

INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

CENTER FOR GLOBAL PROGRAMS & STUDIES

GLOBAL GUIDEBOOK

IMMIGRATION | EMPLOYMENT | SAFETY | CAMPUS LIFE

WAKE FOREST UNIVERSITY



116 REYNOLDA HALL | P: 336.758.5938 | M-F, 8:30am-5pm | global.wfu.edu/iss

THE KEY PLAYERS

International Student and Scholar Services (ISSS) is one of four divisions within the Center for Global Programs & Studies (GPS). As an international student or scholar, ISSS is one of the main divisions you will interact with during your career at Wake Forest. There are numerous acronyms and terms that you will encounter during your time in the United States.

SCHOOL OFFICIALS

RESPONSIBLE OFFICER (RO)	A person at an institution that is designated by the U.S. Department of State to operate the J visa program at that institution.
ALTERNATE RESPONSIBLE OFFICER (ARO)	A person at an institution that is designated by the U.S. Department of State to assist in operations with the J visa program.
PRINCIPAL DESIGNATED SCHOOL OFFICIAL (PDSO)	A person at an institution that is designated by the U.S. Student & Exchange Visitor Program to operate the F visa program at that institution.
DESIGNATED SCHOOL OFFICIAL (DSO)	A person at an institution that is designated by the U.S. Student & Exchange Visitor Program to assist in operations with the F visa program.

THE SCHOOL OFFICIALS AT WAKE FOREST

All F and J appointed advisors are in the International Student and Scholar Services division (ISSS). The school official's primary role is to ensure you understand the rules of your nonimmigrant visa status and point you towards the appropriate resources (academic, professional, and cultural) that you will need in order to succeed during your time as a student at Wake Forest. Appointed school officials serve as a liaison between you, the student, and the various government agencies that oversee and manage U.S. immigration.



THE KEY PLAYERS

GOVERNMENT AGENCIES AND ACRONYMS

During your time as a student, you will work with numerous U.S. government agencies and government software systems to ensure you maintain compliance with your F or J student status. Below are some of the common government agencies and software with which you will interact:

DEPARTMENT OF HOMELAND SECURITY (DHS)	DHS is the parent agency within the U.S. government that is tasked with the protection of U.S borders. They oversee three other key units that students often interface with during their time in the U.S.
STUDENT EXCHANGE VISITOR PROGRAM (SEVP)	SEVP is a division of the U.S. Department of Homeland Security (DHS) which oversees management of the Student Exchange Visitor Information System (SEVIS).
STUDENT EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)	The software system that tracks all students and exchange visitors that use the F or J visa type. School officials use this system to report the activities of a student or exchange visitor and any changes to their information. Each student is assigned a SEVIS ID number, which is listed on the Form I-20 or Form DS-2019.
U.S. CITIZENSHIP & IMMIGRATION SERVICES (USCIS)	USCIS is a division of the Department of Homeland Security (DHS) that oversees and approves any petitions for immigration changes or benefits within the U.S.
CUSTOMS & BORDER PROTECTION (CBP)	CBP is tasked with verifying and checking documents at the border. You will interface with CBP each time you enter the U.S. They reserve the right to refuse entry to the U.S. if you fail to present the proper documentation for their review.
IMMIGRATION & CUSTOMS ENFORCEMENT (ICE)	ICE is tasked with enforcing border control, customs, trade and immigration to promote homeland security and public safety.

GLOBAL PROGRAMS & STUDIES/INTERNATIONAL STUDENTS & SCHOLARS

CENTER FOR GLOBAL PROGRAMS & STUDIES (GPS) LOCATION: Reynolda 116 HOURS: M-F, 8:30am-5pm	GPS is the office that houses Study Abroad for undergraduate students, International Student & Scholar Services, Global Campus Programs and Global Assessment, Development, and Research.
INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS) LOCATION: Reynolda 116 HOURS: M-F, 8:30am-5pm iss@wfu.edu	ISSS is the division of GPS that supports international students' and scholars' transition to the U.S. and assists them in understanding how they can maintain compliance with their visa status.

MAINTAINING STATUS

MAINTAINING STATUS

The main objective of a student is to study in the degree program listed on the most current Form I-20 or Form DS-2019 and make continued degree progress.

FULL-TIME ENROLLMENT REQUIREMENT

All F and J students are required to enroll FULL-TIME for each required term. A full course of study is defined as:

- Graduate/Professional Students: Varies by school/program of study
- Undergraduate students: 12 credit hours

EXCEPTIONS TO FULL-TIME REQUIREMENT

There are limited exceptions to the full course of study requirement. You must be pre-approved by a PDSO/DSO (F students) or RO/ARO (J students) BEFORE dropping below a full course load.

ILLNESS OR MEDICAL CONDITION

Consult with a school official if you think you qualify for a reduced course load (RCL) based on an illness or medical condition.

ACADEMIC DIFFICULTY (ALLOWED IN FIRST SEMESTER OF STUDY ONLY)

Consult with a school official for more information on difficulties with academics that may warrant a RCL.

END OF STUDY

Final semester of study: students do not need to be enrolled full-time if less than full-time enrollment is necessary to complete the degree. Prior authorization from a school official is necessary for this RCL.

OTHER REQUIREMENTS TO MAINTAIN COMPLIANCE

- ❑ REPORT CHANGES OF U.S. ADDRESS AND PHONE NUMBER TO A SCHOOL OFFICIAL WITHIN 10 DAYS OF CHANGE.

Although you can change your address in the Wake Information Network (WIN), that does not automatically alert the ISSS office that a change has occurred. You must update your [ISSDeacs](#) profile with your new address within 10 days of moving so that it is properly recorded in SEVIS.

- ❑ REFRAIN FROM UNAUTHORIZED EMPLOYMENT

As an F or J student, you have certain restrictions on employment in the U.S. This document will cover what types of employment are permitted under the terms of the F and J visa status.

