J SCHOLAR HANDBOOK
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**INTERNATIONAL PROGRAMS**

1450 Jayhawk Boulevard  
Rm 300, Strong Hall  
Lawrence, Kansas 66045  
785.864.6161
WELCOME

On behalf of International Programs we want to welcome you to The University of Kansas (KU). We look forward to getting to know you over the course of your time here. International Programs will be your main point of contact for a wide range of questions and issues.

We encourage you to take advantage of this welcome handbook, which compliments many of the resources that exist throughout the University of Kansas and the Lawrence community. Hopefully, with this handbook you will be able to ease into your new life at KU. The information presented in this handbook is a compilation of the most frequently asked questions international scholars have when they first arrive at Lawrence. Internet links are placed in each section, are this color of blue, and are current as of September 2013.

When you arrive at Lawrence, we will also provide you with a comprehensive check-in program that will prepare you for success at The University of Kansas.

The University of Kansas and Office of International Programs host a number of events, workshops and social activities throughout the year, and we hope you will join us at many of them. You can find a listing on our website. Please visit our site regularly, as the information on it is frequently updated.

international.ku.edu

Again, welcome to the University of Kansas, and all of us in International Programs wish you great success.

Rock Chalk, Jayhawk!
This checklist is designed to help you quickly understand what you need to do before you depart for the United States and what you must accomplish within the first couple days after arrival at the University of Kansas. For detailed information about each subject, please see the associated section.

### PRE-ARRIVAL
- **Pay SEVIS fee.** There is a one-time fee of $180 payable to the U.S Department of Homeland Security that you must pay before you applying for your J-1 visa.
- **Apply for J-1 visa.** Visit your local consulate website before applying for the J-1 visa because directions are often country and site specific.
- **Arrival Notification.** Please let your academic unit know when you expect to arrive on campus.
- **Housing.** On campus housing for J-1 scholars is limited and you will find more options off campus. You may wish to contact your host department to see if they can help you find housing. You can find the various temporary and long term options in this handbook, along with search strategies and places to find housing.
- **Health Insurance.** The U.S. Department of State requires every J visa participant to have health insurance. You may wish to purchase insurance before you arrive or wait until you are here. This handbook lists the minimum requirements and talks about the health care system in the United States as well.

### ARRIVAL
- **Check-In.** Every J-1 scholar is required to check-in with International Programs very shortly after arrival. Our check-in meetings are conducted on a weekly basis and fill up quickly. You can register on International Program’s website.
- **Additional Steps for employees.** If you will be employed by KU, then you must have a social security number (SSN) before you begin employment. If you do not yet have a SSN, then you must apply for one 3-6 days after attending the check-in meeting with International Programs. The J Scholar Handbook explains how and where to apply for an SSN.
- **Create KU Online ID.** Once you have attended a check-in meeting with International Programs, you will be able create your KU online ID. During the check-in meeting you will receive instructions on how to setup your ID.
- **Bank Account.** There are many banks in Lawrence and the bank on campus is Commerce Bank. You do not need a social security number to setup your bank account.
- **Childcare.** Most childcare in the United States is not supported by the government and is privately owned. Families are responsible for finding suitable childcare. There are a variety of different types of childcare available in Lawrence, but there are often waiting lists.
OBTAINING YOUR J VISA

IN THIS SECTION
SEVIS FEE
VISA APPLICATION PROCESS
LOCATING YOUR LOCAL U.S. EMBASSY/CONSULATE
NECESSARY DOCUMENTS FOR YOUR VISA INTERVIEW
VISA WAIT TIMES
SPECIAL ADMINISTRATIVE PROCESSING
TIPS FOR OBTAINING A NON-IMMIGRANT VISA
WHAT TO DO IF YOUR VISA IS DENIED
SEVIS FEE

As a prospective J-1 scholar you are required to pay a one-time fee of $180 to the U.S. Department of Homeland Security (DHS) BEFORE applying for J-1 visa at a US embassy/consulate. You have three payment options. We strongly encourage online payment to save time and money. Note J-2 dependents do not need to pay the fee. The I-901 Form and details about the SEVIS fee may be accessed online at: www.ice.gov/sevis/i901/. You will need the following codes and numbers when paying the fee:

KU’s J-1 (DS-2019) Program Number: P-1-00099

Your SEVIS ID#: Located above the barcode in the upper right corner of the DS-2019.

**Option 1 – Online Payment**

1. You will need a Visa, MasterCard or American Express credit card or a debit card with a Visa or MasterCard logo to make the payment.
2. Complete the I-901 Form online at www.fmjfee.com/i901fee/index.jsp
3. Print an online receipt and keep a copy for your records. Keep a copy of your receipt with other important documents.
4. Take your online SEVIS Fee payment receipt to your scheduled visa interview and with you to the U.S. port of entry.

Scholars from the following countries are not able to use the Online Payment option and must use the Western Union option.
- Cameroon
- Ghana
- Kenya
- Nigeria

**Option 2 – Payment by Mail**

2. Obtain an international money order or a check drawn on a U.S. bank and payable in U.S. dollars for $180. Make checks and money orders payable to I-901 Student/Exchange Visitor Processing Fee. Be sure to include your name and SEVIS ID# on the check.
3. Send I-901 Form and payment through U.S. Postal Service or Express Mail Courier

**Option 3 – Payment via Western Union**

1. Go to www.ice.gov/sevis/i901/wu_instr.htm . Print out instructions and a copy of the sample form to take to Western Union.
2. Go to a local Western Union agent. Locate the closest agent online at: www.westernunion.com.
3. Fill out the Blue Form (Quick Pay™ outside the U.S. / Quick Collect™ within the U.S.) according to the sample provided online. Pay in local currency. There will be an additional charge of approximately $15 USD for using this service.
4. The Western Union receipt serves as proof of payment to present at the student visa interview and/or at the U.S. port of entry.

**VISA APPLICATION PROCESS**

For accurate and complete details regarding the visa application process and to schedule your visa interview please see the U.S. Department of State website: travel.state.gov/visa

**LOCATING YOUR LOCAL U.S. EMBASSY/ CONSULATE**

Please see the U.S. Department of State for a directory of local consulate websites: www.usembassy.gov. Please be sure to review the website of your specific local U.S. embassy/consulate because directions are often country and site specific.

**NECESSARY DOCUMENTS FOR YOUR VISA INTERVIEW**

1. Passport (valid at least six months into the future)
2. Certificate of Eligibility (your DS-2019)
3. Documentation of your financial support (letter of departmental funding, bank statements, etc.)
4. KU invitation letter
5. SEVIS fee receipt
6. All applicable visa application forms and fees
7. Any other documents required by your local U.S. consulate

**VISA WAIT TIMES**
Visa appointment wait times vary significantly depending on the country of application and the time of year (the Christmas holidays and May, June and July can be busy times of year). For an estimate of current processing times at your local U.S. Consulate, please see the U.S. State Department website: travel.state.gov/visa/temp/wait. We strongly encourage applicants to apply as early as possible. U.S. Consulates may only accept appointments up to 120 days prior to your scheduled start date (as indicated on your DS-2019).

**SPECIAL ADMINISTRATIVE PROCESSING**
For some visa applicants additional security checks may need to be performed prior to a visa being issued. These security checks are often referred to as “Special Administrative Processing.” These are done for a variety of different reasons including country of citizenship, field of study/research, or having a name similar to that of an individual in a U.S. criminal database. It is important to understand that additional processing is not a visa denial; it is a delay. Most processing will be completed within 60 days. Once this “Special Administrative Processing” has been initiated by the U.S. Consulate, it cannot be stopped until it has been completed in Washington, D.C. and no inquiries may be made on your behalf until 60 days have passed from the initiation of the processing. For additional information please see the U.S. State Department webpage on Administrative Processing: travel.state.gov/visa

**TIP FOR OBTAINING A NON-IMMIGRANT VISA**
Please remember that a J-1 visa is non-immigrant visa, meaning that persons applying for this type of visa must demonstrate that they do not intend to immigrate to the U.S. It is important that in an interview you are prepared to discuss your future life plans that include your return to your home country.

**WHAT TO DO IF YOUR VISA APPLICATION IS DENIED**
Remain calm and ask for the reason for the denial in writing. Once you have received the denial take some time to write down as much about the interview as you can remember (i.e. the questions you were asked, the answers you provided and any supporting documentation that you provided to the consulate). Email this visa interview summary to an advisor at the International Programs and we will review your denial and advise you on a path forward. You may reapply for a visa again, but it is not advisable to do so until/unless you can provide new and compelling information. An overview of information about visa denials can be found at: travel.state.gov/visa/frvi/denials
PRE-DEPARTURE PLANNING

One benefit of using the J-1 visa is that you can enter the United States up to 30 days before the start date of your DS-2019. International Programs strongly recommends that you arrive early; this will allow you time to find housing and complete necessities which are required to begin your program on day one.

Lawrence, Kansas, is a friendly college town in Middle America where you will soon feel at home. In order to make your transition a smooth one, look at the following websites to start planning before your arrival:

U.S. Department of State
tavel.state.gov/visa

City of Lawrence
www.ci.lawrence.ks.us

International Programs
international.ku.edu

TRAVEL TO THE U.S.

