payment Agreement (available to all students) to make monthly payments. Time will not permit mailing of statements to students who register for courses near the start of the semester; however, in these cases, full payment will be required by the first day of classes. Financial obligations to the University must be handled promptly. Students facing a financial problem should contact the Office of Financial Aid before payment is due. Continued enrollment in a succeeding semester and the issuance of a diploma or transcript cannot be permitted until all financial obligations to the University have been satisfied. Payment in full or an official payment plan is required to use certain University facilities.

Payment Options

1. Ten-Month Payment Plan (Full-time Undergraduates Only)

- Available to students paying full-time undergraduate tuition and fifth- or sixth-year full-time pharmacy students in both fall and spring semesters.
- Participants must complete the Ten Month Payment Plan application and pay an annual participation fee. (See Undergraduate Charges and Fees.) The application and fee must arrive at the Business Office by June 30.
- Payments are due the first business day of each month from July 1 through April 1.
- Interest is waived on current accounts as long as payments are made on schedule. If a monthly payment is missed for any reason, the following will apply:
 - The entire remaining balance of the account is due within 30 days
 - A \$30 fee will be assessed to the account.
 - Interest of 1.5 percent per month (ANNUAL PERCENTAGE RATE: 18%) or a minimum \$2 billing fee, whichever is greater, will be assessed on the outstanding balance
- Participants must authorize an automatic deduction from a checking or savings account for each monthly payment.

2. Payment Agreement

- Available to all students.
- There is no participation fee.
- Participants must complete and return an official UF Payment Agreement to the Business Office prior to the start of each semester.
- For 15-week sessions, during the fall semester, four equal payments are due Aug. 1, Sept. 1, Oct. 1 and Nov. 1. During the spring semester, the payments are due Jan. 1, Feb. 1, March 1 and April 1.
- For shortened sessions, during the fall trimester, three equal payments are due Aug. 1, Sept. 1 and Oct. 1. During the winter trimester the payments are due Dec. 1, Jan. 1 and Feb. 1. During the spring trimester the payments are due March 1, April 1 and May 1.

- Interest of 1.5 percent per month (ANNUAL PERCENTAGE RATE: 18%) or a minimum \$2 billing fee, whichever is greater, will be assessed on the outstanding balance.

3. Federal Direct Lending Program

The University participates in the Federal Direct Lending Program. Arrangements for loans should be made well in advance of each session so the money is available for payment of fees prior to the start of the session.

Payment Methods

Student account payments are accepted by the following methods:

1. Pay by Electronic Check

Select the option for Electronic Check found at www.findlay.edu, Keyword: Payments Online. There is no fee to use this service.

2. Pay by Mail

Mail a check, drawn on a U.S.A. bank account, to the following address. Make checks payable to “The University of Findlay.” Be sure to provide the student’s ID number and full name.

The University of Findlay
Business Office
1000 N. Main St.
Findlay, OH 45840

3. Pay In-Person during Business Hours

Pay by cash or check at the Business Office which is located in Old Main. The office is open Monday through Friday from 8 a.m. to 5 p.m. Payments received after 4 p.m. are applied to the next business day.

4. Pay In-Person after Business Hours

Deposit checks in a sealed envelope in the drop box around the corner from the Business Office window. Be sure to provide the student’s ID number and full name.

5. Pay Online by Credit/Debit Card

Select American Express, Discover, MasterCard or Visa credit/debit card found at www.findlay.edu, Keyword: Payments Online. There is a service charge for the convenience of making online credit/debit card payments. The fee will be displayed for your review and acceptance before the payment is processed.

Students with delinquent accounts will have a mandatory waiting period before they can register, receive a transcript, or receive a diploma unless the entire balance is paid in full with certified funds (cash, bank money order or certified check.)

6. Pay by Wire Transfer

Wire transfer money using the following information:

Bank Name: Fifth Third Bank, 38 Fountain Square Plaza, Cincinnati, OH 45263 USA

Swift Code: FTBCUS3C

Routing #: 042 000314

Acct. Name: The University of Findlay

Account #: 722 54261

Be sure to include the student's ID number and full name

How to check your bill in the system

Steps to check online:

- Log in to your MyFindlay account
- Click on the "Students" tab
- On the left side bar click "Finance Information"
- On the right side of the page you will see "My Account Info"
- Under "My Account Info" there are two options to see your bill
 - My account balances
 - Course and Fee Statement
- Both options will give you your bill

The screenshot displays the MyFindlay website interface. At the top, a navigation bar includes links for Home, Admissions, Financial Aid, Students (highlighted), UF Intranet, Student Intranet, Employee Info, Access Portal, and My Pages. Below this, a breadcrumb trail reads "You are here: Students > Finance Information". The left sidebar, under the "Students" heading, lists various options: Quick Reference, Academic Information, Student Schedule, Course Schedule, Grade Information, GPA Projection, Finance Information (with sub-links for Financial Aid Awards, Financial Aid Document Tracking, My Account Info, Payments Online, and MY 1098-T Info), Student Health Insurance, Student Services Information, Degree Audit, Financial Responsibility Statement, Request a Transcript, and Enrollment Verification. The main content area is titled "Finance Information" and features a sub-header "My Account Info - My Account Balances". Below this, it shows the breadcrumb "My Account Info > My Account Balances" and a section titled "My Account Balances". The balance information is displayed as "Grand Total \$0.00 Due". Two links are provided: "Make A Payment" and "Course and Fee Statement".

Scholarships

The University of Findlay offers the following scholarships to international students:

Name of Scholarship	G.P.A. Requirement	Scholarships Amount
Presidential Scholarship*	3.5 or higher	\$15,000 a year/renewable each year
Deans' Scholarship*	3.0 - 3.49	\$14,000 a year/renewable each year
Findlay Award*	2.5 - 2.99	\$10,000 a year/renewable each year
MBA Scholarship		\$2,000 over course of program
Environmental, Safety and Health Management Scholarship		\$2,000 over course of program
Graduate Scholarship		\$1,000
IELP		\$1,500 a year/renewable

*Available to only undergraduate students.

Scholarships are available for fall and spring semesters only.

Endowed Scholarships

Beginning sophomore year, students can continue to reduce the cost of their education by earning one or more of the University's endowed scholarships. Below are the list of scholarships available for specific majors and interests.

- Athletic Endowed Scholarships
- General Endowed Scholarships
- College of Business Scholarships
- College of Education Scholarships
- College of Health Professions Scholarships
- College of Liberal Arts Scholarships
- College of Pharmacy Scholarships
- College of Sciences Scholarships

To apply for Endowed Scholarship

- Go to <https://oilernation.findlay.edu>
- Log in using your UF ID and password
- Drag your mouse to the "Office" tab
- Under "Office" click "Financial Aid"
- On the Financial Aid page, read the instructions before clicking the "Scholarship Application"

Campus Life

Whenever possible, students are encouraged to develop some outside interest or activity in addition to academic study. A well-balanced college career includes extracurricular involvement as well as classroom and laboratory work. Students have opportunities to join social fraternities, sororities and organizations; participate in intercollegiate and recreational sports; the Findlay bands and musical organizations; and a number of national and international honor societies. Both men and women students engage in the social activities centered in the Alumni Memorial Union, participate in broadcasting over Findlay stations, take part in University theatre productions, do staff work and writing for student publications, and enter into all the various extracurricular affairs of the campus.