- ❑ KEEP YOUR IMMIGRATION DOCUMENTS VALID

It is very important that you know the expiration dates on your Form I-20/DS-2019, Passport, and Visa. This guidebook will provide an explanation for the importance of these documents and aware of appropriate dates.

- ❑ REQUEST EXTENSIONS OF YOUR I-20 OR FORM DS-2019 IN A TIMELY MANNER

Knowing the expiration dates of your I-20 and DS-2019 form are very important. You must request an extension four weeks BEFORE the expiration date of your Form I-20 or Form DS-2019. Extension requests may involve multiple departments on campus (ex: your faculty advisor, school official in ISSS, and your program of study).

YOUR KEY DOCUMENTS

DOCUMENT: PASSPORT

Your immigration documents are a key part of maintaining your nonimmigrant visa status. Your passport is one of four documents you need to ensure that it always has at least 6 months of validity.

IDENTITY

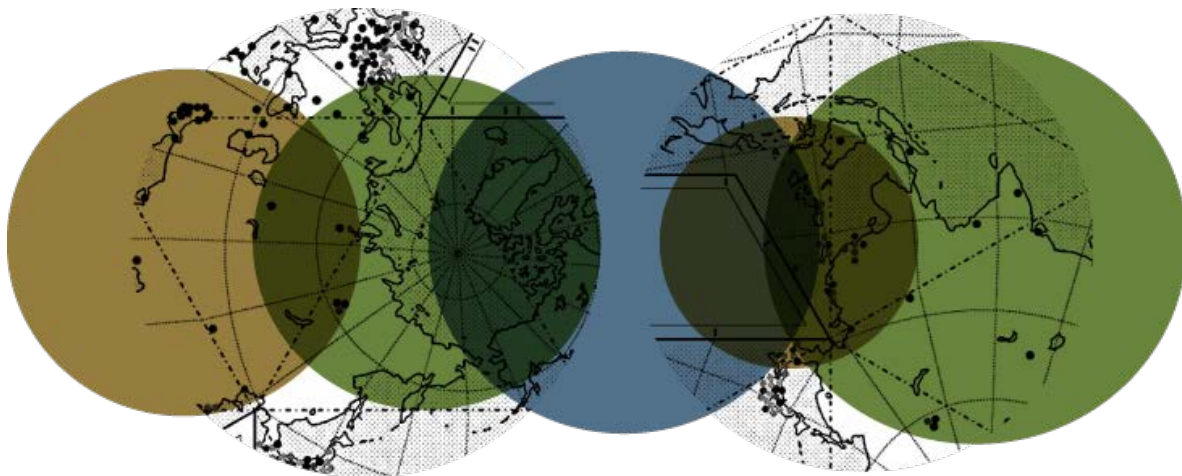
The passport is your governing document for identity. **The name, as it is printed in your passport, is the name you must use for all official documents, applications, and forms.** You may use informal nicknames with friends & peers.

YOUR PASSPORT AS A FORM OF IDENTIFICATION

While your passport can be used as an official form of identification, it is not recommended that you carry it with you on a daily basis. You are eligible for a North Carolina State ID card which serves as an official form of identification. It is strongly recommended that you apply for this card. Details on how to apply are enclosed in this book. Unless you have a Social Security Number you will not be eligible for a [REAL ID](#) Act Compliant State Identification Card or Driver's License and will therefore need your passport for domestic air travel.

PASSPORT RENEWAL / REPLACEMENT

Your passport can be renewed or replaced from within the borders of the United States so long as your country of citizenship has a consulate/embassy set up in the U.S. and allows passport renewal in the United States. You will need to consult with your home country consulate/embassy for application instructions and fees.



A NOTE ABOUT EMAIL ETIQUETTE...

If emailing a faculty or staff member on campus, it is strongly recommended that you include **your legal name and WFU student ID number** in addition to any nicknames. This helps campus administrators identify you quickly and better answer your questions.

Example: Dear Professor, My name is Jonathan ("John") Smith, WFU ID number (00000000)..

DOCUMENT: FORM I-94

PURPOSE OF THE FORM I-94

The Form I-94 is issued by Customs & Border Protection (CPB) and is used to track all new admissions into the United States. It assigns you an 11-character alphanumeric record ID, and records the visa status you will be using during your time in the U.S. It also lists how long you are allowed to remain in the U.S. These are issued electronically if arriving by air. If arriving by land, you may receive a paper Form I-94.

It is very important to keep each I-94 record you are issued, as it serves as evidence of lawful admission to the U.S.

HOW TO FIND YOUR FORM I-94 ONLINE

You can find your form I-94 by using the instructions below. It is strongly recommended that you print out the Form I-94 after EACH entry into the U.S. It is your responsibility to maintain a complete record of your immigration history in the U.S. The most recent electronic I-94 is only available for 5 year.

- ❑ Go to cbp.gov/i94
- ❑ Click "Get Most Recent I-94" in the second box
- ❑ Click "Consent and Continue" to agree with the terms and conditions of the website
- ❑ Fill in your passport information, click "Next," and print

ADMIT UNTIL: D/S (DURATION OF STATUS)

When you locate your Form I-94, it should not list a specific date after the words "Admit Until". Instead, it should have the following notation: D/S

This notation stands for "DURATION OF STATUS".

- For F-1 students "D/S" means as long as you maintain your status and your I-20 Program End Date has not been reached yet.
- For J-1 students "D/S" means as long as you maintain your status and your DS-2019 Program End Date has not been reached yet.
- If your F-1 or J-1 status is terminated for any reason other than Change of Status Approved then you are no longer maintaining F-1 or J-1 status and you should leave the United States immediately.
- ***IMPORTANT: If your I-94 does not show "D/S" or your correct visa status (ex: F-1), email iss@wfu.edu for assistance.***

WHERE WILL I USE THE FORM I-94?

