



WASHINGTON STATE UNIVERSITY
International Programs



Undergraduate and Graduate Student Handbook

2022-2023

Welcome to Washington State University!

This Student Handbook is designed to provide you with information and resources you can use throughout your time here. For additional questions, please visit:

International Student & Scholar Services Office

Bryan Hall 206

Phone: 509-335-4508

E-mail: ip.intlservices@wsu.edu

Web: www.ip.wsu.edu

We offer open (walk-in) advising via Zoom Monday-Friday from 1-3pm (Zoom link here: <https://ip.wsu.edu/on-campus/student-services/>) or in person in Bryan Hall 206.

Good luck with your studies, work hard, have fun, and make amazing memories.

GO COUGS!

International Student and Scholar Services (ISSS)
Office of International Programs

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Peer Mentor Program

Meet other WSU Cougars and connect to the WSU community!



The **International Peer Mentor Program** helps new international students acclimate to WSU and the United States (U.S.) by connecting them to current international or U.S. students who want to help. Our peer mentors are available to provide answers to common questions before you arrive, and act as a mentor and friend once you are on campus.

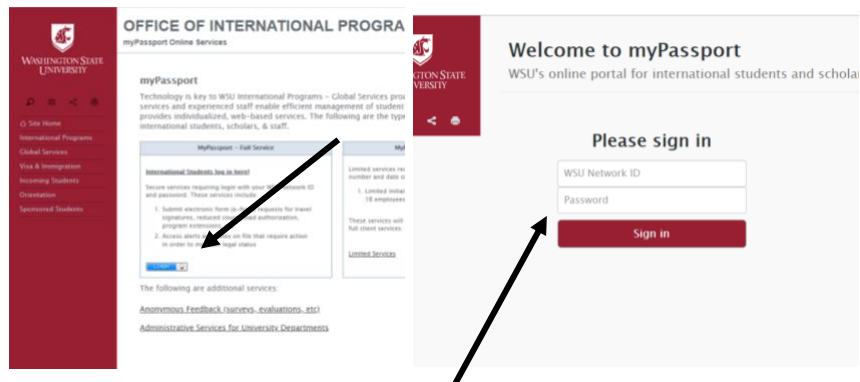
Peer mentors are here to help you as you embark on this next adventure!

Every new international student is assigned a Peer Mentor, but you can always contact Nitivia Jones, one of our International Student Advisors, at nitivia.jones@wsu.edu if you have questions about the program or would like to be introduced to your mentor.

We hope you choose to participate in this awesome program, as many students say their Peer Mentor was their first friend at WSU!

How to Complete Your Online Check-in

1. Open an internet browser and go to myPassport.wsu.edu
2. Select the blue “Login” button.



3. Enter your WSU Network Identification (NID) and password. Select the “**Sign In**” button.
4. Select the “**New Student Check-In**” tab.
5. Select “**New Student Check-In**”
6. Complete the tasks below:
 1. Check in and Orientation Form
 2. Upload Immigration Documents
 3. Update US Address
 4. Update Emergency Contacts

All of these forms are mandatory (required) to complete your check in. If you do not complete the check-in process, your SEVIS record could be canceled.

In addition to the online check-in, you must upload proof of measles and COVID-19 vaccinations (more information below).

Immunization and Health Insurance

Proof of Immunization

All students attending WSU must provide evidence of two doses of measles (Rubeola) vaccine within their first week of study.

Additionally, WSU systemwide requires proof of the COVID-19 vaccination. Students must provide proof of the initial series of COVID-19 vaccination (currently both doses in a two-dose series, or one dose in a single-dose series).

Log into healthweb.wsu.edu/ to update your measles and COVID-19 immunization records.

Health Insurance

Washington State University requires all international students to enroll in the international Student Health Insurance Plan (ISHIP). Incoming WSU students are automatically enrolled in the plan.

For more information on the international student health insurance plan, visit cougarhealth.wsu.edu/studentinsurance/international-students/

For insurance questions, call (509) 335-3575 and ask to speak with Becky Meyer.