To find out about events at UF you can find the comprehensive online calendar at <http://calendar.findlay.edu/>

Exercise Classes:

Exercise classes are free and open to all UF students, faculty and staff. Several group exercise classes are offered each week as well as daily massages. Massages are by appointment only. Please call the equipment room desk at 419-434-5622 or X5622 to set-up your appointment. Exercise classes schedule can be picked up from the front desk of Student Recreation Center.

Classes offered are:

- Spinning
- Zumba
- Line Dancing
- Yoga
- Pilates
- Cardio Kickboxing
- Belly Dancing
- Massages

Intramural Sports

The intramural activities program offers everyone an opportunity to enjoy their favorite sports in a laid back structured competition. Sports leagues are played over a four- or five-week period where teams compete twice a week.

For information about intramural activities you may visit the following link <https://oilernation.findlay.edu/Offices/recreationalservices/Pages/Intramural-Activities-and-Schedules.aspx> or contact the director of Recreational Services at goldingb@findlay.edu.

Club Sports

Club Sports were established in the fall of 2011 to promote and develop the interests and skills of their members in a particular sport. Clubs may be instructional, recreational, and/or competitive.

For more information about club sports you may visit the following link

<https://oilernation.findlay.edu/Offices/recreationalservices/Pages/Club-Sports.aspx>

Student Activities, Commuter Services, and Leadership Development

The University of Findlay's Student Activities, Commuter Services, and Leadership Development offers a number of events and activities for students to participate in throughout the year. They are composed of social, leadership, philanthropic, and creative arts/entertainment. The office is located in the Alumni Memorial Union Office Suite 8-A: Phone number is 419-434-4606 and office hours are Monday through Friday 9a.m. – noon and 1p.m. – 5p.m.

Interested in expanding your leadership skills while networking with national and internationally known presenters? Attend the T.O.O.L. Leadership series that takes place throughout the academic year.

Interested in networking with students and traveling for a weekend? Apply to go to the Annual Fall Leadership Retreat.

Interested in being a part of the Campus Entertainment series? Traveling to conferences? Expanding your resume? Meeting famous entertainers? Consider applying to be a part of the Student Activities Board.

Do you like music? Enjoy relaxing? Check out the Music Bach's Concert Series taking place throughout the academic year.

Want to learn about all the student organizations that are active on campus? Attend the Student Organization Fair!

For more information about getting involved in programming opportunities visit

<https://www.findlay.edu/offices/student/studentactivities/>

Social Greek Fraternities & Sororities

UF has two national sororities (Phi Sigma Sigma and Sigma Kappa) and one national fraternity (Theta Chi). In addition, Greek Council serves as a governing body for the Sororities & Fraternity. Each semester, UF hosts several weeks of events to help introduce students to the Greek Fraternity and Sorority community.

Be sure to check out Greek life at the University of Findlay for potential new members, their families, and anyone who may be interested in learning more about Greek life on our campus. For additional information about Greek life visit

<https://www.findlay.edu/offices/student/studentactivities/Greek-Life-at-UF>

Printing Places

Oiler Print

The University of Findlay has two options available to print on campus.

- You are able to print in computer labs when you provide a current, valid campus ID and log into your UFNet account.
- There are several print stations around campus for your convenience. These stations allow you to use your personal computer (Windows and Mac) to print documents from anywhere on campus. Only black and white printing is available at this time.

Print Release stations are located in:

- AMU – Fireside Lounge (near the vending machines)
 - BCHS
 - NMI
 - Shafer Library (2)
 - Davis Street Building (2)
 - Old Main - Oiler Success Center
 - UF Village
- After installing the software (see the link below), you will have a new printer installed and will be able to print remotely on campus. UF Remote Access will be required to print from off campus. After sending the print job you will need to log into the print release station (listed above) with your UFNet username and password to release the print job. You will not be charged until the job is released. Print jobs are automatically deleted if not printed in 24 hours.

Passwords longer than 14 characters will not work with print release at this time.

* <https://helpdesk.findlay.edu/support/solutions/articles/5000632789-oilerprint-printing-on-campus>

What to Do when You Get Sick

Cosiano Health Center (On-campus clinic)



The Cosiano Health Center is a free, walk-in clinic devoted to providing health care for University of Findlay students. Any student, regardless of insurance status, may use the clinic's services. Free services include general health assessments, over-the-counter medications, and various diagnostic tests, as well as first aid and wound care. The Center also offers a variety of immunizations at cost.

The Womankind Clinic is staffed by a nurse practitioner who offers yearly exams to the University's female students. Physicians are available by appointment. The Cosiano Health Center is staffed with registered nurses who provide fast, thorough care for students in need.

Hours:

Monday through Friday, 9 a.m. to 4 p.m.

(Closed on holidays and breaks.)

Summer hours (mid-May through the first week of August) Monday and Thursday 9 a.m. - noon

The goal at The Cosiano Health Center is to make sure each student is healthy and well cared for while they are away at school.

If you are sick during non-clinic hours and need non emergent care you can go to Physician's Plus (Urgent Care) located at 3949 N Main St. # A, Findlay, OH 45840; Phone: 419-423-2051 or for emergencies— CALL 911 or go to Blanchard Valley Hospital Emergency Room located at 1900 S. Main St. Findlay, Ohio 45840

If you have questions you may call: 419-434-4550 or email at cosiano@findlay.edu.

Counseling Services (On-Campus)

The University of Findlay's Office of Counseling Services is committed to fulfilling the University's overall mission of equipping students for meaningful lives and productive careers through the provision of professional services, including individual, group, and couples psychotherapy; psychopharmacology; crisis prevention; drug and alcohol programs; outreach; and consultation. It is our guiding philosophy that all persons be accepted for who they are and be challenged to reach their potential for personal growth and change in an open, supportive atmosphere in which individuals feel free to express feelings and communicate problems.

The office is located on campus, services are confidential and free, and most importantly, they understand college issues firsthand. Whether its homesickness, relationships, depression, family issues, anxiety, eating concerns, substance abuse, anger, trust, or self-esteem.

UF Counseling Services staff members are trained, licensed professionals offering confidential, free services, because they want you to get the most out of college and the most out of life! Call 419-434-4526 for more information or to schedule an appointment.

Open Clinics, Fridays, 10:00 am-11:30 am (when classes are in session fall and spring only). Open Clinics are walk-in times that provide a brief (10-15 minute) consult with a counselor. No appointment required

Free Shuttle Service Location and More

The University of Findlay has a free shuttle service available which goes to Walmart, Meijer, and the Findlay Village Mall.

The shuttle service runs every week except major holidays, and if there is a cancelation on any given day there would be an email sent out. The shuttle service leaves from the AMU main entrance every hour for drop-offs.

Shuttle drop-offs at	4, 5, 6, 7 p.m. (Tuesday and Thursday)
Shuttle picks up at	4:30, 5:30, 6:30, 7:30 p.m. (Tuesday and Thursday)
Walmart drop-off at	Noon, 1, 2, 3, 4, 5, 6 p.m.
Walmart pickups	12:30, 1:30, 2:30, 3:30, 4:30, 5:30, 6:30 p.m.

Tuesdays Meijer
 4– 8 p.m.
 2200 Tiffin Ave, Findlay, OH

Thursdays The Findlay Village Mall
 4 – 8 p.m.
 1800 Tiffin Ave, Findlay, OH

Saturdays Walmart Supercenter
 Noon – 7 p.m.
 1161 Trenton Ave, Findlay, OH

Transportation

Transportation pickup service from Toledo Express Airport is approximately \$150 and \$30 from the Findlay Greyhound Bus Station. Prices are subject to change. This charge is payable at the time of service.