- Department of Motor Vehicles if applying for a N.C. State ID or Driver's License (details for applying for either of these cards provided later in this book)
- Social Security Administration if eligible for a Social Security Number (details for eligibility provided in this book)
- Applications for immigration benefits through USCIS
- For On Campus or Approved Off Campus Employment Paperwork

DOCUMENT: FORM I-20/DS-2019

PURPOSE OF THE FORM I-20 AND FORM DS-2019

Both forms clarify the program of study and anticipated length of program for an F-1 or J-1 student.

PROGRAM END DATE

It is very important that you memorize the program end date listed on your most current I-20 or DS-2019. It is strongly recommended that you put an alert on your calendar for this date.

- ❑ It is **your responsibility** to ensure the information on your Form I-20 or Form DS-2019 is correct. If you need more time for your program of study, or will be graduating early, you must notify ISSS PRIOR TO the end date listed on your forms.
- ❑ Academic extensions are not available in all circumstances so it is necessary to discuss changes to your program end date with an ISSS advisor as soon as you think you may need more time to complete your degree.
- ❑ It is **your responsibility** to notify ISSS IN ADDITION TO any other relevant campus offices such as an on campus employer or academic advisor's office.

TRAVEL VALIDATION SIGNATURE

Both the Form I-20 and the Form DS-2019 have spaces marked for a travel validation signature. This signature is valid for 1 year from the date it was signed while completing a degree program:

- On the Form I-20, the travel validation signature is on PAGE 2
- On the Form DS-2019, the travel validation signature is on PAGE 1 in the bottom right corner

The signature is valid for 1 year from the date it was last signed or until your program end date, whichever is sooner. The signature must be valid anytime you attempt to re-enter the U.S. during your program of study.

- Example #1: Signature was issued on July 1, 2019. Your program end date is on May 1, 2020. Your travel signature is valid until May 1, 2020.
- Example #2: Signature was issued on July 1, 2019. Your program end date is May 1, 2021. Your travel signature is valid until July 1, 2020. You would need a new signature for any entry after July 1, 2020.

GRACE PERIODS AFTER PROGRAM END DATE

After the program end date has been reached, students are given a grace period during which they can remain in the U.S. to pack up and settle affairs. Once the grace period ends, the student must exit the U.S. unless the student made prior arrangements to: start a new program at Wake Forest; attend another U.S. institution and have their SEVIS record transferred to that institution; has applied for work authorization (Optional Practical Training for F students or Academic Training for J students); or has submitted an application to change their status to another visa category.

- F-1 Students: Students on the F visa have a 60-day grace period.
- J-1 Students: Students on the J visa have a 30-day grace period.
- **IMPORTANT: If you exit the U.S. during your grace period, you cannot re-enter in F-1 or J-1 student**

DOCUMENT: VISA

The Machine Readable Visa is issued at a U.S. consulate or embassy prior to arrival for citizens of all countries except for Canada and Bermuda.

PURPOSE OF THE VISA

The visa grants you the ability to arrive at the border of the United States and apply for admission. It must be valid each time you attempt to enter the U.S. Issuance of the visa does not automatically guarantee that you will be able to enter the U.S.

Entrance to the U.S. is a two-step process:

1. You apply for a visa at the U.S. embassy or consulate located in your home country.
2. You apply for admission at a U.S. Port of Entry using the visa in your passport, with the supporting documentation (Form I-20 or Form DS-2019), at which point the CBP official will ensure you have the proper paperwork in hand and will decide whether to grant you admission onto U.S. soil.

Think of the visa as a ticket to a secured event. You may have the ticket, but you still need to get through security to enter the event.

WHERE CAN I GET A VISA?

Visas are only issued at U.S. consulates or embassies. **There are no U.S. consulates or embassies in the United States.** The visa must be valid at the time you make entry to the U.S. If your visa has expired or will expire before you plan to enter, you must have it renewed at the nearest U.S. embassy or consulate before attempting to enter the U.S. Instructions on how to apply for an F-1 or J-1 visa are determined by each consulate/embassy so it is important that you research their application procedures well ahead of your planned trip.

WHAT IF I LOSE MY PASSPORT?

If you lose your passport that contains your visa, you will be required to obtain a new visa the next time you exit the U.S. You will need to work with your home country's local consulate or embassy in the U.S. to obtain a new passport.

EXPIRATION DATE

As long as you have been admitted to the U.S. as an F or J student and you have a valid Form I-20 or Form DS-2019, you are allowed to remain in the U.S. past the expiration date of your visa. The next time you plan to exit the U.S., you must renew your visa at the nearest U.S. embassy or consulate before attempting to re-enter in F or J status. ISSS **strongly recommends** that students plan to renew their visas in their home country.

AUTOMATIC VISA REVALIDATION (AVR)

AVR is the one exception that allows you to enter the U.S. with an expired F or J visa. This benefit is not available to students from certain countries. AVR allows a student to re-enter with an expired visa if:

- ❑ The student is from a qualifying country that permits entrance using AVR;
- ❑ The student has traveled to Canada, Mexico or the qualifying adjacent Caribbean Islands for a period of 30 days or less AND;
- ❑ The student has a valid Form I-20 or Form DS-2019 with a valid travel validation signature.
- ❑ For more information, visit: ice.gov/sevis/travel
- ❑ ISSS does not recommend relying on AVR for re-entry to the U.S.

ENTERING THE U.S.

DEFINING TEMPORARY ABSENCE: 5-MONTH RULE

The Student Exchange Visitor Program (SEVP) defines a temporary absence from the U.S. for a student to be up to 5 months. If you plan to take a leave of absence for medical, personal, or academic reasons, you must meet with a school official in International Student and Scholar Services before making your final decision on a leave of absence.

