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The Ivanhoe International Center (IIC) was established at the South Dakota School of Mines and Technology in the fall semester, 1994, through a generous gift by an alumnus, Mr. Lytton F. "Bus" Ivanhoe (MinE'42).

As a student and throughout his career, Mr. Ivanhoe travelled the world and experienced many cultures which inspired him to establish the IIC. Below is a copy of the letter he wrote in the mid-1990s to students about making the most of your experience at SDSM&T. Although some of the information is outdated, please take note of the valuable advice he left for you as you enjoy your time at SDSM&T and the Rapid City/Black Hills community.

Dear Student:

I take this opportunity to welcome and congratulate you on your decision to attend the South Dakota School of Mines & Technology. Your education at this institution will serve you well in your chosen career.

Much like you, I received my earlier education on other continents with many cultures. In addition, my career has taken me to all parts of the world. As such, I urge you to take advantage of your stay in Rapid City to learn how to speak English fluently. This skill will be most useful to you throughout your life. Immersion in English is a valuable fringe benefit of attending SDSM&T.

In addition to any formal courses offered for English as a second language, I suggest that you train your ear by listening to a local radio station. By turning on the radio whenever you are home, you will find at first the radio is merely "background noise" that you will ignore. However, after a short time you will be able to understand the English speakers without paying undue attention to them. This is the first step in understanding and speaking fluent English.

I encourage you to visit the Ivanhoe International Center located on the lower level of the Surbeck Center. I hope you will find the Center a place to relax and visit with other international students as well as a place to read, study, and improve your English skills.

I wish you the best of luck in both your studies and your stay in Rapid City. Congratulations again for choosing SDSM&T.

Sincerely,

L. F. Ivanhoe (MinE'42)



Welcome to the South Dakota School of Mines and Technology!

We are excited that you have arrived and we hope this handbook will help you get adjusted to your surroundings as you face challenges of adjusting to life in a different culture. This handbook is designed to answer most of your questions. Please read it carefully and keep it for future reference.

The Ivanhoe International Center (IIC) provides assistance to international students so they may successfully complete their chosen degree program at the South Dakota School of Mines and Technology.

If you have any questions, please contact us.

Ivanhoe International Center (IIC)

Suzi Aadland
Director

suzi.aadland@sdsmt.edu

Beth Riley
Assistant Director

beth.riley@sdsmt.edu

Cheryl Dillon
Secretary

cheryl.dillon@sdsmt.edu

IIC website: <http://www.sdsmt.edu/International/>

IIC email: international@sdsmt.edu

Phone number: (605) 394-6884

Fax number: (605) 394-6883

Office Hours: Monday to Friday 7:30 a.m. – 4:30 p.m.

Address:

Ivanhoe International Center
South Dakota School of Mines & Technology
501 East Saint Joseph Street
Rapid City, SD 57701-3995

IIC Services which require an appointment:

- I-20 signature for travel (plan ahead, come in at least one week prior to your trip)
- Program extension
- Transfers
- Invitation letters for visitor visas
- Optional & Curricular Practical Training authorizations (OPT and CPT)
- Reinstatement to student status

You may make an appointment by email or calling.

Useful Telephone Numbers/Websites

Others may be found on the web - Area code is 605 unless otherwise noted

SD Mines Offices	Building/Address	Phone/Email
Ivanhoe International Center	Surbeck Center	394-6884/ international@sdsmt.edu
International Students, Inc.	15 Kansas City Street	484-1590
Residence Life	Surbeck Center	394-2348/ daniel.sepion@sdsmt.edu http://reslife.sdsmt.edu/offcampus.html
Counseling Services	Surbeck Center	394-1924
Health Services	Surbeck Center	394-2354
Health Insurance	ISO Medical	1-800-244-1180
Dean of Students	Surbeck Center	394-2416/ Patricia.Mahon@sdsmt.edu
Graduate Education Office	C2201	355-3468/ Graduate.Admissions@sdsmt.edu
Registrar and Academic Services	O'Harra Building	394-2400
Campus Safety	Facilities Building	394-6100
Off-Campus Offices and Emergency	Address	Phone
Dakota Plains Legal Services	528 Kansas City Street	342-7171
Department of Motor Vehicles	1301 E Catron Blvd #105	1-800-952-3696
Poison Control Center	www.aapcc.org	1-800-222-1222
Police/Fire Emergency	300 Kansas City St, Suite 200	911
Police/Non-emergency	300 Kansas City St, Suite 200	394-4131
Fire/Non-emergency	10 Main Street	394-4180
Ambulance	10 Main Street	394-4180
Rapid City Regional Hospital	353 Fairmont Blvd	719-1000
Pennington County Sheriff's Office	300 Kansas City St # 100	394-6113
South Dakota Highway Patrol	1301 E Catron Blvd	511/394-2286
Bank Name	Address	Phone Number
Bankwest	331 Omaha Street	399-2265
Black Hills Community Bank	840 Mt Rushmore Road	343-2422
Black Hills Federal Credit Union <i>(Other branches available)</i>	225 Main Street	718-1818
Dacotah Bank <i>(Other branches available)</i>	3535 5 th Street	342-3100
Dacotah Federal Credit Union	501 N St. Onge Street	348-1961
First National Bank	632 Main Street	399-0990
First Interstate Bank <i>(Other branches available)</i>	333 West Blvd. #100	348-3322
Great Western Bank <i>(Other branches available)</i>	14 St. Joseph Street	343-9230
Highmark Federal Credit Union <i>(Other branches available)</i>	725 5 th Street	716-4444
Pioneer Bank & Trust <i>(Other branches available)</i>	2001 West Omaha Street	341-2265
Security First Bank <i>(Other branches available)</i>	805 5 th Street	399-2740
US Bank <i>(Other branches available)</i>	701 St. Joseph Street	394-2000
Wells Fargo <i>(Other branches available)</i>	825 St. Joseph Street	394-3800
Grocery and Specialty Stores	Address	Phone Number
Asian Grocery	1012 E. North Street	388-6156
Benjas Mexican Store	710 Lacrosse Street #3	341-5591
Breadroot Natural Foods Co-op	100 East Blvd. N	348-3331
Curry Masala	510 St. Joseph Street	716-7788
Don's Valley Market	747 Timmons Blvd	393-3018
Family Thrift Center <i>(multiple locations)</i>	http://www.shopftc.com/store-location	343-4326
Main Street Market	333 Omaha Street, #2	341-9099
Prairie Market	11 New York Street	343-8462
Safeway Stores, Inc. <i>(multiple locations)</i>	http://local.safeway.com/sd/rapid-city-581.html?utm_source=G&utm_medium=Maps&utm_campaign=G+Places	348-5125
Save-A-Lot Food Store	911 E. St. Patrick Street	716-5445
Staple & Spice Market	601 Mt. Rushmore Road	343-3900
Walmart <i>(multiple locations)</i>	http://www.walmart.com/store/1604	342-9444

Maintaining your Status

For F-1 students (most rules apply to J-1)

The US Citizenship & Immigration Service (USCIS, formerly known as the INS and more recently the BCIS) published regulations (regs) on Dec. 11, 2002, and those regs went into effect on Jan. 1, 2003. The regulations added reporting requirements, which are now accomplished through the electronic reporting program called SEVIS (Student & Exchange Visitor Information System). The information in this document is as up-to-date as possible, but is subject to change, as this is a continually evolving process.