Pharmacies in Pullman

Cougar Health Services Pharmacy
1125 SE Washington St
Pullman, WA 99163
(509) 335-5742

Rite Aid
1630 S Grand Ave
Pullman, WA 99163
(509) 334-7222

Sid's Pharmacy
825 SE Summit Ct #301
Pullman, WA 99163
(509) 332-4608

Walmart
1690 SE Harvest Dr
Pullman, WA 99163
(509) 334-2990

Medical Services in Pullman

On Campus

Cougar Health Services (CHS)

Cougar Health Services (CHS) offers same-day and scheduled appointments. Call (509) 335-3575 or [make an appointment online](#). Students should call 9-1-1 in emergencies.

CHS has a full-service pharmacy located inside their medical clinic. CHS also has a vision clinic that offers comprehensive eye exams.

Off Campus

The following locations provide medical services in Pullman. If it is not a life-threatening emergency, be sure to ask if the medical office accepts your health insurance.

By Appointment

Palouse Medical
825 SE Bishop Blvd #200
Pullman, WA 99163
(509) 332-8847

Pullman Regional Hospital
835 SE Bishop Blvd
Pullman, WA 99163
(509) 332-2541

Pullman Family Medicine
915 NE Valley Rd
Pullman, WA 99163
(509) 332-3548

“Walk-in” or Immediate Care

Pullman ReadyCare: Walk-in Clinic
825 SE Bishop Blvd #200
Pullman, WA 99163
(509) 332-8847

Pullman Regional Hospital: Emergency Room
835 SE Bishop Blvd
Pullman, WA 99163
(509) 332-2541

When to See a Doctor

See a doctor immediately if you have any of the following symptoms.

- Persistent, severe vomiting or diarrhea for longer than 24 hours
- A bad cough that does not go away and/or presence of any green or yellow mucus discharge
- Severe pain when breathing

- Severe headache
- A fever of 102°F (39°C) or higher for more than 24 hours
- A sore throat that lasts longer than 48 hours

How to Access Your I-94 Record

Customs and Border Protection electronically records your entry and departure from the U.S. Please use the following link (i94.cbp.dhs.gov/) to retrieve your electronic I-94 record. You will need this information for the required document check-in. We also recommend you keep a copy for your records.

Once on the webpage, click on the GET MOST RECENT I-94.

1. A pop up shows the Terms of Service
2. Click on the I ACKNOWLEDGE AND AGREE button
3. Fill in the details and print your I-94.

WSU Student Identification Card

CougarCard

Your CougarCard is the only card you need as a student at WSU. It serves as your university ID, lets you access facilities/buses, pay for food with your meal plan, and so much more. Go to cougarcard.wsu.edu/ for more information.

WSU Mobile App

You can download the WSU App for quick tips to help you navigate campus, get details on events, find your class schedule, and explore all WSU has to offer. The WSU App is available in the Apple App Store or on Google Play.

International Center



The **International Center (IC)**, located in the lowest level of the CUB (Room L46), is a student resource center that hosts academic and cultural resources as well as events for domestic and international students. The IC provides a welcoming place to study, hang out, and meet new people. Computers, a printer, a kitchen, and comfortable couches are available. The IC has a robust internship program available to all students and holds regular field trips and activities for everything from karaoke to ice skating! Join

the IC every Friday from 3-4 p.m. for the coffee hour series, conversations, presentations, activities, or events.

Housing Options

On Campus/Residence Halls

WSU requires all single, undergraduate, first-year students under 20 years of age to live on campus. tudents should apply for a residence hall and choose dining packages on the Housing website here: housing.wsu.edu/home/

Graduate and family housing is also available through WSU Housing. To view housing options and more, visit: housing.wsu.edu/

Off Campus

Cougar Choice Housing is a program created by WSU to help students with finding safe off-campus housing. This program provides students a positive living experience by helping them avoid common mistakes. For more information visit offcampusliving.wsu.edu.

