

## International On-Campus Admissions

The information below is for the admission of on campus international students to Southern Arkansas University Tech (SAU Tech). Please read the following information.

Please review the [International On-Campus Student Information](#) for specific details regarding general information you will need to know.

If you currently are an F-1 visa status student pursuing a degree at a SEVIS approved U.S. college, and wish to pursue an online degree or take courses at SAU Tech in conjunction with your current college, please see [International Student Concurrent Credit](#) for more information.

All contact information for the Admissions office, Business office, Primary Designated School Official and Designated School Official are listed at the end of the steps below.

Application Deadlines:

The following dates indicate the deadlines for a completed application to reach the college

Fall Semester – June 15

Spring Semester – October 15

Summer Semester – April 1

**These steps MUST be completed prior to arrival.**

### Step 1 Fill out International Admissions Application

Application must be completed at least sixty (60) days prior to the date of expected enrollment. Once a student applies, a student identification number and an email address will be generated by SAU Tech and provided to you by email for your use.

### Step 2 Pay the International Admissions Application Fee\*

The International Admissions Application fee is US\$50 and must be paid before the application is processed. There is an optional US\$50 express shipping fee if the student chooses to have their I-20 mailed to them by Fedex Express. These fees can be paid by wire transfer or credit card by calling or emailing the Business office or by bank draft made payable to Southern Arkansas University Tech and mailed to the SAU Tech Business office.

### Step 3 Submit Transcripts

- Foreign High School and/or University:
  - Official foreign transcripts listing courses, examinations, grades, and marks sent directly to the Primary Designated School Official (Primary DSO) from your high school and/or college/university. Photocopies may be temporarily accepted if they are certified by an official at the American Embassy or a known world organization.
- American University:
  - Students who have taken courses at U.S. colleges or universities must have their official transcripts sent directly from the college or university to the Primary DSO. Personal copies of U.S. transcripts will not be accepted.

### Step 4 Affidavit of Financial Support

- Fill out the [Affidavit of Support form](#) and submit it to the Primary DSO.
- Email or mail your supporting documentation to the Primary DSO, such as a bank statement or a bank letter stating you have the required funds to support your [educational expenses](#).

### **Step 5 Submit Copy of Immigration Documents**

- Mail or email a copy of your immigration documents to the Primary DSO:
  - Passport
  - I-20 from current school (if you have one)
  - U.S. Visa (if you have one)
  - I-94 (if you have one)

### **Step 6 Submit English Proficiency Scores**

We require official scores so you must have your scores mailed the Primary DSO.

Some [English speaking countries](#) are exempted from this requirement.

Minimum English Requirements (must meet one of the following)

- A score of 500 or higher on the written TOEFL
- A score of 173 or higher on the computerized TOEFL
- A score of 61 or higher on the internet-based TOEFL
- A score of Band 5.5 (overall) on the IELTS
- Completion of Level 109 at an ELS Language Center or its equivalent
- Completion of EF Level 4
- A score of 410 on the SAT Verbal or a score of 19 on the ACT English
- Completion of Level 4 of ELS program

### **Step 7 Secure SAU Tech Campus Housing (if needed)**

If you wish to live in SAU Tech Campus Housing, you will need to fill out the [Housing Application](#) and pay the US\$100 application damage fee. Your housing application is not complete until you have paid your application damage fee. Payments can be made by contacting the Business office. Full payment for housing will be expected upon arrival. SAU Tech does offer housing options to students for on and off campus living.

**At this point, SAU Tech will mail your I-20 to you. You should now begin the steps under [Admitted Students](#) which includes:**

- The process of obtaining your visa
- Paying I-901 SEVIS fee
- Preparing and going to your interview
- Notifying us of your results
- Submitting remaining necessary Admissions documents
- Housing information

### **SAU Tech Contact Information**

## **Mailing Addresses**

SAU Tech - Admissions  
PO Box 3499  
Camden, Arkansas 71711

SAU Tech – Business office  
PO Box 3499  
Camden, Arkansas 71711

## **Courier shipping (UPS, FEDEX, DHL, etc)**

SAU Tech  
6415 Spellman Road  
Camden, Arkansas 71701

## **Contact Information**

SAU Tech Admissions office Fax: 870-574-4734  
SAU Tech Business office Fax: 870-574-4489

Lisa Smith – Admissions  
Phone: 870-574-4558  
Email: [lsmith@sautech.edu](mailto:lsmith@sautech.edu)

Lisa Holland – Business office  
Phone: 870-574-4503  
Email: [lholland@sautech.edu](mailto:lholland@sautech.edu)

David McLeane – Vice Chancellor of Student Services/Primary DSO  
Phone: 870-574-4504  
Email: [dmcleane@sautech.edu](mailto:dmcleane@sautech.edu)  
Fax: 870-574-4478

Beverly Ellis – Advisor/DSO  
Phone: 870-574-4717  
Email: [bellis@sautech.edu](mailto:bellis@sautech.edu)

\*Pending Board Approval

## Admitted to SAU Tech

Congratulations on being accepted to Southern Arkansas University Tech (SAU Tech). Now that you have been admitted, you need to start preparing for arriving at SAU Tech.