EXCEPTION:

The 5-month clause is waived if your time away from the U.S. is due to:

- Enrollment with an approved study abroad program in which you will maintain enrollment at WFU
- Approved thesis/research abroad in which you will maintain enrollment at WFU

In either of the above scenarios, you must speak to a school official in International Student and Scholar Services before you leave so your Form I-20 or Form DS-2019 can be updated with this information.

TRAVELING TO COUNTRIES OTHER THAN THE U.S.

Students often decide to travel to neighboring countries or countries other than their country of citizenship while enrolled at WFU. **It is the responsibility of the student to research the entrance requirement to that country.** Keep the following in mind when planning travel:

- ❑ The country you plan to enter has full authority to decide whether you are eligible to enter their territory.
- ❑ You may need to apply for an entrance visa to the country you plan to visit, you should start research well in advance of your trip. Some countries will require you to appear in person at their local consulate/embassy to apply for a visa stamp.
- ❑ You may have to surrender your passport for the purpose of visa issuance. You should obtain a NC State ID or Driver's License as an alternate form of identification. A Real ID is needed to board a flight back to Winston-Salem. You are unable to use a NC State ID or Driver's License to board a flight after October 2020.
- ❑ Some countries have instituted a requirement that a student's U.S. visa be valid well beyond the student's intended travel dates before making an application to enter their country.

Example: A student's U.S. F-1 visa is set to expire August 30, 2021. Student is attempting to apply for a visa stamp to Italy for their study abroad program which is scheduled for September 1, 2021—December 30, 2021. The Italian consulate may deny the application because the student's F-1 visa will not be valid to re-enter the U.S. at the end of their anticipated time in Italy.

DOCUMENTS FOR ENTRY TO THE U.S.



PASSPORT
EXPIRATION DATE AT LEAST 6
MONTHS INTO FUTURE



VISA
MUST BE VALID AND
UNEXPIRED



FORM I-20/DS-2019
WITH CURRENT TRAVEL
VALIDATION SIGNATURE

EMPLOYMENT

SOCIAL

SECURITY

&

BANK

ACCOUNTS

EMPLOYMENT IN THE U.S.

As an F-1 or J-1 student, employment in the U.S. is heavily regulated. See below for information on the types of employment that F-1 and J-1 students may be eligible for during and after their program of study.

ON-CAMPUS EMPLOYMENT

An F-1 or J-1 student may pursue on-campus employment as long as their academic program allows it with the following conditions:

- 20 hours/week during the semesters
- 40 hours/week during school breaks (winter, summer)
- ❑ If you receive an offer of employment, work directly with your hiring supervisor to complete the employment paperwork. Use your ISSDeacs account to apply for a letter to take to the Social Security Administration (required).
- ❑ If you are a J-1 student, you will need to get authorization from ISSS to work on campus.

A NOTE ABOUT ON-CAMPUS EMPLOYMENT

Many on-campus jobs are reserved for students who are eligible to receive federal financial aid. As a nonimmigrant, you are not eligible to receive federal aid, and therefore may have a harder time securing on-campus employment. There are offices that typically hire international students. Offices that have historically hired international students include:

- ❑ Learning Assistance Center
- ❑ ZSR Library
- ❑ Campus Recreation
- ❑ Student Athlete Tutoring

CURRICULAR PRACTICAL TRAINING (F-1: CPT)

OR ACADEMIC TRAINING (J-1)

An F-1 or J-1 student is allowed to pursue off-campus internships during their course of study with prior approval from a school official in International Student and Scholar Services. Applications must be submitted to ISSS using the ISSDeacs website and approved BEFORE engaging in an internship. Any employment off-campus without prior approval is considered unauthorized employment. Students are eligible if they meet the following criteria:

- ❑ Enrolled for at least 1 academic year (Exception: graduate programs with a required internship component)
- ❑ The student's program of study requires participation in an internship or the student is enrolled in a major internship course that requires participation in an internship.
- ❑ The internship opportunity directly relates to the student's major program of study.
- ❑ **IMPORTANT: Undergraduate students are not eligible to pursue off-campus internships until they have formally declared a major.**

OPTIONAL PRACTICAL TRAINING (F-1: OPT)

OR ACADEMIC TRAINING (J-1)

An F-1 or J-1 student is potentially eligible for a period of work authorization to use either during or after graduation. Most often, this benefit is used after graduation. Information sessions will be held throughout the year that explain the rules and regulations associated with both benefits. It is **required** that students attend at least one of these sessions or complete the online presentation to understand future employment options, eligibility, and the application process.

SOCIAL SECURITY NUMBER

ELIGIBILITY FOR A SOCIAL SECURITY NUMBER

A social security number (SSN) is a number assigned in the U.S. to eligible individuals. Nonimmigrants are only eligible for an SSN if they are allowed to work per their visa status and have a valid offer of employment from a U.S. employer. Both the F and J visa provide certain employment benefits as a part of the visa status as outlined on the previous page.

IS IT REQUIRED TO OBTAIN A SERVICE/PRODUCT?

No, a social security card is **never** required to obtain a service or product. Ask a manager or supervisor if you encounter someone who is not willing to provide you with a service. Many companies have an alternative option to pay a security deposit in lieu of an SSN.

HOW DO I APPLY FOR AN SSN?

You are only eligible for an SSN if you have an offer of employment. If and when you become eligible for an SSN (i.e. you receive an offer of on-campus employment or you are approved for CPT, OPT, or Academic Training), please visit <http://global.wfu.edu/iss/ssn/> for information on how to apply for the SSN, and documents to bring with you. For on campus employment, you must request a letter to take to the Social Security Administration from ISSS using the ISSDeacs website.