Metro Cab service

From Detroit Airport(DTW) to Findlay(sedan)- \$240
From Detroit Airport(DTW) to Findlay(SUV)- \$314
From Toledo airport to Findlay(sedan)- \$344
Students can pay by cash or card (no pre-paying required)
Phone number 734-997-6500

Accurate Cab - located in Findlay

Local cost \$10 within Findlay
Findlay to Detroit - \$240 one way
Findlay to Toledo - \$120 one way
Findlay to Columbus - \$240
Phone number (419) 424-0150

Megabus (megabus.com) – two locations in Toledo, Ohio for pick up and drop off. Megabus is an option for transportation from Toledo to Chicago and other close metropolitan areas.

Hancock Area Transportation Services

HATS

Bus Service Hours:

PHONE# 419-423-7261

Monday – Friday

7:15 AM First Pick Up

9:45 PM Last Drop Off

Saturday Hours

7:15 AM First Pick Up

4:30 PM Last Drop Off

Office: 440 Scott Ave. Findlay, OH 45840

Hours: Mon. – Fri.: 8 AM – 4:30 PM

Sat. – Sun. Closed



Fare Rates:

Zone 1: City of Findlay - \$1.50

- Trips with a pick up and or drop off in Findlay City area.

Zone 2: Hancock County - \$2.50

- Trips with pick up and/or drop off in Hancock County, but outside of Findlay City area.

Zone 3: Out of County

- Fares vary and trips are coordinated. Call for details.

How to Get Your Ohio Driver's License

If you are interested in getting your Ohio driver's license you may go to the Ohio License Bureau at 8210 County Road 140 in Findlay and pick up the Motor Vehicle Laws booklet. You will need this to learn the Ohio motor vehicle regulations and traffic signs.

Temporary Permit

An applicant may go to any driver exam station to take the knowledge and vision screening to begin the temporary permit process. Prior to testing, applicants must provide proof of: full legal name, date of birth, and Social Security number (if assigned).

Once the knowledge test and vision screening are passed, the applicant can proceed to a deputy registrar license agency to purchase a TIPIC within 60 days of passing the test.

Test Failure

Applicants who fail the knowledge test must wait at least 24 hours before retesting. There is no limit on how many times the knowledge test can be taken.

TIPIC Restrictions

- Once a driver is issued a TIPIC, he or she can practice driving only if accompanied by a licensed driver age 21 or older

A non-renewable/non-transferable Ohio driver license or ID card will be issued with the same expiration date as the document issued by USCIS or four years, whichever is sooner (regardless of federal grace periods extending the expiration date).

A non-renewable/non-transferable Ohio driver license allows an individual to drive in Ohio and other states, but cannot be renewed in Ohio or transferred to another state.

Applicants must present current USCIS documents and proof of Ohio residency at each ID card or license issuance. Common acceptable documents used for proof of legal presence:

- **Attending school:** valid passport, visa, I-94, DS2019 or I-20 and proof of Social Security number (if ever assigned)
- **Employment:** valid Employment Authorization Card (EAD) and proof of Social Security number (if ever assigned) OR valid passport, visa, I-94, I-797 with acceptable employment case type and a letter from employer on letterhead dated within last 60 days and proof of Social Security number (if ever assigned)

List of Driver Training Schools

Master and Sylvania Driving School, 444 Cherry St., Findlay, Ohio 45840, 800-580-9555

Drive Time Driving Instruction, LLC, 2469 S. Main St., Findlay, Ohio 45840, 419-424-0112

Cruisin' 2 Driving School, 1665 Tiffin Ave. Suite A4, Findlay, Ohio 45840, 419-422-3852

Driving and Skills Test

Once a driver is confident with their capabilities and all requirements have been met, a road test can be scheduled:

- Online at www.ohiodrivingtest.com
- By contacting a driver exam station www.bmv.ohio.gov/locations.aspx
- By calling 614 -752-7600

The applicant must present his or her TIPIC, and if under age 18, the applicant must present a driver education certificate. Applicants also must provide a vehicle in good condition for testing. An inspection will be performed before the test begins.

The road test has two parts: driving and maneuverability. During the driving test the following will be performed:

- Stop and start
- Turn around and back up
- Perform turns
- Use vehicle turn signals
- Drive in the correct lane
- Maintain a safe following distance

The maneuverability test has two parts:

- Forward through markers
- Backwards through markers

Test Failure

Upon failure of a driving or skills test, the applicant must wait seven days before retesting. After the fourth failure, the applicant must wait six months before he or she will be allowed to retest.

Parking on Campus

All registered students are permitted to have a car on campus. Cars must have a parking permit hanger. In order to obtain a parking permit hanger, students should go on line to <http://www.myfindlay.edu/ics> and log in using their e-mail user name and password. Click on the **UF INTRANET** tab. Next, click on **ONLINE PARKING PERMIT REGISTRATION**. Complete the form accurately and then click **SUBMIT**. Students can then pick up their parking permit hanger at the security office during the first week of classes. Students should display the parking permit hanger on the rear-view mirror of their car.

All University parking lots are striped by color. Yellow striped spaces are reserved for faculty and staff. Green striped spaces are reserved for commuters. White striped spaces are reserved for resident student parking.

Visit <https://www.findlay.edu/offices/student/safetysecurity/> for more information on parking on campus, bicycles/personal transportation, and visitor parking.

Career Services

The University of Findlay provides career services through the Office of Career Planning, the Office of Internships and Placement, and the Office of Student Employment. Through these offices the University provides the opportunity for students to assess their career interests and explore the major programs and career fields that are best suited to their individual strengths through counseling, career classes, workshops, and career information resources.

For additional employment information please refer to the official International Student Resource Guide found at

<https://www.findlay.edu/admissions/international/SiteAssets/Pages/Orientation-Information/Final%202016-2017%20Summer%20International%20Student%20Resource%20Guide.pdf>

How to Get Your Social Security Card

A Social Security Number (SSN) is a unique, 9-digit number for taxpayer identification, income reporting and record keeping purposes. Social Security numbers are assigned to people who are authorized to work in the United States. The Social Security Administration (SSA) issues the SSN. In Findlay, the SSA is located at 1720 E. Melrose Ave.

If the University of Findlay has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements then you can get a Social Security number.

For on-campus employment:

To apply for a Social Security number you need to do the following:

- Secure employment
- Pick up the *Social Security Employment Verification form* from the International Admissions office and have completed by supervisor
- Complete an *Application For A Social Security Card Form SS-5 (from the International Admissions office)*; and
- Show your original documents (detailed below) proving your:
 - Immigration status;
 - Work eligibility;
 - Age; and
 - Identity.
- Take your completed forms and original documents to the local SSA office.

For off-campus employment such as CPT or OPT:

To apply for a Social Security number you need to do the following:

- Secure employment
- Complete an *Application For A Social Security Card Form SS-5*; and
- Show your original documents (detailed below) proving your:
 - Immigration status;
 - Work eligibility;
 - Age; and
 - Identity.
- Take your completed forms and original documents to the local SSA office.

Immigration status

To prove your immigration status, you must show the Social Security office the current U.S. immigration document, I-94, Arrival/Departure Record, issued to you when you arrived to the United States. If you are an F-1 or M-1 student, you also must show your I-20, Certificate of Eligibility for Nonimmigrant Student Status. If you are a J-1 or J-2 exchange visitor, you must show your DS-2019, Certificate of Eligibility for Exchange Visitor Status.

Work eligibility

For on-campus employment only, you will need to obtain the *Social Security Employment Verification Form* from the International Admissions and Services office and have it completed by your supervisor. You will need to have this form signed by the Associate Director of Immigration and Services or the Assistant Director of International Admissions & Immigration.