The information contained in this document is subject to change as federal laws and regulations are modified. US laws have changed drastically in the last few years and will continue to change. The IIC keeps up to date on those changes.

Information marked with “” is quoted directly from the NAFSA: Association of International Educators *Adviser’s Manual of Federal Regulations Affecting Foreign Students and Scholar*, other is quoted directly or summarized from federal regulations.

Acronyms & Abbreviations

Acronyms are words formed from the initial letters or parts of a word. Abbreviations are a shortened form of a word or phrase used chiefly in writing. We often use the acronyms and abbreviations, and feel it would be useful to you to have a list of them for future reference.

DSO	Designated School Official
SDSM&T	South Dakota School of Mines & Technology
IIC	Ivanhoe International Center
SEVP	Student & Exchange Visitor Program
SEVIS	Student & Exchange Visitor Info System
DHS	Department of Homeland Security (governing body of USCIS, ICE, & CBP)
USCIS	US Citizenship & Immigration Service
ICE	US Immigration & Customs Enforcement
CBP	US Customs & Border Protection
ESL	English as a Second Language

General Requirements and Responsibilities

Once an alien is admitted to the United States in F-1 status, s/he must meet certain obligations in order to maintain status. The student must:

1. have a passport that is kept valid at all times, unless exempt from the passport requirement. If your passport has expired or will expire shortly, it is your responsibility to have it revalidated;
2. attend the school s/he was authorized to attend;
3. continue to carry a full course of study;
4. follow certain procedures if the student must remain in the United States longer than the length of time estimated for completion of his or her educational program, as stated on the initial I-20 issued to begin the program of study;
5. follow certain procedures to continue from one educational level to another (e.g. from the bachelor’s to the master’s level) at the same school;
6. follow certain procedures to transfer to a school other than the one originally authorized;

7. limit employment, both on campus and off, to a total of 20 hours per week when school is in session;
8. NOT work off-campus without authorization;
9. report a change of residence to the IIC within 10 days of the change;
10. not count more than one course (3 credit hours maximum) of distance education toward full time student status;
11. enroll in the health insurance mandated by the South Dakota Board of Regents. You may enroll each semester or annually;
12. inform the IIC sufficiently in advance of your need for travel forms (I-20, full-time student letter, etc.), letters for application of driver's license, social security card, or employment. Please give at least three business days advance notice to the IIC when requesting any of the above mentioned documents.

These requirements are strictly enforced and reported electronically. Any allowable exceptions must be requested and approved **PRIOR** to the semester in which the exception occurs.

Duration of Status (D/S)

The student is admitted to the United States for "duration of status", defined in the regulations as the period during which the student "is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies...An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. The student is considered to be maintaining status if s/he is making normal progress toward completing a [full] course of study." [8 CFR 214.2(f)(5)(i)] "An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the US or to transfer...An F-1 student authorized by the DSO to withdraw from classes will be allowed a 15-day period for departure from the US. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure." [8 CFR 214.2(f)(5)(iv)]

Full Course of Study

A student must be enrolled for a full course of study. If not the student is not pursuing a full course of study at the institution the student is authorized to attend, the student is out of status and must apply for reinstatement to student status. The student is not eligible for transfer to another institution, on campus work (including assistantships), off campus work, or practical training. "Successful completion of the full course of study must lead to the attainment of a specific educational or professional objective." [8 CFR 214.2(f)(6)(i)] NO MORE than one course or 3 credits of distance education may apply toward full time status.

Program Extension

“An F-1 student who is currently maintaining status and making normal progress toward completing his or her educational objective, but who is unable to complete his or her course of study by the program end date on the Form I-20, must apply **PRIOR to the program end date** for a program extension...” [8 CFR 214.2(f)(7)(i)] “An F-1 student... may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20.” [8 CFR 214.2(f)(7)(iii)]

Change in Level of Program/Change of Program/ Begin a New Program

In each of the following cases, you will need to obtain a new I-20. Please do so immediately upon admission to the new program.

Change in Level of Program

completing a bachelor’s degree and pursuing a master’s degree, or completing a master’s degree and pursuing a PhD.

Change of Program

transferring from one department to another without completing a degree

Begin a New Program

starting a new program after completing a program in one department (must be different departments)

Transfer of Schools

Eligibility

An F-1 student “who is maintaining status may transfer to another Service-approved school by following the notification procedure...An F-1 student who was not pursuing a full course of study at the school he or she was last authorized to attend is ineligible for school transfer and must apply for reinstatement...” [8 CFR 214.2 (f)(8)(i)]

Employment

First and foremost! Never go to work for an employer without having permission! Always check with the IIC prior to going to work. If you go to work for someone without having work permission, you are in violation of your F-1 status. If this happens, you lose all benefits associated with F-1 status, including permission to work on campus (assistantships, on-campus jobs). You are NOT eligible for reinstatement through the USCIS.

Time Limitations

F-1 students are limited in the number of hours they are allowed to work per week. You are limited to 20 hours per week when school is in session. This includes all types of employment. If you have two on-campus jobs, you may only work a TOTAL of 20 hours per week. You may work full time during breaks, which are between the fall and spring semesters and the summer break.

Types of Employment

Students in F-1 status are very limited in the types of employment in which they may engage. There are several different types of employment that F-1 students may be eligible for.

On-campus employment. Any student who is in valid F-1 status is eligible for on-campus employment. This includes teaching or research assistantships and other on-campus work, such as working in Dining Services, the Library, etc.

Off-campus employment. Employment off-campus is extremely difficult to obtain. Please contact the IIC for information.

Off-campus employment opportunities may be available through curricular practical training, optional practical training, or economic necessity. (Work permission for economic necessity must be authorized by the USCIS and is very difficult to obtain.) For each of these you must be in F-1 student status for AT LEAST one academic year. Please contact the IIC for further information.

Change of Address

The IIC must have your current address. Please notify us of any change of address and telephone number within 10 days of moving. This is strictly enforced by ICE.