Dining Options

On Campus Dining Options

Restaurants on Campus

The Bookie

Carlita's Mexican Cuisine

Cleveland Espresso Bar

Cougar Country

The Cougar Den

Cue Cafe

Freshens Fresh Food Studio

Einstein Bros. Bagels

Lighty Espresso Bar

Panda Express

Southside Marketplace

Starbucks

Subway

Grocery Stores Off Campus

Phung-Mart

317 W 6th St

Moscow, ID 83843

(208) 892-0938

Shin's Asian Market

1475 S Grand Ave

Pullman, WA

(509) 339-6084

PNW Halal Meats LLC

1045 N Grand Ave B

Pullman, WA 99163

(509) 339-6294

Taj Grocery

409 W 3rd St.

Moscow, ID 83843

(208) 882-1233

Safeway

430 SE Bishop Blvd

Pullman, WA 99163

(509) 334-0803

Walmart

1690 SE Harvest Dr

Pullman, WA 99163

(509) 334-2990

Restaurants Near Campus

Crybaby Café

600 NE Colorado St #100b

Pullman, WA 99163

(509) 715-1021

Tin Tan Tacos

600 NE Colorado St #100a

Pullman, WA 99163

(509) 332-6934

Jimmy John's

600 NE Colorado St

Pullman, WA

(509) 332-3278

Tokyo Seoul

905 E Main St.

Pullman, WA 99163

(509) 332-6223

Sella's Calzone and Pizza

115 E Main St.

Pullman, WA 99163

(509) 334-1895

Zoe Coffee and Kitchen

1005 E Main St.

Pullman, WA 99163

(509) 338-9632

Cell Phones

There are two common options for cell phone service in Pullman.

Pre-Paid Cell Phone Service. Pre-paid service allows you to pay for a certain amount of data and minutes ahead of time. After you use all the credits, you can add more. You do not sign a contract. This option is ideal for a student who will be here for a short time.

Contract Cell Phone Service. Contract service means you sign a contract, usually for two years. This includes a certain number of minutes and data every month for a set price.

Where to Buy

Pre-Paid Phones

Walmart

1690 SE Harvest Dr
Pullman, WA 99163
(509) 334-2990

Contract Phones

AT&T

650 SE Bishop Blvd
Pullman, WA 99163
(509) 295-6357

Verizon

1195 SE Bishop Blvd #4
Pullman, WA 99163
(509) 332-1400

T-Mobile

1652 S Grand Ave
Pullman, WA 99163
(509) 330-5012

Banking in Pullman

Bank Accounts

There are several on- and off-campus banking options. To open an account, you will need two pieces of photo identification (passport and WSU ID card), your U.S. mailing address and money to deposit. A social security number is not needed to open an account. Keep in mind most ATMs (cash machines) will not allow you to withdraw more than \$200-\$500 per day. Debit cards will use money from your checking account. At large stores such as Safeway and Walmart, you can ask for cash back when you make a purchase with your debit card instead of making a withdrawal from an ATM.

Banks and Credit Unions Near Campus

US Bank

1500 Glenn Terrell Mall
Pullman, WA 99163
(509) 332-0523

205 N Grand Ave
Pullman, WA 99163
(509) 332-3561

GESA Credit Union

1500 Glenn Terrell Mall
Pullman, WA 99163
(888) 946-4372

WSECU Credit Union

1500 NE Terrell Mall
Pullman, WA 99163
(800) 562-0999

Chase Bank

Transportation

Getting around Campus and Pullman

Pullman buses are **free** for students, staff, and faculty. Show your CougarCard to ride to destinations on and off campus. More information can be found here: pullman-wa.gov/cms/one.aspx?pagelid=16059091

To Spokane International Airport

Wheatland Express offers fee-based shuttle service to Spokane International Airport. More information can be found here: starlinecollection.com/spokane-airport-express/

To Seattle

Wheatland Express runs buses to and from Seattle during vacations (Thanksgiving, winter, and spring breaks), as well as on weekends.

Other Transportation

Rideshare

Tripick is a private online service that gives users a platform to offer and find rides with flexible customized prices. Great for commutes, road trips, and popular events.