Age

You must present your birth certificate if you have it or can easily obtain it. If not, SSA can consider other documents, such as your passport or document issues by DHS, to prove your age.

Identity

The SSA can only accept certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information and preferably a recent photograph. Social Security will ask to see your current U.S. immigration documents.

Acceptable immigration documents include your:

- Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport);
- I-94 with your unexpired foreign passport; or
- Work permit card from DHS (I-766 or I688B).

All documents must be either originals or copies certified by the issuing agency. The Social Security office cannot accept photocopies or notarized copies of documents. They also cannot accept a receipt showing you applied for the document. They may use one document for two purposes. For example, they may use your DHS work permit as proof of both work eligibility and identity. However, you must provide at least two separate documents.

The Social Security office does not require you to have a Social Security number before you start work. However, the Internal Revenue Service requires employers to report wages using a Social Security number. While you wait for your Social Security number, your employer can use a letter from the Social Security office stating that you applied for a number.

Once you receive your Social Security number by mail you must:

Provide a copy of your Social Security card to the International Admissions and Services office. The International Admissions and Services office will update your information and provide a copy to the Human Resources office.

*The office of Human Resources will not generate a paycheck until your Social Security has been provided.

Identity Theft and Your Social Security Number

Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security number to your financial institution (s) for tax reporting purposes. Keep your card and any other document that shows your Social Security number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information visit

<https://www.socialsecurity.gov/pubs/EN-05-10064.pdf>

For more information and to find copies of any Social Security publications you can visit their website at www.socialsecurity.gov or call toll-free 1-800-772-1213.

On- and Off-Campus Housing

At the University of Findlay we have a housing office to assist students in finding a place to stay for either the academic year, for undergraduates, or the full year, for graduate students. However, there are also a few other options for international students looking to find housing before they land in the U.S.

On Campus

While college-owned housing tends to be more expensive than off-campus housing, on-campus housing has several advantages for international students: essential utilities such as electricity and internet are already set up; maintenance teams are readily available to take care of any repairs; and students will be surrounded by a large community full of students who are also starting college.

If you're considering on-campus housing, you would need to get in touch with the **Office of Student Affairs** in Old Main 105B. There are many different types of housing styles available for our students. Some of these styles are:

Resident style housing: Eight residence halls are located throughout the main campus.

Apartment-style housing: Popular for upper-class students, apartment style housing at UF offers five unique options. They include the UF Cottages, UF Townhouses, Oiler Pointe (substance-free living), Group Housing, and the newest housing option Derrick's Square.

Any information for on-campus housing can be received from the office of Student Affairs. Sometimes getting an on-campus house for international students can take time. If you are interested in on-campus housing we recommend you act on it as soon as possible. The International Admissions office will guide you if you're unable to do so.

Off Campus

There are a few options available to help assist you in finding off-campus housing:

- The International Admissions and Services offices provides an updated housing list and this can be picked up in the office every semester.

- The International Admissions and Services office has a student housing information board where current students post their information if they need a roommate or a place to live.

- Another indispensable resource for finding off-campus housing is using the website [Craigslist](#). On Craigslist people post city-specific classified advertisements. You can use Craigslist to search for apartments or a room in a house already being leased either for a temporary, short-term lease or for the full year.

Things to know before looking for a house

While looking for off-campus housing, find out how far the place you are considering is from the school and if public transportation is available and accessible. Google provides extensive maps of the U.S. and you can use it to check what transportation options you have to and from UF.

When looking for an apartment, ask friends and fellow students if they know of a good apartment. Sometimes they will know someone who is moving out of a good apartment or may be moving themselves. Such desirable apartments are rarely advertised because they are rented very quickly.

Apartments for rent are often described using cryptic language and abbreviations. You will need to learn to decode apartment listings in order to find a place that meets your needs.

Rental costs depend primarily on the size, condition, and location of the apartment, and whether utilities are included. Larger apartments and apartments which are closer to the school or shopping will cost more.

The first distinguishing characteristic is the size of the apartment. The different sizes are defined as follows:

- **Sleeping Room.** A sleeping room is a single room, usually furnished, located in a private home, with a shared bedroom and kitchen. This is the least expensive option, but provides little privacy.
- **Efficiency.** An efficiency is a single room with a private bathroom. The room will include a small alcove that serves as a kitchen and should provide a stove, refrigerator, sink, and cabinet space.
- **Studio.** A studio is somewhat larger than an efficiency, and has a separate kitchen and eating area.
- **One, Two, or Three Bedroom.** Regular apartments include a separate kitchen, bathroom, living room and/or dining room, and the number of bedrooms advertised.

The next important consideration is what is included in the rent and what isn't:

- **Utilities.** If the advertisement says that utilities are included, that usually means electricity, heat/gas, and water/sewage, but not telephone or cable TV. If the advertisement doesn't specify any utilities, assume that you will be responsible for paying for them. Heat will cost you an extra \$500 to \$1,000 a year and electricity a similar amount. If heat is included, this sometimes means that the landlord controls the temperature, not you. Water and sewage fees are usually paid by the landlord, except if you are renting a house.

- **Furnished or Unfurnished.** A furnished apartment will include a bed, chest of drawers or dresser, a couch or sofa, and a dining room table and chairs. A furnished apartment will also include a stove and refrigerator. An unfurnished apartment will include a stove and refrigerator but nothing else. A furnished apartment may cost you an extra \$50 a month.

Tip: Graduating students often sell their furniture to incoming students. Most apartments are rented unfurnished.

- **Parking.** If you intend to own a car, an apartment that includes a garage or off-street parking is better than one that doesn't. It is sometimes difficult to find a parking space on the street, especially if many students with cars live nearby.

You should also ask whether there are any laundry facilities. In apartment buildings there is usually a coin operated washer and dryer, but not always.

Common abbreviations include: incl. (included), elec. (electricity), 1 1/2 baths (one full bathroom and one with just a toilet and sink), a/c (air conditioning), w/w (wall to wall carpeting), h/w (hardwood floors), dw (dishwasher), furn. (furnished), cpt (carpeted), gar (garage for a car), yard (includes a backyard), eff (efficiency), immed (available immediately), fp or frplc (includes a wood-burning or gas fireplace). A security building has a locked front door in addition to locks for each apartment.

Leases

A lease is a written contract between the tenant (you) and a landlord which allows you to use a dwelling for a designated period of time in exchange for monthly rent payments. The lease outlines the restrictions on the use of the dwelling and the responsibilities of tenant and landlord. A lease is a legal document and should be read carefully before signing.

The lease should specify at least the following:

- The amount of the monthly rent and when it should be paid. The lease might mention how the rent will increase in subsequent years.
- Whether utilities are included in the rent, and if so which ones. Heat and electricity are the most important.
- The time period covered by the lease, usually one year.
- Restrictions on the number of unrelated people who may occupy the dwelling.
- The amount of the security deposit, which must be paid *in addition to* the first month's rent when you sign the lease. The security deposit can be as much as twice the monthly rent. If you have a pet, there may be a separate security deposit for the pet if the landlord allows pets. The deposit will be refunded at the end of the lease if the apartment is left in good and clean condition. If not, the landlord will use the security deposit to cover the cost of cleaning and repairing the apartment. Accordingly, if there are any problems with the apartment they should be noted on the lease, so that you will not be held responsible for them when you move out of the apartment.