Please follow these steps to prepare for attending SAU Tech:

### Step 1 Pay SEVIS Fee

Before you can schedule a visa interview, you will need to pay the [I-901 SEVIS fee](https://www.ice.gov/sevis/i901/faq). You will use the information from your I-20 to pay the SEVIS fee. The current fee (2016 price) is approximately \$200 for F-1 and M-1 students. Pricing information can be found at <https://www.ice.gov/sevis/i901/faq>.

### Step 2 Fill out Visa Application

To schedule your visa interview, you will need to fill out the [visa application](#). Then contact the [US embassy or consulate](#) in your country to schedule an interview.

### Step 3 Prepare and go to Interview

Make sure to check the embassy or consulate's website to see what documents you need for the interview. Also, make sure you are natural, comfortable, and confident during your interview.

[EducationUSA](#) offers some great advice on how to prepare for your interview.

Being denied a visa is a possibility and the reason for your denial can be confusing sometimes. But it may not be the end or the road. Make sure you ask and understand why you [were denied a visa](#).

### Step 4 Notify SAU Tech of Interview Results

When you know your results from your interview, contact the Primary Designated School Official to [let us know](#).

If you were approved, we can start processing your student data and make sure everything is ready for your arrival.

If you were denied, you may be able to schedule another interview and provide more proof to help support your visa request. Make sure you understand why you were denied.

### Step 5 Submit Immunization and Health Insurance Documents

Immunization records showing proof of two MMR (Measles, Mumps, and Rubella) shots are required for all students. Before leaving your country, try to get one or both MMR (Measles, Mumps, and Rubella) immunizations. During your first semester at SAU Tech, you will be required to have two, so getting one or both before you arrive will make the process easier for you. Make sure to bring a copy of your immunization records in English with you or send them in advance to the DSO. Expect the costs to be approximately US\$20-30 for all shots if you must have both here.

You will also be required to have a Tuberculosis (TB) skin test upon arrival. Depending on the results of the TB skin test, a second test might be given or a chest x-ray may be scheduled. Any subsequent treatment will be handled by the local health department.

International students are required to have health insurance to help cover unexpected medical costs that might arise while you are in the U.S. SAU Tech's international students will be required to [purchase insurance](#) through Lewermark for an affordable rate unless a waiver is granted. To apply for a waiver, contact the DSO.

#### **Step 6 Submit Placement Scores**

Provide placement exam or placement scores recognized by the Arkansas Department of Higher Education (ACT, SAT, Accuplacer, ASSET, or Compass) OR be prepared to take a placement test upon arrival. Scores may be faxed, mailed or scanned and emailed to the DSO.

#### **Step 7 Submit Travel Information**

Once you have your travel information, fill out the [International Transportation Arrival Plans Form](#).

#### **Step 8 Register for classes**

Upon arrival, you will meet with your advisor and register for classes. You must comply with all immigration regulations and carry a program of at least twelve (12) on campus semester hours each semester of the regular academic year.

#### **Step 9 Payment for tuition and fees, insurance, and housing balance (if applicable)**

Full payment for [tuition and fees](#) must be made by the due date published in PDF form of the Class Schedule. SAU Tech offers payment options through eCashier in MyCollege on the SAU Tech website. Payment in full OR a payment plan set up through eCashier is required by the payment due date or you will be dropped from classes.

Because traveling with large amounts of money is not very safe, tuition and fees can be paid in full by wire transfer or credit card by contacting the Business office or by bank draft made payable to Southern Arkansas University Tech and mailed to the Business office. It is very important to make sure your name and school issued student identification number is listed on the information wired to us, so that the Business office knows whose student account to deposit the money.

## **Planning and Arrival**

The faculty and staff of SAU Tech are pleased with your decision! We look forward to meeting you soon.

Please read the following information in the [International Student Pre-Arrival Handbook](#) and the [Parent's Guide](#). This information will help you prepare for your arrival in the United States.

If you still have questions, please do not hesitate to contact us at the following address, fax and telephone numbers or by email.

