

# International Student Handbook



*GEORGETOWN UNIVERSITY*

Office of Global Services



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# Welcome

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Welcome to Georgetown University. As the newest member of Georgetown's international community, you join a long academic tradition that stretches back to the University's founding when its inaugural class welcomed its first international student. While Georgetown's stature and the look of its campus have changed considerably since then, one thing that has remained constant is the important contributions of its international community. We hope that you will also contribute your voice and your perspectives to the academic discourse around you.

Sincerely,



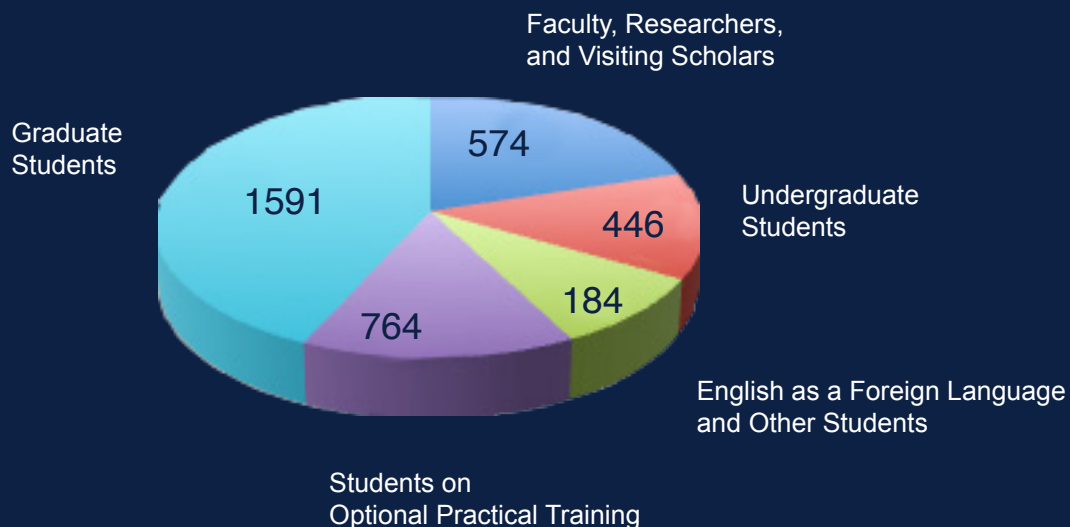
Rachel Rubin

Director of International Student & Scholar Services

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## Georgetown's International Population

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# Contact the Office of Global Services

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We invite you to contact the Office of Global Services (OGS) in any of the following ways:



## Web

[internationalservices.georgetown.edu](http://internationalservices.georgetown.edu)



## Phone

202.687.5867

**Emergency:** 202.687.4343



## In Person

210 Car Barn  
3520 Prospect Street, NW  
Washington, D.C., 20057



## Email

[internationalservices.georgetown.edu/about/staff](http://internationalservices.georgetown.edu/about/staff)



## Facebook

[facebook.com/gtowninternational](https://facebook.com/gtowninternational)



## After-Hours Help

[internationalservices.georgetown.edu/closed](http://internationalservices.georgetown.edu/closed)  
202.687.4343

Students can always get in-person advice either by scheduling an appointment to meet with their assigned advisor or by coming to OGS during walk-in advising hours (see website for days and times). They can also contact their advisor by e-mail or by telephone during business hours.

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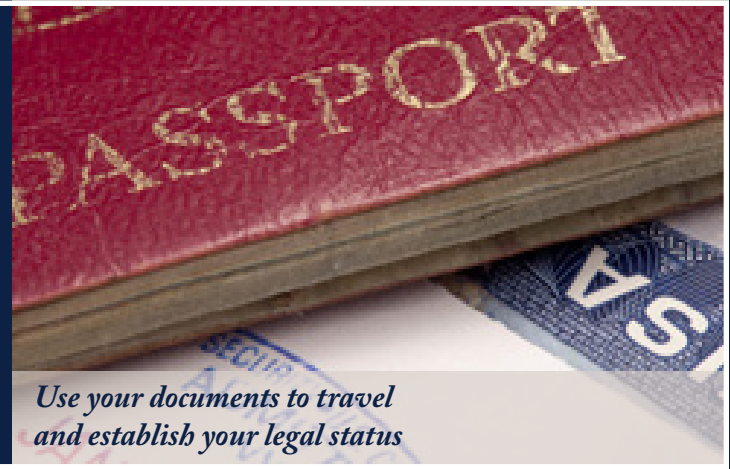
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# Understanding Your Immigration Documents



*Use your documents to travel  
and establish your legal status*

The U.S. Government requires that your immigration documents accurately reflect your Georgetown program, the length of time you anticipate being in the program, and the manner in which you are financially supported throughout your stay. Your documents help establish your ability to enter the United States legally, what you can legally do while you are here, and the duration of your authorized stay.

## Identity Document

### The Passport

This document establishes your identity. When completing U.S. Government forms, the spelling of your name in your passport should be the spelling used on the forms.

### Passport Requirements

You must maintain a valid passport for the duration of your program at Georgetown. Passports can be renewed or replaced through your home country's embassy.

For some countries, the U.S. Government has passport agreements which recognize the validity of a passport for an extra six months.



**Countries with Six Month Visa Validity Extension**  
<https://fam.state.gov/fam/09FAM/09FAM040309.html>

## Travel Document

### The Visa

This document is useful to you only when entering the United States. Once you are inside the United States it serves no use to you until you leave the country and wish to return in F or J status.

Your visa indicates:

- The immigration classification in which you may apply for entry into the United States;
- the timeframe during which you may apply for entry into the United States;
- how many times you may enter the United States with that visa;
- which institution sponsored your visa at the time of issuance; and
- any applicable restrictions/conditions that apply to you.

### Visa Renewals

Visas cannot be renewed in the United States. Students must apply for visa renewals at U.S. consulates abroad; application guidelines may vary by consulate. Follow the instructions listed on the embassy website in the country where you will submit a visa application. In addition to the visa application, the following documents are generally required:

- Valid passport
- Valid Form I-20 or DS-2019, with recent travel signature
- Proof of financial support



## Components of a Visa

- ① Visa classification
- ② Number of entries
- ③ Period of validity
- ④ Sponsor

## Visa Exempt Countries

Citizens of Canada and Bermuda must be in possession of a valid passport and valid Form I-20 or DS-2019, but do not need a visa to enter the United States in F or J status.



Consulate Information: [www.usembassy.gov](http://www.usembassy.gov)



Visa Wait Times  
<https://travel.state.gov/content/visas/en/general/wait-times.html>

## Proof of Legal Status

### I-94 Record

Issued to you upon arrival in the United States, the I-94 passport stamp and I-94 admission number establishes:

- Your legal entry into the United States,
- your immigration status,
- how long you are authorized to stay in the United States,
- your eventual departure from the United States.

If you entered the United States through a land port of entry, then you should have received a paper I-94 card.



I-94 Record: <https://i94.cbp.dhs.gov/i94/#home>

### Duration of Status (D/S)

The I-94 record for someone entering in F or J status is usually annotated D/S, which stands for "duration of status" in lieu of a specific end date. This means your end date is defined on another document, namely the Georgetown issued Form I-20 or DS-2019.

## Online I-94 Record

## Admission Stamp



## Proof of Program and Length of Stay: The Form I-20 and DS-2019

The Form I-20 or DS-2019 defines the nature of your program, the length of your program and how you are financing your stay. It is your responsibility to notify OGS of any changes that affect the accuracy of your immigration document.

CLASSIFICATION	MAXIMUM STAY
F-1 or J-1 Student	No regulatory limit, but must complete the academic program in the average time it takes students to finish. May begin new academic program.