- Restrictions on pets, children, and noise. Many landlords do not permit pets because of the potential for damage and noise. The lease may also contain a provision prohibiting noise from musical instruments, stereo systems, loud parties, and other sources.
- Landlord responsibilities, such as repairs to heating and plumbing facilities and fire or water damage that wasn't caused by the tenant.
- A clause about terminating the lease. This clause will describe the penalties to the tenant for breaking the lease. Such penalties can range from forfeiting the security deposit to being responsible for the remaining rent.
- A clause about subletting. This clause will either allow or forbid the tenant from subletting the apartment to another person during the term of the lease. It is best to have a lease that permits subletting. If you decide to move to a different apartment before the end of your lease, subletting allows you to rent the apartment to someone else. Otherwise you will be responsible for the rent for the remainder of the lease.
- A clause about eviction proceedings. This clause describes the rights of tenant and landlord should the landlord want to force the tenant out of the property during the term of the lease. The most common reasons for an eviction include failure to pay the rent when due or causing significant damage to the property.

If the lease includes a wear and tear clause, this allows the landlord to charge you for repainting the apartment at the end of the lease.

Read the lease carefully before signing. If you don't understand part of the lease, ask the landlord or a friend to explain it to you. Don't be afraid to cross off provisions with which you disagree just because it is a printed form. Both you and the landlord must initial any changes to the printed lease. If the landlord promises to make certain repairs or there are pre-existing problems with the property, attach a list to the lease and have the landlord sign it. The list should include all problems, including leaking faucets, clogged drains, stains on the walls and rugs, peeling paint, cracks and holes in the walls and ceiling, non-functional kitchen appliances, and anything else you notice.

Most states have laws which do not permit you to sign away your rights, so clauses which have you waive the provisions of specific laws are usually void. Clauses which talk about money, dates when things happen, restrictions on the use of the property, and other clauses mentioned above, however, tend to be binding. If you have any questions about any clause, ask before you sign, not after.

When you pay for the rent and security deposit, get a receipt. Get a separate receipt for the rent and security deposit. It is best to pay the rent by check, and to use a separate check for the security deposit. You will need this at the end of the lease in order to recover your security deposit. To get your security deposit returned when you move out, return the key to the landlord and provide a forwarding address. We recommend sending this by certified mail, return receipt requested, so that you have proof the key and forwarding address were received by the landlord. The landlord then has 30 days to return your deposit or send you a list of the repairs, their actual cost, and any money left in the security deposit.

Moving In

Utilities

If the rent does not include utilities, you will have to get the utilities turned on when you move in. The landlord can provide you with the name and telephone numbers of the gas, electric, and telephone companies that service your apartment. They may be able to schedule service over the phone, or they may require you to visit their offices. If you don't have a good credit history, they may require you to pay a security deposit. The security deposit will be refunded (with interest) after one year if your bills are paid promptly.

The gas and electric companies typically provide two payment options. The first requires you to pay the full amount due each month. The other lets you pay an estimated budget amount each month, with any difference being reconciled at the end of the year. Some people find this more convenient, since gas and electricity bills can otherwise vary considerably during the summer and winter months.

Most utilities have programs that allow you to have the monthly bill automatically deducted from your bank account. You still receive a copy of the bill, but save the cost of a stamp to mail in the payment.

Utility Company Information

AEP (American Electric Power)	800-672-2231
Time Warner Cable (cable, internet, phone)	800-617-4311
AT&T internet and TV services	855-293-7676
AE Curbside (trash collection)	419-422-7771
Hancock disposal (trash collection)	419-306-4250

On- and Off-Campus Mail

On-Campus Mail:

Students residing on campus receive their mail at the Postal Services located on the ground floor of Old Main. Each residential student is assigned a mailbox that they retain for as long as they reside in on-campus housing.

On-campus housing includes the following:

- UF Cottages
- UF Townhouses
- Oiler Pointe
- Derrick's Square
- Group housing
- Phi Sigma Sigma Sorority House
- Sigma Kappa Sorority House
- Theta Chi Fraternity House
- Bare Residence Hall
- Deming Residence Hall
- Fox Residence Hall
- Lovett Residence Hall
- Morey Residence Hall
- Myers Residence Hall
- UF Haven
- UF Village

To find your mailbox number and combination you have to:

- Log in to your MyFindlay account
- Go to Students tab
- On the left side options click "Students Services Information"

Hours and Location

Location: The Postal Service is located in the basement of Old Main in Room 17.

Hours - School Session:

Monday - Friday 8 a.m. - 5 p. m.

Saturday 9:30 - 11:30 a.m.

Monday and Wednesday 5-7 p.m. a student is available to hand out packages.

***No other services are available from 5-7 p.m. ***

Hours - Summer:

Monday - Friday 8 a.m. - 5 p.m. CLOSED noon – 1p.m. for lunch

Other Important Times:

To ensure on time delivery of any outgoing packages and letters; please bring them to the postal services by the following times:

3p.m. UPS and FedEx cut off time

3:30 p.m. USPS cut off time.

All packages and mail should arrive by 11:30 a.m. on weekdays and 9:30 a.m. on Saturdays.

Addressing Mail to Students on Campus

If you live on campus and someone wants to send you something you will want to address your packages and letters as in the sample below.

Mom and Dad

Street

City State Zip

Student's full name

The University of Findlay *(Student box number)

1000 N. Main St.

Findlay OH 45840

First-class letters, magazines, and home newspapers are delivered to your mailbox on the day they arrive. If you receive a package, we will email you upon arrival.

If someone is sending you money or other valuables, it is best to have them send it in a way that you will have to sign for the items. We suggest [UPS](#) and [FedEx](#).

Services Available:

- FedEx
- UPS
- Post Mail

Things to remember:

- All students can send packages or letters anywhere in the world using the Postal Services on campus.
- If students send out large packages, the package should be boxed up and ready to send out.
- Students need to bring a valid UF ID if they are sending or receiving a package.
- Sending fees are based on what you are sending.

Off-Campus Mail:

Students who live off campus need to use their current home address in the U.S. Mail will be sent to the current address on file. Students will be informed by email if they receive mail at the International Admissions Office. Students can receive their mail by providing their ID card to the International Admissions Office during work hours.

Post Office in Findlay*Address:*

229 W. Main Cross St., Findlay, OH, 45840

Contact Numbers:

Phone: 419-423-1264

Fax: 419-423-3514

TTY: 877-889-2457

Toll-Free: 1-800-Ask-USPS® (275-8777)

Retail Hours

Monday-Friday 8:30a.m. - 5p.m.

Saturday 9a.m. - 12p.m.

Sunday Closed

Bulk Mail Acceptance Hours

Monday-Friday 10a.m. - 3:30p.m.

Saturday-Sunday Closed

Pickup Services Hours

Monday-Friday 8:30am - 5p.m.

Saturday 9a.m. - 12p.m.

Sunday Closed

Lobby Hours

Monday-Sunday 12:01a.m. - 11:59p.m.

P.O. Box Access Hours

Monday-Sunday 12:01a.m. - 11:59p.m.

P.O. Box Delivery Time

Monday-Saturday 10a.m.

Sunday Closed

Last Collection Times

Monday-Friday 5:30p.m.

Saturday 3p.m.

Sunday Closed

Self-Service Kiosk Availability

Monday-Sunday 12:01a.m. - 11:59p.m.

Carrier Facility Hours

Monday-Friday 8a.m. - 5p.m.

Saturday 8a.m. - 4p.m.

Sunday Closed

Global Express Guaranteed® Hours

Monday-Friday 8:30am - 5p.m.

Saturday 9a.m. - 12p.m.

Sunday Closed

*This facility does not process U.S. Passports applications or renewals. Check nearby locations below.

