

Table of Contents:

Housing:

- 1. On- Campus Housing**
- 2. Off-Campus Housing**
- 3. Mission Housing**

Transportation:

- 1. Car**
- 2. Driver License**
- 3. California Identification Card**
- 4. Auto Insurance**
- 5. Public Transportation**
- 6. Car Rental**

Telephone, Cable & Entertainment:

- 1. Telephone**
- 2. Cable**
- 3. Entertainment**

Managing Money:

- 1. Bank**
- 2. Monetary Units**
- 3. Value of \$**
- 4. Sales Tax**

Health Insurance & Hospitals:

- 1. Health Insurance**
- 2. Hospitals**
- 3. Free Clinics**
- 4. WIC**

Churches:

Public Schools:

1. Berkeley Unified School District (BUSD)
2. Extended Day Care
3. Berkeley Adult School

Public Libraries:

1. Berkeley
2. Oakland
3. Albany

Other Child Care and Recreation:

Shopping:

1. Grocery
2. Pharmacies
3. Chain Stores
4. Computer & Electronics
5. Book Stores
6. Used Stores
7. Dollar Stores

Office & School Supplies:

Eateries:

Academic Life:

1. Things to know
2. Common Vocabulary used on US Campuses

Employment:

1. **On-Campus**
2. **Off-Campus**
3. **Economic Hardship**
4. **Employment with an International Organization**
5. **Tax**
6. **Social Security**

American Custom and Culture:

1. **Culture Shock and Ways to Deal with it**
2. **Cultural Hints**
3. **Use of Names and Titles**
4. **Personal Safety**
5. **Holidays in the United States**

Important Telephone Numbers:

FINDING HOUSING

1. *On-Campus Housing Options*

The GTU does not have Housing facilities on its own but Housing is available at some GTU member schools, although availability is limited because each school gives priority to its own master's students. Use the information below to contact member schools, request an application, apply and get on a waiting list. It is wise to seek other housing options while you wait. You can also check for more housing option at GTU Housing site: <https://www.gtu.edu/admissions/life-at-gtu/housing>

American Baptist Seminary of the West:

Contact: Hudson McDonald Property Management (Leasing@HudsonMcDonald.com)

Church Divinity School of the Pacific:

Contact: Melville Hayes-Martin (mhayes-martin@cdsp.edu)

Dominican School of Philosophy & Theology:

Contact: Jamie Martos (admissions@dspt.edu)

Jesuit School of Theology:

Contact: Tanisha Sparks (tsparks@scu.edu)

Pacific Lutheran Theological Seminary:

Contact: Diane Starr (dstarr@plts.edu)

Pacific School of Religion:

Contact: Terry Dyonzak (housing@psr.edu)

San Francisco Theological Seminary:

Contact: Stephanie LaMonaca (housing@sfts.edu)

2. *Off-Campus Housing Options*

GTU Housing Notebook: The GTU maintains a folder of housing advertisements that have been submitted to the school for posting. It can be found in the reception area on the third floor of the building at 2465 LeConte Ave. For more information, you can contact the Student Affairs Office Manager, Fredonia Thompson at 510-649-2400.

Craigslist: You can find numerous rental listings in many Bay Area cities on this free, web-based community bulletin board: www.craigslist.org or

<https://sfbay.craigslist.org/search/eby/apa?query=sublet>

Other Housing Services:

University of California at Berkeley Community Rentals:
2535 Channing Way, Berkeley
510-642-3642
<http://www.housing.berkeley.edu/housing>

MetroRents/Berkeley Connections:
2021 Fillmore, San Francisco, CA 94115
510-845-7821
<http://www.berkeleyconnection.com>

International House
2299 Piedmont Ave, Berkeley, CA 94720
Phone: (510) 642-9490
<http://ihouse.berkeley.edu/>

ehousing
2161 Shattuck, #317, Berkeley.
510-549-2000
<http://www.ehousing.com>

Berkeley Student Corporative
2424 Ridge Road
Berkeley, CA 94709
<http://www.bsc.coop/>

UC Berkeley Extension
ProgramS for International Students
1995 University Ave., Suite 200
Berkeley, CA 94704-7000
internationaladmissions@berkeley.edu
Phone: +1 510-642-2564
<https://extension.berkeley.edu/international/life/housing/>

Berkeley Presbyterian Missions Homes: The BPHM offers affordable housing for Presbyterian missionaries and international students who are here in the United States as missionaries and who are planning to go back and serve in their home country. A number of GTU doctoral students have found housing here. For more information and an application form, contact:

Rev. Sally Juarez
Director, BPHM
2918 Regent Street, #B, Berkeley, CA 94705.
510-843-8202
www.bpmh.org

TRANSPORTATION

1. Cars

Did you bring your car with you or are you planning to own one? If you are from out-of-state, California state law requires that you register your vehicle within **You must register your vehicle from out of state** with the **California** DMV within 20 days after **you** brought it into the **state** and remain as the owner of the **vehicle**, or within 20

days after purchasing an **out of state** or non-resident **vehicle in California** to avoid penalties. For more details, please check

<https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/howto/htvr09#fesdue>

The California Department of Motor Vehicles (DMV) does require you to make an appointment online, in order to shorten your waiting time. For information or to schedule an appointment visit their website at: <http://www.dmv.ca.gov/> or call 1.800.777.0133. For Hearing Impaired call at TTY 1-800-368-4327: DMV Offices located near Berkeley:

- **El Cerrito** – 6400 Manila Avenue, CA 94530 or call (800) 777-0133
<https://www.dmv.ca.gov/portal/dmv>
- **Oakland** – 5300 Claremont Avenue, CA 94618 or call (800) 777-0133
<https://www.dmv.ca.gov/portal/dmv/detail/fo/offices/fieldoffice?number=504>

Car Registration: You'll need to have an emission inspection before going to the DMV. Many service stations conduct the emission inspections and issue the certificates. When going to the DMV, take your registration, title and emissions certificate. You will also need to remove and turn in your license plates, so be sure you can remove them. The conversion to California registration costs approximately \$100 (It might vary). There is a fine for late registration. You will also need proof of insurance in order to register your car.

2. *Driver's License*

Who Needs a California Real ID Driver License? Anyone who is resident in the state of California must have a valid California Drivers License to operate a motor vehicle in California. This includes students, visiting scholars, and anyone in an employment immigration status and their dependents. "Tourists" (persons on B-1/B-2, WT, WB visitor status) may drive in California for up to a year as long as they have a valid driver's license from their home country.

When to Apply for a Driver's License (DL): Wait at least 30 days after your arrival in the U.S. before applying for a DL/ID. It is also strongly recommended that you have a Social Security card before you apply for a DL/ID. Applications made without a Social Security number can be delayed for many months while your immigration status is verified. Persons not eligible for a SSN may apply for an DL/ID. When asked for a SSN, be sure to tell the DMV employee "I am not eligible for a Social Security Number." DMV will then follow procedures to verify your immigration status with USCIS. Wait at least 30 days after arrival in the U.S. and after your SEVIS immigration status is "active" before applying for a DL/ID.

How To Apply for a California Real ID Driver’s License (DL): The Department of Motor Vehicles (DMV) website www.dmv.ca.gov has the latest California Driver Handbook, forms, instructions on how to apply for a driver's license and a section on frequently asked questions. Making an appointment can help cut down on the time you spend in line. Visit the website or call (800) 777-0133 to make an appointment.

Driving Tests: All applicants for a Real ID Driver’s License are required to take a written traffic laws and signs test, consisting of 36 questions. Applicants who have a valid DL from another country or who do not have a valid DL will also be required to take a driving test. You *must* make an appointment for a driving test. Applicants who have a valid DL from another state within the US will have the driving test waived.

Summary of Information Regarding Driver’s Licenses

When should I apply?	30 days after arrival to GTU
How do I make an appointment?	Call 1-800-777-0133 or go online: www.dmv.ca.gov
Is it possible to walk-in?	Preferably Through Appointment online to secure a date and time and in order to avoid inconveniences.
Where are the DMV offices located?	5300 Claremont Ave., Oakland, CA 94618 6400 Manila Ave., El Cerrito, CA 94530
Is a fee required?	Yes. Check their website for the rates.
What do I need to bring ?	An ID with your picture. Your passport with I-94 (intact), 2 proof of residence, SSN
Will I be given test?	Yes, you will be given a written test. If you pass the test, a vision test will be given and your picture will be taken and you will be given a Learner’s Permit.
What is a Learner’s Permit?	This permit will allow you to drive a person with a valid driver’s license.
When can I get valid driver’s license?	You will have to make appointment for behind a wheel test drive and if you pass the test, you will be given an interim license for 60 days and the office will mail your driver’s license with your photo. If you do not receive your driver’s license within 60 days, call 1-800-777-0133 to check on the status.
How long will it take to get an appointment for a driving test?	You may expect to take 6 weeks to 2 months (depending on the location and time of the year).
What do I need to bring for driving test?	Must be accompanied by a person with valid CA driver’s license. Must provide proof of insurance of the car you are driving. You can drive any car as long as it is in good working order (all lights and signals must be working) and you have proof of insurance.

Motorcycles: California requires a special license for motorcycles. Written and road tests will be required. Insurance is also required to drive a motorcycle in the state.

International Driving Permits: The State of California **does not** recognize an International Driving Permit (IDP) as a valid driver license. The IDP is also called an International Driver License, International License, etc. California does recognize a valid driver license that is issued by a foreign jurisdiction (country, state, territory) of which the license holder is a resident. This is applicable only for visitors (tourists), not residents. The IDP is only a translation of information contained on a person’s foreign driver license and is **not** required to operate a motor vehicle in California as long as the visitor

has a valid license issued by a foreign jurisdiction. Citations issued to a person in California who has an IDP, but does not have a California driver license will be placed on the Department of Motor Vehicle database.

For more information about travel and driver licensing requirements outside of the US, visit the US State Department Road Safety Overseas website at:

http://travel.state.gov/road_safety.html

3. California Real ID Identification Card

If you are not planning to drive, the DMV also issues the California Real ID Identity Card (ID) with your photo on it. This is an easily recognizable form of identification used for cashing checks, proving your age, at the airport or for any other form of verification. You can also check <https://www.dmv.ca.gov/portal/dmv/detail/realid> for more informations.

- An appointment is recommended. (See the link above)
- You will need to present your passport, I-94, visa documents, and your Social Security card, and 2 address proof of residence. There is a fee; check the DMV web site for current cost. (It might cost \$31 as notified in the webpage)
- There is a three to eight week wait for the card if your application is "clear" when the DMV verifies your immigration documents.

4. Auto Insurance

California law requires that all cars must be insured. Be sure to carry proof of insurance whenever you are driving. According to California's Compulsory Financial Responsibility Law, every driver and every owner of a car must maintain financial responsibility for insurance.

There are four forms of proving this responsibility:

- coverage by a motor vehicle or automobile liability insurance policy
- a deposit of \$35,000 with the [Department of Motor Vehicles](#)
- a surety bond of \$35,000 obtained from a company licensed to do business in California
- Department of Motor Vehicles issued self-insurance certificate

Insurance coverage: The minimum insurance coverage required by law is liability. (See the [California Driver Handbook](#) for details.) Liability coverage pays, to certain stated limits, the sum for which you become legally responsible should you injure someone or damage property. The following types of coverage are optional:

- *Uninsured motorist coverage* protects you and your passengers if you are injured by an uninsured or hit-and-run driver, but only if the other driver is legally liable because of negligent driving. (Some companies automatically include this coverage in their policies.)

- *Collision coverage* pays your losses if your car is damaged in a collision or single car accident. This coverage is valuable if the collision cannot be proven to be someone else's fault.
- *Comprehensive coverage* pays for your loss if your car is stolen or damaged by fire, hail, hurricane, vandalism, or most other noncollision causes.

California requires drivers to carry at least the following auto insurance coverages:

- **Bodily injury liability coverage:** \$15,000 per person / \$30,000 per accident minimum
- **Property damage liability coverage:** \$5,000 minimum
- **Uninsured motorist bodily injury coverage*:** \$15,000 per person / \$30,000 per accident minimum
- **Uninsured motorist property damage coverage*:** \$3,500 minimum

You can also check <https://www.geico.com/information/states/ca/> for more informations and also sites for cheaper car Insurance.