Travel

Requirements for re-entry into the United States*

In order to re-enter the United States after a temporary absence of 5 months or less, an F-1 student must have the following documents: a valid passport or travel document and a valid visa..., and...a properly endorsed Form I-20...As a matter of practice, CBP officials at ports of entry require that the Form I-20 bear a DSO certification for re-entry executed in the current term—if a student is re-entering during the academic year—or, if a student is returning from his or her annual vacation, executed in the term preceding the vacation. The endorsement may be executed even if there has been a change in the date the student is expected to report to the school. If a student loses the Form I-20, a DSO may issue a duplicate Form I-20...

A “temporary” absence for the purpose of re-admission with an endorsed Form I-20 A-B is defined as an absence of 5 months or less....

...a student must have a valid F-1 visa stamp in his or her passport.

Consequently, a student who entered the United States in another nonimmigrant classification and has changed status to that of an F-1 student must obtain an F-1 visa (passport stamp) before re-entering the country. It is not possible to obtain an F-1 visa inside the United States. An F-1 student who needs to obtain a visa in order to enter the United States after a temporary absence must apply for the visa at a U.S. consular office abroad...

Penalties for Violation of Status

The US Congress passed the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) on September 30, 1996, which provides for severe penalties for people who violate their status. More recent laws that directly affect international students are the USA PATRIOT Act and the Border Security Act.

Mandatory Health and Medical Information

For all foreign national students, BOR Policy 3.14 requires that you have credible health insurance as determined by the South Dakota Board of Regents (SD BOR). You are responsible for purchasing health insurance coverage that meets BOR Policy 3.14 requirements, any federal visa requirements, and IRS regulations. For detailed IRS regulations, please visit: <http://www.nafsa.org/>

The South Dakota Board of Regents has identified two health insurance plans from ISO Insurance. You **must** choose one of these plans. You will be required to provide proof of coverage to the Ivanhoe International Center. If you do not provide proof of insurance, you will be dis-enroll from the university. Please forward a copy of your confirmation letter or receipt showing the dates you paid to international@sdsmt.edu.

Each semester, you must purchase a non-refundable policy with the coverage dates below. However, if you depart the US for the summer or you have OPT and start employment with coverage prior to the end date, you may be eligible for a refund of a portion of the policy.

- a. Fall: August 1 to December 31
- b. Spring/Summer: January 1 to July 31

If you are married and your spouse and children are in the US, you are required to purchase coverage for them. Please note that family coverage is expensive.

If you have lived in the U.S. for five (5) or more years, you are required to get the Affordable Care Act compliant insurance. Visit www.healthcare.org to sign up for insurance. You may not choose the ISO plans.

Insurance Provider

Please go to <https://myhealth.sdbor.edu/internationalstudent/index.cfm> for more details, or go directly to the insurance company's web site.

ISO Student Health Insurance (ISO), <http://isoa.org/>

Toll free: (800) 244-1180

General: (212) 262-8922

- Plan Design Options: Please choose one of the following plans to fit your needs. Go to the ISO website above for more information on these options:
 - ISO Med 1
 - Conformity Unlimited – ACA Comparable – ***This is NOT ACA Compliant. You cannot sign up for this if you have been in the U.S. for five (5) or more years.***

Under **limited** circumstances, SDBOR may waive this requirement if a student provides adequate proof of coverage by completing the Health Insurance Waiver Request Form. The following reasons will qualify you for a waiver of the health insurance requirement:

- Embassy Sponsored Insurance
- Employer Sponsored (including Medical Evacuation and Repatriation)
- ISEP Exchange
- Indefinite Residence (not available to F and J students/scholars)
- Provide Documentation of SD Domicile based on Visa Status (defined by BOR)
- Athletics

If you have any questions, contact the Ivanhoe International Center staff.

Student Health Services

Your Well-Being Matters

Regional Urgent Care Centers

West

2116 Jackson Blvd.
Rapid City, SD 57702
605-755-3900

North

1303 N. Lacrosse St.
Rapid City, SD 57701
605-755-6600

Hours for Both Locations

Monday - Friday:
7 a.m. to 7 p.m.
Saturday and Sunday
8 a.m. to 4 p.m.

**Mines Students receive a 25% discount at
Regional Urgent Care clinics.**

Call-A-Nurse

If you need to speak with a medical professional, call 755-CARE and talk to one of our urgent care nurses Monday – Friday 7 a.m. to 7 p.m., or weekends, 8 a.m. – 4 p.m.

Regional Urgent Care Website

<http://www.regionalhealth.com/Our-Locations/Regional-Urgent-Care.aspx>

On Campus Clinic Website

<http://www.sdsmt.edu/Campus-Life/Student-Health-and-Safety/Health/>

On Campus Clinic Hours

MONDAY:
7:30 am – 3:30 pm

TUESDAY – THURSDAY:
Noon – 4:00 pm

FRIDAY:
8:00 am – Noon

***Walk in or by appointment**

Fall/Spring Clinic
605-394-2354

Summer Clinic
605-755-2273

Emergency
911

**The Student Health Center,
located just down the hall from
the Bookstore, is open 5 days a
week and operated by Regional
Urgent Care.**

Opening a Bank Account

When you open an account, the bank will likely ask you for your passport, I-20, and Social Security Number (SSN). If you do not have an SSN, you can tell the bank that international students are not allowed to have SSNs unless they are employed.

It is not safe to carry large amounts of cash with you. When first coming to the U.S., it is safest to bring your money in the form of traveler's checks. If you deposit checks or traveler's checks into your account, the money can take up to three weeks to be cleared for withdrawal. Once you have opened a U.S. bank account, your parents can deposit money into this account from overseas by wire transfer. When opening your account, be sure to ask the bank official to give you the necessary information your parents would need in order to make such a transfer.

If you have a spouse or other dependents, you may wish to open a joint account so multiple family members can use the same account. Also, if the family member wants to apply for a driver's license, this will give them proof of address.

It is important to remember that banks establish their own CIPs and may ask for additional documentation than is described above because they are ultimately responsible for establishing the identity of their customers.

Documents you should take with you to open your account:

- Your unexpired passport
- Your 1-94 number - you can print this out from the following website:
<https://i94.cbp.dhs.gov/I94/request.html>
- Your 1-20, DS-2019, or 1-797 approval notice
- Any secondary form of identification you may have
- Form W-8 BEN if you are a student not eligible for a SSN or ITIN
 - The bank will give this to you or send it to you at a later date

To assist you, the Ivanhoe International Center may provide you with a letter to the bank confirming your status at SDSM&T and asking for their assistance in opening your account.

Your name	check # _____
Your Address	_____ (A) _____, 20____ .
Pay to the order of: _____ (B)	\$ _____ (C) .
_____ (D)	_____ Dollars
MEMO _____ (F)	_____ (E)

How to Write a Check

- Write the month, day, and year in the blank space in the upper right corner
- Write the name of the person, company, or organization to whom you are paying the money
- Write the amount of the check in numbers as close as possible to the dollar sign
- Write the amount of the check in words
- Sign your name in the blank space. Always use the same name for your signatures
- Write a brief description of the item or fee for which you are paying in the blank space

South Dakota Driver's License Documentation Requirements checklist for F or J status

http://dps.sd.gov/licensing/driver_licensing/

It is recommended that you wait 10 full days from the day you entered the U.S. to apply for a Driver's License.