### Components of the Form I-20

- 1 SEVIS number
- 2 Immigration Status
- 3 Major & length of program
- 4 Financial support
- 5 Signature agreeing to terms of status
- 6 Travel endorsement (not shown) page 2

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO.	
<b>SEVIS ID: N00 XXXXXXXX</b> <span style="float: right;">1</span>			
SURNAME/PRIMARY NAME		GIVEN NAME	<b>CLASS</b> <span style="font-size: 2em; font-weight: bold;">F-1</span> <b>ACADEMIC AND LANGUAGE</b> <span style="float: right;">2</span>
PREFERRED NAME		PASSPORT NAME	
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP	
DATE OF BIRTH		ADMISSION NUMBER	
FORM ISSUE REASON		LEGACY NAME	
CONTINUED ATTENDANCE			
<b>SCHOOL INFORMATION</b>			
SCHOOL NAME		SCHOOL ADDRESS	
Georgetown University Georgetown University Main Campus		17th and G Streets, NW, Washington, DC 20057	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL		SCHOOL CODE AND APPROVAL DATE	
Alison Maresch International Student Advisor		22 JANUARY 2015	
<b>3 PROGRAM OF STUDY</b>			
EDUCATION LEVEL	MAJOR 1	MAJOR 2	
MASTERS'S	Applied Economics 45.0402	None 00.0000	
NORMAL PROGRAM LENGTH	PROGRAM ENGLISH PROFICIENCY	ENGLISH PROFICIENCY NOTES	
12 Months	Required	Student is proficient	
PROGRAM START DATE	PROGRAM END DATE		
11 AUGUST 2014	31 AUGUST 2015		
<b>FINANCIALS</b>			
ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS <span style="float: right;">4</span>	
Tuition and Fees	\$ 38,188	Personal Funds	\$ 0
Living Expenses	\$ 20,292	Funds From This School	\$ 0
Expenses of Dependents (0)	\$ 0	Family Funds	\$ 62,340
Books/Ins.	\$ 3,860	On-Campus Employment	\$ 0
TOTAL	\$ 62,340	TOTAL	\$ 62,340
<b>REMARKS</b>			
<b>SCHOOL ATTESTATION</b>			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: Alison Maresch, International Student Advisor		DATE ISSUED	PLACE ISSUED
		01 July 2015	Washington, DC
<b>STUDENT ATTESTATION</b>			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. <b>Parent or guardian, and student, must sign if student is under 18.</b>			
SIGNATURE OF: <span style="float: right;">5</span>		DATE	
NAME OF PARENT OR GUARDIAN		SIGNATURE	ADDRESS (city/state or province/country) DATE

## Components of the DS-2019 Form

- 1 SEVIS number
- 2 Sponsor
- 3 Program dates and description
- 4 Entry information
- 5 Two year home residency indicator
- 6 Travel endorsement
- 7 Signature agreeing to terms of status

U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

1 SEVIS number: J-1

2 Sponsor: Georgetown University

3 Program dates and description: From 11-01-2016 To 11-30-2016. Exchange Visitor Category: SHORT-TERM SCHOLAR. Subject Field Code Remarks: Visiting researcher focused on public health law.

4 Entry information: U.S. Department of State/Passport/Repatriation is responsible for the cost of the round-trip airfare to and from the United States. The Exchange Visitor is responsible for the cost of the round-trip airfare to and from the United States.

5 Two year home residency indicator: Not subject to two-year home residency requirement.

6 Travel endorsement: Signature of Responsible Officer or Alternate Responsible Officer: Danielle Viller, 11/8/2016.

7 Signature agreeing to terms of status: Signature of Applicant: [Signature], Munich, Germany, 07/12/2016.



## Grace Period

At the successful conclusion of your program, you may remain in the United States for an additional period of time in order to prepare for your departure. The length of this grace period varies depending upon your immigration status:

- F status: 60 days
- J status: 30 days



# Maintaining Your Immigration Status



Maintaining your status can be a simple matter if you understand the regulations that govern your status. The U.S. Government places on your shoulders the sole responsibility for maintaining your legal status. Failure to comply with the regulations governing your status could jeopardize your legal status and have long-reaching consequences for future U.S. immigration-related applications.



[internationalservices.georgetown.edu/](https://internationalservices.georgetown.edu/)

## Active Participation & Reasonable Progress in Program

You are required to be actively engaged in the program described on your immigration document. You are expected to make normal progress and to complete your program within the time frame indicated on the form.

## Request Timely Extensions

Extensions of your stay must be requested at least 30 days before your document expires. You must document compelling academic reasons or a medical illness. Contact OGS at least 30 days before your Form I-20 or DS-2019 expires to discuss the extension process.

## Changes to Your Program

Your educational or professional objectives may change while you are at Georgetown. In order to keep your SEVIS record accurate, you must inform OGS if there are any changes to your program.

**For students**, this means reporting all of the following: change of major, internal transfer, admission to a new degree program (joint degree or new program of study), termination of PhD studies at the MA/MS level, leave of absence, early completion, suspension, expulsion, or plans to transfer to a new institution.

## Name and Address Reporting

Your home address in the United States must be reflected in SEVIS at all times. You are required to notify OGS of any changes in your address within 10 days. Your address updates are done online:

F-1 and J-1 Students	F-1 & J-1 Students on Post-completion OPT & AT
<a href="https://myaccess.georgetown.edu">https://myaccess.georgetown.edu</a> Update the <b>phone number and local off-campus address</b> , not the permanent address which should reflect your address in your home country.  On-campus addresses are automatically updated by the Housing Office, but students must provide a phone number.	<a href="https://internationalservices.georgetown.edu">internationalservices.georgetown.edu</a> <b>Click on Update Your Address &amp; Employment Info</b>
Please contact OGS with an updated passport if you legally change your name so that your immigration records may be updated.	

Address

Name

J-1 students are also required to report an email for all J-2 dependents as well as the early departure of J-2 dependents who return home before the J-1 program end date.



## Medical Insurance

All individuals in F and J status are required to have and maintain medical insurance while participating in a Georgetown program. Since healthcare in the United States is costly, you should also purchase insurance coverage for any dependents who accompany you to the United States. In the event of an unexpected accident or illness that requires professional care, insurance will make the experience less stressful and less expensive.

J-1 students and their J-2 dependents must have health insurance that meets the following minimum requirements:

- The J-1 Exchange Visitor and any dependents in J-2 status must have health insurance for the entire period of stay;
- The minimum requirement for health insurance coverage is \$100,000 per accident or illness;
- Insurance coverage for medical evacuation is required at a minimum of \$50,000. This is used in the unlikely event that you or your family member must be evacuated to your home country for medical treatment;
- Insurance coverage for repatriation of remains is required at a \$25,000 minimum. This is used in the unlikely event that you or a family member should die in the United States and must be returned to your home country; and
- The maximum deductible on the health insurance may not exceed \$500 per accident or illness.

***Most F-1 and J-1 students are required to purchase the Georgetown University health insurance plan.***

Status	Requirement
F-1 or J-1 Students	<p>While the Government requires J-1 students and their dependents to maintain insurance, Georgetown requires all students to have insurance. Information on this requirement for students is available online.</p> <p>➡ <a href="https://studenthealth.georgetown.edu/insurance">https://studenthealth.georgetown.edu/insurance</a></p> <p>➡ <a href="http://internationalservices.georgetown.edu/j-1/healthinsurance">http://internationalservices.georgetown.edu/j-1/healthinsurance</a></p> <p>F-1 students and J-1 exchange visitors may also be mandated to comply with the regulations set forth in the Patient Protection and Affordable Care Act.</p>

## Appropriate Work Authorization

Your status is governed by a very specific set of regulations that spell out the limitations on your work authorization. Please refer to the Employment chapter of this handbook for more information on this topic.

## Student Enrollment Requirements

Students must be enrolled full time each semester and make reasonable progress towards their degree. Undergraduates are required to carry at least 12 credits per semester while the required courseload for graduate students will vary by program. In their final semester, students are only required to take the number of credits/courses needed to fulfill the remaining degree requirements. Keep the following in mind when planning your class schedule.

Type of Course	Description
<b>Online or distance learning courses</b>	Only three credits each term count towards the full courseload requirement for F-1 students. J-1 students may not count any online courses toward the full-time requirement.
<b>Concurrent enrollment at another institution</b>	Courses taken at other consortium schools count toward determining full-time enrollment provided these courses have been determined by your school or department to be part of your academic program. Please note that if Georgetown does not offer enough courses in your academic program in any given semester, you are still required to take a full load even if this means taking courses outside of your discipline or taking courses at a consortium school.
<b>Audited Classes</b>	Do not count toward full-time enrollment.
<b>Summer</b>	F-1 and J-1 students are not required to register during the summer session unless summer is the semester of admission, completion, or the academic program requires enrollment during a summer session.

## Exceptions to Full Courseload Requirement

Under certain circumstances, F-1 and J-1 students may be authorized by OGS to enroll for less than a full course of study and still be considered in valid status. Authorization for a reduced courseload must be obtained in advance. Requests for an authorized reduced courseload must be submitted to OGS with appropriate documentation explaining the academic or medical reason before the request will be considered.