Safe Nighttime Transit

Cougar Safe Rides is a volunteer-run program that offers free rides home at night to the WSU community. To qualify for a ride, passengers must be going to a non-commercial location and must be able to enter the car without assistance. Also, Cougar Safe Rides operates only within Pullman city limits. Additional information can be found here: cougarsaferides.wsu.edu/

Rental Cars

Enterprise Rent-A-Car offers overnight car rentals. To rent a car in the U.S. from a rental service, drivers must be:

- A licensed and insured driver
- At least 21 years old

Additional information can be found here: enterprise.com/en/car-rental/locations/us/wa/pullman-moscow-reg-airport-offsite-4559.html?mcid=yext:245709

Taxi Services

- A Wildcat Taxi: (208) 301-2175
- College Cabs: (855) 829-4487
- Pullman Taxi by Moscow Taxi: (509) 339-9998
- Pro Cab, LLC: (509) 338-0500

Driving in Pullman

You can apply for a Washington driver's license at the Department of Licensing with your Form I-20 or DS-2019, I-94 record, and passport with valid visa. You must also pass both a knowledge (written) test and a driving test. If you do get a license and purchase a vehicle, you are required by U.S. law to carry car insurance.

Paying for Tuition and Fees

All tuition and fees will be posted to your myWSU account. You can pay your fees in person in the French Administration Building or online on your account.

WSU Network ID

All students will get a WSU Network ID (NID). Students must comply with WSU rules found at policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep4-electronic-communication-policy/ to keep their accounts. Inappropriate use of computers on the WSU network can result in the loss of network privileges.

The NID is typically your first name dot last name (example: jane.doe) and is case-sensitive. Students who forget their Network ID passwords or want to change them should contact the WSU Helpdesk at (509) 335-4357 or email helpdesk@wsu.edu.

WSU Email

Your WSU email is your NID@wsu.edu. Make sure you check your official WSU email regularly as this is how your instructors and WSU administrators will communicate with you. Please be aware WSU faculty and staff cannot communicate using your personal or work email address.

Working on Campus

F-1 students are permitted to work on campus with no special authorization. Students may begin on-campus employment 30 days before the program start date on their I-20. Also, F-1 students are permitted to work full-time when school is not in session if the student intends and is eligible to register for the next semester. An F-1 student may not engage in on-campus employment after completing a course of study, except employment for optional practical training (OPT).

J-1 students may work part-time (20 hours per week or less) on campus if all the following are true:

- You have lawful J-1 status
- You have the permission of your J program sponsor
- You are in good academic standing
- You are enrolled in a full-time course of study
- You have not yet graduated. Graduation is signified by:
 - *Graduate students*—Date of successful defense or the end date of an assistantship
 - *Undergraduate students*—The last day of finals

When school is not in session, full-time employment is permitted for J-1 students. Your Responsible Officer or Alternate Responsible Officer must approve your specific employment in advance and in writing. Approval may be valid for up to 12 months. If you terminate your studies, approval is automatically withdrawn.

Applying for a Social Security Number (SSN)

You may apply for an SSN only if you have a job offer for employment.

- A mandatory immigration check-in with the International Student and Scholar Services (ISSS) Office is required for all F and J visas.
- If your job is on campus, your department must provide you with a job offer letter. This letter must include the WSU employer identification number (EIN).
- Bring your job offer letter (signed by department) to ISSS (Bryan Hall 206). ISSS must sign and stamp the job offer letter to verify your immigration eligibility for employment.
- You may then apply for your SSN with the following documents:
 - A valid SEVIS I-20 or DS-2019

- A valid passport
- I-94 Record (<https://i94.cbp.dhs.gov/>)
- Visa (or change of status approval)
- Photocopies of all above immigration documents
- A completed Social Security Card application form (<https://www.ssa.gov/forms/ss-5.pdf>)
- Employment Offer Letter (ISSS stamp and signature needed for F-1 students).

U.S. Laws, Penalties, and Consequences

The U.S. has laws designed to keep people well and safe. Breaking these laws can have serious and costly results. Learn what the laws are and follow them to avoid legal problems.