Insurance policies: Be forewarned that auto insurance for the Bay Area will most likely be more expensive than you might be used to; this can be an expensive area in which to own a car. There are three different types of insurance policies: preferred, standard, and assigned risk. They each carry different charges, with "assigned risk" offering the least coverage for the highest fees. Not all companies offer all three policies. It is extremely difficult for an international student or scholar to obtain a preferred policy. You should try to get at least a standard policy. Some companies offer the possibility of a "good student" discount with their standard/preferred policies for students with a "B" average or better. Many brokers tend to put international visitors in the assigned risk category. If you must take an assigned risk policy during your first three years in California, you should be able to obtain at least a standard policy after three years of driving in the U.S. with a U.S. driver's license, and if you have no moving violations or accidents.

Agents, brokers and insurance companies: An insurance agent works exclusively for one insurance company. A broker or independent insurance agent works with many different insurance companies and policies, and can compare different rates for you. Before you purchase insurance, make sure the agent/broker and insurer you select are licensed by the California Department of Insurance (1-800-927-4357 or website at: <http://www.insurance.ca.gov/>). Consult the telephone directory or the internet for phone numbers for the insurance companies. Some insurance companies are Allstate, Farmers, State Farm, California State Automobile Association (CSAA), California Casualty, Progressive and GEICO-Government Employees Insurance Company. There is information about auto insurance companies and insurance terminology that is very helpful at Consumer World's website: <http://www.consumerworld.com>.

If you have an Accident: The [California Driver Handbook](#) has information about what to do in the case of an accident. Keep this information in your car. Failure to follow correct procedures after an accident may result in fines or legal action. An insurance claim occurs when there is an accident and charges are made against the insurance policy. A claims adjuster reviews the facts of the accident and authorizes payment of a claim against an insurance policy.

5. Public Transportation

Detailed information about public transportation in the Bay Area can be found on the 511 Transit Information webpage: www.transit511.org The Trip Planner on this sight allows you to get specific directions for using public transit to get to the destinations you specify. It's like mapquest, but with public transportation.

BART (Bay Area Rapid Transit) is the train system connecting Berkeley to San Francisco and other parts of the East Bay. The closest BART station is in downtown Berkeley on Shattuck Avenue. You can find more information about schedules and fairs on the BART website: www.bart.gov or by calling 510-464-6000/ 510-465-2278.

AC Transit (Alameda Contra-Costa Public Transportation) is an innovative, modern bus system owned by the public of the East Bay. It provides bus service throughout Berkeley, Oakland and many surround cities and towns. For schedules and more information visit their website: www.actransit.org or call 510/817-1717.

6. Airport Shuttles

There are two major airports in the Bay Area. **San Francisco International Airport (SFO)** is about 25 miles from Berkeley. Most airlines with international service fly here. The other airport **Oakland International Airport (OAK)** is about 15 miles from Berkeley and services many of the discount airlines (like Southwest and JetBlue) as well as domestic and international flight carriers.

Both SFO and OAK are accessible by BART. You can find schedule and fair information at www.bart.gov

Bayporter Express is a popular and reliable shuttle service. Please note that you must make reservations at least 24-hours in advance of your pick-up. Be sure to get a confirmation number and call to confirm on your pick-up day. Call 877/467-1800 or 415/467-1800 or make reservations online at: www.bayporter.com.

Shuttle Pro: Door-to-Door Service will pick you up at your residence or hotel to transport you to the Oakland Airport on a share ride basis, which means that they will pick up other riders on the way to the airport. Call 415-550-7433 or 1-866-499-2447 for information and rates.

East Bay Airporter provides service from SFO and OAK to UC Berkeley. This service operates by reservations only. The pickup area is by the baggage claim area. It provides service between 5:30 a.m. and 10:00 p.m.. Reservations must be made 10-24 hours in advance; call 925/671-7846 or 510/812-3564.

7. *GTU Shuttles*

Two GTU member schools offer shuttle van service between their campuses and the main GTU campus on "Holy Hill"

San Francisco Theological Seminary Van - Shuttle service is provided between the GTU and the San Anselmo campus of San Francisco Theological Seminary (SFTS). The eight-seat van gives priority to SFTS students and then other GTU students on a first-come, first-served basis. The schedule is based on who needs a ride and when. For more information, you can contact Jeremiah Jenkins at jjenkins@studens.sfts.edu.

Pacific Lutheran Theological Seminary Van - The "Martin Looper" provides shuttle service from the GTU to Pacific Lutheran Theological Seminary (PLTS), which is located some distance (and mostly uphill) from the GTU campus. Look for schedules at the GTU Library or call PLTS for more information at 510/524-5264.

UCB Perimeter Shuttle - The University of California, Berkeley runs a shuttle, which will take you clockwise around the University campus. There are many stops, including one near the GTU at the North gate, which lets you off at the corner of Euclid and Hearst.

8. *Car Rental*

To locate agencies that have cars, trucks, or vans available to rent, look in the phonebook or search the Yellow Pages online for "Automobile, Rentals." Many rental agencies offer a better price for a full week's rental; also, be sure to ask about any mileage restrictions or costs. Some common restrictions found among car rental agencies include not renting to customers under 25 years old or to those without some type of credit card. Be sure to inform the agency if you plan to drive out of state or into Mexico or Canada. If you are here as a tourist, you can drive using an International Drivers License, but you should ask the rental agencies about any restrictions. One reliable and inexpensive car rental company is *Enterprise Rent-A-Car* located near the GTU at 1990 Oxford St, Berkeley, 94704 (510/705-8989). Other locations include: 3001 Shattuck Ave, Berkeley, 94705 (510/841-8300) and 1706 San Pablo Ave, Berkeley, 94702 (510/526-3900). Most rental car agencies also have offices at San Francisco International Airport and Oakland International Airport.

9. *Taxis*

Taxis are available throughout Berkeley. There are taxi stands located at both Berkeley BART stations (Downtown at the corner of Shattuck Avenue and Center Street, and North Berkeley at the corner of Sacramento Street and Delaware Street). Taxi service is

available in any city from several companies listed in the phone book yellow pages. Unoccupied taxis displaying an “in service” sign or light may be hailed on the street by raising your arm, waving and/or whistling or you may phone ahead to be picked up at a predetermined location. You can find more information about taxi service at:

<http://berkeleyca.areaconnect.com>

<http://www.yellowpagecity.com/ourcity.php3/US/CA/Berkeley>.

Also you can avail other taxi services such as Uber, Yellow Express Cab, Air Express cab, Lyft. You can download the apps in your mobile.

10. Long Distance Travel

Caltrain/SAMTRANS (800-660-4287, <http://www.caltrain.com>, <http://www.samtrans.com/samtrans>) is a commuter train that runs from San Francisco to San Jose, stopping at many cities along the way.

AMTRAK (800-872-7245, <http://www.amtrak.com>) provides train service across the United States, including many cities within California. There can be some low-cost special fares to certain destinations. There are local stations in Berkeley at University Avenue and 3rd Street and in Emeryville at 5885 Horton Street.

Greyhound (800-229-9424, <http://www.greyhound.com>) buses operate between many cities within California and across the United States as well as into Canada and Mexico. For fare and schedule information and to make reservations go to www.greyhound.com or call 800/231-2222. The nearest station is in Oakland at 2103 San Pablo Ave, Oakland, CA 94612

TELEPHONE, CABLE, ENTERTAINMENT & FITNESS

1. Telephone

It usually takes the telephone company one to two business days to connect your phone service. To order phone service, call AT&T/SBC at 800/310-2355 during normal business hours or go to their website: www.sbc.com. You will need to purchase your own phone or buy the mobile from the service provider.

You may be eligible for discounted local telephone service, under the Universal Lifeline Telephone Service (ULTS) program, also known as California LifeLine, if your household qualifies as low income. To qualify your household income before taxes must be no more than the following:

- 1-2 members \$21,300

- 3 members \$25,100
- 4 members \$30,200
- Each additional member \$ 5,100

With this plan you will pay about \$5 per month for local phone service. Note that this plan only covers local calls. You will need extra service for long distance.

Cell Phone Services: There are a number of cell phone services in the Bay Area. Don't be afraid to shop around for the best deal. Some local companies include:

SPRINT 2307 Telegraph Ave., Berkeley, CA 94704 510-849-3400 www.sprint.com	CINGULAR 2180 Shattuck Ave., Berkeley, CA 94704 510-486-0668 www.cingular.com
T-MOBILE 2257 Shattuck Ave, Berkeley, CA 94704 (510) 649-7899 www.t-mobile.com	VERIZON 2209 Shattuck Ave, Berkeley, CA, 94704 510. 845.4282 www.verizonwireless.com
NEXTEL 9889 San Pablo Ave., El Cerrito, CA 94530 510-527-5600 www.nextel.com	AT&T 2180 Shattuck Ave, Berkeley, CA 94704 (510) 486-0668 https://www.att.com/
Ultra Sim 2032 San Pablo Ave, Berkeley, CA 94702 https://www.ultramobile.com/	This is a cheap service provider. With \$19 one can get 1GB plan and Sim Card. you can get unlimited calls and text messages, unlimited call to 80+ International countries. One can enhance the Internet usage by paying more depending upon the usage.

2. Television Services

Different kinds of services are available for television.

Broadcast: This is a free service to a limited number of major network channels. To access all you need is a television set and an antenna. Antennas can be purchased at stores like *Radio Shack*, located at 2500 Shattuck Ave. (510-841-6713) and 1652 University Ave. (510-845-2987). Antennas can also be purchased at *Long's Drug* and *Walgreens*.

Cable Connection: This is a paid service. For cable TV service you will need driver's license or social security card, which is required for billing. It can take up to three weeks to get hooked up. The local cable company is *Comcast*. For more detailed information, please check their website at www.comcast.com or <https://www.xfinity.com>

Integrated Services: Many companies offer "integrated services" which offer special prices for customers who order their phone service, cable service and internet connection

through one company. Some also include cell phone services. Inquire with *ATT/SBC* or *Comcast* for more information about integrates services.

1. Entertainment

Movie Theatres: There are several movie theaters in Berkeley and the Bay Area. One good way to find local movie theaters and listings of which movies are playing at what time is through Yahoo’s movie page: www.movies.yahoo.com Here you can enter your zip code and the website will direct you to the closest movie theaters, listing which movies are playing and the times of the showing. You can also check online at moviefone.com or the San Francisco Chronicles’ movie page at www.sfgate.com/eguide/movies/playing The online service Fandango (www.fandango.com) allows you to see movie listings, local theaters and to buy tickets ahead of time online so you won’t have to wait in line to buy tickets.

Movie Rentals: Most movie rental stores require you to take out a membership, usually with a driver’s licence or identification card and a credit card. They will probably ask you to fill out a form with your address, telephone number and other personal information as well. You can rent DVDs or videos to watch at home at the following places:

<i>Blockbuster</i> 2352 Shattuck, 510-849-9584 505 San Pablo, Albany, 510-528-1584	<i>Reel Video</i> 2655 Shattuck Ave, 510- 548-1118. (Good place for artsy movies, international films and documentaries)
<i>Five Star Video</i> 1501 Solano, 510-527-3324	<i>Video Maniacs</i> 1484 University, 510-540-7368
<i>Front Row Video</i> 1831 Solano, 510-526-5353	<i>Elephant Pharmacy</i> ?? Shattuck Avenue, 510-???-????