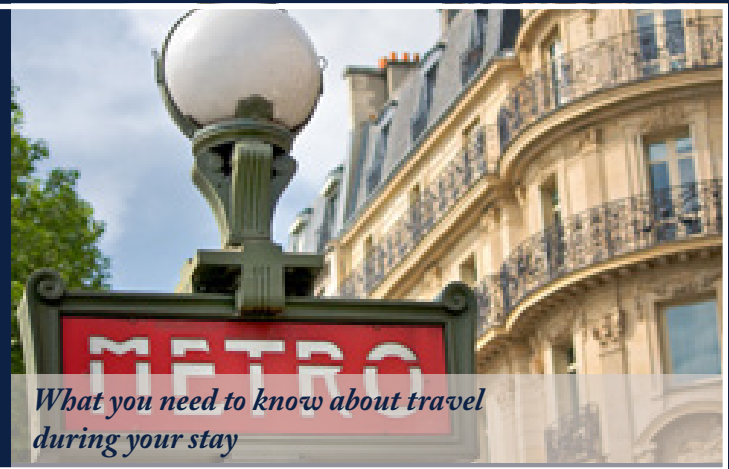
**F-1 Students**  
[internationalservices.georgetown.edu/students/f-1/partenroll/](http://internationalservices.georgetown.edu/students/f-1/partenroll/)



**J-1 Students**  
<http://internationalservices.georgetown.edu/students/j-1/legalstatus>



# Travel



*What you need to know about travel during your stay*

## Travel Within the United States

F-1 and J-1 students may travel freely within the United States. No special permission is required. However, we suggest that all students travel with their original passport, as it remains the primary source of identification while residing in the United States.

## International Travel

When you travel outside the United States, the documents listed below will be needed to re-enter the United States and may be requested by the U.S. Customs and Border Protection Officer at the port of entry. Students may be asked to verify that they are making normal progress in the program of study.

Before travel, you should gather these documents:

- Valid passport
- Unexpired F-1 or J-1 visa
- Valid Form I-20 or DS-2019
- Current travel signature on your Form I-20 or DS-2019
- Financial documents
- Unofficial university transcript printed from MyAccess
- SEVIS 901 Fee Receipt

**Students working with post-completion OPT must also have the EAD and job offer letter.**

## Travel Signatures

Your Form I-20 or DS-2019 must contain a travel signature that is less than 12 months old at the time of reentry to the United States. Signatures are available from any of the International Student Advisors in OGS either by appointment or during walk-in hours. Students working with post-completion OPT or AT must renew the travel signature every 6 months.

## Visas to Enter Foreign Countries

We recommend that you determine whether you need to get a visa to enter the country you plan to visit. Check with the consulate of the country you wish to visit.

## Lengthy Absences From the University

If you plan to be away from Georgetown for a lengthy period of time, you should consult with an International Student Advisor to see how your absence might affect your immigration status. Depending upon the length of and reason for your absence, immigration regulations may require Georgetown to close your SEVIS record and open a new one for your return. For students, closure of the SEVIS record has significant consequences on eligibility for certain types of internship or employment authorization.

## Renewing Your Visa

You must have an unexpired visa to enter the United States (refer to the section on Travel to Canada and Mexico for the exception to this rule). U.S. visas cannot be renewed in the United States. Citizens of all countries except Canada and Bermuda are required to have an unexpired and appropriate visa stamp in their passport to enter the United States. We advise you to contact the consulate where you will submit your visa application for the most recent application procedures (scheduling an appointment, submitting required forms and supporting documents, paying all fees, etc.).



Visa interviews are generally **required**



#### Instructions

<http://www.usembassy.gov>

#### Bring the following to the visa renewal interview:

- Financial documents showing how you will cover the costs of your program
- Current Form I-20 or DS-2019 endorsed with a travel signature
- Copy of your unofficial Georgetown transcript
- Valid passport
- Any other documents requested by the Consulate

## Travel to Canada, Mexico or the Adjacent Islands

Canada and Mexico are often popular travel destinations. Consider the following before finalizing travel plans and confirm whether you need a visa to enter the country.



#### Canada

[www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)



#### Mexico

<https://consulmex2.sre.gob.mx/washington/index.php/visas?id=182>

## Automatic Revalidation

If you have an expired F-1 or J-1 visa in your passport, you may travel to Canada or Mexico for less than 30 days and reenter the United States without applying for a visa renewal. This provision is known as “automatic revalidation” of the visa. However, if your U.S. visa is expired and you wish to travel to Mexico, you will need a Mexican visa to enter the country regardless of your country of origin. Please see the Mexico link above for more information. For individuals in F-1 or J-1 status, this benefit also applies to travel to adjacent islands with the exception of Cuba.

The following people are not eligible for automatic visa revalidation:

- Anyone who has overstayed a previous visa
- Citizens of Iran, Syria, Sudan, and Cuba
- Anyone who will apply for a U.S. entry visa while in Canada, Mexico or the [adjacent islands](#)

## Visa Renewal

You may travel to either Canada or Mexico to apply to renew your expired visa. Please confirm that the Consulate you wish to apply at will accept Third Country National visa applications. HOWEVER, if you have successfully changed your non-immigrant status, through USCIS, in the United States and you wish to apply for a new visa stamp in your passport, you may ONLY apply to do this in Canada, NOT in Mexico.

Note: You may need a special entry visa to enter Mexico, Canada or the adjacent islands. Check online before making travel plans.

*OGS strongly encourages visa renewals in the home country. If you travel to Canada or Mexico to apply for a new visa stamp at a U.S. consulate and that application is denied, you must return to your home country and reapply for the visa.*

Since Canadian citizens do not need a visa stamp in their passport to enter the United States, Canadians should carry copies of their financial documentation to support the information on the Form I-20 or DS-2019.

Note: You may need a special entry visa to enter Mexico, Canada or the [adjacent islands](#). Check online before making travel plans.

# Dependents



*Bring family to the United States and help them manage their immigration status*

As long as you maintain your immigration status, your dependents' status is also maintained, assuming they do not violate their own status. Their status is contingent on your presence in the United States and on your continued participation in your F-1 or J-1 program at Georgetown.

## Who Qualifies as a Dependent?

The United States takes a very narrow view of defining who is eligible to come to the United States as your immediate family members. Immediate family is limited to:

- Spouse (husband/wife)\*  
\*Legally married same-sex couples are permitted to apply for dependent visas.
- Unmarried child under the age of 21

Any child who approaches the age of 21 will need to obtain a non-immigrant status of their own or must leave the United States.

## Children Born in the United States

With the exception of children born to diplomats, any child born in the United States is automatically granted U.S. citizenship. As a result, the child does not need to be added as a dependent to your F or J status.

## Employment for Dependents

F-2 dependents cannot work.

J-2 dependents may apply to USCIS for work authorization, provided they can establish that the income they earn is not used to financially support the J-1 visa holder.



**For information on the application process**  
[internationalservices.georgetown.edu/scholars/j-1/j-2work/](https://internationalservices.georgetown.edu/scholars/j-1/j-2work/)

## Study in the United States

J-2 dependents may engage in full-time or part-time study.

F-2 dependents may engage in part-time study. Children attending elementary or secondary schools (kindergarten through 12th grade) are allowed to engage in full-time study. F-2 spouses may enroll in a degree granting program without first changing their status to F-1, as long as they remain part time.

## Domestic Partners and Extended Family

U.S. immigration laws do recognize that close relationships exist between two people who might not have the legal ties required for F-2 or J-2 status. In this case, your partner or extended family member may be able to obtain a B-2 visa.

*Examples: Long-term cohabitating partners of either opposite or same-sex, elderly parents, and individuals with multiple wives in their home country [The first wife would qualify for the dependent visa, any other wives qualify for B-2 visa status.]*

## J-2 Dependent Responsibilities

- Report any change in email address within 10 days
- Report any change in phone number within 10 days
- Report early departure if returning to home country prior to the end of the J-1 program
- Maintain adequate health insurance as outlined on page 10
- Observe applicable 2-year home residency requirement

## Alternative Dependent Status

The Immigration and Nationality Act allows a long-term partner or extended family member to enter in B-2 status if the primary purpose for their entry to the United States is to accompany someone who is studying or working [INA 101(a)(15)(B)]. They are considered to be “traveling for pleasure.”

If you will be joined by a domestic partner or an extended family member, your partner or family member must be aware of the following:

- His/her overall stay must have an end to it. Consular officers need to know that there is a defined end to your F-1 or J-1 program. How long you will be in the United States as you complete your program isn't the important factor – what is important is your intention to return home when it is over.
- Like you, your partner or family member must intend to leave the United States at the end of your program. Therefore, his/her ties to the home country must be maintained.
- Immigration will only admit him/her for a period of six months to a year at a time. As a result, he/she must have a plan for maintaining legal status for the duration of your program. Most likely the plan will include a combination of travel and filing applications for extension of status.