You will need to take the following documents when you apply for a driver's license, state ID card, transfer from state to state, or renew the old one.

_____ Proof of Identity

- a. Unexpired foreign passport w/US visa and approved I-94 form (white card in passport) documenting the applicant's most recent admittance to the United States.
- b. Unexpired SEVIS I-20 for a student in F-1 status or SEVIS DS-2019 for a student in J-1 status.
- c. If your name has a different spelling or order on your documents, please provide an explanation to the driver's license examiner.

_____ Date of birth – please note that in the US we use Month/Day/Year, or MM/DD/YYYY. These numbers need to match on all documents.

_____ Proof of Social Security Number (SSN) or proof of ineligibility for a SSN.

- a. If you have a SSN, please take the card with you or a recent pay stub.
- b. If you do not have the SSN, you will need a letter from the International Student Advisor stating that you are not eligible for the SSN.

_____ Documents demonstrating principal place of residence.

- a. Items listed on the SD web page include the following: utility bill, credit card statement, pay stub, rent receipt, phone bill, transcript, bank statement, renter's insurance policy.
- b. School payment receipt with local address
- c. Bank account info or letter from bank with principal place of residence
- d. If you are new to campus and the area, you may need a letter from the International Student Advisor that includes your address.

_____ Evidence of lawful status in the US. (This information is the same as in item #1.)

- a. Unexpired foreign passport w/US visa and approved I-94 form documenting the applicant's most recent admittance to the United States.
- b. Unexpired SEVIS I-20 for a student in F-1 status or SEVIS DS-2019 for a student in J-1 status.

NOTE: The visa in the passport may be expired, but the I-94 should have a notation of "D/S", which means "Duration of Status". As long as the student is maintaining his or her F-1 or J-1 student status and the I-20 or DS-2019 is valid, the student is lawfully present in the United States.

Dependents of F-1 or J-1 students would have derivative status of F-2 or J-2 and also have lawful status in the US. The same guidelines apply to F-2 and J-2 dependents.

If you get a Social Security number in the future, please take it to the Driver's License exam station, along with your driver's license, so they can update your records.

Social Security Administration

It is recommended that you wait 10 full days from the day you entered the U.S. to apply for a SSN.

An international student in F-1 or J-1 status is only eligible for a Social Security Number (SSN) if the student either is employed or has an offer of employment. Actively seeking employment does not qualify the student for the SSN.

Please wait at least 48 hours from completing your immigration reporting session with the Ivanhoe International Center (and submitting all required documentation) to apply for your SSN in order to allow time for your SEVIS record validation to register in the Social Security Administrations' system (SAVE).

In order for to apply for the SSN, you must provide:

- I-20
- Passport and visa
- Most recent I-94
- Department letter on letterhead
- Ivanhoe International Center letter on letterhead
- Social Security application form

US Social Security Administration in Rapid City

Rushmore Mall

1-866-964-7416

Hours:

Monday, Tuesday, Thursday, Friday: 09:00 AM - 04:00 PM;

Wednesday: 09:00 AM - 12:00 PM;

Saturday and Sunday: CLOSED

Once you have submitted your application, you will receive a receipt. Take this to Human Resources in the O'Harra Building. When you receive your Social Security card, take the card to Human Resources.

Contact the Ivanhoe International Center for more information.

Other Helpful websites:

<http://www.ssa.gov/>

<http://www.socialsecurity.gov/online/ss-5.pdf>

<http://www.socialsecurity.gov/online/ss-5.html>

www.ssa.gov/immigration/#students

What do I need to know about computing at SDSM&T?

You can email the ITS Help Desk at: helpdesk@sdsmt.edu, call them at 605-394-1234, or visit them at Tablet Central in the basement of the Devereaux Library.

Official email address: firstname.lastname@mines.sdsmt.edu

Set up your email via any web browser at <http://sdmines.sdsmt.edu/sdsmt/whoami>. This is a Google email account and has many of the features of Gmail including forwarding. After initial set up, you can go to mail.mines.sdsmt.edu to retrieve your email.

Network username: First seven digits of student ID number, i.e., 1234567

Network and email password: 2 digit birth month, 2 digit birth day, 4 digit birth year, plus the first seven digits of your student ID number. i.e., 010120051234567

Tablet Program (undergraduate students only)

What is a tablet?

Tablet PCs offer the same features of a traditional laptop with the added convenience of a convertible screen. The Tablet screen pivots and folds down into an electronic notebook, virtually eliminating the need for paper class notes. All data written on the screen can be captured and saved. Wireless internet connectivity is available across campus so students can be connected to the Web inside a classroom or outside in the quad. Most importantly, since Tablet PCs are leased to the student by the institution, SDSM&T is able to provide students with expensive software necessary for their course work.

I already have a laptop. Can I use my laptop in the program? No. The Tablet PC, inside and outside the classroom, has expanded the diversity of teaching methods used by many professors and given students greater active learning opportunities

By having the tablet through the program, you will be able to use department-specific site licensed software and get help with repairs and warranty work.

Can I opt out of the program? Possibly. Even though the Tablet Program is mandatory, we recognize there are circumstances that warrant a person to Opt-Out of the program. To see if you are eligible to opt-out of this program, please visit: <http://www.sdsmt.edu/Campus-Services/ITS/Tablet-PC/Tablet-PC-Opt-Out/>.

For additional info, please go to: <http://www.sdsmt.edu/its/tablet-program/>. You must register for an orientation session, which is also available on this page.

On-Campus Employment for International Students

Employment for students on the South Dakota School of Mines & Technology campus is not guaranteed to anyone. Each student must look for employment opportunities on campus and apply for the ones for which he or she is qualified. Faculty and staff members will NOT find jobs for students. Each student must take the initiative to actively search for employment.

Many positions that various departments advertise for help are classified as WORK-STUDY. International students are not eligible for work-study positions. The most likely places to find employment on the SDSM&T campus are listed below.

- Aramark:
 - Dining Services
- Physical Plant/Campus Safety
- Tech Learning Center – tutoring positions, usually for Sophomores and up
- Departments - simply check with each department to see if they are looking for help. There are occasions when your academic department may not have an assistantship for you, but they may be looking for people to grade papers.
- Residence Halls
 - Sometimes looking for people to work the front desk
- Surbeck Center
 - University Scheduling & Conferences – usually hire months in advance – Summer only
- Instructional Technology Services
 - Almost all work-study positions
- Museum of Geology
- On occasion, some jobs are posted online through the Human Resources page at <http://sdmines.sdsmt.edu/hr/jobs/student>

F-1 Student Employment

- Employment regulations are enforced strictly by the U.S. Immigration and Customs Enforcement. Students and dependents who work without proper authorization may violate the conditions of their immigration status. Do not accept employment unless you have the proper work authorization.
- Working Off-Campus requires special authorization and is available to students who meet certain eligibility requirements situations. Consult the Ivanhoe International Center to see if you qualify.
- F-2 dependents are not allowed to work in the U.S

PLEASE NOTE: The Black Hills Development Center or Incubator is **not** considered on campus.