Upon arriving in the U.S., either at the airport upon arrival by air or at the established border crossing if driving, you will encounter U.S. Customs and Border Patrol officers at the U.S. immigration checkpoint who are responsible for processing your entry. For detailed information about what to expect at a U.S. Port of Entry please see the U.S. CBP Arrival Procedures site.

www.cbp.gov

It is important that you make clear to the CPB officer what your purpose for coming to the U.S. is. For J-1 Scholar (i.e. Research Scholar, Short-Term Scholar) be clear about your intention to pursue your specific objective (i.e. research, institute participation, teaching, etc.) It is important that you are not inadvertently admitted to the U.S. as a tourist or business visitor.

TRAVEL PREPARATION TIPS

- Do not purchase your airline ticket to travel to the U.S. until you have secured your U.S. visa stamp.
- J-1 scholars are eligible to enter the U.S. up to 30 days prior to the start date listed on your DS-2019.
- Confirm that your passport is valid at least six months into the future from your date of entry to the U.S.
- Confirm that your visa stamp is valid for the day that you will enter the U.S.
- Verify that all information on your visa stamp is accurate (For example: the type of visa, date of birth, the spelling of your name, etc.)

DOCUMENTS TO CARRY WITH YOU

- Your passport containing your U.S. visa stamp
- Your DS-2019
- Department Invitation letter / University of Kansas job offer letter
- Funding documentation that shows how you will be covering the cost of your living expenses while in Lawrence.
- Contact information for International Programs (we are your Alternate Responsible Officers).

TRANSPORTATION FROM MCI AIRPORT

If you are flying, you will need to connect into Kansas City International Airport (MCI). The ride from the airport to Lawrence is approximately one hour.

TRANSPORTATION COMPANIES

Better Alternative Transportation Services (BATS)
www.kcibats.com
An exclusive personalized service for up to 5 people with door-to-door delivery to any location in Lawrence. Drivers monitor flight arrivals and can meet passengers at the airport gate. Reservations required at least two days in advance.

Super Shuttle
www.supershuttle.com
A shared-ride, door-to-door, shuttle service for up to 10 passengers.

KCI Road Runner
www.kciroadrunner.com
A shared-ride shuttle service from KCI that only delivers to the Holiday Inn (200 McDonald Drive, Lawrence). Shuttle makes NO other stops in Lawrence, so riders must arrange for additional connecting transportation to their final destination.

Taxi Service

Taxis are available through various taxi service telephones located at the baggage claim areas in each terminal and outside the terminal exits. Taxi service from the airport is very expensive, but it may be possible to share the ride with other people to reduce the cost. Before entering a taxi, establish the estimated cost with the driver.

Please note - All fares are subject to change and may increase in the late evening/night. For any of these services, it is customary to tip the driver 15% of the charge.
MONEY FOR YOUR ARRIVAL
When you arrive in Lawrence you will need enough money for immediate expenses including hotels, food, and housing costs. If the university is paying you, it may take more than a month to receive your first paycheck. Do not bring large sums of cash! There are safer options available. Contact your home country bank for details about the following:

Traveler’s Checks
The money is immediately available if checks are in U.S. dollars, and they can be replaced if lost or stolen. However, checks in large amounts can be difficult to use.

Electronic Banking/ATMs/Check Cards
Cash is available immediately from automatic teller machines. Exchange rates are good, but there may be a daily limit and fees for using the service.

International Credit Cards
Money is available immediately and exchanges rates are good. However, not all U.S. stores and businesses accept international credit cards.

Bank Checks/Drafts
These are useful for large amounts of money, but funds are not available for three days to three weeks after deposit (depending on which bank is used).

Wire Transfers
This is the safest way to transfer money, but an account at a U.S. bank must be opened first. There may be a fee for using the service.

CURRENCY EXCHANGE
Currency exchange facilities in the U.S. are less common than they are in many other countries, and changing money at U.S. banks can be expensive. The use of debit cards often gives the best rate of exchange. Some banks do exchange foreign currency, but only if the currency is in notes, not in coins.
ARRIVAL

IN THIS SECTION
CHECK-IN
APPOINTMENT AT KU
ADDITIONAL STEPS FOR EMPLOYEES
DRIVER LICENSE
CHECK IN

United States immigration laws require that scholars report to the university after their initial arrival in the country. Failure to do so may result in a termination of your J-1 program and can lead to serious consequences for your legal status in the United States and your ability to return to the United States in the future.

STEP ONE
Contact your KU host department to inform them of your arrival dates.

STEP TWO
Register and attend a group check-in meeting. Group check-in meetings occur every Tuesday at 10:00am in Strong Hall. Please register before you leave for the United States, so you can attend the first possible meeting. If you will be an employee at KU, then it is strongly recommended that you arrive before the start date of your DS-2019. You can register for a check-in meeting using International Program’s website:

international.drupal.ku.edu/j-1-scholar-check-registration-form

Please bring your passport, visa and DS-2019. If dependents/family members accompanied you, then please bring their immigration documents as well. Family members are welcome to participate in the check-in. You will need to know your residential address (even if it is a hotel), as well as emergency contact information (local and home country). You will need to bring your health insurance policy or be prepared to purchase health insurance online. You can learn about topics the check-in will cover on the following website:

international.ku.edu/arrivalcheck-1

APPOINTMENT AT KU

As a J-1 scholar at the University of Kansas you will have access to many of the services that staff, faculty and students enjoy to help facilitate your program activity (research, teaching, observation, consultation, etc.). This access is given to you by your appointment at KU. J-1 scholars typically fall under two different appointment types: employees or visiting scholars. Your appointment will allow you to create your KU online identification and KU identity card.

During the check-in meeting with International Programs, an advisor will explain how to create your KU online identification, create your KU email address, and receive your KU identity card.

J-1 scholars with these appointment types will have the following benefits:

- KU email address
- Computer access and login
- Library access
- Access to “Jayhawk” wireless network
- KU identity card
- Paid access to Robinson Recreational Center
- Parking space (your host department may request a yellow parking space)
- Free class with Applied English Center

KU ID CARD

Once your KU online identity has been created you may go to the KU ID Card Office located in the Kansas Union, 1301 Jayhawk Boulevard, to obtain your ID card. Very often you should wait 24 hours after creating your KU online identity while the database updates overnight. This ID card will grant you access to buildings and libraries around campus. This ID card may be used as a free bus pass for all buses operated by the city of Lawrence or the University of Kansas.

FREE APPLIED ENGLISH CENTER CLASS

Visiting scholars, only non-employees, are eligible to take one English class with the Applied English Center. Your academic department must write a letter to the AEC before the beginning of the semester requesting permission.

ADDITIONAL STEPS FOR EMPLOYEES

In the state of Kansas, to begin employment, an employee must have a social security number. You are expected to begin employment on the first date of your DS-2019. This is the reason we strongly urge J-1 scholars to arrive before the start date of the DS-2019. If you do not have a social security number, then you must apply and receive one before you can begin work.

SOCIAL SECURITY NUMBER

To apply for a Social Security Number (SSN) it is recommended that you wait 1-2 days after you check-in with International Programs. Then 3 days after applying, you may go back to the Social Security Administration building to pick up your card. If you do not pick up the card, it will be mailed to you within 1-2 weeks.
All of these wait times should be taken into consideration when planning your arrival.

The primary reason of the having a SSN is for tax purposes. Therefore, if you will be receiving funding from KU or another organization in the United States, you must have a Social Security Number. Since you must have a Social Security Number to receive U.S. funds, there may be a delay from the date you arrive on campus to the date when your first check can be issued. When budgeting for your stay in Lawrence, please remember to factor in this necessary delay. You must apply for the Social Security Number in person at the:

Lawrence Social Security Office
Suite 200, 1st Floor
1440 Wakarusa Drive
Lawrence, KS 66049
Tel. 785-843-2254
Operating Hours: 9 a.m. to 4 p.m.

You must have the following to be issued a Social Security Number:
1. PASSPORT
2. I-94 Record (retrieved from www.cbp.gov/I94)
3. DS-2019

If you are on a J-1 Scholar visa, you are authorized to work by definition, so the Social Security Office should not require any sort of letter from your department, even if your DS-2019 shows that you have funding which is not from KU.

If you do not work for KU or receive any KU funding, it still may be beneficial for you to apply for a SSN because once you obtain a SSN it will be yours for life. Sometimes having a SSN will make it easier to apply for credit cards, purchase a car or various other activities that require a credit check. This means that you may use this number during future visits to the United States. Because this SSN will be yours for life and possible future uses, it is very important that you do not lose this card and you take special care to not share the number because identity theft can be difficult to fix and can affect you outside the United States.

The card will be sent to you by mail, and takes 5 to 10 working days to get to your local address in Lawrence.

KU HEALTH INSURANCE
Please carefully review the Health Insurance and Health Care section of this guide. As an employee of the University of Kansas you may be eligible to purchase insurance through the university. It is recommended that you use KU insurance.

For the most part, KU insurance meets the U.S. Department of State requirements regarding health insurance coverage. However, if you use KU insurance then you will need to purchase additional insurance to meet the medical evacuation and repatriation of remains requirement. A majority of visiting scholars purchase this additional insurance through BETiNS (listed in the Private Insurance Plans section).

KU TUITION ASSISTANCE
policy.ku.edu/human-resources/tuition-assistance-policy

As a KU employee you may be eligible for assistance to cover tuition in pursuit of higher education opportunities for professional growth and development. Generally, your appointment must be 50% or more with six months of service by the start of classes.