## Prohibitions on Work and Study for Domestic Partners

B-2 domestic partners and extended family are not eligible for work permission as long as they hold B-2 status. Additionally, they are also not legally able to engage in a course of study.

To obtain additional time in the United States, your partner or family member must do one of the following:

- File an application for extension of status (Form I-539) with USCIS. (Note: USCIS will accept only one of these per visit).
- Exit the United States (thus ending their “visit”) and return to be re-admitted in B-2 status for a “new” visit. Starting a new period of stay makes the individual eligible to file another application for an extension of stay, even if he/she filed one during a previous visit.

# Employment



*Understand employment regulations and basic tax information*

## Work Authorization

Your ability to intern/work legally in the United States is determined by your immigration status. **It is your responsibility to know the limits of your ability to work**, what you must do to obtain work permission and what form that work permission takes. Additionally, if you are being paid for services, you are responsible for understanding the tax regulations that apply.

*Note: You must have work authorization approved BEFORE you begin paid or unpaid employment. Contact your IS Advisor if you have any doubts or questions about whether you have work authorization.*

The chart below is intended to serve as a quick reference for determining what type of work authorization applies to you.

Status	Type of Permission	Manner Obtained
<b>F-1 Student</b> <i>20 hours per week limit while school is in session; during required academic terms</i>	■ On campus	Automatic; evidenced by valid Form I-20
	■ International Organization	Immediately eligible to apply, USCIS authorization; evidenced by employment authorization document (EAD)
	■ Curricular Practical Training (may be eligible after 1 academic year as a full-time student) (related to major field of study)	OGS authorization in SEVIS; evidenced by authorization for specific employer for specific dates on page 2 of Form I-20
	■ Optional Practical Training (eligible after 1 academic year as full-time student) (related to major field of study)	USCIS authorization; evidenced by employment authorization document (EAD)
	■ STEM OPT (eligible to apply 90 days before end date of 1st OPT period)	USCIS authorization; evidenced by employment authorization document (EAD)
<b>J-1 Student</b> <i>20 hours per week limit while school is in session; during required academic terms</i>	■ On campus	OGS authorization in SEVIS; evidenced by letter from OGS
	■ Academic Training (related to major)	OGS authorization in SEVIS, evidenced by notation on Form DS-2019

*Georgetown's International Student Advisors are required by law to report to the Government if they have concrete knowledge of any periods of unauthorized employment. As a result, you are encouraged to discuss with them any potential employment/internship opportunities in advance.*

*\*Hours per week - Hours are restricted during academic terms of study.*

For more information go to:

[internationalservices.georgetown.edu/employment](http://internationalservices.georgetown.edu/employment)



## Volunteering

Volunteering labor, knowledge, or skill is a time honored tradition in the United States and a way that many non-profit charitable institutions accomplish their work. As international students and exchange visitors, you may engage in volunteer activities. However, it is important to know that the label of “volunteer” is sometimes incorrectly used for any situation in which someone is not paid for services they have provided. U.S. labor law, not immigration law, determines whether the U.S. Government would classify a situation as “employment” rather than “volunteer.” Generally speaking, any situation in which an employer normally pays someone to do the proposed duties is an employment situation and you should not “volunteer” for it.

## What You Need to Know if You Work While in F-1 or J-1 Status

When you begin legal employment, whether on Georgetown's campus or with another employer for whom you have work permission, you should be aware of the following:

- You will be required to prove your legal ability to work.
- You will be required to obtain a Social Security Number.
- Special tax rules may apply to you.
- If you are eligible for tax treaty benefits, or to claim exemption from certain taxes, you must complete specific tax forms at the time of hire.

### For Individuals Employed by Georgetown, the Following Steps Apply:

## STEP 1

Obtain a SSN Letter from  
your Employer and OGS  
[internationalservices.georgetown.edu/ssn/](http://internationalservices.georgetown.edu/ssn/)

Apply for a  
Social Security Number

## STEP 2

Make an appointment with the  
appropriate tax or payroll office

### Main Campus & Medical Center Tax Office

- [taxdepartment@georgetown.edu](mailto:taxdepartment@georgetown.edu)

### Law Center Melvinia Towns

- [townsm@georgetown.edu](mailto:townsm@georgetown.edu)

## STEP 3

Complete I-9, direct deposit form  
Office of Human Resources

Meet with I-9 specialist. Bring:

- Passport
- I-94
- I-20 or DS-2019
- Award letter/job offer letter or OGS letter + job offer letter

1789

## Proving Your Legal Ability to Work: The I-9 Form

When you begin employment, your employer is required to verify your legal ability to work. This is done through what is known as the I-9 process. During this process, you will be asked to present specific documentation that establishes:

- 1) Your identity in the form of a government-issued form of identification that contains a picture, such as your passport or an employment authorization document issued by the Department of Homeland Security (DHS), and
- 2) Your legal ability to work by proving your legal status and work authorization in the United States.

Typically individuals in F or J status present one of the following:

- Employment Authorization Document issued by the DHS, or
- Form I-94 AND the Form I-20 or DS-2019 and in some cases a letter from OGS confirming work authorization (refer to the work authorization chart in the previous subsection to see if an additional letter is required for your situation).

The Form I-9 must be completed within the first three days of work.

## Determining Tax Exemptions

Some, but not all, individuals who hold F-1 or J-1 status are able to reduce the amount of taxes the U.S. Government takes out of their paycheck.

## Tax Treaties

The U.S. Government has negotiated tax treaties with some countries that exempt certain types of income for students from U.S. taxes. The terms of these tax treaties vary from country to country. Not every country has a tax treaty.



Information on Tax Treaties  
<http://www.irs.gov>

If you are eligible for a tax treaty exemption, you should claim it by completing a Form W-8BEN at the time of hire. If you do not complete one of these forms at the time of hire, your employer must withhold taxes from your paychecks. You may be able to get this money back from the U.S. Government when you file your tax forms in April (see chapter on Tax Filing Obligations).

## International Student & Scholar Tax Questionnaire

Please complete the **International Student & Scholar Tax Questionnaire** to determine how you should be treated under U.S. tax laws.



To see if you are exempt, see the International Student & Scholar Tax Questionnaire:  
[internationalservices.georgetown.edu/tax.htm](http://internationalservices.georgetown.edu/tax.htm)

## Potential Exemption From FICA Taxes

International students and exchange visitors may be exempt from Social Security and Medicare taxes, depending upon how long they have been in the United States. Together, these are known as “FICA” taxes.

## Completing Your Tax Withholding Forms at the Time of Hire

When you begin paid employment, you should be asked to complete the following tax documents:

- Form W-8BEN  
(to claim provisions of any applicable tax treaty).
- Form W-4 (to establish how much money, if any, your employer should take out of your paycheck to cover taxes). There are special rules for completing it if you are a non-resident alien for tax purposes.
- Tax forms for the state in which you live (unless you live in a state that does not have state income tax).

*Consult with your employer's tax department for guidance on how to complete these forms.*

# Social Security Numbers



A Social Security Number (SSN) is a unique number assigned by the Social Security Administration (SSA). It is used to report income to the Internal Revenue Service (IRS) and to track eligibility for Government benefits such as Government-run retirement and medical programs. It is given to U.S. citizens at birth and to internationals who are authorized to work in the United States. Anyone who receives payment for services must apply for a SSN.



## Social Security Office

2100 M Street NW, Washington, D.C.

Students in F-1 or J-1 Status

- Form SS-5
- Passport
- I-94 record
- Form I-20 or DS-2019
- Proof of current work authorization

For on-campus employment:

- Proof of job and eligibility/authorization such as an EAD card or OGS authorization letter

## Application Procedure & Timing

In order to apply for a SSN, you must:

- Have been in the United States for at least 10 days.
- Have an “active” SEVIS record – this typically happens after you have attended an immigration session led by one of Georgetown’s IS Advisors.
- Be legally eligible to work in the United States at the time of application (see section on Employment).
- Apply in person at the Social Security Administration (SSA).

## Dependent Eligibility

In general, dependents are not eligible for Social Security Numbers. An exception is a J-2 dependent who has been approved for work permission by U.S. Citizenship & Immigration Services (USCIS).

## Required Documents

If your passport is less than a year old, you will need to bring an additional form of identification.



## PROCESSING

The SSA should mail the Social Security Card to the address on the SS-5 application within approximately 2-4 weeks. You can begin working before you receive the Social Security Number (SSN). However, you must be able to show that you have applied for a SSN. The SSA office that accepted your application will issue you a receipt. Once you receive your SSN, you must update your number with your employer as they must use it to report your earnings to the U.S. Government.