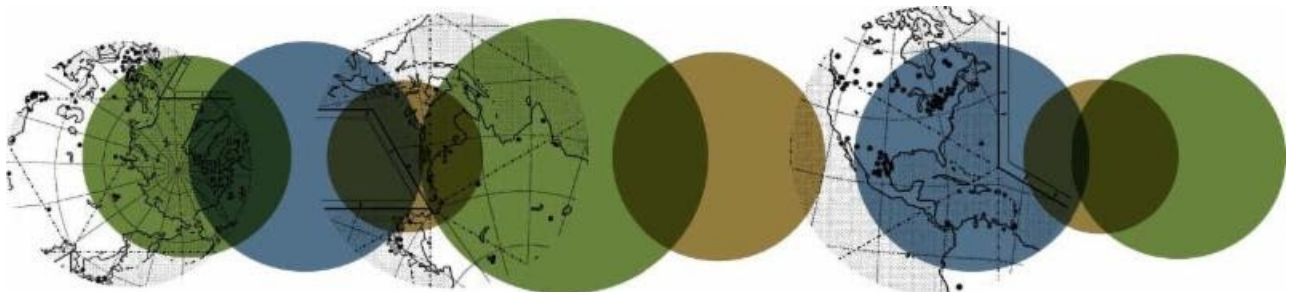
OPENING A BANK ACCOUNT

There are several banks with international presence in Winston-Salem, Wake Forest may host banks on campus as part of some program orientations. However, please feel free to use any bank that meets your needs.

When opening an account with a U.S. bank, let them know you are an international student on an F or J visa. A bank representative will assist in opening the appropriate account(s) for you. A minimum balance is typically required to open an account, but please consult with a bank official for this amount.

DOCUMENTS TYPICALLY REQUIRED TO OPEN AN ACCOUNT:

- Passport
- F or J visa stamp (exception: Canadian citizens)
- I-94 record (<https://i94.cbp.dhs.gov>)
- I-20 or DS-2019 form



**N.C. STATE ID
DRIVER'S
LICENSE
&
BUYING A CAR**

N.C. DRIVER'S LICENSE & ID

As an international student at WFU, you are eligible to obtain a N.C. driver's license or N.C. state ID card after your SEVIS Record has been registered with the U.S. Department of Homeland Security. Applications for both are processed at the Department of Motor Vehicles (DMV). Both serve as official forms of identification and for that reason, **we recommend obtaining either card instead of carrying your passport around.**

Note: a REAL ID will be needed for flights in the future. Visit the DMV website for more information.

NC STATE ID CARD

The NC state ID card is used for identification purposes **only**. It does not allow you to drive in N.C. or the greater U.S. There is a small fee charged for the ID Card. Gather the items to the right and go to the DMV (see below for addresses) to apply for the card. At the DMV, they will process your paperwork and will take your photo. A temporary card will be issued to you and the official ID will be mailed within 10-15 days.

Documents for NC state ID

- ☐ Passport
- ☐ I-94 record (cbp.gov/i94)
- ☐ I-20/DS-2019
- ☐ F/J visa stamp
- ☐ Proof of residence (apartment lease, cable/energy bill, etc.)

NC DRIVERS LICENSE

The N.C. drivers license serves as a form of identification as well as authorization to operate a motor vehicle.

Step 1: Obtain liability insurance

Liability insurance is a type of insurance that covers *you* as a driver operating *any* motor vehicle (regardless of if you own a car or not.)

Step 2: Gather Documents

- ☐ Passport
- ☐ I-94 record (cbp.gov/i94)
- ☐ I-20/DS-2019
- ☐ F or J visa
- ☐ Proof of residence (ex: lease, energy bill)
- ☐ Proof of liability insurance

International students are not eligible for a REAL ID unless they have a Social Security Number. The REAL ID is optional, getting a standard NC Driver's License is appropriate for driving a car

Step 3: Take Tests

[Driver License Tests](#)

- Vision
- Traffic Signs
- Written Knowledge
- Driving Skills

Companies that sell liability insurance

- Geico
- Nationwide
- Progressive
- State Farm
- Farm Bureau
- Travelers

Successful completion of these tests will earn you a complete unrestricted license. A permit is not necessary to obtain first if you have prior driving experience and feel comfortable driving in the U. S.

WINSTON SALEM DMV LOCATION

3637 Patterson Avenue, Winston Salem, NC 27105 | M-F 8:00am-4:30pm | WWW.NCDOT.GOV/DMV

BUYING/REGISTERING A CAR

In order to purchase and register a car in N.C., you must have a N.C. driver's license or state ID card. Once you have purchased the car, you will receive what is called a **TITLE**, which is the official document that proves ownership of the car.

IMPORTANT: Do not purchase a car if the title is not present at the time of purchase.

REGISTRATION

In order to obtain license plates for the newly purchased car, you must register the car in your name.

STEP 1: OBTAIN N.C. DRIVERS LICENSE OR STATE ID (SEE PREVIOUS PAGE)

STEP 2: GATHER DOCUMENTS

- ☐ Title that has been properly signed and notarized

Note: There are notary publics available at the Wake Forest University Reynolda Campus. (Ex: SFS, The Cashier's Office)

N.C. driver's license or state ID card

- ☐ Proof of insurance that covers the car (if you already have liability insurance, it will need to be adjusted to an owner's policy). Most insurance companies have the ability to provide liability insurance as well as car insurance. The amount the insurance will cost depends on the value of the car and the safety features and amenities.

STEP 3: PAY FEES

- ☐ Certificate of Title Fee
- ☐ License Plate Fee
- ☐ One-time state road tax

The fees above are paid at the licensing office. The fees can be paid with either cash, check, money order, or credit cards).

- ☐ Annual county road tax: In 2-3 months after you register the car, you will receive another bill from the county (Winston Salem is located in Forsyth County). **You must pay this fee as well.** You will receive this bill annually from the county.