DRIVER LICENSE
You will find out that it is beneficial to have a car or be able to drive a car while you are here. Often you will need a vehicle to transport large amounts of groceries or visit other towns and cities in the surrounding areas. We advise every scholar to either apply for a state of Kansas driver license or a state of Kansas identity card.

INTERNATIONAL DRIVER LICENSE
The International Driver License is considered a translation of your home country driver license and subsequently is valid for 90 days in the state of Kansas. If you will drive frequently, or will purchase a vehicle, we strong suggest you apply for a state of Kansas driver license.

HOME COUNTRY DRIVER LICENSE
If you have a driver license from your home country you should be able to use that license for 90 days while you apply for a state of Kansas driver licenses. Also remember that your home country driver license may not be in English and if you need the license for identity purposes or if you are pulled over by police, they may not be able to understand what the license permits.

STATE OF KANSAS DRIVER LICENSE
You can obtain a state-issued driver license at the Driver License Examination office.
1035 N. 3rd Street
Suite 122
You will have to take a written test over Kansas traffic laws, an eye test and a driving test. You can get the Kansas Drivers Handbook from them to study before taking the test. When you go to apply, you will need to take your immigration documents (passport, visa, I-94 and DS2019), and proof of Lawrence residency.

NOTE: The license will have the same expiration date as the end date indicated on your DS-2019 document.

STATE OF KANSAS IDENTITY CARD
For the most part the identity card is obtained the same way at the state of Kansas driver license. You will not have to take a written test over the traffic laws or a driving test.
FINDING HOUSING

IN THIS SECTION
TEMPORARY ACCOMMODATIONS
PERMANENT HOUSING
HOUSING SEARCH STRATEGIES
GLOSSARY OF HOUSING TERMS
UTILITY SERVICE
TIPS FOR TENANTS
**TEMPORARY ACCOMMODATIONS**

Prices vary. Early reservations are highly recommended as spaces are limited and fill up quickly during certain times of the year.

The Oread Hotel (next to campus)
www.theoread.com

Quality Inn – Lawrence (Bus route 36 – 20 minute ride)
www.qualityinn.com

Days Inn KU Lawrence (Bus route 36 – 20 minute ride)
www.daysinn.com

Baymont Inns & Suites (Bus route 36 – 20 minute ride)
www.baymontins.com

Best Western (Bus route 38, 29, 11, 41 – walk .25 miles to bus stop)
bestwesternkansas.com

Eldridge Hotel (Bus route 11, 36, 10 – 15 minute ride)
www.eldridgehotel.com

Rodeway Inn (Bus route 10, 36 – 25 minute ride)
www.rodewayinn.com

Hampton Inn (Bus route 36 – 30 minute ride)
hamptoninn3.hilton.com

Springhill Suites by Marriott (Bus route 10, 11 – walk .3 miles to bus stop)
www.marriott.com

Econo Lodge (Bus route 36 – 27 minute walk)
www.econolodge.com

Super 8 Hotel (Bus route 36 – walk .5 miles to bus stop)
www.super8.com

Virginia Inn (Bus route 36 – 15 minute ride)
virginia-inn.com

Holiday Inn (Bus route 36 – walk .75 miles to bus stop)
www.holidayinn.com

Bed and Breakfast Network
www.bedandbreakfast.com

**PERMANENT HOUSING**

**ON CAMPUS**

On campus housing options are limited for visiting scholars. Many of the apartments available will be unfurnished (no furniture). Please contact housing about options for on campus living.

housing.ku.edu

**OFF CAMPUS**

Most off campus housing is short-term in nature, meaning one year in length, and a majority of leases begin August 1st through July 31st the following year. It is possible to find shorter leases, but make sure to ask potential landlords their policies.

**International House**
international.ku.edu/internationalhouse

The International House offers short-term housing to visiting international scholars, researchers and lecturers affiliated with KU. Typical length of stay ranges from three days to five months.

We recommend that you talk with your department / faculty host about good neighborhoods to live in Lawrence. The following are websites (not affiliated with KU) where you can search apartment postings. If possible, take a friend with you when viewing apartments.

www.apartments.lawrence.com
This is a site where you can search for apartments. Remember that most apartments are unfurnished, and utilities such as electricity, gas, cable television and water are often NOT included in rent.

**HOUSING SEARCH STRATEGIES**

- Have a cell phone and laptop computer to inquire about vacancies that become available. Many apartment leasing offices do not answer calls and have voicemail or email only. You will need the phone to receive those returned messages. You may want to prepare a script when leaving telephone messages for the landlord, mentioning that you are a new employee or scholar at KU and that you are interested in the property.
- Rent or borrow a car. Your search will go faster if you drive.
- Get familiar with housing vocabulary (see following page)
Become familiar with names of neighborhoods. Look for housing in a neighborhood near campus where you will be working or studying, or along public transportation lines to make your commute more convenient since parking is difficult to find.

Walk or drive around neighborhoods you like and look for “For Rent / For Lease” signs posted in the window or front yard of houses and apartments.

Drive/ walk by to see the places you are interested in to find out what the exterior and neighborhood look like before making an appointment for viewing. When you find something you like, do not hesitate to let the landlord know immediately that you are interested. Have a check or money order ready to pay the deposit.

Prepare a list of questions to ask your potential landlord.

- What utilities are included in the rent (water, gas, electricity, garbage, cable, and/or internet)?
- What is the cost of gas and electricity per month?
- When will the apartment be available (when is the first day I can move in)?
- How much is the security deposit?
- What parking is available?
- Are laundry facilities located on site?

Meet potential roommates in person before making a commitment. Do not make arrangements to have a roommate from abroad. You would not want to move in with someone that might not be suitable for you. Do not be surprised if you are asked for an interview yourself from everyone in the house.

Most apartments are unfurnished. You can purchase large furniture items (bed, dresser, tables, chairs, etc.) and have them delivered (for a fee). This is very often cheaper than renting a car to pick up items, and you can schedule when they will be delivered.

GLOSSARY OF HOUSING TERMS

Bachelor
A small apartment without a kitchen. Sometimes a hot plate or microwave is provided.

Efficiency
One room for living, eating and sleeping. The bathroom is separate.

Single or Studio
A single room apartment with a small kitchen and a bathroom.

One Bedroom Efficiency
A large single room that has been converted into a one bedroom by dividing the room with doors. An efficiency apartment should be smaller and cheaper than a normal one bedroom.

In-law House
A homeowner sometimes has a smaller structure behind or next to their property that can be used as a private living space. Size and features vary. Sometimes it is a converted garage or pool house.

Townhouse, Condominium (Condo) or Duplex
A private home or very spacious and luxurious apartment that sometimes has its own laundry, pool and recreation facilities. Sometimes this refers to a small home that is attached by at least one shared wall to another home. In Lawrence these can be quite spacious.

Lease
A legal contract signed by both the manager and the renter regarding the length of stay, price and conditions of a rental agreement. It is important to not sign a lease for more than the amount of time you will stay. You are responsible for rent during the entire length of the lease. Violation of the lease agreement can result in a heavy financial penalty. Residents should understand all of the conditions of the lease before signing. Any negotiated variation should be set out in writing, initialed and dated by both the tenant and the manager as an amendment to the lease. Typical leases in Lawrence are for one year at a time.

Credit Check
A process in which the landlord verifies your credit history and confirms your bank information. International scholars who do not have a credit history in this country should not need to pay for a credit check, but it may be necessary to negotiate an agreement with the landlord in this case.

Deposit/ Security Deposit
An additional amount you must pay when moving into an apartment (usually no more than one month’s rent) to guarantee occupancy, payment of rent, repair of damages and professional cleaning after you leave. In most cases, the deposit is returned to you in full, if there are no damages to your apartment at the end of your stay.
Inspect the apartment carefully when moving in and record any damages, so you won't be charged when moving out.

First, Last, Deposit
This means that to move in, you must pay the first and last month’s rent amount, plus the security deposit amount. Most rental apartments require this, but it is possible to find those that only require the deposit amount and the first month’s rent.

Rent
Payment made for living accommodations, usually on a monthly basis.

Utilities
The fee for gas, electricity, cable television and water. Plan on spending an extra $25-$100 per month depending on your lifestyle. Some scholars are careful and find “gas stoves” and “non-halogen lamps” use less energy.

Sublet
A special arrangement where you live in someone’s apartment in their place. Sublets are attractive because they are often short-term opportunities with furnished rooms and no deposit. However, it is usually best to ask the person renting if their manager or landlord knows about your agreement, in case the lease prohibits you from taking over the lease.

A/C or Air – Air conditioning
BR or BDRM – Bedroom
FP – fireplace
4-plex – a rental unit comprised of two ground floor or “garden” apartments and two second floor apartments
2/2 or 3/2 – the first number indicates the number of bedrooms in the apartment. The second number indicates the number of bathrooms. Bathroom facilities include bath tub and/or shower, toilet (WC), and wash basin.

ABP – all bills paid. Your utilities (water, electricity, gas, sewage, garbage collection) have been included in your rent. You only have to arrange for telephone, cable television and/or internet service.

W/D – washing machine and clothes dryer are provided.

**UTILITY SERVICE**
Gas - Black Hills Energy - [www.blackhillsenergy.com](http://www.blackhillsenergy.com)

Electricity – Westar Energy - [www.westarenergy.com](http://www.westarenergy.com)
Contact the company as soon as possible, once you have a permanent address and know what day you want your service to begin. Homes and apartments in the area are heated by natural gas, but most appliances are run on electricity.