Cultural Excursions: There are a wealth of opportunities to attend live performances of music, drama and dance, as well as many places to enjoy various forms of visual art and cultural experiences in the Bay Area. Here is a list of some of the opportunities that await you:

Cal Performances: Music, Dance, Theater. Consult their website for performance calendar and ticket information: www.calperfs.berkeley.edu
101 Zellerbach Hall #4800, University of California, Berkeley, CA 94720-4800

Berkeley Symphony Orchestra: Performances occur at Zellerbach Hall on UC Berkeley’s campus. Student rush tickets cost \$10 and are available 1 hour before concert. See website for concert schedule and other ticket information: www.berkeleysymphony.org

Berkeley Community Chorus and Orchestra: BCCO does not require auditions for the chorus. Rehearsals are from 7-10pm on Mondays, beginning September. For details consult their website at: www.bcco.org

P.O. Box 310, Berkeley, CA 94701-0310. Call: 510-433-9599

Berkeley Art Museum/Pacific Film Archive: Located at Bancroft & Durant, this museum and film archive hosts a permanent collection and many visiting exhibits of contemporary art. There are also periodic viewings of new films and films from the archive. Check website for details about current exhibits and movie offerings: www.bampfa.berkeley.edu.

Oakland Symphony: Offers monthly concerts of classical and contemporary symphonic music. Consult their website for performance details and tickets: www.oeps.org
400 29th Street, Ste. 501, Oakland, CA 94609. Call 510-444-0801.

San Francisco Symphony: One of the premier symphonies in the United States, the San Francisco Symphony Orchestra and Chorus perform innovative programs throughout the year. Half price student subscription series are available. Consult their website for more details: www.sfsymphony.org
Davies Symphony Hall, 201 Van Ness, San Francisco, CA 94102. 415-684-6000.

Shakespeare in the Park: This event is free and open to the public. Players offer different dramas every summer. For the location of performances and schedules please check their website at: www.sfshakes.org

Asian Art Museum: 200 Larkin Street, San Francisco, CA 94102. 415-581-3500.
www.asianart.org

San Francisco Museum of Modern Art: 151 3rd Street, San Francisco, CA.
415-357-4000. www.sfmoma.org

M. H. de Young Memorial Museum: The collection at the De Young includes a little bit of just about everything. In its permanent collection is made up of American Art, enhanced by a John D. Rockefeller III donation, as well as seventeenth and eighteenth century Italian works, decorative arts, and traditional arts of the Americas, Oceania and Africa. Golden Gate Park, 50 Hagiwara Tea Garden Drive, San Francisco, CA 94118. 415-863-3330

Science Museums and Zoos:

Lawrence Hall of Science: 1 Centennial Dr., Berkeley, CA 94720. 510-642-5132
www.lhs.berkeley.edu

Oakland Zoo: 9777 Golf Links Road, Oakland, CA 94605. 510-632-9525.
www.oaklandzoo.org

Chabot Space and Science Center: 10000 Skyline Blvd, Oakland, CA 94619.
www.chabotspace.org

California Academy of Science: 875 Howard Street, San Francisco, CA 94103. 415-750-7145. www.calacademy.org

The Exploratorium: In the San Francisco Palace of Fine Arts by the Golden Gate Bridge. 3601 Lyon St., San Francisco, CA 94123. 415-563-7337. www.exploratorium.edu

San Francisco Zoo: Sloat Blvd & Great Highway, San Francisco, CA 94132
<http://www.sfzoo.org/>

2. Fitness and Outdoors

Local Outdoors:

Berkeley Marina: 201 University Ave, Berkeley, CA 94710-1618 .

Berkeley Rose Garden: 1200 Euclid Ave. across from Codornices Park, Berkeley, CA.

Codornices Park: 1201 Euclid Ave. across from Berkeley Rose Garden, Berkeley, CA.

Golden Gate Park: located in the western part of the city of San Francisco

Tilden Park: Grizzly Peak Blvd & Shasta Rd. Berkeley, CA 94708. 510-848-7373.

UC Botanical Garden: 200 Centennial Drive, Berkeley, CA. 510- 643-2755.

César E. Chávez Park: 11 Spinnaker Way, Berkeley, CA 94710

Willard Park: 2730 Hillegass Ave, Berkeley, CA 94705

Ohlone Doggy Park: 1800 Hearst Ave, Berkeley, CA 94703

Distant Outdoors:

Point Reyes National Seashore: is on the Pacific Ocean, about an hour drive way from Berkeley in Marin County, across the Richmond Bridge. There are extensive hiking trails as well as quaint towns with restaurants and art galleries, such as Point Reyes Station and Inverness. There are also points for beach access and a lighthouse to visit. 1 Bear Valley Rd. Point Reyes Station, CA 94956. For visitor information call 415-464-5100 or see their website at: <http://nps.gov/pore//index.htm>.

For those who are interest in hiking, CA has some wonderful trails near Berkeley: **Muir Woods** 1 Muir Woods Rd, Mill Valley, CA 94941, <https://www.nps.gov/muwo/index.htm>. It also have a nice beach. **Mount Tamalpais**, 3801 Panoramic Hwy, Mill Valley, CA 9494. **Stinson beach** is very close by Mount Tamalpais. 3514 Shoreline Hwy Stinson Beach, CA 94970.

Half Moon Bay Beaches: The city of Half Moon Bay is located south of San Francisco. There are beach access points a half-mile west of Highway 1 on Kelly Avenue in Half Moon Bay. For more information call 650-726-8819 or visit their website: http://www.parks.ca.gov/?page_id=531

Gyms & Health Clubs:

Cal Recreational Sports (Cal Rec Club): 2301 Bancroft. As a GTU student you may join the Cal Rec Club (CRC) by paying membership fees. For details call 510-642-7796 or visit their website: <http://calbears.berkeley.edu/>

YMCA: 2001 Allston Way, Berkeley, CA 94704. There are many great fitness classes offered here and a women's fitness center. You can also apply for a low-income discount. For details, call 510-525-1130.

24 Hour Fitness: 2072 Addison St., Berkeley, CA 94704. 510-548-4653.

MANAGING MONEY

1. *Banking*

There are two basic kinds of accounts: checking accounts, for payment of regular bills and shopping needs; and savings accounts where money you do not need to use immediately can earn interest. Banks also offer a variety of other types of accounts and financial service.

Before you open an account at a bank, be sure to visit several banks to compare their services and fees. Most will be similar, but there can be important differences. To open a bank account is fairly easy; deposit your funds and complete any required bank forms. (Be aware that if you are making a deposit with an overseas check or bank draft, you may have to wait three days to three weeks before your money will be available to you.) Some banks will want you to have a *Social Security Number* when you open the account. You will get the information about how to get a number or alternatives from the Dean of Students.

Checking accounts. When opening a checking account, be sure to ask about different types of checking accounts. All banks have several kinds of accounts and most have checking accounts which accrue interest if a minimum balance is maintained. Be sure to look at the account fees and when they may be charged. After opening an account you will be given a book of temporary checks, but you should order checks with your name and local address printed on them. Most businesses will only accept a check that has the printed information.

Writing a check: Checks should be filled out at the time you are making a payment. Fill in all blank spaces on your check. The amount should be written numerically and in longhand. Draw a line through any unused blank spaces. Never sign a check before you are ready to use it, since it can be cashed as soon as your signature is on it. Most merchants will require that you show one or two pieces of photo ID to accept your check. These can be a California Driver's License or Identity Card, a passport, or other official

ID. Your passport will act as your official ID until you get your California ID or Driver's License.

Savings accounts. Savings accounts, which earn interest on the balance, are available at all banks. If you have larger sums of money which you do not need for your routine living expenses, a savings account is a safe way to keep it. Certificates of Deposit (CDs) earn higher rates of interest than regular savings accounts, but your funds must remain on deposit for a designated period of time. An early withdrawal from a CD will incur a penalty fee. Check with each bank to compare their special services and their interest rates.

Deposits. Deposits to your accounts can be made with a bank teller or at an ATM (Automated Teller Machine). It is best to use a deposit slip when making a deposit (pre-printed from your bank or a filled out slip). Always use a deposit slip if depositing cash. To deposit a check made out to you, you must first "endorse" or sign the check on the back. You should also print "For Deposit Only" and your account number after your signature. After you endorse a check, it is as good as cash and can be used by anyone unless you have added the deposit notation and account number.

ATM (Automated Teller Machine) Cards/Debit Cards. An ATM card is used for two purposes: as a banking tool to access your bank accounts and as a debit card. Most cards can be used at any ATM anywhere, and can be used for purchases. Many businesses now accept debit cards for payment. A debit card works very much like a check because it takes money directly out of your bank account to make a payment. Note that some banks have fees for the debit use of a card and if an ATM at another bank is used.

When you open an account at a bank, you will be issued an ATM card (the card will come in the mail). The card is directly linked to your bank accounts. At the bank, you must think of a Personal Identification Number (PIN) to be linked to your ATM card. Use a PIN that is easy to remember. Never write your PIN down, and never give or tell your PIN to anyone ever, not even to a bank employee. When using an ATM be sure that no one sees your PIN. If your ATM card is ever lost or stolen, notify your bank immediately.

Record-keeping. Always keep good records of any transactions made on your bank accounts. Be sure to record all transactions in your account register. Keep all deposit and ATM receipts until you receive your monthly statement. Avoid overdrawing your account. If you write a "bad check," it will be returned to you and you will be charged large fees from your bank and the person or business to which you wrote the check (their bank may charge a fee too!). Some banks offer "overdraft protection" which will transfer funds from your other accounts to cover your check, but you will still be charged an extra fee, although smaller than the fee for a bad check.

Each month you will receive a statement from your bank for each account you hold. The statement will include your past balance, new balance on the date of the statement, a list of all transactions on your account in the month, and any fees or interest earned. You should always "balance" your statement with your own records to be sure that they agree

and to record any fees or interest for that month. By balancing your accounts each month, you can prevent unpleasant surprises in the future. After you have balanced your accounts, you can throw away past receipts, but always keep your statements.

Software: You can also use computer software programs, such as *Quicken* to help you manage money, create a personal budget and keep track of your spending.

Local Banks:

Bank of America: <http://www.bankamerica.com>

2129 Shattuck Ave. 510-649-6600 or 2347 Telegraph Ave. 510-273-5210

California Federal (CalFed): <http://www.calfed.com>

2000 Shattuck Ave. 800-843-2265

Citibank: <http://www.citibank.com>

2323 Shattuck Ave., 510-843-0600, 800-756-7047

CSE Credit Union #9: <http://www.calstate9.com>

2033 Shattuck Ave., 510-849-2270, 800-292-3966

Mechanics Bank: <http://www.mechbank.com>

2301 Shattuck Ave., 800-797-6324, 510-647-0720

Union Bank: <http://www.uboc.com>

2333 Shattuck Ave., 510-843-6353

Washington Mutual: <http://www.wamu.com>

2150 Shattuck Ave., 800-788-7000, 510-649-4041

Wells Fargo Bank: <http://www.wellsfargo.com>

2144 Shattuck Ave., 510-464-2115, 800-869-3557

Chase Bank: <https://www.chase.com/>

2150 Shattuck Ave, Berkeley, CA 94704, (510) 649-4041

2. Credit card:

Establishing credit and getting a credit card can be difficult if you are new to the U.S. You may be able to get a credit card through your home country bank, your local bank, or through other banks. If you are not able to get a regular credit card, you may be able to get a "secured" credit card which is backed by a deposit. With any kind of credit card, you should always read any information or disclosures so that you fully understand the conditions and fees you agree to when you use the card. If your credit card is ever lost or stolen, notify your bank immediately. However, many large businesses or stores also offer their own credit cards. Be careful of high fees or special conditions with these cards.

The cost of credit can be very high. Do your best to avoid interest charges by paying your credit card bill in full by the due date. A "cash advance" will usually be charged fees and/or interest immediately without the usual grace period. When making a purchase by phone, always make your order from written materials. Never give your credit card number to anyone who calls you. As with your banking, keep all receipts and records of your credit card transactions. When you receive your monthly statement, you should balance it just as you would with your bank statement. Keep your statements.

3. Monetary Units

The U.S. monetary system follows the decimal system. The basic unit is the dollar, the symbol for which is "\$." The most widely used bills are in denominations of \$1, \$5, \$10 and \$20. Occasionally, a bill of \$50 or \$100 may be seen.

Each dollar can be divided into 100 cents. Currency in the form of a coin is: 1 cent (penny), 5 cents (nickel), 10 cents (dime) and 25 cents (quarter). There are some other coins, such as the 50 cent coin or the Susan B. Anthony silver dollar coin, Sacajawea dollar coin, but they are rarely seen.