Contact the Ivanhoe International Center if you have any questions or for more information.

Copyright Links

Copyright laws are very strict and very complex in the US. It is not legal to copy another person's work. When performing research, if you use other people's research as a basis for your work, then you must give them the appropriate credit, or citation.

Photocopying text books is NOT legal. Downloading academic papers from the web is academic dishonesty. Copying another person's work and claiming it as your own is academic dishonesty. There are many more actions that may be considered academic dishonesty. If you are not sure if your actions would be considered academic dishonesty, you should contact your professor, the Ivanhoe International Center, or the Dean of Students. There may be significant negative consequences if you are involved in academic dishonesty.

In each class, the professor will provide you with a syllabus for the class. This may be in paper form or it may be on the web site. There is information in the syllabus on the projects in the class and what is expected on each project. Some projects may be group projects and others may be individual projects. If you are not certain, ask the professor. If you submit a project that was specified to be an individual project and it is exactly the same as another person's project, this is considered academic dishonesty.

The web sites below will help you find the legal definitions for copyright, which includes not only academic information, but also information on music and movie downloads.

<http://www.copyright.gov/>

What is Plagiarism?

Taken from: <http://plagiarism.org/plagiarism-101/what-is-plagiarism>

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

If you ever have a question about these important topics, please ask.

Friendship Partner Program

Guidelines & Responsibilities for Students

1. The Friendship Family program is a visitation program for international students attending the South Dakota School of Mines & Technology (SDSM&T). It is not a home-stay or live-in program.
2. Students and families are matched for a period of up to one academic year. Although the relationship may continue well beyond that year, we hope families will make themselves available to another student at the end of that period.
3. Should the student and family be incompatible, it is reasonable to make a change. Please call the staff at the Ivanhoe International Center at SDSM&T or staff at the International Students, Inc. (ISI) and relate the situation and we will make other arrangements.
4. Families and students are asked to make contact at least once each month. It may be only to inquire about health and well-being, or it may be for an invitation. Keep in contact with your family to show you are interested in them. The thought is the important thing. This will also give you the opportunity to practice your English skills.
5. A number of activities are planned during the academic year. We hope that both students and families will take advantage of these opportunities to get acquainted with other families and students, as well as the staff from the international offices at SDSM&T & ISI. We will send announcements to you. Your support of these activities is very much appreciated.
6. Religion and religious institutions constitute an important aspect of our culture in the United States, which you should have an opportunity to learn about and observe if you so wish. If your Friendship Family invites you to attend religious services with them, particularly during holidays, go only if you feel comfortable. When you have questions regarding religion, we strongly encourage an open discussion. The policy of the Friendship Family Program, in accordance with NAFSA: Association of International Educators policy, is that proselytizing (or recruiting) must not be carried out.
7. Suggested activities for students and families to get together might include children's birthday parties, school activities, sports events, lectures, and special holiday celebrations.
8. Explain your customs, country, food, etc. to your Friendship Family. They may enjoy trying some traditional food that you prepare for them. Ask questions about customs, culture, religion, politics, etc. to learn more about your family and the United States.
9. Most importantly, relax and enjoy your affiliation!

Thank you in advance for your involvement in this rewarding program.

An International Student's Guide For Living Off Campus And How To Get Along With A Room Mate

Good to Know Information

International students attending SDSM&T usually live together off-campus so that housing costs can be shared. Apartments can range in size from efficiency (a one-room apartment) to four-bedroom apartments. An efficiency apartment usually costs around \$350-500 per month; a 4-bedroom house would cost approximately \$800-\$1200 for one month of rent. (These amounts do not reflect the additional costs for utilities.) When obtaining an apartment, usually one or two months of rent is required in advance for a deposit. Students should arrive in Rapid City a few days early to find appropriate housing.

Living Off-Campus

Living in another country can be a fun and challenging experience. You will find that there are important choices and decisions to make. Living on your own involves meeting financial obligations. These may include deposits, monthly bills for utilities, telephone, internet, and cable television service in addition to monthly rent. It is important to keep all legal contracts. A lease is a legally and financially binding document.

Information on off-campus housing may be obtained from fellow students, the Director of Residence Life, the Ivanhoe International Center, local newspapers, and real estate agents. There is a great deal of information available on the SD Mines Residence Life website under the Off Campus Living tab and online at www.google.com (includes satellite maps) or www.yahoo.com. See pages 22-23 for a short list of rental properties in Rapid City.

A publication entitled "Landlord - Tenant - Rights and Responsibilities" published by the South Dakota Division of Consumer Protection can be found online at www.consumer.sd.gov or you can request a copy by emailing them at consumerhelp@state.sd.us or stop by the Ivanhoe International Center.

Lifestyles & Values

Agreements concerning living arrangements should meet the needs of all roommates. A Roommate Contract will help you develop guidelines and arrangements between you and your roommate(s). These guidelines should be flexible and modified as the needs of you and your roommate(s) change. The development of a roommate contract should be simple and in writing. Areas which you may want to discuss are:

Study Hours and Relaxation Hours. The primary reason for attending the South Dakota School of Mines & Technology is to acquire a quality education and marketable skills. Study hours and relaxation hours are important in reaching this goal. Your roommate(s) and you should immediately discuss and agree upon study hours, habits and preferences for relaxation hours.

Living with Another Person. Roommate relationships can be some of the best memories you will have during your time here at South Dakota School of Mines & Technology. These relationships can be particularly challenging when people with different backgrounds or cultural experiences are involved. Communicating your needs to your roommate and learning their culture and background are very important steps to creating a successful roommate relationship.

Cooking. Students have a variety of cooking and shopping arrangements, as well as dietary needs. You may choose to eat on campus while others choose to cook and eat at home. Be sure you have a clear understanding how groceries are paid for and shared. Additionally, be aware that spices and foods from different cultures and countries may have an aroma that many Americans are not familiar with and may find disagreeable. You may want to offer to share a couple of meals so you can try each other's cooking. Make sure you clarify any dietary restrictions each of you may have.

Smoking & Alcohol. Many students are allergic to smoke or choose not to smoke. You must be 21 years old to legally consume, possess, or sell alcoholic beverages. Discuss your preferences about smoking and alcohol. The illegal use, possession or distribution of drugs is expressly forbidden by law and is covered in the Student Code of Conduct, available on the SDSM&T web site.