Water - [www.lawrenceks.org](http://www.lawrenceks.org)
Water is often paid for by the landlord. If you arrange your own water service, contact the municipal water district in Lawrence.

Garbage and recycling
Most landlords also provide garbage service. Be sure to ask about this before signing the lease. In most cases, the water and garbage service are billed together.

Internet/Cable
There are multiple internet and cable companies that provide service in Lawrence. Internet and cable service may be included in your lease. These are three popular service providers in Lawrence
Comcast – [www.comcast.com](http://www.comcast.com)
AT&T – [www.comcast.com](http://www.comcast.com)
WOW - [www.wowway.com](http://www.wowway.com)

**TIPS FOR TENANTS**
For an in-depth view of tenant rights and landlord responsibilities check the Kansas Legal Services handbook. [www.kansaslegalservices.org](http://www.kansaslegalservices.org)

Bring your paperwork
When you are conducting your search for housing, it is important to make a good first impression. When you go to look at a new place, carry with you written references from landlords, employers, friends and colleagues, evidence of solid financial support, a resume with your name and contact information on it, and a brief cover letter describing yourself. If you are interested in the place, give a copy of these to the landlord in case they will be choosing from other interested people as well.

Review the lease
Carefully review all conditions before you sign the lease. Your lease or rental agreement may contain a provision
that you find unacceptable – for example, restrictions on guests, pets, design alterations or running a home business.

**Get everything in writing**
To avoid disputes or misunderstandings with your landlord, get everything in writing. Keep copies of any correspondence and follow up on oral agreements with a letter, setting out your understandings. For example, if you ask your landlord to make repairs put your request in writing and keep a copy for yourself.

**Protect your privacy rights**
Understand your privacy rights (for example, the amount of notice your landlord must provide before entering), it will be easier to protect them.

**Demand Repairs**
Know your rights to live in a habitable rental unit, and do not give them up. The vast majorities of landlords are required to offer their tenants livable premises, including adequate weatherproofing, heat, water, electricity and clean and structurally safe premises. If your rental unit is not kept in good repair, you have a number of options, ranging from deducting the cost from your rent, to calling the building inspector (who may order the landlord to make repairs), to moving out without a liability.

**Talk to your landlord**
Keep communication open with your landlord. If there is a problem – for example, if the landlord is slow to make repairs – talk it over to see if the issue can be resolved short of a nasty legal battle.

**Purchase renters’ insurance**
Your landlord’s insurance policy will not cover your losses due to theft or damage. Renters’ insurance also covers you if you’re sued by someone who claims to have been injured in your rental due to your carelessness. Renters’ insurance typically costs $350 per year for a $50,000 policy that covers loss due to theft or damage caused by other people or natural disasters; if you do not need that much coverage, there are cheaper policies.

**Protect your security deposit**
To avoid any misunderstandings, make sure your lease or rental agreement is clear on the use of refund of security deposits. When you move in, walk through the premises with the landlord to record existing damage.

**Fair Housing**
The Lawrence Human Relations Commission and Human Relations Division of the City of Lawrence is a civil rights enforcement agency. It investigates complaints from persons alleging they have been discriminated against in housing because of race, sex, religion, color, national origin, age, ancestry, sexual orientation, disability, or gender identity in addition to familial status in housing.

[lawrenceks.org/attorney/fairhousing](http://lawrenceks.org/attorney/fairhousing)

If you think you are a victim of housing discrimination there the city of Lawrence Fair Housing website has good information on recognizing housing discrimination and steps to take.

[lawrenceks.org/attorney/whatisdiscrimination](http://lawrenceks.org/attorney/whatisdiscrimination)
HEALTH CARE & INSURANCE

IN THIS SECTION
J-1 INSURANCE COVERAGE REQUIREMENTS
KU EMPLOYEE INSURANCE
PRIVATE INSURANCE PLANS
PRIVATE INSURANCE WITH A HEALTH INSURANCE WAIVER
EMERGENCY SERVICES AND HOSPITALS
NON-EMERGENCY MEDICAL CARE
COUNSELING SERVICES
HEALTH CARE & INSURANCE TERMS
J-1 INSURANCE COVERAGE REQUIREMENTS

The Department of State requires all J-1 Exchange Visitors and their dependents to have insurance coverage throughout the duration of the J-1 program. Government regulations stipulate that if an exchange visitor willfully fails to maintain health insurance as prescribed below, the visitor shall be subject to termination as a participant. Health Insurance coverage is required for the scholar and all dependents receiving J-2 dependent visas.

1. Medical Benefits of at least $100,000 per person per accident or illness
2. Repatriation of remains in the amount of $25,000
3. Expenses associated with medical evacuation in the amount of $50,000
4. Deductible not to exceed $500 per accident or illness

NOTE: These limits are very minimal. We recommend coverage of $100,000, with repatriation in the amount of $10,000, and medical evacuation in the amount of $15,000. The Deductible, the part of the bill you are required to pay personally, typically should not exceed $150.

Upon arrival at KU, the J-1 scholar is required to present proof of health insurance or purchase the appropriate coverage during the check-in with the Office of International Programs. Failure to do so will adversely affect the scholar’s participation. To set up your check-in appointment, please call 785-864-6161.

KU EMPLOYEE INSURANCE

Scholars who are eligible for KU employee insurance must enroll within 30 days from your first day of work. However, there is a 30-day waiting period before coverage begins. During this waiting period, scholars and their dependents are required to have other medical insurance. Depending upon your situation, your department may be able to request a waiver of this waiting period for you.

EVACUATION/REPATRIATION

KU employee insurance does not meet all the minimum U.S Department of State insurance requirements, because it does not include evacuation or repatriation insurance. Therefore scholars and their dependents covered by KU insurance are also required to be covered by a separate Emergency Evacuation/Repatriation Plan. Most scholars purchase this additional insurance through the BETINS insurance listed in the Private Insurance Plan section.

PRIVATE INSURANCE PLANS

There are numerous health insurance companies that specialize in health insurance for J-1 exchange visitors and their dependents. Most will meet the requirements as prescribed above. The internet will provide you with more company options. It is the scholar’s responsibility to provide a receipt of purchase for this insurance during your first week at KU. The following is a sample of websites offering J-1 insurance. You are not limited to the companies listed here. Please remember that if you are bringing dependents they must also be covered.

IMPORTANT: Many U.S. companies exclude “pre-existing conditions,” so if you are already taking regular medications under a doctor’s supervision - for diabetes, high blood pressure, etc. - be sure you buy a policy that will cover your expenses for pre-existing health conditions in the U.S.

Some companies exclude pregnancy/maternity coverage. Please carefully check with the insurance company before purchasing.

International Student Insurance – Atlas Travel Plan
www.internationalstudentinsurance.com

Gateway USA
www.gatewayplans.com

ISO Insurance
www.isoa.org

Travel Guard International
www.travelguard.com

BETINS – medical evacuation and repatriation only
www.betins.com/Products/Evacuation/Evacuation

EMERGENCY SERVICES AND HOSPITALS

The KU Student Health Services has an “urgent care” center for matters that are urgent, but not life-threatening. However, they are only open during regular business hours. If you have a life-threatening emergency, the best thing to do is dial “911” on your telephone and an ambulance will come to take you to the Emergency Room (ER) at the nearest hospital. Some insurance plans require you to go to a specific hospital, so check with your insurance provider in advance to avoid costly emergency room fees. The closest hospital to KU with an Emergency Room is:
NON-EMERGENCY MEDICAL CARE
We strongly recommend that you contact your insurance provider before visiting a doctor to determine which doctors are in your insurance company provider list. If you see a doctor outside of your insurance company network, they may not pay for the service.

If you need to see a doctor, but it is not an emergency, many people use Urgent Care Clinics because they do not have a regular doctor to visit.

Prompt Care
urgentcarelawrenceks.com
(785) 838-3567

First Med Family & Walk-in Care
2323 Ridge Ct.
(785) 865-5300

COUNSELING SERVICES
In the United States, it is very common to talk with a counselor about problems or difficulties involving academic work, personal relationships, stress, unhappiness and an individual’s view of himself or herself. In different cultures, these problems may be viewed and treated differently. For example, if you experience difficulties when you are living in your home country, perhaps you would turn to your family and close friends. During your stay you may feel the need to find substitute sources of emotional support. In the U.S., many people do not live near their families, and it is not always the custom for Americans to depend on their families to solve problems. In many instances, Americans will choose to talk with professionals or trained volunteers about problems. A counselor can help you determine what the difficulty is, be in sympathy with your situation, help you see options, and help you resolve the difficulty. By law, all conversations are kept confidential.

Bert Nash Community Health Center
www.bertnash.org

Community Living Opportunities
www.clokan.org

DCCCA
www.dccca.org

Lawrence-Douglas County Health Department
www.ldchealth.org

HEALTH CARE & INSURANCE TERMS

Ancillary Service
Services rendered by health care providers other than a physician, such as laboratory, radiology or other diagnostic imaging, physical therapy or other service.

Annual Maximum
The amount of payments for medical services that an insurance plan will make in a year. Any amounts incurred during the year above the annual maximum are the insured person’s responsibility.