****It is important for students to update their change of address. In order to do that, students need to use the “Links” on the main page of the university webpage, and then update in “My profile”.**

IELP Student Information

IELP Faculty and Staff Contact Information

Before visiting a faculty member, please consult the faculty member's course syllabus for information on office hour times and on rules for making appointments. Many faculty members also provide daily schedules and office hour times outside their office doors.

If an appointment is made, students should be polite to the faculty member in two ways. First, students should arrive at the faculty member's office on time. Second, students should arrive prepared to quickly ask questions to gather necessary information.

Name	E-mail	Phone	Office
Beck, Don	dbeck@findlay.edu	4836	1114 Cory Rm. G
Laverick, Erin	knoche@findlay.edu	4831	1114 Cory Rm. A
Mott, Greg	mott@findlay.edu	4833	1114 Cory Rm. F
Romick, Susan	romick@findlay.edu	4725	1114 Cory Rm. E
Welch, Jamie	jwelch@findlay.edu	4834	1114 Cory Rm. H
Farmer, Sean	farmers@findlay.edu	4437	229 DAVS Rm. C
Violette, Erin	violette@findlay.edu	4835	229 DAVS Rm. A
Schrecengost, Joanna	schrecengost@findlay.edu	5780	1114 Cory Rm. C
Gensler, Amanda	gensler@findlay.edu	5913	1114 Cory Rm. B
Donovan, Cathy	donovan@findlay.edu	4711	227 Davis Lobby
Kinn, Jennifer	kinnj@findlay.edu	4830	1114 Cory Lobby
Kawamura, Hiro	kawamura@findlay.edu	4619	227 Davis Rm. E
Suman, Judi	suman@findlay.edu	4827	1114 Cory Rm. I
Elnoory, Hibah	elnoory@findlay.edu	4432	1114 Cory Rm. D
White, Kathy	whitek4@findlay.edu	5738	229 DAVS Rm. B
Spivey, Kaleena	spivey@findlay.edu		FRST
Federici, Sherri	federici@findlay.edu	5738	229 DAVS Rm. B
Chen, Congying	chencl@findlay.edu		FRST

Test of English as a Foreign Language Information

The Test of English as a Foreign Language (TOEFL) is a commercial English test designed and administered by the Educational Testing Service (ETS) in Princeton, New Jersey.

1. ETS offers the internet Based Test (iBT) to international students at test centers by appointment. The iBT is considered a universal test. This means that a student's score may be accepted by any institution of higher education in North America. For complete information on the iBT, students should visit the web site <http://www.toefl.org/>.

For more information about the iBT, please visit Don Beck in his office at 1114 N. Cory St., Room G. Students may also call Mr. Beck at 419-434-4836 or send e-mail to dbeck@findlay.edu.

Disclaimer: International students should understand that iBT scores over 61 (500 ITP) for undergraduate students and iBT scores over 79/80 (550 ITP) for graduate students do not guarantee academic success at the University of Findlay.

Important Note to ALL IELP Students: IELTS and TOEFL scores must be presented by Friday, August 26th by 9 a.m. in the IELP house (1114 N. Cory St.). Students with conditional admission to the MBA or MS in Environmental Health and Safety Program, who submit scores after this date may be allowed to take one graduate course in the second block concurrently with their IELP courses. This is at the graduate and IELP program director's discretion.

IELP Student Complaint Procedure

It is important for all faculty and staff to work promptly, effectively and fairly with student complaints. A student may use the student complaint policy to voice any complaints, problems or concerns with an IELP policy and/or violation of teaching practices. In addition, if a student believes the integrity of their program, instructor, and/or coursework are at jeopardy; the student can choose to file a written complaint with the director of the IELP, Dr. Erin Laverick. Please visit the administrative assistant, Mrs. Jennifer Kinn, to obtain a copy of the student complaint procedure and form.

Prior to filing the written complaint it is important for the student to take the preliminary measures in order to maintain a respectable level of communication.

Step One:

Students must discuss concerns with the instructor. Visit your instructor after class, during office hours, or email to set up an appointment. Address your concerns directly with the instructor.

Faculty, staff, and students are co-responsible for maintaining communication with each other.

Step Two:

After unsuccessfully resolving a concern with an instructor, please visit your advisor. Visit your advisor during office hours or email to set up an appointment. It is important to explain your situation with your advisor and to discuss earlier measures to resolve the concern.

Step Three:

If the concern is not resolved in step two, please see the director of the program, Dr. Laverick. Visit during Dr. Laverick's office hours or email to make an appointment to address your concerns.

Before contacting Dr. Laverick:

1. Please visit the administrative assistant, Jennifer Kinn, and ask to fill out a ***formal complaint form***.
2. When the formal complaint form is complete, an appointment will be made with Dr. Laverick to discuss the concern and she will review your written complaint prior to the meeting.

Step Four:

After a *formal complaint form* has been filled out and an appointment has been made with the director, the student will have a meeting with Dr. Laverick. The *formal complaint form* is a preventative measure to ensure the student has adequately expressed his/her concerns in writing.

The steps listed above are to ensure the proper chain of command is properly communicated with for student concerns. The IELP maintains respect towards all students, faculty, staff, and the objectives and goals of the Intensive English Language Program at all times.

IELP Placement Appeal Form

Student's Name: _____ ID # _____

_____ (Semester) _____ (Year)

Placement level: _____

Online writing score: _____

Accuplacer score: _____

Diagnostic scores:

Listening _____

Grammar _____

Reading _____

Communication _____

Composition _____

Briefly explain why you are appealing your level of placement:

Student's signature _____ Date _____

Please turn this form into Dr. Erin Laverick by the last day of the second week in the semester.

IELP Registration Information Sheet

Name _____ Nickname _____

UF ID # _____ Home Country _____ Date ____/____/____

Circle your advisor's name: Dr. Kawamura Dr. Laverick Mr. Mott Mrs. Romick
 Ms. Welch Mr. Beck Ms. Farmer Mrs. Violette
 Mrs. Schrecengost
 Other _____

Please respond to the following questions with an "X".

1. What are your plans for the next semester?

_____ I plan to continue my studies at the University of Findlay.
_____ I plan to transfer to another university or college.
_____ I plan to return to my home country.
_____ Other? _____

2. Which of the following best describes your plans for course registration next semester?

_____ I am certain that I will register for next semester.

In which level will you enroll? _____ Advanced _____ Intermediate _____ Beginning
_____ Split Levels: These levels are _____ and _____.

_____ I plan to register, but I must wait.

_____ I must speak with my parents or sponsor.
_____ I must confirm my financial situation.
_____ I must extend my I-20.
_____ Other _____

3. What are your long-term plans?

_____ I plan to finish the IELP only.
_____ I plan to complete the IELP and complete an undergraduate degree.
_____ I plan to complete the IELP and complete a master's degree.
_____ I do not plan to earn a degree, but I will be here for _____ more semesters.

IELP Refund Information

1. Fall IELP is \$7300 (≥ 12 hrs) or \$561 per credit hour for ENIN classes:

Classes start: August 22, 2016

Students who are registered and drop on or before August 21, 2016 will receive 100% refund of fees and tuition and will be charged the \$2500 administrative fee.

Students who are registered and drop between August 22, 2016 and August 27, 2016 will be charged 1% tuition, all general service fees and the \$2500 administrative fee.

Students who are registered and drop on or after August 28, 2016 and September 3, 2016 will be charged 50% tuition, all general service fees and the \$2500 administrative fee.