Music. Individual music preferences can be a cause of roommate conflicts. The noise level is an important factor to consider when thinking about study and sleep time.

Guests. Some students are more socially oriented than others. Be open in discussing how you feel about having guests in your home, especially overnight guests.

Choice of a Roommate. Living with someone from your own country and culture may be more comfortable for you. However, it may limit your opportunity to improve your English language skills and your knowledge of other cultures.

Motor Vehicles. If living off-campus, some thought should be given to transportation.

Safety. Students should always be aware of and follow good personal safety practices.

See Appendices for:

- Apartment Hunting Checklist
- Inventory/Inspection Checklist
- Lease Checklist
- Roommate agreements

Housing

We strongly recommend that you wait until after you arrive to make your housing arrangements. You will receive more detailed information after you arrive.

General Website Information

College Station (less than one mile from SD Mines)	http://www.collegestationrc.com/
SD Mines Residence Life Has both on campus and off campus options	http://www.sdsmt.edu/Campus-Life/Housing-and-Dining/Residence-Life/Housing-Information/
MyApartmentMap	http://www.myapartmentmap.com/colleges/sd/south_dakota_school_of_mines_and_technology/
Apartment Guide	www.apartmentguide.com
Apartments.com	www.apartments.com
ApartmentFinder	www.apartmentfinder.com
Realtor.com	www.realtor.com
SD Housing Search - extensive listings for the Rapid City area	http://sdhousingsearch.com/
Rapid City Journal – local online newspaper	http://rapidcityjournal.com/homes/

Property Management Agencies – not every agency in Rapid City is listed		
	Phone	Website
A&A Professional Property Management 1404 Mt. Rushmore Rd. Rapid City, SD, 57701-2610	(605) 341-7761	http://www.aapropertymanagement.com/
Kahler Property Management 2020 W Main St. Suite 100 Rapid City, SD, 57702	(605) 343-7525	http://www.rapid-city-rentals.com/
Lewis Kirkeby & Hall Property Management 401 Sturgis St. Rapid City, SD, 57702	(605) 348-1865	http://www.rentrapidcity.com/
NWE Management Company 314 Founders Drive, PO Box 2624 Rapid City, SD, 57702	(605) 394-3310	http://www.nwemanagement.com/

Apartments – Not every apartment in Rapid City is listed		
Aspen Park Apartments 434 E Fairmont Blvd Rapid City, SD, 57701	(605) 721-2706	
Bridgewood Estates 415 E Minnesota St Rapid City, SD, 57701	(605) 342-4022	
Candlewood Apartments 4404 Candlewood Place Rapid City, SD, 57702-0143	(605) 343-0526	
Canyon Lake Plaza Estates 3741 Canyon Lake Dr. Rapid City, SD, 57702-3306	(605) 343-2078	
Carriage Green Estates 4205 Elm Ave Rapid City, SD, 57701	(605) 342-4800	
Civic Plaza Apartments 302 Denver St.-404 Denver St. Rapid City, SD, 57701	(605) 394-3310	
Clock Tower Gardens 614 Sheridan Lake Rd. Rapid City, SD, 57702-2406	(605) 348-8232	http://www.clocktowergardens.com/
Corral Park Apartments 3430 Corral Dr. Rapid City, SD, 57702	(605) 343-3216	http://www.corralpark.com/home.htm

Name	Phone	Website
Country Bluff Apartments 3638 5th Street #211 Rapid City, SD 57702	(605) 341-4452	http://www.countrybluff-apts.com/
Dakota Drive Apartments 727 Dakota Dr. Rapid City, SD, 57702-2411	(605) 394-3310	
Deluxe Park 815 E New York St. Rapid City, SD, 57701	(605) 342-1140	
Estes Park 1230 Estes Park Rapid City, SD, 57701-3818	(605) 343-9149	http://www.estesparkapartments.com/
Fairway Hills 3800 Fairway Hills Dr. Rapid City, SD, 57702	(605) 394-5050	http://www.fairwayhills.com/
Foothills East Apartments 312 Parker Dr. #2 Box Elder, SD, 57719	(605) 923-3258	
Fremont Apartments 1920 Fremont St. Rapid City, SD, 57702-3300	(605) 348-8828	
Gateway Apartments 2915 Marlin Drive Rapid City, SD 57703	(855) 369-2038	
Hainesway Apartments 1314 Atlas St. Rapid City, SD, 57701-0519	(605) 348-5116	www.belgarde.com
Harmony Heights 1819 Harmony Heights Ln. Rapid City, SD, 57702	(605) 716-6000	www.belgarde.com
Hillcrest Drive *see Hainesway Apartments	(605) 348-5116	
Homestead Garden 4801 Homestead St. Rapid City, SD, 57703	(605) 716-6200	http://www.homestead-garden.com
Kirkwood Meadow Apartments 1122 City Springs Rd Rapid City, SD, 57702-0203	(605) 348-4332	http://www.kirkwoodmeadow.com/
LaCrosse Estates Apartments 716 E Anamosa St. Rapid City, SD, 57701-1305	(605) 341-2061	http://www.4lacrosse.com/
Marquette Manor 27 Signal Dr. Rapid City, SD, 57701	(605) 342-1140	
Minnesota Estates 809 E Minnesota St. Rapid City, SD, 57701	(605) 341-2435	
Point West Apartments 3945 Point West Place Rapid City, SD, 57702	(605) 348-6190	
Prairie Tree Apartments 4010 Elm Ave #105 Rapid City, SD, 57701	(605) 342-3610	
Robbinsdale Heights Apartments 425 E Fairlane Rapid City, SD, 57701-7207	(605) 341-3077	
Silver Springs Town Houses 505 City Springs Rd. Rapid City, SD, 57702-0141	(605) 341-2452	
Stoney Creek Highlands 2710 Wilkie Drive Rapid City, SD 57702	(605) 593-0306	
Sun Dial Apartments 118 Waterloo St. Rapid City, SD, 57701-1666	(605) 348-2972	
West Park, Ltd 1018 11th St. Rapid City, SD, 57701-3531	(605) 348-5005	

Appendices

Apartment Hunting Checklist



APARTMENT COMMUNITY NAME _____

1. Contact Name _____ Phone Number _____
2. Cost for Rent _____ for _____ Bedroom/ _____ Bathroom/ _____ sq. ft.
 Can be paid via: Internet Check Card Cash Money Order
3. Length of lease: 3 mos 6 mos 12 mos 14 mos
4. Average yearly rent increase _____ 5. Turnover Rate [%] _____

WHAT ARE THE ADDITIONAL FEES?