Co-insurance
A percentage of the cost of service that the insured person has to pay. For example, a plan may pay 80% of the charges and you pay 20%.

Co-pay
The amount that an insured person must pay for a covered service, in addition to the insurance payment. For example, most HMOs have a co-payment of $10 for each doctor’s office visit and $250 for each hospitalization.

Covered expense
Medical expenses incurred by an insured person that meet the insurance company’s requirements for being eligible for benefit payments.

Deductible
The amount that must be paid by the insured person for health care services before the insurance company will pay claims.

Emergency
An emergency is a sudden, serious, and unexpected acute illness, injury or condition that you reasonably perceive could permanently endanger your health if medical treatment is not received immediately. Usually the insurance company has sole and final determination as to whether services were rendered in connection with an emergency.

Lifetime maximum
The amount of total claim payments an insurance plan will make for one patient the entire time they are covered by the plan.

Premium
The rate you pay to be enrolled in the insurance plan.
Reasonable Charges
A charge considered not to be excessive based on the circumstances of the care provided including:

- Level of skill or experience involved;
- The prevailing or common cost of similar services or supplies; and
- Any other factors that determine value

Sickness
A sudden, serious, or unexpected illness, which requires immediate care for the relief of severe pain or diagnosis and treatment of such condition.
CULTURAL ADJUSTMENT

Moving to a new country often brings about culture shock. Culture shock can occur when you are taken out of a familiar environment and become integrated into a new environment. During the first few weeks of your stay in the United States, many things will happen as you adjust to your new environment and participate in activities at the University of Kansas. There are generally several phases that new international visitors may experience during the period of adjusting to a new culture. Listed below is a general pattern of cross-cultural adjustment. Your own experience might be weaker or stronger based on a variety of personal characteristics and previous life experiences.

IN THIS SECTION

CULTURAL ADJUSTMENT BASICS
- STAGE ONE: CULTURAL SURPRISE
- STAGE TWO: CULTURAL STRESS
- STAGE THREE: CULTURE SHOCK
- STAGE FOUR: CULTURAL CONFIDENCE

ADVICE
CULTURAL ADJUSTMENT BASICS

STAGE ONE: CULTURAL SURPRISE
Your first few days and weeks in your new community will be filled with observing all things new. These observations may only scratch the surface, but they are the foundation for your first impression. You will notice people dress differently, the food and how people eat is different, and non-verbal communication is different.

STAGE TWO: CULTURAL STRESS
In a short time, the feeling of new and excitement begins to fade away as your cultural experiences become more in-depth. You will participate in “new” culture activities more often and are forced to respond to the new/unfamiliar cultural norms and behaviors of people you do not fully understand. You might feel more comfortable blindly following the actions of others even though the actions do not make sense to you. If you do question actions, you will most likely hear, “that is just the way things are done.” Also, constantly speaking a non-native language can be frustrating and can add to your cultural fatigue.

STAGE THREE: CULTURE SHOCK
The stress of living in a new culture wears you down physically and mentally. As with any stressful situation you will want to either withdraw into yourself or confront the perceived threats (response called “fight or flight”).

You may experience the feeling “homesick” because the lack of familiar culture norms. The actions of others around you may not be predictable based on your life experiences. Also, your normal reactions based on your cultural understanding may not express your desires in the “new” culture. This inability to communicate may cause anxiety.

STAGE FOUR: CULTURAL CONFIDENCE
You will start to become effective and regain your self confidence that you lost in previous stages. In this stage, you are now effective in both your home culture and the “new” culture.

ADVICE
Expect to go through an adjustment period
Coming to a new country often brings about culture shock. Your period of adjustment might be quick or slow and will depend on your own life experiences.

Explore your surroundings
The KU campus is large and may seem daunting, but soon you will know it very well. To get started, talk to students, staff and faculty in your departments about the most interesting or best places to visit.

Learn cultural norms
The United States is vast and has many diverse values and norms. One of the simplest ways to learn these is to watch people’s behavior.

Be slow to judge
Ask someone who knows the culture to explain your observations. Always remember to ask “why” people do what they do. Compare how American culture is similar and different than your own culture and try to share your thoughts.

Go to events where you can meet new people
Creating dynamic friendships with people from different backgrounds will help give you wider insight into American culture. Check out the campus events, join an organization to share your passion or play sports to meet people with similar interests.
LIFE IN LAWRENCE

The city of Lawrence is about 45 minutes west of Kansas City and 20 minutes east of Topeka, the state capital. Lawrence consistently ranks among the top ten best college towns in the United States. Lawrence has a superb riverfront location and thriving downtown; check out the city of Lawrence Visitor Guide.

IN THIS SECTION

LIFE IN LAWRENCE
SHOPPING
HOUSEHOLD ITEMS
DISCOUNT CLOTHING STORES
BOUTIQUES AND RETAIL STORES
FOOD
SPORTS AND RECREATION
KU SPORTS
KU RECREATION
LAWRENCE RECREATION
LOCAL ARTS AND CULTURE
TRANSPORTATION
PURCHASING A CAR
BICYCLE INFORMATION
PUBLIC TRANSPORTATION
SPIRITUALITY/ RELIGION
SHOPPING
There are a number of discount stores that sell general household supplies, small appliances and hardware in Lawrence.

**Bed Bath and Beyond**
3106 Iowa Street  
(785) 842-4439

**Kohl’s**
3240 Iowa St  
(785)842-6133

**Target**
3201 South Iowa St  
(785) 832-0660

**Walmart**
3300 Iowa St  
(785) 832-8600

550 Congressional Dr  
(785) 841-1700

**DISCOUNT CLOTHING STORES**
A discount store is a type of department store, which sells products at prices lower than those asked by traditional retail outlets. Most discount department stores offer wide assortment of goods; other stores specialize.

You can find a long list of discount stores on this website: [www.yellowpages.com/lawrence-ks/clothing-stores](http://www.yellowpages.com/lawrence-ks/clothing-stores)

**BOUTIQUES AND RETAIL STORES**
[www.downtownlawrence.com](http://www.downtownlawrence.com)

There are many small, privately owned boutiques and retail stores located on Massachusetts Street in downtown Lawrence. Take a friend to explore all the small shops or plan on attending one of the large events that bring out the entire town.

**FOOD**
The supermarkets below are all quite different and offer a variety of food and household merchandise.

**The Merc** – [www.themerc.coop/index](http://www.themerc.coop/index)
901 Iowa St  
(785) 843-8544

**Dillon’s** – [www.dillons.com](http://www.dillons.com)
3000 West Sixth St  
(785) 843-0652

**Checkers Food** – [www.checkersfoods.com](http://www.checkersfoods.com)
2300 Louisiana St  
(785) 843-0023

**Hy-Vee** – [www.hy-tee.com](http://www.hy-tee.com)
3504 Clinton Pkwy  
(785) 865-0044

4000 West Sixth St  
(785) 832-9449

**Au Marche** – [www.aumarche.com](http://www.aumarche.com)
931 Massachusetts St  
(785) 865-0876

**Mediterranean Market & Café** – [www.mediterraneancafelw.com](http://www.mediterraneancafelw.com)
3300 Bob Billings Pkwy  
(785) 842-9383

**Lawrence Farmers Market** – [www.lawrencefarmersmarket.com](http://www.lawrencefarmersmarket.com)

SPORTS AND RECREATION

**KU SPORTS**
[kuathletics.com](http://kuathletics.com)

Since the earliest years of The University of Kansas, athletic events have been a large part of the social atmosphere. We urge you to attend many different athletic events. You will soon find that on “game day,” many students, staff and faculty support KU athletics by wearing the colors blue and crimson.

Basketball: This sport is the most popular on campus, with the men’s basketball team as one of the oldest and most successful programs in the history of college basketball. The Jayhawks' first coach was the inventor of the game James Naismith.

**KU RECREATION**
[recreation.ku.edu](http://recreation.ku.edu)

The KU Recreation Services provide students, faculty and staff with a variety of resources for physical fitness, team
and individual sports, classes and personal training. The cutting-edge indoor and outdoor facilities will make starting and continuing your fitness routine easy. In addition to on campus locations, the city of Lawrence has recreation buildings open to the public.

**LAWRENCE RECREATION**
[www.lawrenceks.org/lprd/recreationfacilities](http://www.lawrenceks.org/lprd/recreationfacilities)

City of Lawrence offers many exercise and recreation classes for kids and adults.

**PARKS AND TRAILS**
[www.lawrenceks.org/lprd/parks](http://www.lawrenceks.org/lprd/parks)

There are over 50 parks in the Lawrence Parks and Recreation department.

**CLINTON LAKE OUTLET PARK**

In the Lawrence community one of the top outdoor attractions is Clinton Lake. The 7,000 surface-acre reservoir with 85 miles of shoreline and is ideal for boating and fishing. The Clinton Lake Marina has boat ramps, docks, rentals and a convenience store with fishing supplies.

Around the lake, there are hiking and biking trails, campgrounds, picnic areas and swimming beaches. Amenities of the park include playground equipment, horseshoe pits, and BBQ grills.

**PRAIRIE PARK NATURE CENTER**
[www.lawrenceks.org/lprd/ppnc](http://www.lawrenceks.org/lprd/ppnc)

Free to everyone. This 80-acre nature preserve on the east side of Lawrence is a great educational experience not just for children, but for any age.