## **SAU Tech Contact Information**

### **Mailing Addresses**

SAU Tech - Admissions  
PO Box 3499  
Camden, Arkansas 71711

SAU Tech – Business office  
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David McLeane – Vice Chancellor of Student Services/Primary DSO  
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Fax: 870-574-4478

Beverly Ellis – Advisor/DSO  
Phone: 870-574-4717  
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## Immigration Matters

### Immigration Documents

#### F-1/F-2 or M-1/M-2 Visa

- Your visa is the document that allows you to enter the US. Your visa may expire while you are in the US, but as long as you have a current I-20 and are in status then you are still legal. If you leave the country after your visa expires, you will need to obtain a new one before reentering the US.

#### I-20

- This is the document that contains information about your education and lists the regulations for F1 students. You must keep all the information on this document current.
- If you change your address, major, or personal information you need to submit the SEVIS Update form to our office within 10 days of any changes.
- You must make sure your I-20 doesn't expire before you finish your program.

#### I-94

- You need to always keep your I-94 with your passport.
- You can obtain the I-94 by going to the [DHS website](#) and filling out the page with information from your passport. If you arrived in the US before May 2013, then you should have received an I-94 from customs when you arrived. If you lost it, then you will need to contact DHS for a replacement.

#### Passport

- Make sure your passport is valid and doesn't expire while you are in the US. You should renew your passport 6 months before it expires. Contact your country's embassy in the US to learn about what is required to renew your passport.

## Maintaining F-1 or M-1 Status

F-1 or M-1 students are responsible for ensuring they are "in status". It is their responsibility to read the regulations on the second page of the I-20. It is also the student's responsibility to report any changes to their I-20 to their Primary Designated School Official (PDSO) or Designated School Official (DSO).

#### How to maintain F1 or M-1 Status?

- You must enroll in, and complete, 12 or more credits in fall and spring semesters.
- You need your DSO's permission BEFORE you stop attending, withdraw, or drop below full-time.
- F-1 students can only work on campus and under 20 hours per week during the semester.
- M-1 students are not allowed to work.
- You need your DSO's authorization BEFORE starting an internship.
- You must report any change to your local address within 10 days.
- Inform your DSO of changes to the information on your Form I-20.
- Before you travel outside the United States, be sure to obtain a travel endorsement (signature), and discuss your travel plans with your DSO.
- Complete your studies no later than the program end date on your Form I-20.
- F-1 students have a 60 day grace period and M-1 students have a 30 day grace period after completion of study, in which students need to either leave the country or find a new program.
- You need to obtain a SEVIS transfer BEFORE transferring to another US school.

- Ensure your passport is valid.
- You must have appropriate health insurance for the entire length of your program.
- You have to file a federal income tax form every year you are in the U.S., even if you did not work.

## Updating SEVIS

Any changes to the information on your I-20 needs to be reported to your DSO. It is your responsibility to report personal or educational changes, and **failure to report changes could lead to the loss of your F-1 or M-1 status.**

What do you need to report?

- Change of address – if you move off campus or to a new location you must report the change within 10 days. If your address changes in your home country, you need to notify your DSO or DSO.
- Change of major (M-1 status students are ***not*** allowed to change their majors)
- Name changes
- Employer changes

To update your address, major, or name submit a [SEVIS Update form](#) to your DSO.

- Financial changes – if your financial support changes you need to fill out a new [Affidavit of Support form](#) and attach an updated bank statement or letter.

## Travel

### In the US

Regulations require you to keep your immigration documents with you at all times. This includes your passport, visa, I-20, and I-94. While in town, you should be fine carrying photo copies of your documents. If you leave town, you should carry your original documents with you. Remember, if you fly, never put your documents in your check-in luggage.

### Traveling outside of the US

Before you leave, your DSO needs to sign page 3 of your I-20. This is important and without this signature you may not be allowed to reenter the US. If your visa has expired, then you will need to arrange a visa interview while you are in your home country. If this is the case, you should take a copy of your transcript along with the other required interview documents. Even if you have a valid visa, it may be a good idea to carry with you a copy of your unofficial transcript, financial support information, and your DSO's contact information. You may not need any of this, but it is better to err on the side of caution.

## Academic Policies

### Full-time Enrollment and Exception

International F-1 students must enroll in and complete 12 or more credit hours.