MAINTAINING INSURANCE

It is very important that insurance is paid continuously on the car and that you have an active registration and license plates on the car. Even if the car is stationary, you must have continuous coverage. There are severe penalties for lapses in insurance coverage.

N.C. LICENSING AGENCY

The licensing agency is in a separate location from the Winston Salem DMV.

1141 Silas Creek Parkway, Winston Salem, NC 27127 | Hours: M-F, 9am-5pm | 336-725-2795

WWW.NCDOT.GOV/DMV

LOCAL

TRANSPORTATION

LOCAL TRANSPORTATION

PUBLIC TRANSPORTATION

Public transportation in Winston Salem may not be reliable enough to use as a primary means of transportation.

LOCAL TRANSPORTATION OPTIONS

WAKE FOREST SHUTTLES

During the semesters, WFU provides numerous *free* shuttles that operate between campus and various points of Winston Salem. Some destinations include:

- Downtown Winston Salem/Wake Downtown
- Nearby apartment complexes
- Athletic events
- Hanes Mall (large shopping mall)
- Various grocery stores
- Target Superstore (including groceries)

All information on the shuttles including schedules and routes, please visit the WFU shuttle website:

WFU.EDU/TRANSLOC

LOCAL TAXIS

UBER and LYFT both operate in the Winston-Salem and Triad area.

ZIPCAR

For those that do ultimately obtain a N.C. driver's license, Wake Forest offers Zipcars as an alternative solution to buying a car for local trips. The Zipcar system is rental car service on campus that allows you to rent a vehicle for a few hours or the whole day for local transportation. For more information, please visit:

ZIPCAR.COM/WFU

AIRPORT SHUTTLES

There are two airport shuttles, one operated through Wake Forest University and another operated by the greater Piedmont Triad transportation service.

[BENSON AIRPORT SHUTTLE](#)

WFU offers a convenient airport shuttle that operates primarily to the Greensboro PTI airport, but it can also go to Charlotte or Raleigh for an additional cost. There are discounted rates for the breaks/holidays when large groups of students/scholars are going to and from the airport.

[PART SHUTTLE](#)

The greater Triad transportation authority offers a very cheap shuttle service to Greensboro PTI airport. This option is only recommended if you are traveling with very little luggage and lots of extra travel time as it will require a few shuttle changes.

U.S. TRANSPORTATION

TRAVEL BY AIR

Travel by air is one of the easiest options to explore the rest of the U.S. However, it is not always the cheapest option. Greensboro Piedmont Triad International Airport (GSO) is the closest airport, but has limited service to some of the popular locations. Raleigh (RDU) and Charlotte (CLT) provide greater range of options and price points, but it does require additional time and money to get to these airports. At a time that is to be announced, a passport or REAL ID will be required for domestic air travel in the United States.

A

TRAVEL BY BUS

While the local Winston Salem public transit system can be inefficient, bus service going to locations such as New York, Charleston, and Washington D.C. are operational. This option is the most time consuming, but is the cheapest. We recommend using reputable bus companies such as GREYHOUND and PETER PAN. We do NOT recommend buses that offer extremely cheap rates; small companies may try to lure you in with cheap tickets, but oftentimes these companies have less safety features and have high accident rates.

B

TRAVEL BY TRAIN

The train is a great way to see the U.S., enjoy the sights, all while sitting comfortably on a high-speed train with wireless access. This option can be time consuming (a train from High Point, NC to Washington D.C. takes 9 hours; by comparison, a flight would take 45 minutes plus travel time to the airport. AMTRAK offers train service to various locations across the U.S. The closest stations to Wake Forest are located in High Point and Greensboro, neighboring towns to Winston-Salem. The prices are often similar to a flight prices.

T

TRAVEL BY CAR

While the Zipcar system on campus is great for hourly or daily rentals, it may not always be available for weekend or longer trips. Renting a car from a local car rental company may be a more convenient option for traveling with friends. There are several nearby car rental companies that can provide you with car rentals at various price points. However, many companies do not rent to those driver's that are under the age of **25**, or may request an additional security deposit for any driver under the age of **25**. It is also strongly recommended to purchase their additional auto liability insurance to ensure you are protected from paying for damages in the event of an accident.

C

CAMPUS RESOURCES

ACADEMIC & WELL-BEING

As a student at Wake Forest University, there are numerous services available to you to support your academic, emotional, and physical well-being.

ACADEMIC RESOURCES



LEARNING ASSISTANCE CENTER (LAC): The LAC is a free peer-tutoring service available to all full-time enrolled students. They provide students with study skills training and counseling to learn how to take notes effectively, manage time, improve motivation, increase reading speed, and prepare for tests. Students with a wide range of learning and other documented disabilities may also receive academic support, training, and advocacy through the Learning Assistance Center.

LOCATION: REYNOLDA HALL, ROOM 118 | HOURS: M-F 8:30AM-5:00PM

LAC.WFU.EDU | WALKERWA@WFU.EDU | 336-758-5929



WRITING CENTER: The Writing Center is a free service for all full-time enrolled students. Peer tutors work by asking questions to help students discover what they want to say and determine whether they have effectively communicated what they intended to say. Tutors do not evaluate, correct, proofread, or edit student assignments. They help students become confident critical readers of their own writing.

LOCATION: ZSR LIBRARY, ROOM 426 | HOURS: CONSULT WEBSITE

COLLEGE.WFU.EDU/WRITINGCENTER | WRITINGCENTER@WFU.EDU | 336-758-5768

MEDICAL RESOURCES



STUDENT HEALTH SERVICE (SHS): SHS should be thought of as your medical home at WFU and is available to all full-time degree seeking students. In case of first illness, please proceed to Student Health to be evaluated by a nurse or doctor. If you need more specialized care or to visit the hospital, Student Health will instruct you on your next steps. A nurse is on call 24 hours a day during the semesters and all information is kept strictly confidential. Check their website for summer schedule.