**LOCAL ARTS AND CULTURE**

Having fun and getting regular exercise is important for both your physical and mental health while you are living abroad. The Lawrence community is full of variety when it comes to recreation. Take a look at these web pages for calendars and events in the area:

**CITY OF LAWRENCE**
[www.visitlawrence.com](http://www.visitlawrence.com)

**SPENCER MUSEUM OF ART**
[spencerart.ku.edu](http://spencerart.ku.edu)

**NATURAL HISTORY MUSEUM**
[naturalhistory.ku.edu](http://naturalhistory.ku.edu)

**SCHOOL OF MUSIC**
[music.ku.edu](http://music.ku.edu)

**LAWRENCE ARTS CENTER**
[www.lawrenceartscenter.org](http://www.lawrenceartscenter.org)

**LAWRENCE PUBLIC LIBRARY**
[www.lawrence.lib.ks.us](http://www.lawrence.lib.ks.us)

**CALENDAR OF EVENTS IN LAWRENCE**
[www.visitlawrence.com/events](http://www.visitlawrence.com/events)

**TRANSPORTATION**

**PURCHASING A CAR PURCHASE**

It can be helpful to ask an American friend to assist you in buying a car, because they might be more familiar with buying practices in the United States. You can do some research first to learn about average prices and reliability by consulting the Kelley Blue Book and Consumer Reports. You must test-drive the car before you buy it, and you should really have an auto-mechanic examine the car also. There will be a fee for this, but it could prevent you from paying for expensive repairs later on.

When you purchase the vehicle, the seller must sign the title in the presence of a notary. The title is the official document which states that you are the owner of the car. It will be changed to your name when you register the car. Do not pay for the car until the title is signed over to you by the owner.

**VEHICLE INSURANCE**

You are required by law to have automobile liability insurance. You must have insurance to own and operate a car, and you have to keep the card you will get from the insurance company in your car. You must be able to show proof of insurance if you are stopped by the police. The cost depends on many factors, and you should contact several insurance companies to look for the best rate.

**REGISTERING THE CAR AND GETTING A LICENSE PLATE**

Registering and licensing are done at the Douglas County Courthouse at 11th and Massachusetts Street. To purchase license plates (also called “tags”), you will need to have the car title and proof of insurance. If you bought the car from a dealer and paid the sales tax, you will need proof of that also. The cost of the tags will depend on the weight of the car and can vary from $15 to $35. You may also have to pay sales tax and Kansas registration tax. The tag must be renewed every year and you will have to pay property tax...
on the car when you renew the tag. That amount depends on the value of your car.

**MAINTENANCE AND REPAIRS**

Be sure to check your oil and coolant regularly. Look in the yellow pages under “Automobile Repairing and Service” to find a place to get your car checked or repaired, or ask friends for a recommendation. Before agreeing to any repairs, it’s a good idea to get a written estimate of the cost. Never tell a mechanic to just fix everything that is wrong. You could pay more than the car is worth.

**CAR ACCIDENTS**

If you are involved in a car accident, do not move your car. Call 911 and wait for the police to arrive. Be sure to get the name and address of the other driver, their drivers’ license number, and the name of their insurance company. The other driver will want to get this information from you also. Contact your insurance company as soon as possible after the accident. Additional Resources: If you have any questions, the Consumer Affairs office (819 Vermont, 843-4608) can be of help. They have a lot of information on purchasing a vehicle. You can also consult them with complaints about specific businesses or companies.

**BICYCLE INFORMATION**

One of the easiest and most economical ways to find your way around Lawrence and campus is on a bicycle. They can save you the cost of a bus pass, a parking permit or a taxi ride. Here is some information if you are interested in purchasing a bike while in Lawrence:

**PLACES TO BUY**

Sunflower Outdoor and Bike Shop - 804 Massachusetts, 843-5000
www2.ljworld.com/marketplace/businesses/sunflower-outdoor-bike-shop


Target - 3201 Iowa, 832-0660 (for cheap bikes)

Local Bike Trader -
www.localbiketrader.com/location/lawrence-kansas

Craigslist
lawrence.craigslist.org/bik

Lawrence Bicycle Club
www.lbc-cycling.com/index

**THEFT**

Bicycle theft is a problem here, as it is most everywhere. You must definitely buy and use a lock! It is legal to lock your bike to a parking meter, as long as it is NOT serving a handicapped space. Be sure not to block the sidewalk or any handrails when you park your bike. Also it is not legal to lock your bike to trees, traffic signs, utility poles, or streetlights.

**SAFETY**

Bicyclists are encouraged to wear helmets at all times. Ride with normal traffic flow and ride to the right side of the roadway. If the lane width allows, stay two feet from the curb or roadside edge, which will help you to avoid debris or potholes.

**LAWS TO ABIDE**

You may ride on sidewalks, except in downtown Lawrence or on the KU campus. You may NOT ride a bicycle on the sidewalks downtown, but you can walk with one.

Bicycles are required to stop at all stop signs and to follow all other rules of the road. Failure to do so can result in a citation by the City of Lawrence Municipal Court.

A headlight is required by city ordinance while operating a bicycle at night. The headlight must be visible at 500 feet ahead.

Also at night, you must have a rear reflector visible at least 500 feet behind.

Bicycles don’t have to be registered, BUT if your bike is stolen, having it registered can help you to recover your bike. You can get a City of Lawrence bike sticker for $1.00 at the Lawrence Police Dept.

Persons riding bicycles on a roadway must not ride more than two side-by-side, except on paths or parts of roadways set aside for the exclusive use of bicycles.

**PUBLIC TRANSPORTATION**

There are two bus systems in Lawrence, the first operated by the City of Lawrence and the second operated by the University of Kansas. Both of these bus systems will be free when you have your KU ID card. You will be able to obtain your KU ID card after your check-in with International Programs. You will receive a bus guide during the check-in meeting, but if you need additional guides they will be located in buses and are free. Another option is to use...
Google Maps and use the directions feature to find out route times.

**KU on Wheels**
kuonwheels.ku.edu

**Lawrence Transit**
www.lawrencetransit.org

You can find all route and fare information on either website. It is important to know that there is no bus service on Sunday and very limited service on Saturday. Please confirm the route and time.

**AMTRAK Trains**
www.amtrak.com

Amtrak is the largest passenger rail company operating in the United States. With more than 500 stations in 46 states, including Lawrence, Amtrak makes it easy for you to go where you want.

**HERTZ ON DEMAND AT KU**
parking.ku.edu/hertzondemand

This is a car sharing service, where you only pay for the time you use the car. There are four Hertz on Demand cars available on the KU campus.

**SPIRITUALITY/ RELIGION**

You will soon find out that although the United States has never had an official state church, about 95 percent of the population professes some religious belief. Most Americans (80-85 percent) are Christians.

Religion is generally a personal matter for many Americans. They do not tell employers about their religious preferences. They are not obligated to accept anyone’s beliefs, but they can express their beliefs in public if they wish. While you are in the Lawrence and the United States you are welcome to practice your religion, and you may find others that share your beliefs. Most Americans understand if your religion requires you to abstain from certain foods and beverages and will not expect you to violate those principles. They will also understand the need for time to worship. If you have special religious needs, explain your needs so people do not become confused, and most likely they will try to help.
If your family accompanies you during your stay in the United States, you will need unique services and resources to help your family feel at home. Listed below are some common topics of interest for international spouses/families in the United States.

IN THIS SECTION

J-2 SPOUSE INFORMATION
EDUCATION
EMPLOYMENT
MAKING SOCIAL CONNECTIONS
RESOURCES FOR PARENTS
CHILDCARE
EDUCATION FOR CHILDREN
PUBLIC SCHOOL
PRIVATE SCHOOL
U.S. EDUCATION STRUCTURE
FAMILY LEGAL MATTERS
J-2 SPOUSE INFORMATION

EDUCATION
If your spouse decides to pursue a degree program or just wants to take classes, they need to consult with the proper admitting unit.

- Undergraduate Admissions 
admissions.ku.edu
- Graduate Level
  Contact the specific department in which you are interested in taking classes.
- Applied English Center
  aec.ku.edu

EMPLOYMENT
Getting a job in the United States is a good way for a spouse to become integrated into the community and gain valuable experience. Dependents with J-2 status are allowed to apply for work authorization and work in the U.S. (see below). However, many dependent visa types are NOT allowed to have paid employment, such as H-4 and B-2. Contact the specific department in which you are interested in taking classes.

- Applied English Center
  aec.ku.edu

J-2 family members (spouse or child dependents of J-1 visa holders) are eligible to apply for a work permit and work full time. Although J-2s are free to seek employment anywhere, the purpose of the employment should be cultural enrichment and should not be based on financial need. Be aware that a J-2 dependent cannot apply for work permission until they are physically present in the United States. Also note that they cannot begin working until they have received employment authorization card from the U.S. Citizenship and Immigration Services (USCIS). Currently, employment authorization cards are taking three or more months to process from the time of application and will need to be renewed yearly. If your dependent is the United States as an H-4 or B-2, paid employment is not allowed. You can contact International Programs for more information on the process.

international.ku.edu

MAKING SOCIAL CONNECTIONS
Besides going to school or working, there are other ways to meet new friends and find community. Currently, there is a group called Small World of Lawrence with a mission to help international women and their children adjust to life in Lawrence.