4. The Value of \$

The following list of average prices will give you an idea of how much a US dollar is worth:

Cup of Coffee	\$1-2
Hamburger, fries, and drink	\$5-7
Lunch at a restaurant	\$8-15
Hotel/Motel Room	\$50 and up
Movie theater	\$8-15
Gasoline 1 Gallon	\$3 and up
Haircut (woman)	\$20 and up
Hair (Man)	\$12 and up
Letter Stamp in the US	\$0.39
Letter Stamp for International	\$0.84
Monthly rent Two bedroom Apartment	\$1450-2500
One bedroom	\$1100-1850
Studio	\$900-1500

5. Sales Tax

Most states in the United States charge a sales tax on tangible personal property and services, such as clothing, restaurant and fast food restaurant meals, services (haircutting), newspapers, books, toiletries etc. Sales taxes vary from state to state. Sales taxes are added at the cash register, so be prepared for your bill to be more than the price tag on an item. For California, the state sales tax is 7.25 % on food and 8.25% on any other items.

6. *A Few General Money-Managing Tips*

- Make a budget and stick with it. Be realistic when making your budget.
- Keep track of your income and expenses, and all of your banking transactions. Balance your statements.
- Use credit responsibly. Credit is expensive. If you don't already have the money in the bank, you can't afford it.
- Don't carry large amounts of cash.
- Never give a credit card number, or any bank or ID information to someone who calls you.

HEALTH INSURANCE & HOSPITALS

1. *Health Insurance*

Health Insurance is required for all students at the GTU.

Hospitals

Some local hospitals include:

Alta Bates Hospital	Children's Hospital
4250 Ashby Ave.	747 Fifty Second Street, Oakland.
510-204-4444	510-428-3240
In case of emergency: 510-204-1303	In case of emergency: 510-428-3240
Summit Medical Center	Kaiser Permanente Medical Center
350 Hawthorne Ave., Oakland.	280 W. MacArthur Blvd. Oakland
510-506-1000	510-596-1000
In case of emergency: 510-867-6777	901 Nevin Ave., Richmond, CA
	510-307-1525.

2. *Free Clinics*

Berkeley Free Clinic – 2339 Durant Ave., Berkeley – offers general medical care, anonymous HIV testing, peer counseling, women's health clinic and sexually transmitted disease clinic for men. For details about available services, call 510-548-2570.

West Berkeley Family Practice – 2031 6th Street, Berkeley – offers primary medical care, lab services, referrals, women's health services, family planning, pediatric care, and prenatal care. For details about available services call 510-704-6000.

3. *Women, Infants and Children's Program (WIC)*

With offices located at 830 University Ave. in Berkeley this program funded by state and local governments provides food vouchers, nutritional guidance and breastfeeding instruction for pregnant women, nursing mothers and infants and children, as well as referrals to doctors, dentists, family planning services, the department of social services, public health nurses and other related resources. For details call 510-981-5360.

PLACES OF WORSHIP

There are numerous churches, synagogues, temples and other places of worship in and around Berkeley. To find a Christian church of a particular denomination, you can use this website: http://www.usachurch.com/california/bay_area/churches.htm You can also find listings of places of worship in the online or printed yellow pages and the websites of different religious traditions and denominations.

SCHOOLS

1. BERKELEY UNIFIED SCHOOL DISTRICT: A Guide to Berkeley Schools is available from the Berkeley Unified School District, 2134 Martin Luther King, Jr. Way. Call 510/644.6147. Check their web <http://www.berkeley.k12.ca.us/>

Berkely High School: 1980 Allston Way, Berkeley, CA 94704, (510) 644-6121. <https://bhs.berkeleyschools.net/>

Jefferson Elementary School: 1400 Ada St, Berkeley, CA 94702, (510) 644-6298; <http://jefferson.berkeleypta.org/>

Shu Ren International School: 2125 Jefferson Ave, Berkeley, CA 94703, (510) 841-8899 <https://shurenschool.org/>

Washington Elementary School: 2300 Martin Luther King Jr Way, Berkeley, CA 94704, (510)644-6310 <https://www.berkeleyschools.net/schools/elementary-schools/washington-elementary/>

2. EARLY CHILDHOOD EDUCATION: The Berkeley Unified School District Early Childhood Education Department has before and after school care available for children. The program provides the children with, homework assistance/tutoring, seasonal sport activities, computer instruction, music, arts and craft, field trips and much more. For more information please contact the following registration offices:

- **King Child Development Center Office**, 1939 Ward Street. Call 510-644-6358
- **Franklin Preschool Office**, 1460 Eighth Street, Call 510-644-6339.

3. BERKELEY ADULT SCHOOL: This is located at 1701 San Pablo Ave., Berkeley. A number of free courses as well as courses with minimum fee are offered. **ESL** (English as a Second language) is offered for free. Other language courses like **Spoken French, Spoken Spanish** etc are offered with a minimum fee. For detailed information and to request a brochure, call 510-644-6130, check their website <http://bas.berkeley.net>

PUBLIC LIBRARIES

- 1. Main Branch:** 2090 Kittredge, Berkeley. Call 510-981-6100 and also check out their website www.berkeleypubliclibrary.org
- 2. West Branch:** 1125 University, Berkeley, call 510-981-6270
- 3. Claremont Branch:** 2940 Benvenue Ave., Berkeley call 510-981-6280
- 4. Albany Public Library:** 1247 Marin Ave. Albany, call 510-526-3720. Their website is: www.albanypubliclibrary.org
- 5. Oakland Public Library:** 125 14th Street, Oakland, CA 94612. Call 510-238-3134. Check their website: www.Oaklandlibrary.org

CHILD CARE AND OTHER RECREATIONS

- 1. Bananas Child Care Referral Service:** Highly recommended list of childcare providers for the area. 5232 Claremont Ave, Oakland, CA 94618 or Call (510) 658-7353
- 2. Berkeley Albany Licensed Day Care Operator's Association:** 2414 6th St, Berkeley, CA 94710 or Call (510) 549-1223
- 3. Albany Unified School District:** Enrollment Office: 1200 Solano Ave., Albany, CA 94706 Administration Offices:, 819 Bancroft Way, Berkeley, CA 94710 (510) 558-3750 <https://www.ausdk12.org/>
- 5. Albany-Berkeley Soccer Club:** 1442-A Walnut St, #426, Berkeley CA 94709 OR 1164 Solano Ave #165, Albany CA 94706. Check their website www.abscsoccer.com
- 6. Berkeley Recreation Department:** 2701 Telegraph Avenue, Berkeley CA 94705; 5109815150 & their website is www.ci.berkeley.ca.us/recreation

SHOPPING

There are a number of shopping places located near GTU.

1. GROCERY:

- ✓ **Albertson's:** 1000 El Cerrito Plaza. Tel: 510-524-7282. You can also obtain a **Club Card** for discounts. The store offer a lot of discounts and sales throughout the year for club members. This is free and there is no fee to become a member.
- ✓ **Monterey Market:** 1550 Hopkins St, Berkeley, CA 94707, (510) 526-6042
- ✓ **Safeway:** 1550 Shattuck Ave, Berkeley (510) 841-7942, 1444 Shattuck Ave. Tel: 510-526-3086. The other store is located at 1500 Solano. Tel: 510-525-9055. Make sure to get a club card.
- ✓ **Trader Joe's:** 1885 University Ave, Berkeley, CA 94703 , (510) 204-9074 ;. It is also located at 5700 Christie, Emeryville. Tel: 510-658-8091
- ✓ **99 Ranch:** 3288 pierce St. Richmond, CA. (510) 769-8899. This is a great place for Asian food. You will find stuffs from vegetable and herbs to live fish & crabs.
- ✓ **Korean Plaza:** 2370 Telegraph Ave. Oakland, CA. Tel 510-986-1234. This is one of the best Korean groceries in the Bay Area. If you're looking for Korean Stuff, this is the place.
- ✓ **Dollar Tree:** 2440 Shattuck Ave, Berkeley, CA 94704 (510) 845-5731; 1284 San Pablo Ave, Berkeley, CA 94706 (510) 558-6826
- ✓ **99 Cents Only Stores:** 1941 San Pablo Ave, Berkeley, CA 94702, (510) 704-1799
- ✓ **Halal Food & Meat Market:** 1964 San Pablo Ave, Berkeley, CA 94702; (510) 845-2000
- ✓ **Piedmont Grocery:** 4038 Piedmont Ave, (510) 653-8181
- ✓ **Berkeley Bowl:** 2020 Oregon St, Berkeley, CA 94703 (510) 843-6929; 920 Heinz Ave, (510) 898-9555.
- ✓ **Walmart:** 1400 Hilltop Mall Rd, Richmond, CA 94806 (510) 669-1342; 1919 Davis St, San Leandro, CA 94577 (510) 569-0200
- ✓ **Target:** 2187 Shattuck Ave, Berkeley, CA 94704, (510) 982-3726 ; 1057 Eastshore Hwy, Albany, CA 94710 (510) 982-0512; 1414 University Ave, Berkeley, CA 94702; (510) 542-5346.
- ✓ **Tokyo Fish Market:** 1220 San Pablo Ave, (510) 524-7243
- ✓ **Bombay Spice House:** 1036 University Ave, Berkeley, CA 94710, (510) 845-5200

2. PHARMACY:

- ❖ **Elephant Pharmacy:** 1607 Shattuck Ave. Tel: 510-549-9200. They offer a number of free classes, and a good amount of homeopathic & alternative medicine.

Long's Drugs: 1451 Shattuck Ave. Tel: 510-849-0832
10650 San Pablo, El Cerrito. Tel: 510-527-5110

- ❖ **Target Pharmacy:** 1057 Eastshore Hwy, Albany. Tel: 510-982-0513.
This is super cheap and convenient.
- ❖ **Walgreen's:** 2187 Shattuck Ave., Berkeley. Call 510-849-4286. Also at 2995 San Pablo Ave., Berkeley. Call 510-548-0377. The one in Oakland is opened 24hours. 3400 Telegraph Ave., Oakland, Ca 94609. Call 510-597-0455.
- ❖ **General Nutrition Centers (GNC) are located at:** Goodson's Health, 2165 Shattuck Ave. Berkeley, CA 94704. Call 510-845-4128.
1991 Mountain Blvd. Oakland, CA. 94611. Call 510-339-2215.
4058 Piedmont Ave., Oakland, CA 94611. Call 510-594-1052
- ❖ **Vitamin Shoppe:** 1471 Fitzgerald Dr., Pinole, CA 94564. Call 510-223-4681.
- ❖ **CVS:** 2655 Telegraph Ave, Berkeley, CA 94704, (510) 549-9063, 2300 Shattuck Ave, Berkeley, CA 94704 (510) 549-4255.

3. CHAIN STORES:

- **Ace Hardware:** You will find a lot of hardware, household, and lawn and garden stuff.

Berkeley Ace Hardware: 2020 Milvia St #100, Berkeley, CA 94704; (510) 845-0410

Telegraph Hardware: 6640 Telegraph Ave, Oakland, CA 94609 (510) 849-3001

Staples : 2352 Shattuck Ave, Berkeley, CA 94704, (510) 704-0872

- **Costco:** This is a membership warehouse store. It is located at:4801 Central Ave. Richmond, CA. Tel: (510) 898-2003
- **Home Depot:** 3838 Hollis St, Emeryville, CA. Tel: (510) 601-9400; 11939 San Pablo Ave, El Cerrito, CA 94530; (510) 235-0800.
- **Ikea:** A great place for household items and furniture. **Located at:** 4400 Shellmound, Emeryville, CA. Tel: (888) 888-4532
- **You can also check Walmart and Target (seeing under Shopping-Grocery)**

4. MALLS:

Bay Street Emeryville, 5616 Bay St, Emeryville, CA 94608

Fourth Street Shops: 1834 Fourth St, Berkeley, CA 94710; (510) 644-3002

El Cerritto Mall: 1057 Eastshore Hwy, Albany, CA 94710;

Factory Outlet in Livermore: 2774 Livermore Outlets Dr, Livermore, CA 94551.