Be sure to keep your SSN in a safe place and never send the number by e-mail or provide it to an unknown caller - even if they represent themselves as U.S. Government officials. Once you receive your SSN, it is your number for life.



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SSN Application Form

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

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F-1 On-Campus Employment

[internationalservices.georgetown.edu/students/f-1/employment/oncampus/](http://internationalservices.georgetown.edu/students/f-1/employment/oncampus/)

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J-1 On-Campus Employment

[internationalservices.georgetown.edu/students/j-1/employment/oncampus/](http://internationalservices.georgetown.edu/students/j-1/employment/oncampus/)

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More Information

<http://internationalservices.georgetown.edu/ssn/>

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# Getting to Know Washington, D.C.



*What you need to know about your new city*

Here you are, in the nation's capital, one of the most exciting cities in the world. Home to the U.S. governing offices, as well as many world-class attractions, Washington offers a fast-paced, vibrant setting for your academic studies, work, and play. While Georgetown offers many services on campus, make sure to take advantage of all that is available beyond the front gates into the capital city.

## Getting Around Town

There are many ways to explore Washington and the surrounding suburbs.



### Georgetown University Transportation Shuttle (GUTS)

- Free shuttle operated by Georgetown
- <http://otm.georgetown.edu/guts/>



### Metro Bus & Metro Rail

- Subway and bus routes; various times of availability
- <http://www.wmata.com/>



### DC Circulator

- Various routes
  - <http://www.dccirculator.com/>
- Various Times of Availability**



### Capital Bikeshare

- Bike sharing/rental service; bikes from over stations around the city including a station outside Healy gates
- [www.capitalbikeshare.com](http://www.capitalbikeshare.com)



- Car sharing program; allows short-term rental for members with cars conveniently parked around the city. Discount for Georgetown Students.
- [www.zipcar.com](http://www.zipcar.com)



### Ride Share Services

- Download the mobile apps here:

Uber: [www.uber.com](http://www.uber.com)

Lyft: [www.lyft.com](http://www.lyft.com)

## Saferides, Individual Escorts, and Neighborhood Shuttles

The SafeRides program provides free, safe transportation to and from campus and adjacent neighborhoods. Two neighborhood shuttles operate during the academic year to and from the main gates of campus (37th and O Streets) in continuous loops through Burleith and West Georgetown. Individual escorts are available from Georgetown University Police Department (GUPD) 24/7 for those in need of special assistance or with personal safety concerns.



<https://police.georgetown.edu/programs/saferides>



<http://internationalservices.georgetown.edu/get-involved/lep>

## Language Exchange Partner Program

The Language Exchange Partner (LEP) Program is a free service provided through the Office of Global Services (OGS) designed to give you an opportunity to improve your English skills while giving your partner a chance to practice your native language in an informal setting.

## Additional Resources for Improving English Skills

If you feel the need to improve your English skills more formally, you may want to try the following options:

### English as a Foreign Language

<http://cled.georgetown.edu>

Phone: 202.687.5978

### English Now!

<http://www.english-now.com/>

Phone: 301.718.3575

### Berlitz

<http://www.berlitz.com>

Phone: 202.775.5863

### International Center for Language Study

<http://www.icls.com/>

Phone: 202.639.8800

### International Language Institute

<http://www.transemantics.com>

Phone: 202.362.2505

### Comprehensive Language Center, Inc.

<http://www.comlang.com/>

Phone: 703.247.0700

### Lado Institute

<http://www.lado.edu>

Phone: 202.223.0023

### Washington English Center

<http://www.washingtonenglish.org/>

Phone: 202.387.2222

# Banking



Opening a bank account is one of the many things you need to do as you begin your life in Washington. As you search for a bank, take note of your priorities: location, interest rates, minimum balance requirement, wire transfer costs, etc.

## Documents Needed to Open a Bank Account

At the time you open your bank account, you should take the following documents with you:

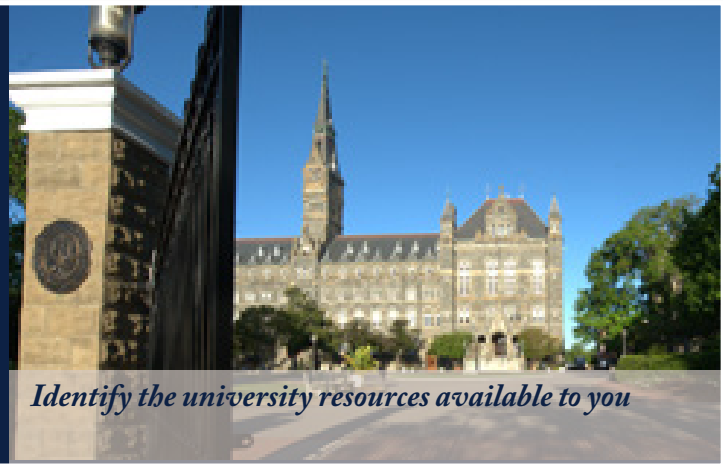
- Unexpired passport
- I-94 record
- Form I-20 or DS-2019
- Any secondary form of identification you may have

U.S. banking regulations require banks to establish the following information about their customers:

- Name
- Date of birth
- U.S. address (no P.O. boxes)
- A unique identifying number (most banks in the Georgetown area will open an account without a Social Security Number).

For more information click [here](#).

# Campus Resources



*Identify the university resources available to you*



## Computer-Related Resources

### University Information Services (UIS) Help Desk

St. Mary's Hall G39;  
Lauinger Library 3rd Floor  
202.687.4949

<http://uis.georgetown.edu>

University Information Services oversees the University's infrastructure for voice, data, and video networks at Georgetown. They also provide assistance to members of the Georgetown community with computer and software issues.

### Computer Labs on Campus

- ICC first and second floor hallways
- ICC 218
- Lauinger Library 1st and 3rd Floors
- Reiss 238 (Teaching Lab)

### Print Stations

- Arrupe Hall: Room 105
- Bioethics Library: Healy Hall, Room 102
- Blommer Science Library: Reiss Building, Room 302
- Car Barn: Car Barn 2nd floor
- Copley Work Station: Copley Hall ground floor
- Darnall Hall: Mezzanine Level
- Freedom and Ryan Hall: near laundry room
- Harbin Work Station: Harbin Hall ground floor
- ICC Kiosks: ICC building first and second floors
- ICC lab: ICC building Room 218
- Lauinger Library: various locations on each floor
- Leavy Center: Sellinger Lounge
- LXR Work Station: LXR lobby
- Old North: Ground floor
- New South: Lobby
- HSFC: East and west main room
- St. Mary's Hall: Room G-39
- SWQ: McCarthy 108 and Reynolds 148
- VCW: X wing 5th floor
- VCE: Z wing 2nd floor

### Accessing Your Email Account

All Georgetown faculty, staff, and students receive an email account they may use for free.

Navigate to: <http://apps.georgetown.edu>

### Wireless Networks

Georgetown offers four types of Wifi Networks: SaxaNet, GuestNet, GU\_Visitor, and Eduroam.

**SaxaNet:** Secure wireless network that encrypts data transmission. NetID and passport are required for access.

**GuestNet:** Open Internet access for users without NetID.

**GU\_Visitor:** Password-protected off-campus Internet access for users without NetID. Users should contact administrative assistant in covered areas for login information.

**Eduroam:** Open to members of U.S. and international higher education and research institutions that participate in the Eduroam network.



## Libraries

You have access to various libraries during your stay at Georgetown.

### ■ Lauinger Library

202.687-7607

[www.library.georgetown.edu](http://www.library.georgetown.edu)

### ■ Blommer Science Library

302 Reiss Science Building

202.687-5687

[www.library.georgetown.edu/blommer](http://www.library.georgetown.edu/blommer)

### ■ Dahlgren Medical Library

202.687.1448

<http://dml.georgetown.edu>

### ■ Kennedy Institute of Ethics Library

102 Healy Hall

202.687.3885

<http://bioethics.georgetown.edu>

### ■ Georgetown Law Library

111 G St., NW

202.662.9131

[www.ll.georgetown.edu](http://www.ll.georgetown.edu)

### ■ Woodstock Theological Library

Lauinger Library, lower level

202.687.7513

[library.georgetown.edu/woodstock](http://library.georgetown.edu/woodstock)

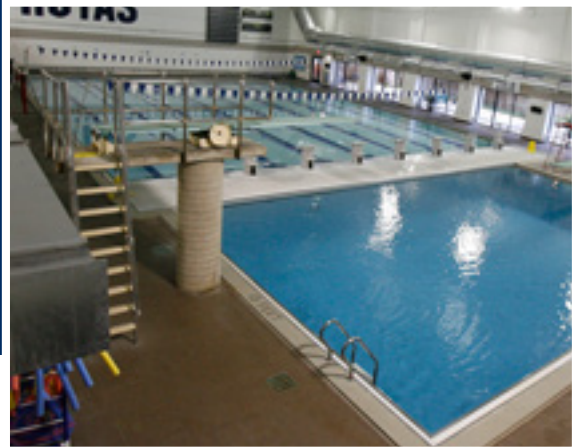
### ■ The U.S. Library of Congress

(Does not belong to Georgetown, but is open to the public. Books must be read on site.)