RESOURCES FOR PARENTS

CHILDCARE
Most childcare in the U.S. is not supported by the government and is privately owned. Families are responsible for finding suitable childcare. There are a variety of different types of childcare available in Lawrence ranging from full-time daycare centers that typically operate during regular work hours 7:30am to 5:30pm to in-home private daycares. All childcare facilities including in-home daycare providers are required to be licensed by the state of Kansas. As a parent you can review the annual evaluation and any official complaints that have been made for any daycare facility at the State of Kansas Child Care Licensing website.

kcappportalp.srs.ks.gov.

Childcare centers can be expensive ranging from $450-$1,100 per month depending on the age of the child and the type of facility. There can be wait lists so it is best to enroll as early as possible. Many childcare facilities offer separate part-time preschool programs or integrate preschool into their regular full-time care. Below are a few facilities that children of KU students, staff and faculty attend:

Hilltop Child Development Center, located on the KU campus, has an income-based payment plan. Priority is given to the children of KU students, faculty and staff.

Hilltop Child Development Center: hilltop.ku.edu

Edna A. Hill Child Development Center: cdc.ku.edu

Lawrence Montessori School: www.lawrencemontessorischool.com

Raintree Montessori School: www.raintreemontessori.org

La Petite Academy: www.lapetite.com

EDUCATION FOR CHILDREN
All children in Kansas between the ages of six and eighteen are required to be registered in and attending school. Your children will be required to have certain medical exams before entering school. To help your children make a smooth transition into their new school, read as much as you can about how the school system works and what you can expect. Helpful websites for general information include:
PUBLIC SCHOOLS
In the U.S., all children are eligible for free elementary and secondary education provided by the public school district in the city where you reside. In light of that, you may want to choose where to live based on the school district serving that area. Many schools offer after-school programs that provide homework assistance and organized activities. English as a Second Language (ESL) instruction is offered at many public schools. For information on how to get your child enrolled in public school, contact the Lawrence Public School System:

www.usd497.org/AboutUs/AboutLawrence

To enroll your children in the public school system in Lawrence, you will need the following records:

- Birth certificate
- Family contact information
- Immunization record
- Health assessment

Welcome & Enrollment Center
Please call (785) 832-5000 to schedule an appointment.

www.usd497.org/AboutUs/documents/EnrollmentCenter

PRIVATE SCHOOLS
Private and parochial (religious) schools also educate a large percentage of students, but are often filled quite early and charge tuition. It is advisable to arrange a visit to find the school that best suits your child’s needs.

U.S. EDUCATION STRUCTURE
Preschools (ages 2.5-5)

Pre-school is not mandatory and therefore most of them are privately-owned. You do not need to reserve a space in a preschool prior to your arrival, although spaces at some of the more popular schools fill up quickly. Before choosing a preschool for your child, visit several to decide where your child would feel most comfortable. Many childcare facilities have integrated preschool into their regular care so you may want to consider both childcare and preschool facilities. Most preschools require children to be toilet trained. State law requires a nap or resting period for all children in preschool.

Kindergarten (age 5 or 6)

Kindergarten is the first level of elementary school. Many schools require certain immunizations before the child can begin school. Bring copies of your child’s medical records to the U.S. for this purpose.

Elementary School (ages 6-11)

Elementary school includes Kindergarten through fifth grade.

Secondary School (ages 11-18)

Secondary Schools include Middle School for grades 6, 7, and 8, while High School is grades 9, 10, 11 and 12. In the public school system, Elementary, Middle, and High Schools may not necessarily be near each other geographically. Many private schools include grades K-8, but there are other configurations depending on the school.

FAMILY LEGAL MATTERS
It is important that you know some of the laws designed to protect children in the U.S. Violation of some laws may result in payment of a fine, while others may result in arrest.

Car Safety Seats

Kansas law requires that anyone riding in a moving car must be wearing a seat belt. Children must be secured in an appropriate child passenger restraint (safety seat or booster seat) until they are at least seven years old or weigh at least 80 pounds. Infants less than 20 pounds must be secured in a rear-facing car seat. There are several places to purchase care seats in Lawrence including: Target, Wal-Mart, The Blue Dandelion and Doodlebugs.

www.kansashighwaypatrol.org

Unattended Children

There are strict laws about leaving very young children alone, either in cars, in public, or at home even for brief periods of time. The law states that it is a crime to leave anyone in a car that is incapable of getting out without help. These laws stem from cases where young children have died from being left in cars with closed windows in warm weather. In addition, it is considered “child neglect” to leave very young children unattended (such as outside a restaurant) or home alone. It is better to awaken a sleeping child than to risk their possible harm and/or face arrest.
**Intimate Partner Violence**

Intimate partner violence and emotional abuse are behaviors used by one person in a relationship to control the other. Violence can be criminal and includes physical assault (hitting, pushing, shoving, etc.), sexual abuse (unwanted or forced sexual activity) and stalking. Although emotional, psychological and financial abuses are not criminal behaviors, they are forms of abuse and can lead to criminal violence. Although both men and women can be abused, most victims are women.

**Child Abuse**

Child abuse is a very serious crime in the United States. Child abuse is defined as any act or failure to act (neglect) on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation or any act which presents an imminent risk of serious harm.
SAFETY

While crime and safety are important considerations in the United States, in Lawrence crime is relatively low in comparison to other cities and is considered very safe. The most common crime in Lawrence is property theft.

IN THIS SECTION
TRAVEL SAFETY RESOURCES
COMMON SAFETY TIPS
CAMPUS SAFETY
EMERGENCY NOTIFICATION
OVERVIEW OF CAMPUS SAFETY
SAFERIDE AND SAFEBUS
SEVERE WEATHER
SNOW AND ICE STORMS
THUNDERSTORM
TORNADOS
SEVERE WEATHER ALERT NOTIFICATION
EMERGENCY SERVICES CONTACT INFORMATION
TRAVEL SAFETY RESOURCES
Safety tips and resources provided by national government agencies and other online resources.

- **A Safe Trip Abroad** (US Department of State) – this is a good resource no matter where you are from.
- **Travel Safety** (New Zealand) – A good list, especially for those on long-haul and adventure based travel.
- **Travel Smart** (Australia) – Good high-level safety, security and other travel preparation considerations.
- **Tips for Safe Travel** (Lonely Planet) – A good, easy-to-read travel safety/security guide.

COMMON SAFETY TIPS
- Become familiar with your neighborhood
- Walk with confidence and be aware of your surroundings
- Do not walk alone at night
- Keep apartment/house doors locked at all times
- Do not leave valuables in view inside a vehicle
- Never leave valuables unattended
- Use a bicycle lock
- Wear a bicycle helmet and travel with traffic

CAMPUS SAFETY

The safety of the campus community is a high priority at the University of Kansas. We strive to educate students and staff about safety precautions and advice scholars to take a moment and consider what measures they can take to protect themselves. The university has the utmost concern for the success of each individual and strives to give each student maximum freedom to live his/her life free from outside interference. With this freedom, however, comes the responsibility of becoming an active participant in the exercise of personal safety. Campus safety is a shared responsibility.

EMERGENCY NOTIFICATION

The University will use its home page, ku.edu and its KU Alert information site, alert.ku.edu, as the official online location for information updates. Please visit the alert information site and review its recommended procedures for a variety of potential emergency situation procedures at: alert.ku.edu.

Sign up for text message alerts at: alerts.ku.edu/signup.

OVERVIEW OF CAMPUS SAFETY

KU’s Public Safety Office maintains a 24-hour operation, employing 911 dispatchers, commissioned law enforcement personnel and noncommissioned security officers. Uniformed police officers patrol the campus on foot, on bicycles and in marked and unmarked police cars. Its communications office monitors closed-circuit cameras in parking lots and public areas surrounding all major residence halls and buildings. There are blue emergency phones located across the campus that dial the 911 operators on campus. Most KU housing units use a card swipe for entrance into the building although the family housing complex does not. KU buses run weekend nights (SafeBus), and there is also the Safe-Ride program.

The University of Kansas and Lawrence are generally safe, remember that you should still keep your doors locked, lock your car doors and use your bicycle locks. Most common crimes are petty theft of bikes, laptops, cell phones, etc.

SAFE RIDE AND SAFE BUS

SafeRide is a free transportation service for KU members that operates from 10:30 p.m. to 2:30 a.m. every evening during the academic year when classes are in session. The intent of the SafeRide program is to provide KU students with safe transportation home.

SafeBus operates Fridays and Saturdays from 9 p.m. to 3 a.m. while school is in session. Six accessible buses will be covering three separate routes; with two buses on each route. All rules that apply to daily KU on Wheels and Park & Ride routes also apply to SafeBus. Each bus is equipped with six security cameras for rider safety.

The SafeRide and SafeBus programs are run by KU on Wheels. It is funded by the SafeRide student fee, by the State of Kansas.

- To learn more about the KU Office of Public Safety and its services visit: ku.edu/~kucops
- To learn more about the SafeRide program and the KU transit system visit: parkandride.ku.edu.
- To learn more about safety in KU-owned housing facilities visit: housing.ku.edu/media/handbook.

You will find the annual campus safety report here: ku.edu/safety.

Print your own what to do in an emergency card here: vpss.ku.edu/safety/card.