- | | Y | N |
|---------------------------------|--------------------------|---|
| 6. Security Deposit | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____ |
| 7. Up-Front Deposits | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____ |
| 8. Refundable Pet Deposit? | <input type="checkbox"/> | <input type="checkbox"/> Breed restrictions _____ |
| | | a. <i>Pet Fee Deposit</i> \$ _____ b. <i>Monthly Pet Fee</i> \$ _____ |
| 9. Parking Fee? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | a. # of spaces _____ b. Amount \$ _____/month |
| 10. Renters Insurance? | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____/month |
| 11. Late Fee \$ _____ | | after _____ days from due date |
| 12. Returned Check Fee \$ _____ | | |

ARE UTILITIES INCLUDED?

- | | Y | N |
|---------------------|--------------------------|--|
| 13. Electricity | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____/month |
| 14. Internet | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____/month |
| 15. Cable | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____/month |
| 16. Water | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____/month |
| 17. Gas | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____/month |
| 18. Garbage Removal | <input type="checkbox"/> | <input type="checkbox"/> Amount \$ _____/month |

HOW MUCH WILL EVERYTHING COST?

First Month's Rent \$ _____ [Add #2, #6, #7, #8a, #9b, #10]
 Avg. Monthly Rent Due \$ _____ [Add #2, #8b, #9b, #10]
 Monthly Utilities \$ _____ [Add #13-18]

ARE APPLIANCES INCLUDED?

- | | Y | N | | Y | N |
|--------------|--------------------------|--------------------------|-------------------------|--------------------------|--------------------------|
| Refrigerator | <input type="checkbox"/> | <input type="checkbox"/> | Dishwasher | <input type="checkbox"/> | <input type="checkbox"/> |
| Stove/Oven | <input type="checkbox"/> | <input type="checkbox"/> | Washer/Dryer | <input type="checkbox"/> | <input type="checkbox"/> |
| Microwave | <input type="checkbox"/> | <input type="checkbox"/> | ↳ Rental \$ _____/month | | |
| | | | Laundry Facility | <input type="checkbox"/> | <input type="checkbox"/> |

IS EVERYTHING UP TO DATE & WORKING?

- | | Y | N |
|--------------------------------------|--------------------------|--------------------------|
| Smoke Detectors | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire Extinguishers | <input type="checkbox"/> | <input type="checkbox"/> |
| Sprinklers | <input type="checkbox"/> | <input type="checkbox"/> |
| Garbage Disposal | <input type="checkbox"/> | <input type="checkbox"/> |
| Lights | <input type="checkbox"/> | <input type="checkbox"/> |
| Windows open, close, & lock properly | <input type="checkbox"/> | <input type="checkbox"/> |
| Easy Access Emergency Exits | <input type="checkbox"/> | <input type="checkbox"/> |

WHAT WILL IT BE LIKE TO LIVE HERE?

- | | Y | N |
|----------------------------------|--------------------------|--------------------------|
| Gated community? | <input type="checkbox"/> | <input type="checkbox"/> |
| Well-lit at night? | <input type="checkbox"/> | <input type="checkbox"/> |
| Enough natural light in room[s]? | <input type="checkbox"/> | <input type="checkbox"/> |
| Balcony/Patio? | <input type="checkbox"/> | <input type="checkbox"/> |
| Fireplace? | <input type="checkbox"/> | <input type="checkbox"/> |
| Apartment is inside building? | <input type="checkbox"/> | <input type="checkbox"/> |
| Elevator? | <input type="checkbox"/> | <input type="checkbox"/> |
| Wheelchair accessible? | <input type="checkbox"/> | <input type="checkbox"/> |
| Business Center? | <input type="checkbox"/> | <input type="checkbox"/> |
| Clubhouse? | <input type="checkbox"/> | <input type="checkbox"/> |
| Pool? | <input type="checkbox"/> | <input type="checkbox"/> |
| Gym? | <input type="checkbox"/> | <input type="checkbox"/> |
| Pet-Friendly? | <input type="checkbox"/> | <input type="checkbox"/> |
| Bark Park? | <input type="checkbox"/> | <input type="checkbox"/> |
| Quiet hours _____ to _____ | | |
| Nearby entertainment | <input type="checkbox"/> | <input type="checkbox"/> |
| ISP & Cable service providers | <input type="checkbox"/> | <input type="checkbox"/> |

HOW IS THE SERVICE?

How much notice is given before maintenance enters the premises? _____

Expected maintenance response time? _____

	Y	N
A/C filters changed by maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Is the office knowledgeable & helpful?	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL COMMENTS

LEASE CHECKLIST

Before you sign your lease, make sure you have reviewed all of the important terms and that you understand your obligations. Discuss any questions with your landlord, and include all changes in writing on the lease agreement. You might also want to consider taking photos and/or videos of the rental premises.

RENT

Amount _____
Due _____
When First Installment Due _____
Penalty for Late Payment _____
Can Rent be Raised _____
Amount of First Payment _____
(Will it be pro-rated?) _____

TIME OF OCCUPANCY

Dates:
Move-In: _____ Move-Out: _____
Time Required for Notice of Renewal _____
Time Required for Notice of Moving Out _____
Maximum Number of Occupants _____

SECURITY DEPOSIT

Amount _____
Conditions for Return _____
Date for Return _____

DAMAGES

Who is Responsible for Damages _____
How/When will They be Assessed _____
Who is Responsible for Repairs _____
Note Damage Incurred before Occupancy _____

ADDITIONAL COSTS

Utilities _____
Deposit for Pets _____
Parking _____
Laundry _____
Cleaning _____
Other _____

LAUNDRY

Machines Provided _____
May Tenants Install _____
Limitations _____
Location _____

INSPECTION

How Much Notice _____
Who Else may Enter _____

PARKING

Where _____
How Many Spaces _____
Limitations _____
Decal/Permits Required _____

TERMINATION

Can the Unit be Subleased _____
Can the Unit be Assigned _____
If so, under what Conditions _____

CHANGES IN THE AGREEMENT

Can the Agreement be Changed _____
How _____
By Whom _____

CLEANING

Who is Responsible _____
How Often _____
Equipment Provided _____

RESTRICTIONS

Smoking _____
Noise Level _____
Property Storage _____
Pets _____
Alterations _____
Conduct/House Rules _____

INVENTORY CHECKLIST

This inventory form is for your protection. It helps establish the condition of your apartment at the time of your arrival, and should be completed and returned to your landlord within the first three days of occupancy.

At least one week before moving out, arrange a time to complete the final inspection.

Be specific and check carefully when completing this form. Look for dust, grease, stains, burns, damages, and wear and tear. Cross out items that do not apply, and attach additional paper if more space is needed.

NOTE: Copies of the entire inventory, including any attachments, should be provided to you and your landlord.