101 Independence Ave., SE

202.707.5000

[www.loc.gov](http://www.loc.gov)



## Sports Facilities

### ■ Yates Field House

202.687.2400

<http://recreation.georgetown.edu/yates>

The Yates Field House serves the athletic and recreational needs of GU students, faculty, staff, and alumni. Yates has tennis, basketball, squash, and racquetball courts, a 25-meter swimming pool, an indoor jogging track, and a volleyball court. It also has a dance/exercise room, a sauna in each locker room, and several weight-training stations. A diverse range of group exercise classes are also available.

The Intramurals Department conducts a number of leisure and recreation instructional courses. Students may also join intramural sports teams. Activities include basketball, softball, cycling, soccer, track, and golf.

<http://recreation.georgetown.edu/intramural-sports/>



## Academic Resources for Students

### Academic Resource Center (ARC)

335 Leavey Center  
[academicsupport.georgetown.edu](http://academicsupport.georgetown.edu)

The ARC provide academic workshops, foreign language tutoring, and individual consulting to all students. Students with disability and student-athletes can receive additional support.

### The Writing Center

Lauinger Library 217A  
<http://writingcenter.georgetown.edu>

Students may visit the Writing Center and seek assistance from graduate and undergraduate student tutors at any stage of their writing process. While the tutors do not proofread papers for grammar or spelling errors, they aim to help students improve their own critical thinking, revision, and editing skills.

## Campus and Social Resources for Students

### Center for Social Justice (CSJ)

130 Poulton Hall  
Tel: 202.687.5330  
<http://csj.georgetown.edu>

The Center for Social Justice (CSJ) provides opportunities for students to get involved in service and social action programs through student organizations, staff-run programs, and academic programs.

### Center for Student Engagement

316 Leavey Center  
Tel: 202.687.3704  
[getinvolved.georgetown.edu](http://getinvolved.georgetown.edu)

The Center for Student Engagement (CSE) supports students in co-curricular involvement through creating cultural, academic, social, recreational, and political organizations and programming.

### Campus Ministry and Religious Services

113 Healy Hall  
Tel: 202.687.4300  
<http://campusministry.georgetown.edu>

Georgetown's campus ministers provide pastoral care to students, faculty, and staff by helping the community to grow in their faith through worship, reflection, and service. The Chaplains represent a variety of faith traditions, including Roman Catholic, Jewish, Muslim, Orthodox Christian, Protestant, Hindu, and a variety of Student Ministries.

### LGBTQ Resource Center

325 Leavey Center  
Tel: 202.687.3546  
<http://lgbtq.georgetown.edu>

The Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Resource Center provides education, programming, support services, and a voice to Georgetown students, faculty, staff, and alumni of all sexual orientations and gender identities. They are committed to understanding sexual orientation and gender identity in the context of and as it intersects with race, religion, ethnicity, nationality, ability, socio-economic status, and culture.

### Center for Multicultural Equity and Access (CMEA)

5th Floor Leavey Center  
Tel: 202.687.4054  
<http://cmea.georgetown.edu>

CMEA promotes educational excellence and racial equality at Georgetown by serving the interests of African American, Latino, Asian American, Native American, and multiracial students. CMEA offers resources and services that promote academic success and personal development.

### Women's Center

327 Leavey Center  
Tel: 202.687.6359  
<http://womenscenter.georgetown.edu>

The Women's Center supports, educates, and empowers women of all cultures, races, sexual orientations, genders, and ages. It offers a diverse selection of educational programs, volunteer opportunities, services and resources to engage the Georgetown campus in meaningful ways.

## Student Clubs & Organizations

The following organizations and programs are sponsored

*For a listing and description of all official Georgetown clubs and organizations, please visit:  
<https://hoyalink.georgetown.edu>*

by the Office of Global Services (OGS):

### International Student Association (ISA)

The ISA was established for the undergraduate community to:

- Foster greater unity within the international student community through a social network based upon the common experience of studying abroad in the United States
- Promote greater diversity and international awareness in the University community
- Serve as a student advisory board to OGS
- Create a forum for international students to voice their distinctive concerns and interests
- Establish an alumni network that will serve as a resource for international students

To become a member and subscribe to their mailing list, please visit the ISA website:

<https://internationalservices.georgetown.edu/get-involved/studentorgs>

## Career Services for Students

### Cawley Career Education Center

<http://careercenter.georgetown.edu>

### MBA Career Center

<http://msb.georgetown.edu/your-career/students/MBA-career-center>

### SFS Graduate Career Center

<http://sfs.georgetown.edu/careers/graduate/>

### Biomedical Graduate Education Career Center

### McCourt Office of Career Development & Alumni Engagement

<http://mccourt.georgetown.edu/career/>

## Financial Services for Students

### Office of Student Financial Services (OSFS)

G-19 Healy Hall  
Tel: 202.687.4547  
<http://finaid.georgetown.edu>

The Office of Student Financial Services (OSFS) works with students to assess their ability to meet educational costs.

### Office of Student Employment

3520 Prospect St.  
Car Barn, Room 304  
Tel: 202.687.4187  
<http://seo.georgetown.edu>

The Office of Student Financial Services also runs a Student Employment Office which lists available on-campus jobs.



# Cell Phones



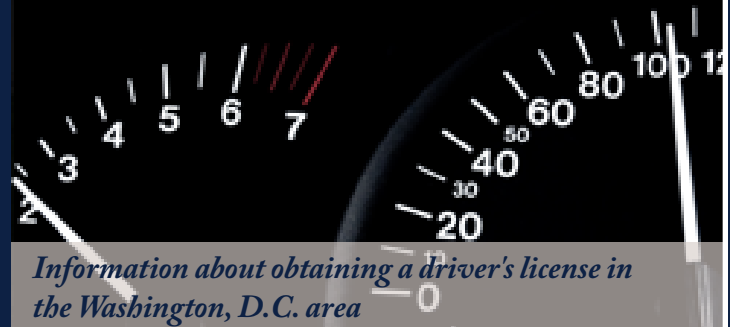
*What you need to know about cell phone service in the United States*

Georgetown is a very connected campus - we highly recommend you obtain a smartphone if possible to best utilize campus applications and stay up to date with university e-mail. Wifi is available across campus if you prefer not to pay for data.

## Comparison of Service Contract vs. Pre-Paid Phones

	SERVICE CONTRACTS	PRE-PAID PLANS
<b>How It Works</b>	You sign a contract for service with a call/text/data package that suits your anticipated need. You pay at the end of each month. Check with your provider to understand how you are charged for calls. For some, calls on weekends and in the evenings are free.	You purchase a phone and service or a SIM card and service, – either a specific amount of money or a number of minutes. As you use the phone, the minutes you use are deducted. When your balance reaches zero, your phone stops working until you purchase additional time.
<b>Costs</b>	<b>Initial:</b> Purchase of phone; activation fee; deposit (discussed below).	<b>Initial:</b> Purchase of phone; initial purchase of access package.
	<b>Ongoing:</b> Monthly costs can vary. If you go over your limit, you will be assessed “overage” charges which can become costly.	<b>Ongoing:</b> Costs vary greatly, depending on the package purchased and the provider.
<b>Deposit Required?</b>	If you do not have a Social Security Number or credit history in the United States, you may be required to pay a deposit. This deposit is returned to you at the end of the contract term. Some providers, such as AT&T, do not require a deposit.	No. Since you pay in advance, you do not need to provide a deposit or a Social Security Number.
<b>International Calling</b>	Check to make sure international calling is included in your plan.	Check with the company to see if this is possible and what rates apply.
<b>Length of Contract</b>	Typically 1 – 2 years; penalties are assessed if you break the contract early.	There is no contract. You pay up front for your service. You can discontinue service at any time.
<b>Phones</b>	Not all cell phone models work with all providers. Check with providers to see what models are compatible with their service.	They range from inexpensive to costly depending on phone features and capabilities.
<b>Text Capability?</b>	Yes, but requires additional monthly fee.	Depends on phone, but it is available. Check with carrier on availability.