LOCATION: GEORGE C. MACKIE HEALTH CENTER, LOWER LEVEL OF REYNOLDS GYM | HOURS: SEE WEBSITE

SHS.WFU.EDU | SHS@WFU.EDU | 336-758-5218

EMOTIONAL HEALTH RESOURCES



COUNSELING CENTER: The Counseling Center is available to all full-time enrolled students at WFU and provides a broad range of psychological, counseling and educational services to deal with personal, interpersonal, vocational and academic issues. The Counseling Center also provides outreach programs and consultation services to students, faculty, and staff; classroom teaching; and training for graduate students in counseling.

LOCATION: REYNOLDA HALL, ROOM 117 | HOURS: SEE WEBSITE

COUNSELINGCENTER.WFU.EDU | 336-758-5273 | LIFE THREATENING EMERGENCY: 336-758-5911

COUNSELOR ON CALL FOR AFTER-HOURS/WEEKENDS: 336-758-5218

ACADEMIC & WELL-BEING

FINANCIAL RESOURCES



STUDENT FINANCIAL SERVICES (SFS): Student Financial Services is the primary office on campus that can assist with questions regarding your tuition bill, DEAC account, how to make payments, international wires/using the Flywire wire transfer service and much more. They also administer enrollment into the Tuition Insurance program, which is strongly recommended for all students. They can also assist in setting up monthly payment plans for students and their families.

LOCATION: REYNOLDA HALL, ROOM 107 | HOURS: M-F 8:30AM-4:30PM

SFS.WFU.EDU | SFS@WFU.EDU | 336-758-5234



STUDENT INSURANCE PROGRAM (SIP): The Student Insurance Program administers enrollment and management of the Wake Forest Student Blue Health Insurance plan (ENROLLMENT IS REQUIRED for F-1 students). Although technically a health resource, the SIP program managers can assist with understanding medical bills if any arise during the course of a student's time at WFU and can assist with talking to the insurance companies and medical providers about disputed charges.

LOCATION: REYNOLDA HALL, ROOM 6A | HOURS: CONTACT SIP FOR HOURS & AVAILABILITY

SIP.STUDENTLIFE.WFU.EDU | SIP@WFU.EDU | 336-758-4247

PHYSICAL WELL-BEING RESOURCES



CAMPUS RECREATION: Campus Recreation seeks to enrich the quality of life for the Wake Forest University community by promoting a holistic approach to physical well-being through diverse programming and facilities. They offer a wide array of programs including swim lessons, off-campus outdoor adventures through the student organization, Outdoor Pursuits, and also oversee the Intramural Sports series which allow students to organize their own teams and compete in friendly matches against other student teams in a variety of different sports.

LOCATION: REYNOLDS GYM, ROOM 214 | HOURS: SEE WEBSITE OR CONTACT CAMPUS REC OFFICE

CAMPUSREC.STUDENTLIFE.WFU.EDU

SPIRITUAL WELL-BEING RESOURCES



OFFICE OF THE CHAPLAIN: The Office of the Chaplain and Religious Life seeks to support a diversity of beliefs through the multi-faith character of the chaplaincy and its relationship to some 16 religious life affiliates. The chaplain is available to provide pastoral care and advisement for any member of the Wake Forest community – students, staff, faculty, and alumni. This can happen through individual counsel, programming on critical spiritual themes, intervention in medical emergencies, mortality concerns and presiding at key life rituals.

LOCATION: REYNOLDA HALL, ROOM 22 | HOURS: SEE WEBSITE

CHAPLAIN.WFU.EDU | 336-758-5210

CAMPUS LIFE & ACTIVITIES

ENGAGING WITH CAMPUS LIFE

CAMPUS DEPARTMENTS TO GET INVOLVED WITH...

INTERCULTURAL CENTER (IC)

The Intercultural Center strives to enhance the experience of students from underrepresented groups and foster an appreciation of diversity and inclusion. They host a variety of educational, social and co-curricular events including World Cultural Festival held annually which celebrates cultures from around the globe through music, food, and games. Their cultural competence education initiatives empower students for global leadership and equip students to carry forth the Wake Forest mission of Pro Humanitate.

LOCATION: BENSON UNIVERSITY CENTER, SUITE 345 & 346 | OMA@WFU.EDU | 336-758-5864

CAMPUS RECREATION (CR)

The mission of Campus Recreation is to enrich the quality of life for the Wake Forest University community by promoting a holistic approach to physical well-being through diverse programming and facilities. They are devoted to assuring that individuals: embrace their time at Wake Forest; explore their full potential for growth and learning and; foster meaningful connections with their community and the world around them. CR runs outdoor events and oversees the intramural sports program that allows student teams to compete in friendly matches against peer teams.

LOCATION: REYNOLDS GYM, ROOM 214 | 336-758-5838 | CAMPUSREC.STUDENTLIFE.WFU.EDU

ZSR LIBRARY

The ZSR Library is not just for books and studying, the librarians like to put on fun events throughout the year, many of which involve food! Their activities range from coffee and doughnut hours to full on final exam midnight study breaks during which they cater in food from Subway, Moes, Burke Street Pizza and other local restaurants. They are also famous for their Humans v. Zombies and Capture the Flag games that bring the whole community together in huge teams to run around the library to catch the flag or avoid the "zombies".

LOCATION: ZSR Library, Reynolda Campus | ASKZSR@WFU.EDU | 336-758-4931

CAMPUS KITCHEN

Campus Kitchen embraces and embodies the Wake Forest University motto, Pro Humanitate (For Humanity). Campus Kitchens is a nationwide organization that has a location at WFU. The organization collects produce and canned goods from local grocery stores and repurposes them into meals that are delivered to those in need around the Winston Salem community. The program relies on student volunteers to collect the food and to distribute to various nonprofits and local agencies that serve those that are less fortunate around the Triad area.