Driving

Driver's License

You must have a valid driver's license and car insurance to legally drive a car in Washington State. A nonresident driver can operate a motor vehicle in Washington state for up to one year if they have a valid driver's license from their home country (RCW 46.20.015.2c).

Speed Limits

You must follow posted speed limits on all roads and highways. If a police officer sees you speeding and follows behind you with their lights flashing, **you must pull over to a safe place** on the side of the road and stay seated while you wait for them to approach your car.

Auto Insurance

If a police officer finds you driving a car without auto insurance for the car, you may have to pay a fine of at least \$450. You must always carry your auto insurance card with you when you are driving. If you are stopped by a police officer and you do not have the card with you, you may have to pay a \$450 fine.

Seat Belts

All persons driving or riding in a car are required by law to wear seat belts. Everyone not using a seat belt will be charged a fine of \$124. The driver of the car must pay the fine of any passenger under the age of 16.

Cell Phones

Using a cell phone while driving is against the law. It is also against the law to text message while driving. A driver may use a hands-free device such as a speakerphone or Bluetooth. The fine for cell phone use is \$124.

Car Accidents

Any time you have a car accident, get a police report. This is necessary information to report to your automobile insurance company so they will help pay for the cost of the accident.

Motorcycles and Bicycles

In the state of Washington, a person riding a motorcycle is required to wear a helmet. For safety, bicycle riders should also wear helmets and those under 16 are required to by law. Motorcyclists and bicyclists are required to follow the same traffic laws as people driving cars. For example, you must stop at stop signs and red lights.

Bicycles may ride in the road or on the sidewalk, but you must give the right-of-way to those who are on foot if you are using the sidewalks.

Drinking Alcohol

The drinking laws in the U.S. are strict and the penalties for breaking these laws are serious. Some of the drinking laws and penalties for the state of Washington are listed below.

Driving Under the Influence of Alcohol (DUI)

In the U.S., driving while under the influence of alcohol is illegal. In Washington, a person is “under the influence of alcohol” if his/her blood alcohol level is .08%. Drinking more than one drink (one beer or one glass of wine) per hour usually makes a person’s blood alcohol reach this level. If a police officer finds a person to be driving under the influence (DUI), the person will go to jail, lose their driving license, go to court, pay a fine, and possibly do community work or attend special alcohol-awareness training.

Minors in Possession of Alcohol

If you are under 21 years of age and caught buying, drinking, or with alcohol, you can expect to appear in court and pay at least a \$250 fine for your offense.

Providing Alcohol to Minors

If you are caught buying alcohol for or giving alcohol to a minor, you will need to appear in court and can expect to pay a fine of up to \$5,000 and have possible jail time.

Note: All these offenses could potentially result in deportation from the U.S.

Illegal Drugs

In the U.S., having, using, or distributing illegal drugs is a punishable crime and may have serious consequences. Unlawful possession, use, or distribution of illegal drugs may result in penalties, including paying fines, doing community service work, going to prison, or being deported.

Marijuana

While marijuana is legal in the state of Washington, it is not legal under U.S. federal law. Any individual in the U.S. on a federal visa must follow all federal laws. The use of marijuana by an individual on a U.S. federal visa could result in their arrest and loss of visa.

Shoplifting

Shoplifting means taking something from a store without paying for it. In the U.S., shoplifting is a punishable crime and may have serious consequences. If you are accused of shoplifting, you may be taken to the police station and a report will be filed. You may have to pay a fine and appear in court. If you are found guilty, you will have to pay a fine and your immigration status might be affected.

Domestic Violence

Hitting, slapping, pushing, threatening, or physically or emotionally injuring someone you live with are examples of what is called domestic violence. Such actions are types of assault and are punishable by law in the U.S.

If the police are called due to an argument or fight between people who live together and they have reason to suspect one person physically or emotionally injured or might physically or emotionally harm another person at the home, the police will take the suspect to jail.

The suspect will later need to appear in court. If the suspect is found guilty, they will have to pay a fine and may have to go to jail.