# Driver's License



*Information about obtaining a driver's license in the Washington, D.C. area*

International students who wish to acquire a U.S. Driver's License must apply to the Department of Motor Vehicles (DMV) in the state where they reside. Out-of-country licenses and international driver's licenses may not be used beyond the first 60 days of residence in Maryland, Virginia or the District of Columbia. Licensed drivers in the United States must be insured and able to provide proof of insurance at all times. All motor vehicles must be registered with the DMV in the state of residence.

Registration and insurance requirements vary according to state, so please contact the DMV in your state of residence for more information.

## Three Different Jurisdictions

Your home address will determine where you will apply for a driver's license or state identification card. Each jurisdiction has its own policies and procedures. Refer to each state's website for the most current information on application procedures and requirements.

- **District of Columbia**  
[www.dmv.dc.gov](http://www.dmv.dc.gov)
- **Maryland**  
[www.mva.maryland.gov](http://www.mva.maryland.gov)
- **Virginia**  
[www.dmv.state.va.us](http://www.dmv.state.va.us)

## Documents Needed to Apply

- Proof of identity (name/date of birth)
- Proof of legal presence
- Proof of local address
- Social Security Number (SSN) or letter from Social Security Administration indicating you are not eligible
- Driver's license from your home country (with certified translation) or a U.S. driver's license

## Please note:

- If your name is not the same on all these documents, you may be denied a driver's license or a state identification card.
- Your SEVIS record must be active for at least 2 days (your record is activated after you have attended an OGS immigration session).

- Do not apply until after you have been in the United States for at least 10 days. This allows your entry data to be properly transmitted to the relevant government databases used by the DMVs to verify your legal status.

## Tests That May be Required

- Vision screening.
- Knowledge exam to test your understanding of traffic rules in the state. A Driver's Handbook is available for free from the DMV or online at their website.
- Road skills to evaluate how you drive.

## Validity Period of Driver's License

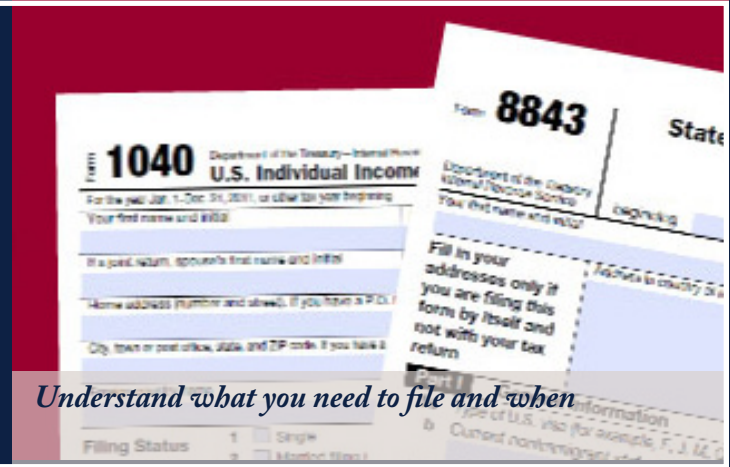
Driving permission generally expires with the end date on the Form I-20 or DS-2019.

## Driving During the Grace Period

F-1 students may apply to extend the driving permission during the grace period as long as they apply for the extension at the very beginning of the 60-day grace period. If students have applied for post-completion Optional Practical Training (OPT), they may apply to extend driving permission beyond the grace period as soon as OPT has been approved, the employment authorization document (EAD) has been received, and the start date on the EAD is valid.

J-1 students may not be approved to extend driving permission into the 30 day grace period, but J-1 students will be permitted to extend permission if they have been approved for a post-completion academic training period that lasts more than 31 days. For more clarification, please speak with an IS Advisor.

# Taxes



You must file a tax form even if you do not earn any income in the United States. Which form you will need to file depends greatly on your own unique situation and may not be the same as what another person may be required to file.

## Tax Season

January 30 through April 15 is known as Tax Season in the United States. During this time U.S. companies and organizations send out documents that individuals need to prepare and file their tax forms for the previous calendar year. If you entered the United States before December 30, you are required to file tax documents during the next Tax Season.

Please visit OGS's International Student & Scholar Tax Questionnaire for detailed information about how and when to file your taxes.

\*The IS Advisors are NOT tax experts and have not been trained in international tax law. They can provide only limited support in these matters.

OGS will remind you of your filing requirements at the beginning of the spring semester.

For more information, visit [internationalservices.georgetown.edu/tax.htm](https://internationalservices.georgetown.edu/tax.htm)

# Understanding the U.S. Health Care System



*Understanding key terms in U.S. Health Care*

## The Cost of U.S. Health Care

### Premium

The amount you pay to your insurance company for your insurance policy. This is paid on a monthly or a yearly basis, depending upon your insurance plan.

### Co-Pay

The co-pay, or co-payment, is the amount you are expected to pay directly to the health care provider at the time you receive medical treatment. This is usually a small amount and varies depending on your insurance plan.

### Deductible

The deductible is a part of the medical bill that you are expected to pay in addition to the co-pay. Insurance plans usually specify the amount of a medical bill they cover and the amount you must pay. The deductible is usually described as a flat amount or as a percentage, depending upon the policy. Generally, higher premiums have lower deductibles while lower premiums have higher deductibles.

[Click here for a list of Urgent Care Centers in the D.C. area](#)

#### **Example:**

Sally goes to her doctor for the first time this year because she hasn't been feeling well for quite some time. The doctor runs tests, talks to her, and diagnoses her problem. He writes a prescription for medication. According to Sally's insurance policy, she has a \$15 co-pay for the doctor visit and is responsible for paying for the first \$300 in medical costs each year. After Sally leaves, the doctor's office computes their bill which comes to \$400. Sally will have to pay \$300 and her insurance company will pay the remaining \$100. When Sally goes back for a follow-up appointment, she will once again pay the \$15 co-pay for the doctor's visit, but her insurance will cover the bill for her treatment.

#### **Affordable Care Act Requirements**

The Affordable Care Act mandates that all individuals who are considered U.S. residents for tax purposes (as defined by the IRS) carry adequate health insurance coverage. Most students in F-1 or J-1 status at Georgetown are considered nonresidents and are not subject to the mandate. In general, F-1 and J-1 students are considered nonresidents if they have been in the United States for less than 5 years. It is the responsibility of the student to determine whether or not they are subject to the mandate.

Georgetown University's Premier Plan satisfies the Affordable Care Act minimum coverage requirements.

In many cases, the doctor's office or hospital where you seek treatment may not bill your insurance directly. They may require you to pay them directly and be reimbursed by your health insurance company.

## On-Campus Health Care Services

### Georgetown Emergency Response Medical Service (GERMS)

2nd Floor Village C West

Tel: 202.687.7546 (not for medical care), 202.687.4357 emergencies only

GERMS is a student-run, all-volunteer ambulance service that provides free emergency care and transport to anyone calling from the campus and surrounding community, including the neighborhoods of Georgetown (west of Wisconsin Avenue), Foxhall, and Burleith. It operates seven days a week, 24 hours per day. All members are certified as Emergency Medical Technicians at the basic life support level (EMT-B) or higher. GERMS average response time is less than five minutes.

### Georgetown University Hospital Physician Referral Service

Tel: 202.342.2400

For non-urgent health matters, students can contact this service to be referred to a doctor at Georgetown University Hospital.

### Health Care Resources for Students Student Health Center (SHC)

Ground Floor Darnall Hall

Appointments: 202.687.2200

After hours emergencies: 202.444.7243

Web: <http://studenthealth.georgetown.edu/medical-care>

The SHC is the primary health care center for Georgetown students. It is staffed by a team of family practice faculty physicians, nurse practitioners, nurses, and support personnel. The clinic encourages students to make an appointment in order to receive the most time and attention, although urgent problems are attended to on a walk-in basis.

The SHC is an outpatient facility; if a student requires longer observation or overnight care, he or she is admitted to and cared for by physicians at the Georgetown University Hospital.

The SHC charges for all services. The University insurance plan provides sufficient coverage for primary care in the Washington D.C. area.

### Counseling & Psychiatric Services (CAPS)

One Darnall Hall

202.687.6985

After Hours: 202.444.7243

Web: <http://studenthealth.georgetown.edu/mental-health>

CAPS serves as the University's primary mental health service for its students and campus community. The mission is to collaborate directly with students in overcoming difficulties that may interfere with the accomplishment of their educational, personal, and career goals. In the United States, using the services of counselors and psychiatrists is common practice.