Students who are registered and drop on or after September 4, 2016 and September 17, 2016 will be charged 75% tuition, all general service fees and the \$1825 administrative fee

Students who are registered and drop on or September 18 will be charged 100% tuition and all general service fees.

2. In association with the change in ENIN refund dates, the Student Health Insurance waiver will be accepted through September 1, 2016. It opens in MyFindlay as soon as the student registers.

Here is the calendar for ENIN classes:

Wk. 1	August 22 – August 27	99%
Wk. 2	August 28 – September 3	50%
Wk. 3 & 4	September 4 – September 17	25%
Wk. 5	September 18 and after	0%

Other Important Information

No Shows and Two-day Drops: Students are required to attend the first day of class. If a student is absent on the first day of class, it is his/her responsibility to email his/her instructors ahead of time. If a student does not communicate with his/her instructors and does not attend classes during the first week, s/he will be dropped from his/her classes, putting him/her out of status. If a student is out of status, s/he may not study at the University of Findlay and must go to International Admissions and Services immediately. Students, who arrive late and are dropped from their classes, will not be allowed to reregister.

Final Exams: Students are required to follow the University of Findlay's final exam schedule. Students are NOT allowed to travel before final exams. Students who choose to travel early will not be allowed to take their final exams and run the risk of being placed on academic suspension.

Registering for Classes and Paying Fees: New students are expected to register during orientation and pay their tuition up front. If a student decides to leave the University of Findlay, s/he will not have his/her tuition refunded. In addition, s/he will be charged a \$2,500 administrative fee to transfer to another university.

Who Do I Call?

Have questions?

Use this Quick Reference Guide to contact areas on and off campus that can help.

Academic record, enrollment schedule	Registrar Office, basement Old Main, x4556, x4552 Also available online to students at www.oilernation.findlay.edu
Admissions – international students	International Admissions and Services, 1214 N. Cory, x4558
Bill payment (tuition, fees. etc.)	Business Office, Old Main, x4690
Car registration (parking permit)	University Police/Security Office, Lovett Hall, x4799
Financial Aid	Financial Aid Office, Old Main 116, x4791 / x4792
Financial Aid - outside sources	www.fastweb.com www.OhioMentor.org www.finaid.org www.ed.gov www.schoolsoup.com www.scholarshipexperts.com
Financial services (not all available are listed)	Fifth Third Bank, 419-424-8470 * ATM at AMU First Federal Bank, 419-422-4422 * ATM at Bookstore First National Bank, 419-429-6000 Key Bank, 419-423-3212 Huntington Bank, 419-424-4000 Hancock Federal Credit Union 419-424-0163 *ATM by Health Center
Hospital - Blanchard Valley Hospital	General - 419-423-5153 Emergency Room - 419-423-5206
Insurance, student health	Business Office, Old Main, x4690 Cosiano Health Center, 102 W. Foulke, x4550
Internships and Co-op	Office of Internships and Placement, Old Main, x5506
Libraries	Shafer Library, x4627 Public Library, 206 Broadway, 419-422-1712 Black Heritage Library, 817 Harmon, 419-423-4954
Post Office	Postal Services, basement Old Main, x4839 Findlay Post Office, 419-423-1264
Public Transportation	Taxi/Cab and Independent Drivers H.A.T.S., 419-423-7261 (Call ahead to schedule) Black & Gold Cab Co., 419-889-7695 Accurate Cab, 419-424-0150 Manta Cars LLC, 419-632-5723 Car Rentals Enterprise, 419-424-9626 Dollar, 419-427-2747 Avis Car Rental, 419-420-0678 Hertz Rent a Car, 419-422-7273 Coach Rental Services, 419-422-5202 Bus transportation/Ticketing Greyhound, 419-248-1477 Gotobus, 617-354-2101
Rental properties	Physical Plant, x4544
Residence Life (campus housing)	Student Affairs, Old Main, x4570

Starfish questions?	Oiler Success Center: 419-434-5680 Oilersuccesscenter@findlay.edu Room #122, Old Main
Student employment	Student Employment Office, 214 Croy, x5338
Telephone issues	ITS, x4848
Tickets, movie	Student Activities Board, AMU 8-A, x4606
Tickets (theatre, music, cultural events)	Marathon Center for the Performing Arts, 419-424-2787
Transcripts	Registrar Office, basement Old Main, x4556 / x4552
Volunteer programs	Office of Service and Community Engagement – Buford Center for Diversity and Service, 1222 N. Cory St., 419-434-6671
Withdrawal from the University	Oiler Success Center, Old Main 122, x4068
Writing Center	Academic Support Center, Old Main, x4697

How to Get a SIM Card

There are several SIM card options that you can utilize; either at a store or through purchasing online.

SIM card stores in Findlay:

- AT&T: Mobilizing Your World
<https://www.att.com/>
- Verizon: Can you hear me now? Good
<http://www.verizonwireless.com/>
- Boost mobile
<https://www.boostmobile.com>
- Walmart
 - T-Mobile: <http://www.t-mobile.com/>
 - Straight Talk: <https://www.straighttalk.com/wps/portal/home>
 - Virgin: <https://www.virginmobileusa.com>
 - Verizon: <http://www.verizonwireless.com/>
 - Cricket: <https://www.cricketwireless.com/>
 - Net10: <http://www.net10wireless.com/>
 - Tracfone: <http://www.tracfone.com/>
 - Metropcs: <https://www.metropcs.com/>
 - Walmart SIM card: http://www.walmart.com/browse/cell-phones/sim-cards/1105910_1072335_1097404

Online options are endless, but here are the top three popular SIM cards that you might want to consider.

1. Lycamobile: Cheapest International Calls from the USA
<http://www.lycamobile.us/en/>
2. Straight Talk: Best Phones, Best Networks, Half Cost
<https://www.straighttalk.com/wps/portal/home>
3. T-Mobile: Uncarrier
<http://www.t-mobile.com/>

Bank Information

How to Open a Bank Account in the U.S.

As an international student studying in the United States, having a U.S. bank account will make managing your finances significantly easier. With a U.S. bank account, you can deposit your financial aid awards, loans, and stipends—all of which are typically paid by check—as well as money from home.

Why Have a U.S. Bank Account?

With a bank account, you can pay all of your bills by check and manage your bill payments online. In addition, many banks issue debit cards with a MasterCard or Visa emblem, which enables you to use the card to make purchases anywhere that accepts credit cards.

Types of Bank Accounts

There are two main types of bank accounts in the U.S. They are:

Checking Accounts

These allow you to frequently deposit and withdraw money. They are a great way to pay your monthly bills. When you open a checking account, it usually comes with a checkbook and a bank card. There are usually minimum monthly balances and service fees, and these vary depending on the type of account you open. Most international students only need a checking account, which they use for managing living expenses while at school.

Savings Accounts

These are for long-term deposits for accruing interest. The interests, minimum balances, and service fees will vary from bank to bank. As an international student, you will probably not need a savings account.

How to Choose a Bank

There are many banks around campus. Some options are Huntington Bank, Chase Bank, and Fifth Third Bank.

You will want to compare services and costs of several different banks before choosing one at which to open a bank account. Find out whether the bank offers interest on checking accounts, what the interest rate is for savings accounts, and whether the account offers overdraft protection. You will also want to find out how long it will take to “clear” a check, meaning how long from the time you deposit a check in your account until you are allowed to withdraw the funds. Generally, wired funds are available immediately, but the hold on checks (local, out of state, and foreign) varies by state and by bank, and can be several days to a week or even longer.