Here you can have access to lots of shops like Nike, Addidas, Wrangler, Calvin Klein, Versace, Prada, Gucci, and many more. It has nice place for eatery as well.

5. COMPUTER & ELECTRONICS:

- ❖ **Computer Store- Scholar's Workstation, UCB:** 2200 University Avenue, University Hall Rm 41, Berkeley. Tel: 510-642-8424. Check their website: <http://www.tsw.berkeley.edu/>. For GTU students, buying from this place will be cheaper than any other store because they offer discount for students.
- ❖ **CompUsa:** 3839 Emery St # 100, Emeryville, 94608 – 510- 450-8098.
- ❖ **BestBuy:** This is a good place for electronic goods. It is located at: 3700 Mandela Pkwy, Oakland, 94608 – 510- 420-0323.
- ❖ **Berkeley Computer Store:** 2387 Telegraph Ave. Call 510-981-1298. For GTU students, there will be discount.

3. BOOK STORES:

1. Local Bookstores and Used Books:

- **Moe's:** A Place great for used books and good price. 2476 Telegraph Ave. Tel: 510-849-2087.
- **Pegasus:** Good selection of new, overstock and used books. 2349 Shattuck Ave. Tel: 510-649-1320;
- 1855 Solano. Tel: 510-525-6888

2. Nation Chain Stores:

- **Barnes & Noble:** Barnes & Noble: El Cerrito Plaza. Tel: 510-524-0087, 2352 Shattuck Ave. Tel: 510-644-0861
- **Borders:** 5800 Shellmound St., Emeryville, CA 94608
Tel: 510-654-1633

3. Online Resources:

- Amazon: For online shopping, go to website: www.amazon.com
- Powells: www.powells.com
- Alibris: www.alibris.com
- Overstock: www.overstock.com
- BookBytes: www.bookbytes.com
- Abebooks: www.abebooks.com

POSTAL SERVICES

United States Postal Service: 1521 Shattuck Ave, Berkeley, CA 94709; 2000 Allston Way, Berkeley, CA 94704; 2111 San Pablo Ave, Berkeley, CA 94702;

FedEX: 2201 Shattuck Ave, Berkeley, CA 94704, 1748 Shattuck Ave, Berkeley, CA 94709.

DHL: 1748 Shattuck Ave, Berkeley, CA 94709, 7201 Earhart Road Hanger 9, Bldg L-812, Oakland, CA 94621

NOTARY SERVICES

You Send Me: 1442 Walnut St # A, Berkeley, CA 94709

Aardvark Notary: 4444 Telegraph Ave, Oakland, CA 94609.

Make sure you carry an ID (Passport or State ID, DL for verification)

OFFICE & SCHOOL SUPPLIES

1. Staples: 11545 San Pablo, El Cerrito. Tel: 510-231-0388

2. Office Depot: 1025 Gilman. Tel: 510-525-0176

3. Office Max: 3839 Emery St # 200, Emeryville, 94608. Tel: 510- 652-1140

4. Campus Store: 1804 Euclid Ave, Berkeley, 94709 – Tel: 510- 848-1700

5. Radston's Office Supply: 1950 Shattuck Ave, Berkeley, 94704 – Tel: 510- 843-2610

6. UC Berkeley Students Bookstore: It is located at Sproul Plaza, near Bancroff and Telegraph.

EATERIES

Berkeley, with its wealth of culture and social diversity, offers dining opportunities and recreational places. Some of the recommended places are listed below:

1. PIZZA:

- ✓ **The Cheese Board:** 1512 Shattuck Ave. Good, greasy gourmet- only one type made each night! Call 510-549-3055.
- ✓ **Fellini:** University & Acton St. Call 510-841-5205
- ✓ **LaVal's:** 1834 Euclid. Next to GTU- a good place to get good food and take a study break. Call 510-849-9333.
- ✓ **Round table:** 2017 University Ave. They deliver. Call 510-845-6666.
- ✓ **Zachary's:** 1853 Solano. Call 510- 525-5950.
- ✓ **Domino's Pizza:** 2127 University Ave, Berkeley. They deliver. **Call** 510-849-9000

2. INDIAN:

- ❖ **Ajanta:** 1888 Solano Ave. Call 510-526-4373.

- ❖ **Breads of India:** Sacramento & Dwight Ave. Really good food, and breads to match! Call 510-848-7684.
- ❖ **Khana Peena:** 2136 Oxford They always have a buffet, even at dinner time. Cheap and good food. Call 510-849-0149.
- ❖ **Mehak:** 2429 Sacramento. A great lunch buffet with good free naan.

3. THAI:

Bua Luang: 1166 Solano Ave. Call 510-527-8288.

Cha'Am: 1543 Shattuck Ave.. Good food. Call 510-848-9664.

Sweet Basil: 1736 Solano Ave. Call 510-527-8611.

Hua-Hin Thai Restaurant: 2190 Bancroft Way, Berkeley, CA 94704, 510-548-1322. Intimate hideaway tables for two to an upstairs banquet dining table, this beautifully decorated and architecturally significant upscale restaurant serves delicious food for everyone's taste. Parking in rear.

4. CHINESE:

Chef Chao: 343 Rheem Blvd., Moraga. A very good place. Call 510-376-1740.

Liu's Kitchen: 1593 Solano Ave. HUGE portions, small money. Call 510-525-8766.

Tsing Tao: 1479 Solano Ave. Great place. 510-526-6223.

May Flower: 2156 University Ave. Great good, good price. 510- 883-9788.

5. AMERICAN:

- ❖ **Henry's Publick & Grill:** 2600 Durant Avenue, Berkeley, CA 94710, Call: **510-845-8981**. Serves with over 30 various beers on tap, and daily specials. Open 7 days a week.
- ❖ **International House:** 2299 Piedmont Avenue, Berkeley, CA 94720, Call: **510-642-9477**. On UC Berkeley Campus. Open daily for breakfast, lunch & dinner. H/C accessible. Price Range: Under \$10.
- ❖ **Manhattan Bagel:** 1789 Fourth Street, Berkeley, CA 94710, Call: **510-525-9445**. Better baking means better everything! Breakfast and lunch sandwiches made to order all day long on foccacia bread, wraps, rolls and over 20 flavors of bagels.

6. BREWERY/PUBS:

- ❖ **Albatross Pub:** 1822 San Pablo Avenue, Berkeley, CA 94706, **510-843-2473**. Berkeley's oldest pub with a outstanding selection of foreign and domestic beers and spirits, six dart lanes, live music etc.
- ❖ **Pyramid Brewery & Alehouse:** 901 Gilman Street, Berkeley, CA 94710, **510-528-9880**. It is the home of award-winning Pyramid Ales and Lagers, and authentic brew house cuisine. An ideal setting for any occasion--either in our beer garden or mezzanine overlooking the brewery. Wheelchair accessible. Free brewery tours daily.
- ❖ **Triple Rock Brewery & Alehouse:** 1920 Shattuck Avenue, Berkeley, CA 94704, **510-843-2739**. A craft-beer institution in the Bay Area, Triple Rock is also known for its great burgers, fries, and nachos. Wash it down with a Red Rock Ale, or one of the other 10 great brews.

7. CALIFORNIA CUISINE:

- ❖ **Bay Grille @ The Doubletree Hotel:** 200 Marina Blvd. Berkeley, CA 94710, **510-548-7920**. The waterfront Bay Grille features California cuisine served daily by menu or through one of our tailored buffets. The scenic Bay Lounge is the perfect setting to enjoy light fare or a favorite cocktail. We also have Happy Hour and live entertainment. Open daily for Breakfast, Lunch and Dinner. All major credit cards. Wheelchair accessible.
- ❖ **Chez Panisse:** 1517 Shattuck Avenue, Berkeley, CA 94709, **510-548-5525**. The restaurant, located downstairs, is open for dinner Monday through Saturday, by reservation only. The dinner, served in two seatings from 6 to 6:30 p.m. and 8:30 to 9:30 p.m., has always consisted of only one fixed-price menu, of three to four courses. The menu changes every night, designed to be appropriate to the season and composed to show off the finest ingredients obtainable including meat, fish, and poultry. Even though, it is very expensive, it has one of the best chef not only in the bay area, but in the whole of United States. Maureen highly recommends this place, at least to visit once, in her own words, "it might be a good place for your advisor to take you to lunch once you pass your dissertation, oral defense and complete your PhD program."

8. CARIBBEAN & TROPICAL:

- ❖ **The Caribbean Cove:** 2556 Telegraph Avenue, Berkeley, CA 94704, **510-981-8476**. Telegraph Area. Authentic Caribbean food and tropical atmosphere make for a festive dining or meeting experience. The refreshing Sorrel and spicy Ginger Beer are house-made.

9. FRENCH:

- ❖ **Bistro Liaison:** 1849 Shattuck Avenue, Berkeley, CA 94709, **510-849-2155**. Walking distance to the Theatrae District and UC Campus, Bistro Liaison services

traditional French cuisine in an authentic ambiance. Using only the freshest ingredients, our seasonal menu highlights traditional dishes, and vegetarian specialties and salads. Private dining room, full bar, and French and California wines.

- ❖ **La Bateau Ivre Restaurant:** 2629 Telegraph Avenue, Berkeley, CA 94704, **510-849-1100**. Dinner, breakfast, lunch and brunch. Fixed menus and daily specials. Cafe menu served all day. Full bar, banquets, private parties, meetings, classical music. Free wireless internet access.
- ❖ **La Note Restaurant:** 2377 Shattuck Avenue, Berkeley, CA 94704, **510-843-1517**. French 'backroads'. Provençal. Fun, colorful, authentic food and ambiance.
- ❖ **Le Theatre French Restaurant:** 1919 Addison Street, Berkeley, CA 94704, **510-644-1707**. Le Theatre, in Berkeley's theatre district, features an intimate location and the freshest organic ingredients elegantly prepared by Executive Chef Stephane Roy.

9. ITALIAN:

Caffe Venezia: 1799 University Avenue, Berkeley, CA 94703, **510-849-4681**. West Berkeley. Now in its 24th year, Caffe Venezia is an Italian restaurant acclaimed for its great food, value and charming interior that invokes an Italian piazza with floor to ceiling murals, central fountain and hanging laundry. Wheelchair accessible.

10: JAPANESE:

- Sushi California:** 2033 Martin Luther King Jr. Way, Berkeley, CA 94704, **510-548-0737**. Established in 1986, we serve the freshest sushi at most reasonable prices, including traditional cooked Japanese food. Seating for 28, relaxing and casual.
- Sushi Ko Restaurant:** 64 Shattuck Square, Berkeley, CA 94704, **510-845-6601**. Sushi bar and grill. Open 7 days a week. Free delivery available upon request..

11. LATIN AMERICAN:

- ❖ **Café De La Paz:** 1600 Shattuck Avenue, Berkeley, CA 94709, **510-843-0662**. North Shattuck. One of the Bay Area's original Nuevo Latino and Tapas restaurants. Fresh distinctive, seafood dishes. Full bar, specialty drinks. Banquets and catering. Lunch: Mon-Fri 11:30am-4pm, Dinner: daily 4-10pm, Brunch Sat & Sun 11am-4pm. Wheelchair accessible.
- ❖ **Café Valparaiso @ La Pena:** 3105 Shattuck Avenue, Berkeley, CA 94705, **510-841-3800**. Cafe Valparaiso in La Pena is open for dinner Wed-Sat, from 5:30-9:30pm. The menu showcases Latin American favorites, Chilean specialties, and wines from Chile and Argentina.

12. MEDITERRANEAN:

- ❖ **Adagla Restaurant:** 2700 Bancroft Avenue, Berkeley, CA 94704, **510-647-6300**. Located in the historic Westminster House across from UC. Serving organic and sustainable Mediterranean food. Outdoor patio and entire restaurant available for banquets..
- ❖ **Pomegranate:** 1585 University Avenue, Berkeley, CA 94703, **510-665-5567**. Mediterranean food in a cozy space, with a casual front room and an elevated back room. Banquet room and private party space available.