Address: _____ Date Occupied: _____

KITCHEN	Quantity (if applicable)	Condition on Arrival	Condition Upon Departure
EXAMPLE: SINK	1	<i>Rust stains on bottom</i>	
Floor Covering			
Walls/Paint/Ceiling			
Light Fixtures			
Cupboards			
Counter surfaces (scratches, stains)			
Cutting board			
Refrigerator (egg trays, ice trays, drawers, etc.)			
Stove & Oven, Range Hood (broiler pans, grills, etc.)			
Sink & Garbage Disposal			
Dishwasher			
Microwave			
Table & chairs			
Doors & hardware			
Windows (including window coverings, screens, etc.)			

LIVING ROOM

Floor Covering			
Walls/Paint/Ceiling			
Light Fixtures			
End Tables			
Coffee Table			
Sofa			
Chairs			
Lamp(s)			
Doors & Hardware			
Windows (including window coverings, screens, etc.)			
Other (specify)			

BEDROOM

	Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 1	Bedroom 2	Bedroom 3
Floor Covering						
Walls/Paint/Ceiling						
Closet (including doors & tracks)						
Desk(s) and Chair(s)						
Dresser(s)						

(Continued on back)

BEDROOM (continued)

Bedroom 1 Bedroom 2 Bedroom 3 Bedroom 1 Bedroom 2 Bedroom 3

Bed(s), (frame, pads, box springs, mattress-check both sides)						
Windows (including window coverings, screens, etc.)						
Doors & Hardware						
Night Stand(s)						
Light Fixtures						
Lamp(s)						
Bookshelves						
Other (specify)						

BATHROOM

Bathroom 1 Bathroom 2 Bathroom 1 Bathroom 2

Floor Covering				
Walls/Paint/Ceiling				
Shower and Tub (walls, door tracks, shower curtain rings)				
Toilet				
Toilet Paper Holder				
Plumbing Fixtures				
Cabinets				
Towel Racks				
Fan				
Mirror				
Windows (including window coverings, screens, etc.)				
Doors & Hardware				
Sink				
Light Fixtures				
Other (specify)				

HALLWAYS OR OTHER AREAS

Floor Covering		
Walls/Paint/Ceiling		
Light Fixtures		
Closet including doors & tracks		
Air Conditioner(s) Filter		
Heater Filter		
Doorbell/Knocker		
Screen Door(s)		
Outside Light(s)		
Patio, Deck, Yard (planted areas, ground covering, fencing, etc.)		
Smoke Detectors		
Keys (apartment, mailbox)		
Other (specify)		

_____ Date of Arrival Inspection

_____ Date of Departure Inspection

_____ Tenant Signature

_____ Tenant Signature

_____ Landlord Signature

_____ Landlord Signature

Roommate Agreements and Tips

Roommates make lots of informal agreements about splitting rent, sharing chores and choosing bedrooms. It's best to put your understandings in writing, because oral agreements are too easily forgotten or misinterpreted after the fact. Here are some key decisions to consider when drafting an agreement.

1. Determine everyone's share of the monthly rent. Designate who will write the rent check to the landlord.
2. Decide who will occupy which bedrooms.
3. Set up a schedule for household chores that lays out who is responsible for cleaning specific rooms or areas and how often.
4. Set up a schedule for household chores that lays out who is responsible for cleaning specific rooms or areas and how often.
5. Agree upon a quiet curfew - when should stereos be turned off or down low?
6. Decide whether overnight guests are acceptable. If so, how often?
7. Determine how much notice a roommate must give before moving out. Also, decide whether the person moving out needs to find an acceptable replacement.
8. Come to an understanding about how disagreements among yourselves will be handled. If you want a roommate to leave, how can it be done fairly?
9. Write down everything once you've reached agreement.
10. Write your names, address, lease dates and monies owed at the top of the page.
11. List the agreements you've made clearly and concisely.
12. Include lines at the bottom of the page for signatures and dates.
13. Make copies so you will each have a signed draft.
14. Sign the agreement and date it.

Roommate Agreement

This agreement is made by and among the roommates named herein who have signed a lease for a shared dwelling unit that makes the roommates jointly and severally liable for all terms of the contract.

Execution of this roommate agreement does not alter the joint and several liability of the tenants under the rental contract with the landlord. However, it may be used if a dispute among the roommates arises.

Address of Rental Unit _____

Term of Lease _____ to _____

Name	Rent per Month	Security Deposit	Bedroom to be Occupied
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

If roommates will switch bedrooms or pay different amounts of rent at any point, those changes should be noted above. Any roommate who does not pay any or all of the amount of rent listed above shall be liable to the landlord or to any roommates who pay any amount due for the defaulting roommate.

Security Deposit

A security deposit has been paid by each roommate in the amount listed above. The roommates will divide the refund of the security deposit according to the amount each tenant originally paid as listed in this agreement. When a specific roommate is clearly responsible for fees and damages to the premises—including late fees, repairs and cleaning costs—that roommate will pay full fees and damages. The roommates agree to share equally in the cost of all other fees and damages charged.

Utility Bills

The utility bill will be in _____'s name.

The bill will be divided (*strike one*) evenly/as follows (for example, because one roommate has an air conditioner or a personal refrigerator):

Utility late charges will be paid by _____

Phone Bills

The phone bill will be in _____'s name.

The local phone bill will be divided (*strike one*) evenly/as follows:

The long distance bill will be divided (*strike one*) evenly/according to who made the calls.

Phone late charges will be paid by _____

Cable

The apartment (*strike one*) will/will not have cable.

If there will be cable, the bill will be in _____'s name.

If there will be cable, the bill will be divided (*strike one*) evenly/as follows:

Cable late charges will be paid by _____

High Speed Internet Access

The apartment (*strike one*) will/will not have high speed internet.

If there will be high speed internet, the bill will be in _____'s name.

If there will be high speed internet, the bill will be divided (*strike one*) evenly/as follows:

Internet late charges will be paid by _____

Subletting

Subletting is (*strike two*) not allowed/allowed/allowed only with permission of all roommates.
(*Sublet agreements are available at the Tenant Resource Center.*)

Guests. (*Strike any part not applicable.*)

Each roommate is responsible for the behavior of his or her guests. Guests shall not unreasonably disturb other roommates. Guests must stay in the bedroom of the roommate who invited them, unless all other roommates agree that the guest may stay in a shared area. No guest may stay for more than seven consecutive days without the permission of all other roommates. New roommates may move in only with the written permission of all other roommates and the landlord.

Quiet Hours

All roommates agree to observe quiet hours for sleep, study and other purposes on the days and times listed here. (*If none, write "None."*) _____

Pets

The following pets are permitted: _____

The person responsible for the pets will be _____

Smoking

Smoking in the apartment will be (*strike one*) allowed/not allowed.

Household Duties. Household duties (take out trash, clean bathroom, etc.) will be divided as follows:

Other Terms _____

Signatures

Date

Signatures

Date