How to Open a Bank Account

Although many banks advertise that you can open an account over the phone or online, you should plan to open an account in person. As an international student, you do not fit neatly into any category

set by U.S. banks, and it will be easier to deal with any complications in person. In addition, it's always useful to establish a face to face relationship if you require additional services. When you go to the bank to open a bank account, you will need to bring:

- Your full name, home address, home telephone number, your campus telephone number, and your college address (letterhead showing the local address – i.e. utility bills or apartment contract)
- Unexpired passport
- I-20, DS-2019 or I-797 approval notice
- Any secondary form of identification (such as: your passport, your Student ID card, birth certificate, state driver's license, or a letter from the International Students and Scholars Office)
- Enrollment verification letter from your school

You will also need the funds you want to deposit and open the account with. Every bank has slightly different requirements, so make sure you ask beforehand so you don't forget something you need.

Health Insurance

- All traditional full-time undergraduate students attending the University of Findlay and carrying 12 or more credit hours per semester; nine credit hours or more for summer session are eligible and will be automatically enrolled in the Student Health and Accident Insurance Plan.
- Undergraduate students who do not desire this coverage must waive coverage as a result of completing the Health Insurance Waiver by Sept. 1 for the fall semester or through Feb. 1 for first-time students in the spring semester. The Health Insurance Waiver is located online in [MyFindlay](#). After these dates, the student is enrolled in the policy, and it CANNOT be waived.
- Students who waive the coverage are not eligible to enroll in the plan until the start of the next plan year.
- An undergraduate student who withdraws or drops to part-time enrollment prior to Sept. 1 (fall) or Feb. 1 (first-time spring student) will not be included in the plan.
- Graduate students carrying six credit hours or more may be eligible and included in the plan by request only. Coverage for graduate students is effective one business day after the premium is paid for the remainder of the plan year.
- Degree completion students carrying 12 credit hours or more in two blocks (one semester) may be eligible and included in the plan by request only. Coverage for degree completion students is effective one business day after the premium is paid for the remainder of the plan year.
- Graduate and degree completion students may enroll in this plan through Sept. 1 for the fall semester or through Feb. 1 for first-time students in the spring semester by completing the [Graduate and Degree Completion Enrollment form](#).
- The plan year runs Aug. 1 through Aug. 1.

The University of Findlay recommends that all students review the [Student Health and Accident Insurance Plan coverage and benefits](#). Students may contact the Business Office with any questions regarding enrollment in this plan

Family Services

Childcare in Findlay

Studying while taking care of your child(ren) is not a problem. Findlay provides options where kids will be safe, learn, meet other kids, and have some fun while you are attending your classes.

The following are some childcare options close to campus:

1. One Amazing Place (0.5 miles from University)

Address: 207 E. Foulke Ave., Findlay, Ohio 45840

Contact Phone: 419-420-0424

Description: One Amazing Place is a licensed child care center in Findlay, Ohio. It has maximum capacity of 177 children. The center accepts children ages of: infant, toddler, preschooler, and school age. The provider may also participate in the subsidized childcare program.

License Number: 502198

Days of Operation: Monday - Friday

Enrolled in Subsidized Child Care Program: Yes

Type of Care: Full Time Center

Additional Information: Quality Rating: 1 star; Provider first licensed on 02/20/1996; Rated 1 Star.

District Office: Ohio Dept. of Job and Family Services (ODJFS) - Division of Child Care

District Office Phone: 877-302-2347 (Note: This is not the facility phone number.)

2. Sunshine Child Care Center (1.0 miles from University)

Address: 115 Ely Ave., Findlay, Ohio 45840

Contact Phone: 419-422-0213

Description: Sunshine Childcare Center is a licensed child care center in Findlay, Ohio. It has maximum capacity of 105 children. The center accepts children ages of: toddler, preschooler, and school age.

License Number: 500235

Days of Operation: Monday - Friday

Enrolled in Subsidized Child Care Program: No

Type of Care: Full Time Center

Additional Information: Provider first licensed on 01/18/1988;

District Office: Ohio Dept. of Job and Family Services (ODJFS) - Division of Child Care

District Office Phone: 877-302-2347 (Note: This is not the facility phone number.)

3. Around the clock (1.2 miles from University)

Address: 920 McManness Ave., Findlay, Ohio 45840

Contact Phone: 419-423-5967

Description: Around the Clock, Inc. is a licensed child care center in Findlay, Ohio. It has maximum capacity of 63 children. The center accepts children ages of: infant, younger toddler, older toddler, preschooler, and school age. The provider may also participate in the subsidized child care program.

License Number: 503383

Days of Operation: Monday - Friday, Sunday

Normal Open Hours: Midnight to 11:55 p.m.

Enrolled in Subsidized Child Care Program: Yes

Type of Care: Full Time Center

Additional Information: Quality Rating: 3 stars; Provider first licensed on 06/02/2004; Rated 2 Star.

District Office: Ohio Dept. of Job and Family Services (ODJFS) - Division of Child Care
District Office Phone: 877-302-2347 (Note: This is not the facility phone number.)

In addition to childcare options, the city of Findlay also offers resources to those that need assistance with supplies, such as diapers or items for expectant mothers.

Findlay City Schools

For those that have school age children you can contact 419-425-8275 for school registration information.

Family Resource Center of Northwest Ohio

What is the Family Resource Center?

The Family Resource Center agencies help Hancock County residents who need assistance in obtaining food, shelter, clothing, medical care, legal aid, dental, and other needs. If you need assistance or to find out more about the services offered you may visit the center at 1800 N. Blanchard St. in Findlay or contact via phone at 419-425-5988 or email info@hancockfamilycenter.org.

Things Not to Do in the U.S.

1. Do not drive using your country's license. You must be an Ohio licensed driver to operate a vehicle.
2. Do not drive without car insurance. It is illegal to drive any motor vehicle without insurance.
3. Do not work off campus. Working off campus is illegal if you are not either CPT or OPT students.
4. Do not carry your passport as a form of identification, unless you are going out of the country.
5. Do not travel outside the country before getting your I-20 signed. Make sure your I-20 is signed when you are traveling to another country.
6. Do not drop out of college. It is a violation of your agreement. The U.S. government has an electronic system called SEVIS that tracks whether international students are attending college or not. If you want to drop out of college for whatever reason, consult your international student advisor for advice.

Graduation Bucket List

- Go to the Findlay Reservoir
- Take a walk down Main Street
- Go to a UF sporting event
- Get involved in clubs and organizations
- Go to a theatre performance
- Go to a UF horse show
- Visit the Findlay-Hancock County Public Library
- Go Bowling at AMF
- Go to the Cube and Marathon Diamond
- Visit the Hancock Historical Museum
- Visit Riverside Park
 - Walking
 - Picnic
 - Canoeing
 - Paddle boats
- Go to Flag City Balloon Fest
- Try Dietsch Brothers chocolate and ice cream
- Go to the Hancock County Fair
- Join or watch the Halloween parade on Main Street
- Go to Riverbend Recreation Area for sledding, snowboarding, or cross country skiing
- Try the historical Wilson's Sandwich Shop
- Drink coffee at George House
- Attend a play/musical at the Fort Findlay Playhouse
- Attend open mic nights on Friday nights at Coffee Amici – S. Main St. Findlay

***This is an abridged version to the official International Student Resource Guide. The official guide may be found at the following link**

<https://www.findlay.edu/admissions/international/SiteAssets/Pages/Orientation-Information/Final%202016-2017%20Summer%20International%20Student%20Resource%20Guide.pdf> or a printed version at the

International Admissions & Services office.

Last updated July 27, 2016