13. SEAFOOD:

- ❖ **Downtown Restaurant:** 2102 Shattuck Avenue, Berkeley, CA 94704, **510-649-3810**. Downtown Berkeley. Featuring seafood dishes from France, Italy, Spain. Oysters, full bar, international wine list, live jazz. Large, beautiful, airy. Conference dining available Wheelchair accessible.
- ❖ **Skates on the Bay:** 100 Seawall Drive, Berkeley, CA 94710, **510-549-1900**. Skates on the Bay offers outstanding fish preparations, signature prime rib and a full appetizer menu. Our fireplace lounge invites you in for light meal or just for dessert. Families enjoy our weekend brunch while seeing our spectacular view of the Golden Gate Bridge. Vegan dishes available. All credit cards accepted. H/C accessible.
- ❖ **Spenger's Fresh Fish Grotto:** 1919 Fourth Street, Berkeley, CA 94710, **510-845-7771**. A Historical Landmark since opening its doors in 1890, Spenger's Fresh Fish Grotto is located as the anchor to the trendy Fourth Street Shopping District. Spenger's has become famous for its fresh cuisine, inviting nautical atmosphere and superior service. Also offering Sunday brunch. Reservations (510) 845-7771. Banquets/Events (510) 845-7777.

For more details, you can you check the web site: <http://www.berkeleyvb.com>

ACADEMIC LIFE

1. ACADEMIC LIFE:

First impressions of academic life in the United States might be confusing; some students comment on informality of the classroom yet high demands of the professors. The American educational system places higher value on creativity, tolerance and flexibility rather than on tradition and respect for authority. American professors want students to

respect their knowledge and opinions, but they generally prefer discussions and debates to respectful silence. Teaching styles and classroom attitudes vary greatly among faculty.

American Classroom Etiquette: There are some American student behaviors that you might find surprising or that would be considered disrespectful in your country. For example, students may sit in class with their feet on the chair or their desk in front of them. They may eat, drink, or even sleep in class! Students may interrupt lectures to ask questions or even to raise objection to what is being said. In general, none of these behaviors denotes disrespect unless done in a belligerent or aggressive manner. In fact one way in which an American student shows respect for his or her teacher is by being an active participant in class.

Teaching methods: Usually most of the classes for the doctoral students are seminar type. Although attendance may not be recorded, students are expected to attend. Students are always expected to share their knowledge and perspectives in the class.

Homework: Homework is a very important part of course work, often consisting of reading. Students should pay attention to the syllabus, handed at the beginning of each semester. Students are responsible for all assignments given by a professor orally, or described in the syllabus. Other forms of homework include research papers, presentations, or group projects.

Blackboard at GTU: Blackboard is a course management system for classes taught at the GTU. Blackboard creates a class web site, where information such as announcements, assignments, web links, and discussion forums can be organized and made available.

User support for the GTU Blackboard system is provided by the Reference Desk staff of the GTU Library. You may come in person to the Library during [Reference Desk hours](#), call the Reference Desk at (510) 649-2501, email us at library@gtu.edu, or use the special [request for assistance form](#).

2. COMMON VOCABULARY USED ON U.S. CAMPUSES

Academic Advisor: A member of the faculty who helps and advises a student on academic matters (selection of courses). S/he may also assist a student during the registration process. When a student reaches the dissertation stage, his committee chair assumes the role of advisor.

Academic Probation: A status resulting from unsatisfactory academic work or lack of progress; a warning that a student must improve academic performance or be dismissed.

Academic Year: The period of formal academic instruction, usually extending from September through May. At GTU it is divided into fall and spring semesters. Students may also take classes during summer and/or inter sessions.

Add a Course: To enroll in a course for which a student was not previously registered.

Advanced Placement: A waiver of some of the classes normally required for an Master's degree, granted to a student based on the prior study or experience (usually indicated by a student's performance on a special examination).

Alumnus/Alumnae: A person who had graduated from GTU.

Area Meetings: Each area conducts meeting once a month, typically on third Wednesday of the month and attending an area meetings are an important for students to understand the range of viewpoints of faculty and students in the area.

Assignment: Out-of-class work required by a professor, due by a specific time.

Assistantship: A study grant of financial aid to a graduate student in return for certain services (teaching, research). These services are supervised by faculty/staff member.

Audit: Permits a student to take a class without a grade or credit.

Blue Book: A small booklet of writing paper with a blue cover, used for written examinations. Blue Books are available at the UC Berkeley's bookstore.

Business Office: The office where all the transaction relating to fees, payment and refund are made.

Campus: The area informally referred to where the buildings of many of the seminaries are located. It is often Called "The Holy Hills."

Citizenship and Immigration Services (USCIS), which is a part of the US Department of Homeland Security): USCIS develops regulations for all international visitors, including international students. For more information, please refer to the Immigration Information in this booklet.

Catalogue: An official publication of GTU giving information about academic programs, facilities, services, entrance requirements and student life. The GTU Catalogue is published every two years, for updated class schedules please check with the GTU receptionists and the Admissions office.

Community College: An institution of higher learning where the Associate Degree is awarded after students complete a two-year program of study.

Course: Regularly scheduled class session of one to five (or more) hours per week during the semester. A degree program is made up of a specific number of courses and is different at each institution. All courses are assigned a name and a number for identification purposes.

Course Number: The number given to identify a course.

Cram: Intense study at the last possible moment before an examination. This is **not** a recommended way to study.

Cross-Registration: GTU students are allowed to cross-register at UCB, Mills College and Holy Names College. For detailed information, see the GTU consortial Registrar.

Dean: Director or the highest authority within academic division of study (Dean of GTU, Dean of Students).

Degree: Diploma or title awarded to a student who completed a prescribed course of study.

Degree Requirement: A set of requirements which a student must fulfill before s/he graduates (they include matriculation and completion of approved degree programs.) Requirements for a degree programs are different for each major. For more detailed information, please refer to the catalog and the Doctoral Handbook.

Discussion Group: A group of students who meet with a faculty member to discuss a certain academic topic.

Drop: A process by which a student officially removes himself/herself from taking a class.

Drop/Add Period: A period of time during the first week of the semester, were students may change courses for the semester by "dropping" or "adding" a course. Courses dropped during that period will not appear on a student's permanent record. Courses dropped after that period will appear on the permanent record, with the appropriate grade. **International students must retain at least 12 units/credit hours during the academic year.** For more detail, see the section on **Registration**.

Faculty: Members of the teaching staff, and occasionally the administrative staff, of an educational institution.

Fees: An amount of fees charged by GTU, in a addition to tuition, to cover costs of attendance and other relevant charges.

Final: The last, and often most difficult, examination of the semester.

Flunk: To receive an unsatisfactory grade for an examination, or a course.

Full-time Student: A student who is taking a full load of course work at GTU 12 (**all international students must remain full-time student during their stay.**)

ID (Identification Card): A card with a student's name stating that an individual is a member of the GTU. Each student receives an ID card with a sticker at the beginning of his/her study, and should keep it throughout their studies. The ID card is required to check out books from the library.

Incomplete: Students are allowed to take incomplete in a course with the permission of the faculty member teaching the course and the Dean of Students. After taking an incomplete students must complete the course work within three weeks following the end of the semester.

Internships: Short-term, supervised work experiences, usually related to a student's major field, for which the student earns academic units. The work can be full or part time, on or off campus, paid or unpaid. Student teaching and apprenticeships are examples of internships.

Lecture: The most common method of instruction in university or college courses, when a faculty member provides information by speaking to a group of students (class).

Matriculate: To be formally enrolled in a university or college.

Mid-term: The examination given in the middle of the semester.

Open-book Examination: An examination during which a student is permitted to use resources administered on campus.

Oral Examination: An examination during which a student answers questions by speaking rather than by writing.

Part-time Student: A student who carries less than full load of courses (**all international students must carry a full load of 12 credit units**).

Pass/Fail: A grading system that rates a student's performance on a pass/fail basis, rather than on grades (A, B, C, D, F).

Ph.D/Th.D.: The highest academic degree awarded by a university to students who have completed at least three years of study beyond their bachelor's and master's degrees, and who have demonstrated their academic ability in oral and written examinations and through original research presented in a form of dissertation (thesis).

Plagiarism: The use of someone else's words or ideas without acknowledgment of their source; it is not acceptable in the US and can carry serious repercussions.

Practical Training: A period of time, up to 12 months, of practical training in the field of study, permitted to international students after completion of an academic program; written recommendation of the Dean of Students are required. For detail see the section on “Curricular Practical Training” and “Optional Practical Training.”

Prerequisites: Courses that a student is required to complete before being permitted to take more advanced courses.

Quiz: A short test, written or oral, usually less formal than an exam.

Registrar: The office (or person), maintaining students' academic and personal records.

Registration: A process during which a student officially signs up for classes.

Research Paper: A formal written report that includes research findings and a student's own ideas.

Sabbatical: A period of time (usually one semester) when a faculty member is not advising/teaching, but concentrating on his/her own educational research.

Semester: A period of study of approximately 15 weeks, usually half of the academic year (fall semester and spring semester).

Seminar: A form of class instruction, common for graduate students. It combines independent research and class discussion, under the instruction of a faculty member.

Sign-up Sheet: An informal way of registering for an activity; usually a name, address and phone number are requested.

Social Security Number: A number issued by the US government for identification, insurance and tax purposes.

Special Reading Course: A method of doing course and of receiving credit for study or research independent of the assignments of any specific courses under the supervision of a faculty.

Syllabus: An outline of activities that will take place during each academic course; a syllabus will often describe a faculty member's expectations and examination schedules.

Take-home Examinations: An examination which may be completed at home.

Test: An examination, or any other procedure that measures academic abilities of a student.

Transcript: A certified copy of a student's academic record, containing course titles, credits and final grades for each course. An official transcript will also state the date and the degree awarded to a student.

Transfer: Many American students begin their postsecondary education at one institution and finish it at another. They transfer from one institution to another.

Tuition: The money an institution charges for instruction and training (does not cover "fees" or cost of books or other materials).

Tutoring: A method of providing help to students by instruction outside of class. Advanced students will work with individuals or small groups to increase understanding of the material. Such help is provided in some courses at lower levels (100).

Units: Units which most institutions use to record completion of courses (with passing or higher grades), which are required for an academic degree. The GTU Catalog defines the amounts and kinds of units each student must complete to receive his/her degree (also called credit hours).

Withdrawal: The procedure in which a student officially removes himself/herself from taking a class, or from an institution.

EMPLOYMENT

1. ON-CAMPUS

As long as F-1 students have maintained their student status and intend to register for the following school term, they may engage in on-campus employment for no more than 20 hours per week (including all jobs combined) while school is in session. F-1 students may work full time (40 hours per week) on-campus during all breaks and vacations.

2. OFF-CAMPUS

1. Curricular Practical Training

Curricular Practical Training (CPT) is employment which is an integral part of the students' established curriculum. It is available to F-1 students who have been lawfully enrolled as a student on a full-time basis for at least nine consecutive months. Students who have maintained their student status may be authorized to engage in off-campus employment for no more than 20 hours per week while school is in session, and over 20 hours a week during holidays and school breaks:

1. If the student's major requires employment in their field of study as a requirement for their graduation, the student may participate in CPT as long as s/he satisfies all other requirements of student status.
2. If the student's major allows an employment opportunity which is an important part of the program of study and which is credit-bearing (that is, the student will earn course credits toward graduation) the student may participate in CPT as long as s/he satisfies all other requirements of student status.

NOTE: any student who accumulates a total of 12 months of full-time CPT, will not be eligible for Optional Practical Training (see next explanation).

2. Optional Practical Training

Optional Practical Training (OPT) is temporary employment in the student's field of study for the purpose of gaining practical experience. Students who have been in F-1 status for at least nine consecutive months are eligible for Optional Practical Training.

F-1 visa students are allowed 12 months of OPT for each degree program. Students may use all or part of their allowable OPT before they complete their degree program, or they may save part or all of their OPT for use after they complete their program. If a student has not used any OPT before completing their degree program, they may engage in OPT for 12 months after the completion of their program. Students should ask the Dean of Students regarding details for application procedures.

Under NO circumstances should a student begin working off-campus (which includes Curricular Practical Training and Optional Practical Training) before speaking with the Dean of students and completing and filing the required USCIS (United States Citizenship and Immigration Services) forms and the EAD (Employment Authorization Document).