SEVERE WEATHER

For more information on KU’s inclement weather policies and procedures related to the university closing, please refer to the following links:

Severe weather and classes FAQ
Winter weather and procedures policy

Inclement weather FAQ for employees

SIREN TESTING

The Douglas County Emergency Management Office tests the outdoor warning siren system on a regular basis. The test occurs at noon on the first Monday during the months of August-February and on the first and third Monday during the months of March-July. Tests are cancelled for potential or occurring severe weather and in the event of extreme cold or ice on the sirens.

In March, siren activation is done as part of a statewide tornado drill in conjunction with Severe Weather Awareness Week. These drills are typically conducted on Tuesday or Thursday afternoon.

SOUNDING OF SIRENS

The outdoor warning sirens for any or all of the cities in Douglas County are activated when the National Weather Service issues a tornado warning or when a local determination is made that a tornado threat to the area exists. This determination is made by Douglas County Emergency Management staff and will be based upon evaluation of all available information. This may include, but is not limited to, National Weather Service watch and/or warning text, weather radar and reports from trained weather spotters or law enforcement officers.

Anytime you hear the sirens sound, take immediate safety precautions. Listen to a NOAA weather radio or local media for updates. In Lawrence, local stations are KLWN 1320AM and KANU 91.5FM. Note: There is NO all-clear siren.

SNOW AND ICE STORMS

Cancellation of classes and university closure because of weather rarely occurs.

SEVERE THUNDERSTORM WATCH

A severe thunderstorm watch is issued by the National Weather Service whenever weather conditions are favorable for the development of severe thunderstorms or tornadoes, in and close to the watch area. A severe thunderstorm warning is issued when a severe thunderstorm is detected by radar or a spotter reports a thunderstorm producing at least 1 inch hail or 58 mph winds. In case of a severe thunderstorm watch or warning:

Be alert to the possibility of high winds and/or hail. Also, be aware that severe thunderstorms can produce tornadoes with little or no advanced warning. Should a storm develop, move away from outside windows into a protected area of a hallway or interior room until the danger is past.

If circumstances warrant, general information can be obtained from the following sources:

While emergency conditions exist, 864-SNOW is used for emergency information year-round.

KU Info, 864-3506

University radio stations KJHK 90.7 and KANU 91.5 will broadcast information specific to campus; local radio and TV stations provide on-going community emergency information.

TORNOADO

TORNADO WATCH

Tornadoes are possible in this area. Remain alert for approaching storms.

TORNADO WARNING

A tornado warning is issued when a tornado has been detected on radar or is sighted by a weather spotter. In case of a tornado warning:

In university buildings equipped with voice emergency warning systems, a weather emergency take cover message will be activated when the Lawrence sirens have been activated.

Move immediately to a pre-designated shelter area such as a safe room, basement, storm cellar or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet or interior hallway) away from corners, windows, doors and outside walls. Put as many walls between you and the outside. If available, get under a sturdy table or piece of furniture and always protect your head and neck with your arms. Remain there until the all clear is given by local radio stations (KANU/KLWN), police or other official sources of information. In university buildings equipped with voice emergency warning systems, an all-clear message will be activated when an official all-clear has been issued for Lawrence.
If you are outside when a tornado warning is issued and/or the sirens are sounding, take cover in a pre-designated shelter or the lowest level of a building. If those are not accessible, lie in a ditch or depression away from trees and power lines and cover your head with your hands.

If you are driving a vehicle, abandon the vehicle. Move into a pre-designated shelter or lowest level of a building. If a suitable structure is not available, lie down in a ditch or depression but be aware of flash flooding.

If you have a disability and need help getting to a lower level for safety in a KU building, proceed to an area of rescue and activate the system. If you are unable to make it to an area of rescue, call 911 for assistance.

WEATHER ALERT NOTIFICATION SERVICE
You may sign up for severe weather alerts to receive a text message. This alert system is based on county. Lawrence is located in Douglas County. Since tornados typically move northeast, it is a good idea to sign up for alerts in counties that are to the south and west of your residential area.

We strongly recommend that you sign up for severe weather alert notifications. The local TV station WIBW has a very good service and you can sign up for alerts based on county.

www.wibw.com

Counties to the west of Douglas County are Franklin, Osage and Shawnee.

EMERGENCY SERVICES

Emergency – dial 911

For resources and a personal action plan online tool for people with disabilities, please visit:

publicsafety.ku.edu/~kucops/emergencymanagement/

The Personal Action Plan is a document that provides information to first responders, Building Emergency Liaisons and supervisors on the evacuation methods and other steps that a person with disabilities would utilize during a building emergency evacuation.

NON-EMERGENCY ONLY
Lawrence Police
(785) 830-7400

KU Public Safety
(785) 864-5900

Lawrence Fire/ Medical Services
(785) 830-7000

Poison Control
1-(800) 222-1222
ONLINE RESOURCES

THE UNIVERSITY OF KANSAS RESOURCES

The University of Kansas
ku.edu
This site is the main university website. Look for departments, people and events here.

Office of International Programs
international.ku.edu
Learn about your J-1 program, how to maintain status and other visa statuses.

Housing
housing.ku.edu/apartments-and-towers
This website offers on-campus apartment options. The Stouffer and Sunflower apartments are very popular with visiting scholars as they allow for flexible leases and house many other international scholar and students. They are unfurnished apartments.

Director of Accessibility and ADA Education
ioa.ku.edu/accessibility-ada-education
This office facilitates appropriate resources, services and auxiliary aids to allow each qualified person with a disability to equitably access educational, social, and career opportunities at The University of Kansas.

Graduate Studies
graduate.ku.edu
Find links to all graduate academic programs and their departments.

Libraries
lib.ku.edu
The home page for all the KU libraries will be more useful once you arrive on campus. We strongly suggest you utilize the variety and extensive KU collections to make conducting your research easier.

Student Newspaper
kansan.com
The University Daily Kansan – the student-run newspaper. Lists all the weekly events happening on campus and has classified ads for apartments to rent.

COMMUNITY OF LAWRENCE RESOURCES

Lawrence Journal World
www.ljworld.com
This is Lawrence’s local newspaper. Look under the pages: classifieds -> Rentals -> unfurnished apartments. This is a good source for off-campus housing.

Community Resources
www.lawrence.com
This is a general information resource site about Lawrence. This site is very comprehensive with hundreds of links. It is a good resource for finding restaurants, community organizations and recreational activities.

Small World
www.smallworldlawrence.blogspot.com
Small World is a volunteer organization that helps international women and their children to learn or improve their English. Small World also offers a social atmosphere for the women to share their cultures and make new friends.

Public Education System (for children)
www.usd497.org
Lists phone numbers of all the public (free) primary and secondary schools in Lawrence.

Lawrence Parks and Recreation Department
www.lawrenceks.org/lprd
Read about the parks, trails, classes, playgrounds and other recreational facilities in Lawrence.

Lawrence City Library
www.lawrence.lib.ks.us
Learn about the local library, located in downtown Lawrence.

Lawrence Arts Center
www.lawrenceartscenter.com
Read about the classes, exhibits and performances at the Lawrence Arts Center.

Lawrence Convention and Visitors Bureau
www.visitlawrence.com
Another source of information about Lawrence.
UNIVERSITY OF KANSAS POLICIES

NONDISCRIMINATION STATEMENT
documents.ku.edu/policies
The University of Kansas, in accordance with applicable Federal and State laws and the University of Kansas policies, prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the university’s programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of the Office of Institutional Opportunity and Access
IOA@ku.edu
1246 W. Campus Road, Room 153A
Lawrence, KS, 66045
(785)864-6414

SEXUAL HARASSMENT POLICY
documents.ku.edu/policies
Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person’s employment or education, unreasonably interferes with a person’s work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the university will respond to reports of any such conduct.

Harassment that is not sexual in nature but is based on gender, sex-stereotyping or sexual orientation also is prohibited by the university’s nondiscrimination policies if it is sufficiently severe to deny or limit a person’s ability to participate in or benefit from university educational programs, employment, or services.

If sufficient evidence of violation of the policy is found, the Title IX Compliance Officer will forward a report of findings to the appropriate administrator for disciplinary action.

RACIAL HARASSMENT POLICY
documents.ku.edu/policies
To carry out the mission of this institution, the university community must provide and maintain a working and learning environment that fosters respect among all members of the community. The university’s goal is to provide an environment where individuals are free to develop intellectually, personally, professionally and socially without intimidation or fear. Intimidation and harassment affect not only those who suffer the harassment but also the entire community. Racial and ethnic discrimination is a violation of federal and state law, including Title VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination.

SUBSTANCE ABUSE POLICY
www.humanresources.ku.edu
Employees’ health and safety is a serious concern. The state of Kansas will not tolerate substance abuse or use which imperils the health and well-being of its employees or threatens its service to the public.

SMOKING POLICY
documents.ku.edu/policies
State law prohibits smoking within and near buildings that are the property of the State of Kansas. Kansas Board of Regents and university policies prohibit the sale of tobacco products in facilities owned or operated by the University of Kansas and its affiliated corporations. Smoking and tobacco use are not permitted in any Lawrence campus or Edwards campus building, in the facilities of the KU Public Management Center in Topeka or in other university sites reporting to the Lawrence campus. Smoking and tobacco use also are prohibited in the Kansas and Burge Unions, the Adams Alumni Center and the facilities of the KU Center for Research, Inc. (KUCR). All facilities operated by Student Housing are smoke free. No smoking or tobacco use is permitted within twenty feet of any part of any campus building, including overhangs or within twenty feet of air intakes.