CAMPUSKITCHENS.ORG | WFU@CAMPUSKITCHENS.ORG

Be engaged

ENGAGING WITH CAMPUS LIFE

CAMPUS SONGS

ALMA MATTER: DEAR OLD WAKE FOREST

Dear old Wake Forest, Thine is a noble name;
Thine is a glorious fame, Constant and true.
We give thee of our praise, Adore thine ancient days,
Sing thee our humble lays, Mother, so dear.

Dear old Wake Forest, Mystic thy name to cheer;
Be thou our guardian near fore'er and aye.
We bow before thy shrine, Thy brow with bays entwine,
All honor now be thine, Mother, today.

George Paschal '82

WAKE FOREST FIGHT SONG: O HERE'S TO WAKE FOREST

O here's to Wake Forest
A glass of the finest
Red ruddy, Rhenish filled up to the brim.
Her sons they are many
Unrivalled by any
With hearts o'erflowing, we will sing a hymn.

(Chorus)

Rah! Rah! Wake Forest Rah!
Old Alma Mater's sons are we.
We'll herald the story
And die for her glory,
Old Gold and Black is ever waving high.

Anonymous

ENGAGING WITH CAMPUS LIFE

ATHLETICS

Wake Forest University is a Division I school that plays primarily in the Atlantic Coast Conference (ACC) for most sports. WFU has historically been known for its American football, basketball, soccer, and field hockey teams. All games are free for full-time enrolled students using the WFU Student ID, but for sports such as football and basketball, individual tickets may be required. Each school has its own method for distributing tickets, please consult with your program of study for ticket distribution processes.

CAMPUS EVENTS/WAYS TO STAY CONNECTED

The main WFU Events website is one of the best ways to keep up with what's happening on campus. The site will contain all upcoming events that span a wide variety of interests such as campus life, athletics, musical & theater events, and much more.

[EVENTS.WFU.EDU/](https://events.wfu.edu/)

GLOBAL GAZETTE/ EVENT EMAILS

You will receive a monthly newsletter from ISSS with **immigration updates** and events/opportunities happening in our office and across campus.

You will also receive emails from a variety of offices across campus with event and program opportunities.

While it may seem overwhelming, it is **strongly encouraged that you stay on top of your emails** and be sure to scan all communications to ensure you do not miss out on opportunities or important information.

WINSTON SALEM ACTIVITIES

Winston Salem has a vibrant arts and culture scene, especially in the downtown area.

OLD SALEM HISTORIC DISTRICT

The Old Salem area of Winston Salem provides a unique perspective into the historical origins of Winston Salem and the original settlers (Moravians) in the area. Information on tours and hours can be found at: WWW.OLDSALEM.ORG

SALEM LAKE

Located a short drive from campus (and connected via walking trail to Old Salem) is a large lake with a 7-mile trail for walking, jogging, and biking around. Fishing and boat rentals are also available, although you will be required to obtain a fishing license before you can fish in any North Carolina water locations.

BOWMAN GRAY RACING STADIUM

If you really want a taste of American culture, you should plan to visit the Bowman Gray Racing Stadium on race night. Car races are held weekly and attract a diverse audience; even if you don't like car racing, you will certainly enjoy the people-watching. WWW.BOWMANGRAYRACING.COM

CAMPUS SAFETY

CAMPUS & CITY SAFETY

Overall, WFU and most places in Winston-Salem are relatively safe. That said, it is good practice to **always be vigilant and aware of your surroundings**.

BLUE LIGHT SYSTEM

There are campus call boxes with bright blue lights at the top placed around campus. The call boxes are directly connected to the WFU police department. If you ever feel unsafe while on campus or are in need of assistance, go to one of these boxes and push the call button to speak with WFU police.

WAKE FOREST POLICE

The WFU police officers are fully licensed which means they are armed police officers on duty. They are on call 24 hours a day, 7 days a week to assist you with whatever needs you may have. Please program their contact information into your phone or keep their number in your wallet in case of emergency.

It is strongly encouraged that you **download the “[Livesafe](#)” app onto your phone**, it will provide you with immediate access to the WFU police and give you alerts of any crises that have arisen on campus unexpectedly.

LOCATION: ALUMNI HALL

EMERGENCY: 336-758-5911 | NON-EMERGENCY: 336-758-5591 | POLICE.WFU.EDU

UNIVERSITY PARKWAY/SILAS CREEK PARKWAY

Many graduate and professional students (and some qualifying undergraduate students) live near University or Silas Creek Parkway which neighbor the university entrances. Please take extreme caution when walking or biking on either of these roads. Average speed limits for these roads are 45mph but oftentimes cars are going much faster. Students should take great care when crossing either of these roads as there are no designated cross walks or stop lights to slow traffic.

THEFT & SECURITY

Please be sure to secure all of your belongings, in particular bicycles and computers. Sometimes WFU students will leave their bikes and computers unsecured and unattended and will find these items have been taken when they return. Please be sure to invest in a bike and computer lock to ensure these items are not stolen. It is always important to back-up your data on your computer in the event something happens to your computer. Additionally, you may register your bike with the WFU police office which can sometimes assist them with locating your bike if it is stolen.

CHECK YOUR EMAIL OFTEN & SET UP VOICEMAIL

It is very important that you regularly check your email for campus safety alerts and other important messages. You must also update your cell phone number in WIN if you change it during the course of your time at Wake Forest. The campus communication and emergency alert system will automatically send an email and text message or a phone call to all registered mobile phones for students.

Please set up your voicemail settings to receive voice messages. Oftentimes students forget to do so. It is not only a professional expectation to have a voicemail set up, but it is also important for when issues do arise and the University administration needs to contact you.