3. Economic Hardship

Some students are eligible for Economic Hardship benefit. Those students must have been in F-1 status for one full academic year, and must be able to prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond their control that arose after obtaining F-1 status.

Economic Hardship is granted by USCIS in increments of one year at a time, or until the program end-date, whichever is shorter (authorization ends if a student transfers schools). This authorization is limited to 20 hours per week while school is in session but can be full time during official school breaks.

Student must apply for an EAD from USCIS after DSO updates SEVIS with recommendation. However, it is very difficult to make a case for consideration.

4. Employment with an International Organization

This F-1 employment benefit allows F-1 students to work for recognized international organization within the [International Organizations](#) Immunities Act. For this kind of work, student is eligible as soon as she or he is in F-1 status, but before completion of the educational objective. An application must be filed for an EAD card from USCIS, and the card must be received before employment begins. This employment is granted in increments of no more than one year, or until expected date of employment completion, whichever ever is shorter. Although employment does not have to be related to the student's course of study, international organizations usually hire students for positions in their field of study.

Use of this category of employment does not affect eligibility for practical training or on-campus employment; Employment with an International Organization may be approved for full-time work. For application details, please see Dean of Student.

5. Tax:

Every student who works and earns US source income is required by the federal law to file income tax to the IRS. There are two types of Taxes:

1. Internal Revenue Service (IRS)

International students and scholars who have been in the U.S. for any portion of a calendar year must file some sort of U.S. annual tax report (also called a "tax return") by the following year's tax filing deadline (see below). Income that is taxed includes wages, scholarships and earnings on investments that is in excess of tuition and fees. (A complete list of taxed income may be found in IRS and state tax guides.) The most common type of income is wages; the money withheld from each paycheck is an estimated payment of the federal and state income tax obligation. This money is sent by the employer to the IRS and the State of California (Franchise Tax Board) in the employee's account (the account number is the Social Security number). Taxable scholarship payments may have some amount withheld just like wages. Investment income (not including bank interest) rarely has an amount withheld in advance, the applicable tax is paid when filing one's tax forms.

Federal tax filing status

U.S. citizens and permanent resident (green card) visa holders are residents for tax filing purposes if they are present in the U.S. during the tax year (calendar year). All other persons determine their tax filing status by applying a "substantial presence test" to their circumstances. IRS publication 519 has complete details on how to apply this test.

F-1 or J-1 students and teachers/researchers (and their dependents) will file as non-residents during the period during which they are temporarily "exempt" from the "substantial presence test," as follows:

- Students in F-1 student status are "exempt" from the substantial presence test for five tax (calendar) years.

Required federal tax forms

F-1s whose tax filing status is non-resident because they are "exempt" from the substantial presence test must complete the following federal income tax forms. The postmark deadline for mailing tax forms is April 15:

- The non-resident who has not received U.S. source income (besides bank interest), completes IRS form 8843 only. Form 8843 must be completed by all accompanying dependents.
- The non-resident who has received U.S. source income (wage, scholarship, investments) completes the IRS form 8843, and either 1040 NR or 1040 NR-EZ. (1040 NR-EZ is a shorter form with specific instructions on who can use it)
- All students must file tax annually with the IRS whether you work in the US or not.

GTU provides a software called **CINTAX** to help international Students file their tax return. This will help your tax filing smooth. An international student, after using the software commented, "This is the best software I have ever used for filing tax." For detail, you can get in touch with the Dean of Students.

2. STATE:

California state tax filing status

The State of California (through the Franchise Tax Board) requires an annual report of income, and assesses tax on the same type of income that is taxed by the federal government. Persons file as "resident" or "non-resident" based upon their circumstances. Persons who live in California during an entire calendar year may file as a resident for tax purposes. Persons who move into California during a calendar year are expected to file as non-residents. Persons on temporary visas, (e.g., F and J) and who intend to return home, may choose to file as non-residents for tax filing purposes even when they have lived in California for the entire year.

Required California state tax forms

Unlike federal rules, California does not require an annual tax report from those who have very little or no income. See any California state tax form for specific guidelines on "Who Must File." Otherwise:

- Those whose California state tax filing status is *resident*, file California tax form 540.
- Those whose California state tax filing status is *non-resident*, file California tax form 540-NR.

Documents Required for Tax:

When completing your annual tax return, you will use income information provided in certain summary reports sent to you by your sources of U.S. income. These summary report forms should be attached to the completed tax forms when you mail your tax returns:

- **W-2 form**--Persons receiving wages during any calendar year should receive a year-end report (called the W-2 form) from their employer no later than February 1 of the following year. The W-2 form documents the total amount of wages earned during the year and the amount of money withheld for any taxes (federal, state and local).
- **1042-S**--Those receiving taxable/reportable scholarship income should receive a Form 1042-S from their scholarship provider no later than March 15 of the following year.
- **Other types of summary documents**-- usually beginning with "1099" are issued for other types of taxable income.
- **Last Date:** The last date of the submission of Tax is always April 15, unless it falls on a Sunday.

When you Leave the Country:

Once you leave the U.S., you will still need to file a U.S./California State tax return (as above) during the spring of the following year. Those out of the U.S. in April have until June 15 to file their annual tax return.

Federal Forms, Publications, and Instructions

Download Federal forms: <http://www.irs.gov>.

Order Federal forms by calling: 1-800-829-3676

California State Forms and Instructions

Download CA State forms: <http://www.ftb.ca.gov>.

Order CA state forms by calling 1-800-338-0505.

3. ITIN:

The ITIN is a nine-digit number issued by the IRS to individuals who are not eligible to obtain a Social Security Number, but who need a tax identification number. Most often this would be dependents, those in F-2 status (spouse or children of an F-1) status who

have not received INS work permission. The ITIN is used for tax filing purposes; however, some health insurers use the ITIN as an identification number. To apply for the ITIN, you must complete the IRS Form W-7. Allow six to 12 weeks after submitting the ITIN application for written receipt of your ITIN. If you have been issued an ITIN, it does not preclude applying for a Social Security number if you later become eligible for one.

For details you can contact, Dean of Students.

SOCIAL SECURITY

What is Social Security?

The Social Security system was established to provide financial support for retired or disabled workers in the U.S. A Social Security number (SSN) is required for everyone who works in the U.S., even non-immigrants. However, a Social Security card is not a work permit. Most non-immigrants should not have Social Security payments Federal Insurance Contributions Act (FICA) deducted from their paychecks, nor are non-immigrants eligible to receive any Social Security benefits.

Who is Eligible for a Social Security Number

- F-1 students with employment or job offer and employment authorization
 - Individuals with other immigration statuses that allow employment
- Note:** F-2 dependents are not eligible

SSN applications can only be made when physically present in the U.S. An SSN is issued once per lifetime. If you have previously had an SSN, but do not have the card or do not remember the number, you can apply for a duplicate card if you meet the eligibility requirements above.

When to Apply for a Social Security Number

The Social Security Administration (SSA) is required to verify legal entry into the U.S. before issuing an SSN. For students, registration at the University must also be verified. It takes at least two weeks after entry into the U.S. for the data to be available to the SSA. Students and visiting scholars should wait the following times before applying for an SSN:

- F-1 students must be registered at the GTU and wait at least two weeks after the beginning of the semester.

Applications made too early may be rejected or be delayed much longer than the usual process.

When the SSN application is approved, you may be able to get your SSN right away. An SSN card will be mailed to you about two weeks after an approved application.

How to Apply for a Social Security Number

Visit a local Social Security office with the following documents:

- F-1 students: passport, I-20, I-94, employer letter with Dean of Students endorsement, employment authorization if employment is off-campus.

Where to Apply

Downtown Berkeley Social Security Office

2045 Allston Way, Berkeley, CA 94704, (800) 772-1213. Office Hours: 9:00 AM – 4:00 PM

There are several Social Security offices in the East Bay, and you may apply at any one of them.

Social Security Number Safety

Although a SSN is only meant to be used for tax and government purposes, it is often used by financial institutions, businesses, and others as a unique identification number. Because the SSN is a unique ID, it is often the target of "identity theft". Therefore you should be very careful about where and to whom you give your SSN.

- Never carry your Social Security card or number with you. Keep it at home in a secure place.
- Only give your SSN to someone who has a specific and legitimate need for it.
- Be very careful with any forms, applications or other materials that may have your SSN on it.
- Never give your SSN to someone who phones you. You should initiate the call or meet in person.
- Never reply to email or web sites that request an SSN.

Business Uses for Social Security Numbers

Most businesses do not need an SSN from you unless it is for credit purposes (loans, credit cards, etc.) If a business requests an SSN solely for ID purposes, you can request that the business create an ID for you. You do not need an SSN to open bank accounts. If a bank clerk insists on an SSN, ask to speak to a manager. If you open an interest bearing account, you will need to report an SSN to the bank by Dec. 31.

AMERICAN CUSTOM AND CULTURE

1. Culture Shock and Ways to deal with it: You may already be familiar with some aspects of U.S. culture; but you may experience what is commonly known as "culture shock" upon meeting Americans. It is quite normal for a visitor, anywhere, to feel depressed and isolated once the initial excitement of arrival has worn off. We hope that,

as you participate in various programs through GTU and other organizations, you will grow to feel more comfortable in U.S. American culture.

Culture shock refers to an individual's reaction to living in a new environment. Some of the things that you are used to in your own culture, may be very different in the United States: language, customs and traditions, holidays, values, behaviors and foods. It is common and even expected for international students and visitors to feel confused and frustrated when they enter another culture. The following are some tips on how to cope with culture shock:

- listen to what others are saying and try to understand what is going on around you,
- never hesitate to ask questions if you do not understand what is being said or the situation you are in,
- observe how people behave in different situations, but do not make judgments based on your own cultural values,
- keep an open mind: you are living in a different world!
- develop friendships with Americans, they can explain what you do not understand or are curious about; develop friendships with other international students, they can share their experiences and ways to overcome culture shock,
- read newspapers and magazines, listen to the radio, watch movies - they can provide good examples of American culture
- show a sense of humor. Laughing at your own mistakes will ease your anxiety.

Jet Lag: Jet lag is a sleep disturbance, experienced while traveling to another time zone. The most common symptoms of jet lag are fatigue, irritability and sometimes disorientation. The effects of jet lag can be avoided by rapidly adjusting to the day/night pattern of your destination. For detailed information on how to deal with jet lag, please see your International Student Advisor as soon as you arrive in Berkeley.

2. Cultural Hints:

Greetings: Americans are very friendly. They tend to greet each other with a smile, sometimes a handshake, and a friendly "Hello, how are you?" (which is not a question about your health) or "What's up?" Such a greeting is very common, and does not always require an answer. If an American friend greets you with "Hi, what's going on?" and walks away, do not feel offended, it is a popular way of greeting. Also, the common phrase "See you later" is not an invitation for a visit, but a way to say "Good bye." Americans are also very informal, and address each other by their first names from the time they meet, even with elders and people of authority. Do not feel uncomfortable when someone asks you to use his/her first name, it is customary. If you are in doubt about how to address someone, you should first use the formal name and wait for them to suggest that you use the first name.

Gifts: As a rule, gifts are given to relatives and close friends. They are sometimes given to people with whom one has a casual but friendly relationship, such as a host or hostess,

but it is not necessary or even common for gifts to be given to such people. Gifts are not usually given to teachers or others who hold official positions. The offering of gifts in these situations is sometimes interpreted as a possibly improper effort to gain favorable treatment from that person.

Tipping: Tipping, also known as gratuity, is giving a small amount of money to another person for a service. These are the most often tipped services:

waiter/waitress 15% of food bill

porters \$1 - \$2 per bag

barbers/hairdressers 15% of bill

taxi drivers 15% of fare.

room service at a hotel . . . 50 cents - \$1

food delivery persons . . . no less than 15%

You should **never** tip **police officers, physicians, government employees or University employees**. It may be interpreted as a bribe, which is illegal.

You **do not** tip **bus drivers, theatre ushers, museum guides, salespeople, employees at fast food restaurants or hotel clerks**.

