

4. Checking-In with the Office of International Education Office (OIE) Program Validation

Location: Student Services Center, Room 440,

Telephone: 530-898-5415

Welcome to Chico!

We expect you to report to the Office of International Education (OIE) within 5 days of your arrival in the United States. We will be anxious to meet you and welcome you to California State University, Chico. While your department and your faculty or staff Host will be largely responsible for you, the Office International Education (OIE) has the overall regulatory responsibilities for the Visitor Exchange program. As such, we take your success both in the program and your personal welfare to be of primary concern. We do trust that you will consider OIE your base.

Please bring the following documents for you and your dependents to the Office of International Education so that we may establish your arrival:

- 1. Passport**
- 2. DS-2019**
- 3. Port of Entry documents**
- 4. Proof of Health Insurance**
- 5. Chico Residence Address:** At this time you will also be asked for your Chico residence address, telephone and related directory information.

Program Validation: When you meet with the official at OIE, you will complete a Program Validation form and your SEVIS will also be validated at that time so indicate to the Exchange Visitor Program that you have arrived at your program site.

Academic and related issues:

Department Responsibilities

Your Host has the responsibility of providing you with all relevant orientation to both academic and cultural facets of your new temporary home. Such orientation shall include but not be limited to:

1. Faculty and Staff: When you arrive on campus, your faculty/staff sponsor will be responsible for providing you with appropriate orientation to the campus, your new department, the faculty and staff. She or he will be expected to discuss what resources will be available to you – including office space, telephones, email account, as well as other pertinent privileges.

2. Academic issues: As this will be a new academic culture to you, your sponsor will also be expected to provide you with **specific academic orientation** to include, but not limited to office space, telephone service and limitations, syllabus, classroom culture in U.S. universities and in particular within your new department, textbooks, instructional technology details – Vista, Blackboard (TLP), smart classrooms' equipment, and any other related items. As soon as you can, ask you Host faculty/staff to address these topics.

3. Cultural exposure: In an addition to faculty/staff and academic issues, your faculty/staff sponsor will be responsible for introducing you to and letting you know of opportunities to experience American culture during your stay. The Exchange Visitor program is built around the idea of promoting international understanding and we expect you to have subscribed to this commitment.