Weapons

International students must have special permission from the Department of Licensing to legally carry lethal weapons (RCW 9.41.173). It is a serious crime for an international student to have a dangerous weapon without permission. If an international student is caught with a weapon without permission to have one, they can expect to pay a fine, go to jail, and be deported.

WSU does not allow weapons on campus. This includes airsoft guns, BB guns, pellet guns, paintball guns, etc.

Personal Safety

The safety and security of students to the campus is important to WSU.

Emergency Blue Light Phones

In an emergency on campus, if you need immediate help look for a blue light. The blue light identifies the location of an emergency telephone. Simply press the emergency phone button (no dialing is necessary) to be connected to the Whitcom 911 Communications Center.

Describe your emergency to the operator. Every call placed from a blue light phone is responded to by a police officer.

Emergency Notifications

In times of crisis or when critical information must be shared, the university provides emergency information and guidance to WSU personnel and students. Based upon the nature of a given event, the university may use one or more of the methods described below:

WSU Crisis Communication System

WSU Crisis Communication System provides direct emergency notification to students by telephone, text messaging, and email. To receive notifications, WSU students must register through their myWSU portal.

WSUALERT

WSUALERT provides direct email notices to all student email addresses that appear in the WSU online directory. WSUALERT provides notice on the WSU Alert website at alert.wsu.edu/.

WSU Main Web Page

The WSU main web page provides notice on weather emergency condition levels at wsu.edu/.

Academic Support

Academic Success and Career Center (ASCC)

The ASCC offers free, in-person and virtual tutoring. By visiting ascc.wsu.edu/channels/tutoring/, you can search for class-specific tutoring options.

Language Learning Resource Center (LLRC)

The LLRC is a space shared by International Programs and the School of Languages, Races and Cultures. WSU's international and domestic students can practice language and get academic help. International students and scholars can receive assistance with English, academic study, and other forms of support including help with:

- English listening, speaking, reading, writing, pronunciation, and grammar
- Formatting assignments, practicing presentations, and more
- International Teaching Assistant (ITA) exam preparation
- Research skills development
- University coursework

The LLRC has computers and other technology essential to language learning, study tables, assistants, and a tutoring staff to help you be a successful WSU student.

Resources and Things to Do at WSU and in Pullman

University Recreation (UREC)

UREC provides a safe and inclusive environment where students can explore new ways to incorporate exercise into their lives. Available facilities include cardio equipment, weight rooms, a running track, a swimming pool, fitness classes, a climbing wall, saunas, tennis courts, soccer fields, and more. Learn more at <https://urec.wsu.edu/>

The Pullman Community

Pullman is a beautiful place to live. Many outdoor activities and events are throughout the area.

[City of Pullman](#)

[Community Action Center](#)

[Neill Public Library](#)

[Pullman Airport](#)

[Pullman Chamber of Commerce](#)

[Pullman Regional Hospital](#)

[Pullman Parks & Recreation](#)

[Pullman Police Department](#)

[Washington State University](#)

[Whitman County Health Department](#)

[Whitman County](#)

Important Phone Numbers

Fire, Medical or Police	9-1-1
International Student and Scholar Services	(509) 335-4508
Cougar Safe Rides	(978) 267-7233
Cougar Health Services	(509) 335-3575
Pullman Regional Hospital	(509) 332-2541

Important WSU Fall 2022 Deadlines

- August 22-- Classes begin
- August 28 – Deadline for enrollment prior to \$100 late registration fee
- August 28 – Last day to add a course without an instructor signature
- August 28 – Deadline for Term Withdrawal from WSU with full refund (less withdrawal fee)
- September 6 – Last day to pay tuition without 3% late fee
- September 9 – Last day to change class to Pass/Fail
- September 20 – Last day to drop a course without record on transcript
- November 18 – Last day to withdraw from a course
 - You must have approval from ISSS.
 - **Deadlines for short term courses will be different depending upon the session.** Please check <https://registrar.wsu.edu/deadlines-drop-withdrawal/>