Body Language: Keep in mind that unspoken signals by others may not mean what you think. Various gestures are automatic and vary from culture to culture. For example, burping after a meal in America is something that one needs to excuse himself/herself for doing. While in other countries, burping may be seen as a complement to the cook. If a person's words and gestures do not seem to match, it would be wise to ask the individual.

Dress: Casual dress is appropriate for the classroom. Students will, however, dress more formally for certain class presentations. Casual dress is also appropriate for visits in people's homes, shopping or movie theatres. You might dress more formally for a special dinner or a special event.

Personal Hygiene: To most Americans, personal hygiene is very important. They shower and wash their hair daily, and wear freshly cleaned clothes each day. **Natural body odors are considered unpleasant and offensive**, so deodorants, colognes and other toiletries are used often.

Time: Americans are very time conscious and place high value on promptness. Busses, trains, meetings and classes generally start on time. If you are going to be more than five or 10 minutes late for a meeting or an appointment, you should telephone to let the other party know you will be late.

3. Use of Names and Titles:

First (or given) names are used in the U.S. more frequently than elsewhere. People may call each other by their first names immediately after they have met if they are about the same age and status. The U.S. Americans' ready use of first names may make it seem to you that they are oblivious to differences in age and social status. They are not; as you will soon notice, there are subtle differences in vocabulary and mannerisms, depending on the relationship between the people involved. For example, a U.S. American may be less likely to use "slang" when speaking with a person who is older, whose social standing is higher, or whom she or he does not know well.

If you meet a person who has a title like "Doctor," "Ambassador," "President," or "Dean," it is correct to use that title and the person's last name (family name) when addressing him or her. Any faculty member can be addressed as "Professor," regardless of their official university rank. If people invite you to address them by their first names, you should do so.

The use of nicknames is fairly common in the United States. A nickname is not the person's given birth name, but a name that refers to some physical characteristic, a personality trait, or is a shortened version of one's given name. Being called by a nickname is not usually uncomplimentary; rather, it may indicate that you are viewed by respect and even affection. If you prefer not to be addressed by a nickname, do not hesitate to convey this to the person addressing you.

If you do not know how to address a person, ask "What shall I call you?" If a U.S. American appears uncertain about how to address you, you can say "You can call me _____."

4. Personal Safety:

U.S. American films, television shows, or news reports often show the United States to be a country with a great deal of serious and violent crime. That impression is not totally unfounded. While you will probably experience Berkeley and the Bay Area as a friendly and welcoming, your chances of being a victim of crime are as real as they are in any major city - regardless of country. Therefore, it is wise to take certain precautions to protect yourself and your belongings - Use common sense. Some suggestions:

Keep your doors locked, even when you are home. If someone knocks at your door or rings your doorbell, do not open the door until you have asked who is there. Most entry doors have a peephole in their front doors so that you can look at the person who is knocking without opening the door. If the person says that he or she is a police officer or a utility employee, ask that person to show some official identification (an ID badge). Salespeople are required by law to have a solicitation permit from the city or county; ask

to see that permit. You are not required to open your door simply because someone knocks.

Also be sure to lock your car doors, both when you park your car and when you are driving around. If you have valuables in your car (such as a camera or purse), do not leave them visible. When you are shopping and you take your packages to your car, try to put them in the trunk as well - if valuables are left where someone can see them, a thief may smash your car window to steal them.

Do not leave your valuables unattended, even briefly. For example, if you are at the library and need to leave your table, take your backpack, coat, or other valuable possessions with you. At the bookstore, you are asked to leave your backpack at the front of the store (the bookstore does this to discourage shoplifting). Do not leave valuables in your backpack; it is wise to use one of the pay lockers that are provided, especially if you plan to spend much time in the bookstore.

If you plan to purchase or ride a bicycle, you also need to purchase a helmet for your head and a U-shaped steel lock for your bicycle. The helmet can save your life; the U-shaped lock can prevent your bike from being stolen. Bicycle racks are located around the UC Berkeley campus. Bicycle racks are not available at GTU campus. Exercise extreme caution; always give drivers the right of way rather than expecting them to respect you. In addition to a helmet, you should wear a brightly colored security vest and wear reflecting stripes on your body at night.

If you have with you personal items of considerable monetary value (jewelry, furniture, televisions, stereos, personal computers, etc.), you may want to purchase household property (or renter's) insurance to cover the loss of these items by theft, fire, or other causes. A listing of insurance companies and their agents can be found in the Yellow Pages, and most agents will offer free advice and an estimate of the cost of insurance to fit your needs. Renter's insurance costs approximately \$140 a year.

Leave both an outside and an inside light turned on if you will be away from your room or apartment after dark. If you will be out of town for an extended period of time, ask a trusted friend to check your home each day. The post office will hold your mail while you are away if you go there and sign a form; newspaper deliveries can also be temporarily stopped while you are gone. You may find it easier, though, to ask your friend simply to collect your mail and newspaper each day. If you can create the appearance that someone is at home, then burglars are less likely to see your home as an easy target.

If you do plan to visit a bar or some other location where alcohol is being served, you need to know that the legal drinking age in California is 21 years. Your ID (Identification card, identical with your driver's license) might be checked upon entering a bar. Anytime you visit a bar, use common sense and be aware of your surroundings. On occasion bars may have a brawl or a fight.

Phone calls: If you are receiving threatening or obscene calls, hang up at the first obscene word you recognize, or if the caller does not say anything the second time you say "hello." Do not give out any information, such as your name and address, until you know the identity of the caller. Advise your children and guests not to give out any information to strangers. If you are not home, teach your children to say "Mother or Father cannot come to the phone right now." If such calls persist, keep a record of the time and date the calls occur and call the local police department. You may occasionally get calls from people trying to sell something over the phone. Please remember that the callers earn their money by calling you. However, it is absolutely acceptable to tell them that you are not interested and indicate that you want to end the phone call. You may also ask to be removed from the company's calling list.

Avoid walking alone at night, especially in areas of town or of the campus that are not well lighted. Try to find a trustworthy companion, or find a ride in a bus or car. When walking home, especially if you walk home often, try to vary your route; some criminals watch their victims to learn their daily routines. If you are on campus and you suspect that you are being followed, there are emergency call boxes located at various points on campus. They are poles with a blue light and a yellow box; the phone inside the box gives you a direct connection with UCB's police department. UCB also has escort service at night.

Emergencies: Emergency numbers are given in the Emergency Telephone Numbers section of this guide, as well as on the inside front cover of most telephone directories. If you need emergency police, medical or fire fighting services, you should call **911**. Do not use this number if you do not have an emergency. As in most countries it is always advisable to treat the police politely. If you are driving and notice the police following you with their lights flashing, you must pull over to the right and stop immediately (although safely). In general, it is customary to either pull over or slow down when emergency vehicles (police, ambulances, fire engines) are trying to pass traffic.

5. Holidays in the United States:

There are various types of holidays in the United States. Some are designated as official "national" holidays; all government offices and most businesses are closed. National holidays are marked below with an asterisk (*). Other holidays are designated as state holidays and affect state government offices and some schools. Some holidays are primarily religious, while others relate to famous events and people in United States history. Official GTU holidays, when campus offices are closed, are marked with a pound sign (#). Some of the more recognized holidays include:

January 1 *# New Year's Day Celebration usually occurs the night before on New Year's Eve, when it is common for people to gather and stay awake until midnight. It is also common for people to sing "Auld Lang Syne," and to embrace and kiss one another as a way of wishing them well in the new year.

January 15*# Martin Luther King, Jr., Day Anniversary of the birthday of the civil rights leader and Nobel Peace Prize winner (1929-1968). Officially observed on the Monday closest to this date.

February Chinese New Year also known as the **Lunar New Year** or the **Spring Festival** is the most important of the [traditional Chinese holidays](#). It consists of a period of celebrations, starting on New Year's Day, celebrated on the first day of the first month of the [Chinese calendar](#).

February 14 Valentine's Day A day for lovers and friends to exchange gifts, cards, candy, and other signs of affection. Named for St. Valentine, an early Christian martyr.

February 22* President's Day Recognizing the anniversary of the birthdays of George Washington (1732-1799) and Abraham Lincoln (1809-1865), two famous American presidents. Officially observed on the Monday closest to this date.

March/April Ash Wednesday The beginning of the period known as Lent, a forty-day period of penitence and fasting for many Christians. On this day Christians attend a worship service in which the sign of the cross is made on their foreheads with ashes.

March/April Passover (Pesach) A Jewish holiday commemorating God's deliverance of the people of Israel from their bondage in Egypt.

March 17 St. Patrick's Day A day dedicated to the patron saint of Ireland. Some people wear an article of green clothing on this day.

March/April Palm Sunday The beginning of Holy Week for Christians, marking the last week of Jesus Christ's life.

March/April Good Friday # Observing the day of Christ's death on the cross.

March/April Easter Sunday Remembering Jesus' resurrection from the dead. Often children celebrate by hunting for Easter eggs; the eggs symbolize new life.

April 1 April Fool's Day A day when people can play practical jokes on one another, ideally as a way of having some harmless fun.

2nd Sunday in May Mother's Day A day to remember mothers and grandmothers.

May 5 Cinco de Mayo A day to celebrate the day when the people of Pueblo, Mexico revolted against the French in 1862.

May 30 *# Memorial Day A day to pay tribute to U.S. citizens who died in military service. Officially observed on the Monday closest to this date.

3rd Sunday in June Father's Day A day to remember fathers and grandfathers.

June 14 Flag Day People fly the U.S. flag, "Old Glory," marking its adoption.

July 4 *# Independence Day Parades, fireworks, and cookouts to celebrate the signing of the Declaration of Independence from Great Britain in 1776.

Sept/October Rosh Hashanah The Jewish new year.

Sept/October Yom Kippur The Jewish day of atonement.

1st Monday in September *# Labor Day A day to mark the importance of the work force.

September 17 Constitution Day: September 17 is the United States Constitution day because on September 17 1787, the founding fathers signed the Constitution in Philadelphia.

October 12 * Columbus Day Marks explorer Christopher Columbus' landing on the shores of the North American continent. This day is also called Indigenous people day in Berkeley, to honor the native people rather than the colonizers.

October 24 United Nations Day Marks the founding of the UN in 1945.

Last week of October: Reading Week. For detail please check the GTU extended calendar.

October 31 Halloween Short for "All Hallows' Eve," it was originally meant as a way of ridding one's life of evil spirits so that one could celebrate All Saints' Day. Now it is a time of costumes, candy, and ghost stories, especially for children who go "trick or treating" for candy.

November 1* Veterans' Day A holiday honoring veterans of the U.S. armed forces.

4th Thursday in November *# Thanksgiving Day A harvest celebration dating back to the original English colonists' festivities in the American colonies. A time for family and friends to gather and eat a large meal, usually including roast turkey.

Late November or December Hanukkah An eight-day Jewish festival commemorating the restoration of the Temple in Jerusalem, under the leadership of Judas Maccabaeus. It is known as the "Festival of Lights," and so many Jewish homes display a menorah, a candle holder with eight candles.

Dec. 25 *# Christmas Day The major holiday in the U.S., it began as a celebration of the birth of Jesus Christ, but is now a widely celebrated day of feasting and gift-giving. Santa Claus, a mythical figure based on St. Nicholas, is said to visit children's homes on the evening before Christmas to deliver gifts for them while they sleep.

Dec. 26 - Jan. 1 Kwanzaa An African American celebration inspired by African traditions, this seven-day festival celebrates the virtues of unity, determination, responsibility, cooperation, purpose, creativity, and faith.

NUMBERS THAT ARE VERY IMPORTANT

Emergency: 911

1. Police Stations:

- ✓ **Berkeley: 510-644-6743**
- ✓ **Albany: 510-525-7300**
- ✓ **Oakland: 510-238-3481**

2. Fire Stations:

- ✓ **Berkeley: 510-644-6723**
- ✓ **Albany: 510-528-5770**
- ✓ **Oakland: 510-444-3322**

3. Poison Control Information: 800-523-2222

4. Suicide Prevention Crisis Intervention: 510-849-2212

5. Alcoholics Anonymous: 510-839-8900