CAPS offers a range of psychological and psychiatric services including: (1) psychological evaluations, individual and group psychotherapy, and referral; (2) medication consultation and follow-up; (3) outreach and campus consultation; and (4) crisis assessment and intervention. For more information about the services offered at CAPS, please consult the website listed above.

### Health Education Services

Poulton Hall, Ste. 101

Tel: 202.687.8949

Web: <http://studenthealth.georgetown.edu/health-promotion>

Health Education Services is comprised of health professionals who are available to help students deal with a range of health issues, including sexual health, pregnancy, alcohol and drug use and abuse, eating disorders, sexual assault, relationship violence, stalking, stress management, and general health promotion. All services are individualized, confidential, and free for students.



## VISITOR INFORMATION

### Visitor Parking

- Southwest Quad parking garage
- Entrance from Canal Rd NW
- Leavay Center parking garage
- Entrance from Reservoir Rd NW



### Accessible Entrance

Historic buildings and many hills on campus make some paths difficult to navigate. Follow the Access Path signs for accessible routes through campus. Some routes utilize building elevators.

For campus emergencies, please contact the Georgetown University Police Department at 202-437-4343

## ACADEMIC – CAMPUS BUILDINGS

- 34 Admissions
- 39 Bookstore
- 33 Bunn Intercultural Center (ICC)
- 2 Car Barn
- 29 Dahlgren Chapel of the Sacred Heart
- 23 Gervase Building
- 27 Healy Hall
- 14 Healey Family Student Center
- 14 Heating and Cooling Plant
- 45 Hayden Observatory and Ecology Lab
- 46 Institute for the Study of Diplomacy
- 7 Lauinger Library
- 12 Leavay Center
- 39 • Seller Lounge

## CONFERENCE / AUDITORIUMS

- 35 Bunn Intercultural Center (ICC)
- 33 Copley Formal Lounge
- 32 Davis Performing Arts Center
- Gonda Theatre
- 27 Gaston Hall
- 40 Hotel and Conference Center
- 41 Lohrlink Auditorium
- 19 McShain Lounge
- 30 McNeir Auditorium
- 65 New Research Building Auditorium
- 27 Riggs Library
- 67 Warwick Evans Conference Room
- 32 W. Proctor Harvey
- Clinical Teaching Amphitheater

## RESIDENCE HALLS

- 9 Alumni Square
- 33 Copley Hall
- 30 Darnall Hall
- 24 Freedom Hall
- 31 Harbin Hall
- 50 Henle Village
- 18 Kennedy Hall
- 19 Loyola Xavier Ryder Hall (LXR)
- 19 McCarthy Hall
- 4 Nevils Hall
- 14 New South Hall
- 37 Pedro Arrupe, S.J. Hall
- 17 Reynolds Hall
- 25 Ryan Hall
- 13 Village A
- 21 Village C East
- 20 Village C West

## ATHLETIC DEPARTMENTS

- 42 Cooper Field
- 43 John R. Thompson Jr. Intercollegiate Athletic Center
- 47 Kehoe Field
- 44 McDonough Arena
- 49 Shaw Field
- 48 Yates Field House

## DINING

- 14 Bulldog Tavern
- 51 Epicurean and Company
- 39 Hoya Court
- 15 O'Donovan Dining Hall (Leo's)
- Open to the public
- 5 The Tombs

## TRANSPORTATION

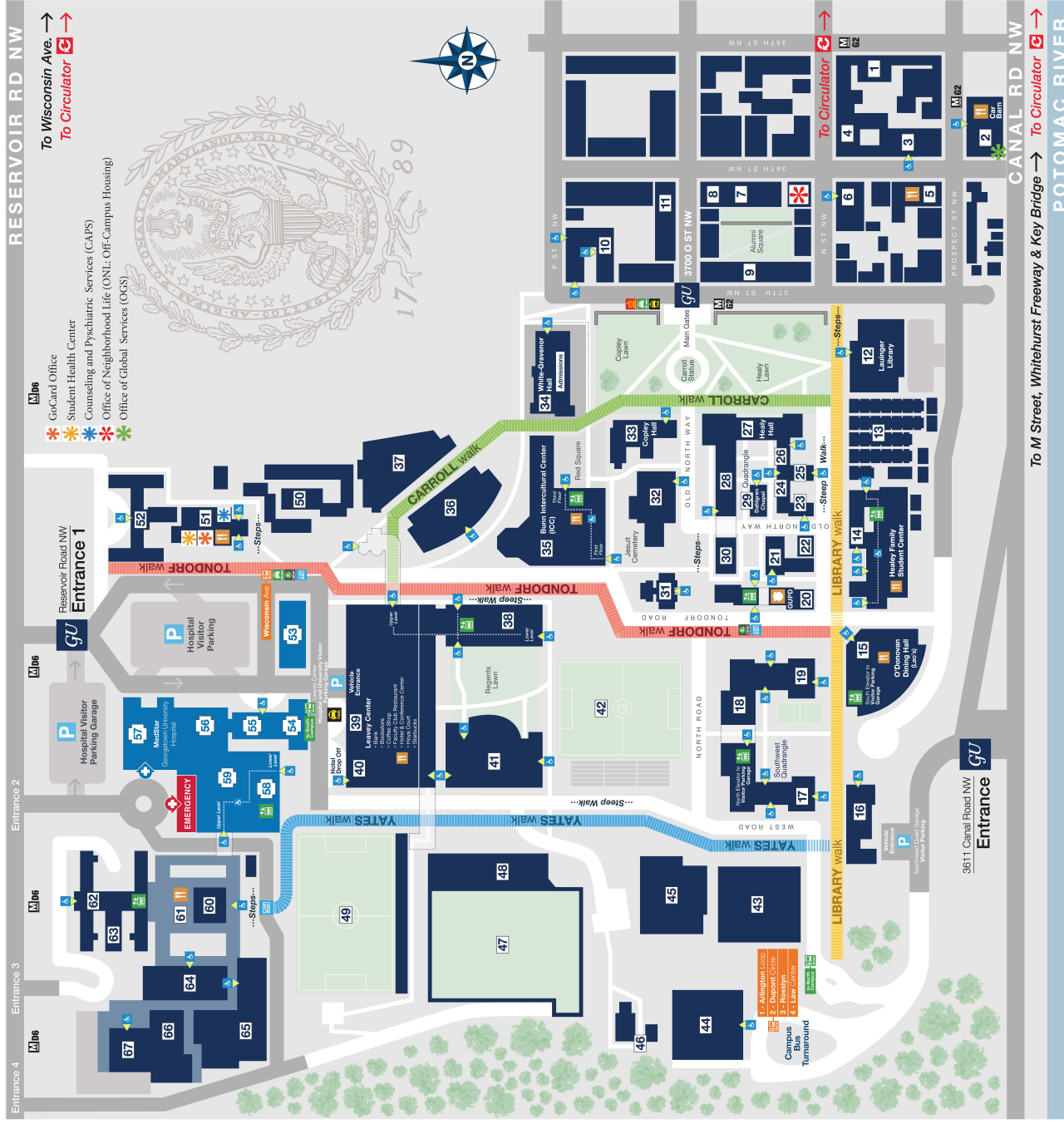
- Capital Bikeshare
- Car2Go
- Circulator
- GUTS
- Metrolus
- Mini Shuttle
- Ride Share (Uber, etc)
- Taxi
- Zipcar

## MEDICAL CENTER

- 64 Basic Science Building
- 67 Building D
- 60 Dahlgren Medical Library
- 63 Med-Dent Annex
- 62 Med-Dent Building
- 65 New Research Building
- 61 Pre-Clinical Science Building
- 66 Research Resource Facility (RRF)
- 52 St. Mary's Hall

## HOSPITAL & PATIENT CARE

- 59 Concentrated Care Center (CCC)
- 55 Gorman Building
- 53 Kober-Cogan Building
- 56 Lombardi Comprehensive Cancer Center
- 56 Marcus J. Bles Building
- 57 MedStar Georgetown University Hospital
- 54 Pasquerilla Healthcare Center (PHC)



RESERVOIR RD NW

To Wisconsin Ave. →  
To Circulator →

- GoCard Office
- Student Health Center
- Counseling and Psychiatric Services (CAPS)
- Office of Neighborhood Life (ONL: Off-Campus Housing)
- Office of Global Services (OGS)

CANAL RD NW

To M Street, Whitehurst Freeway & Key Bridge → To Circulator →  
POTOMAC RIVER



**GEORGETOWN UNIVERSITY**

Office of Global Services  
International Student & Scholar Services

3520 Prospect Street NW  
Washington, DC 20057  
Tel: 202.687.5867  
[internationalservices.georgetown.edu](http://internationalservices.georgetown.edu)