Of the twelve (12) required hours, F-1 students can only enroll in one online class per semester. An online class is a class that does not require you to physically be at the university. Hybrid classes are a mix of online and in-class requirements, so you can take more than one hybrid class. Make sure your academic advisor understands this because it is ultimately your responsibility. If you have questions



about which courses are online, on campus or hybrid, contact your DSO. **If it is your last semester you cannot take an online class as your only course.**

Exceptions to the full-time enrollment rule:

- English Language Difficulty or Unfamiliarity with US Teaching methods
  - Students can only use this for their first academic semester.
- Improper Course Level
  - Students who are placed in a course that was too difficult for that education level and no other classes are available.
- Last Semester before Graduation
  - Students can take under 12 credit hours to complete the remaining credit hours they need to graduate.
- Medical Reasons
  - Students who are physically or mentally unable to complete a full course load.
  - Students need to submit an official letter from the doctor detailing the reason why they can't complete 12 hours.

To request a reduced course load, fill out the [Reduced Enrollment form](#) and submit it to your DSO. M-1 status students can only be authorized to reduce course load for a medical reasons.

## Withdraw or Transfer

### Withdraw

Students who wish to leave SAU Tech need to follow the correct withdrawal process to ensure they are not billed or penalized for leaving without notice. If an F-1 or M-1 student doesn't officially withdraw from the university, then they are terminated as "unauthorized withdrawal" or "failure to enroll" and both of these are bad for your immigration record. Also, both of these options give you no grace period as you have to leave the country immediately.

So, if you know you will not return to SAU Tech, or need to take a leave of absence, make sure you follow the proper withdrawal procedures:

- First, talk to your DSO about your decision.
- You will need to complete a withdrawal form with your academic advisor.
- Once you have completed the process, fill out the [International Student Withdrawal Form](#)
- Upon withdrawing from the university, students have 15 days to leave the U.S.

### Leave of Absence

F1 students are allowed to take a semester off from their education for personal reasons, but they MUST leave the country for that semester. You cannot remain in the U.S. while on a leave of absence. If there is a medical reason for taking the semester off, then the student needs to speak to their DSO.

To take a leave of absence:

- Follow the steps above to withdraw from the university.
- Get your I-20 signed before you leave the country.
- Submit your travel (departure and arrival) itinerary to the DSO
- Contact your DSO 30 days before you reenter the US.

### Transfer

Students that wish to transfer to another American university or college need to start by following the steps listed above to withdraw from the university. Then:

- Complete the [SEVIS Release form](#)

- Submit your acceptance letter for your new school to SAU Tech's DSO.

You will be transferred on the date you put on your release form.

## Program Extension

F-1 students are allowed to extend their program if there is an academic or medical reason. The extension must be finalized before the program end date stated on your I-20. **If you fail to update your program end date before that date then you will fall out of status and have to apply for reinstatement.**

To qualify for a program extension, F-1 students must meet the following requirements:

1. The expiration date of the I-20 has not yet passed
2. The student has continuously maintained F-1 student status
3. The delay in completion of the program must be due to one of the following reasons:
  - Compelling academic reason (change of major)
  - Compelling medical reason (documentation is required from U.S. licensed medical physician)
4. The student must have sufficient funds to cover the additional time needed to complete program requirements.

**Delays caused by academic probation or suspension are not acceptable reasons for a program extension.**

To apply for a program extension:

1. Fill out the [Program Extension Request form](#)
  - Your academic advisor will have to fill out a section of the form.
2. Complete a new [Affidavit of Support](#).
3. Bring a current bank statement or bank letter (scanned copy is acceptable).

**Do this in a timely manner, and don't wait until the end of the semester. M-1 status students are not allowed program extensions.**

# Employment & Internships

## Employment & Internships for F1 Students

**F1 students are only allowed to work on campus.** Working off campus is illegal and grounds for termination. During the fall and spring semesters students can only work up to 20 hours a week, but during the summer students can work up to 40 hours a week.

To find work on campus, go around to the Human Resources office to see if any Institutional Work Study positions are open.

### Curricular Practical Training (CPT/Internships)

Students with F-1 visa status may be eligible to participate in Curricular Practical Training (CPT), which “is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school” (definition found on the [U.S. Immigration and Customs Enforcement site](#)). Southern Arkansas University Tech defines Curricular Practical Training as a course that is listed in the course catalog with an assigned course number, has an established grading or evaluation component, and is offered at a cooperating employer.

#### Eligibility Requirements:

- The student must currently be in valid F-1 status.
- The student must have been lawfully enrolled on a full-time basis for one full academic year.
- The student must continue to be enrolled for a full course of study during the CPT in fall and spring semesters.
- Employment must be related to the student’s major field of study, and be a required part of the academic program. Work which is not required by the degree program may meet the requirements for curricular practical training if the student receives academic credit for the employment experience.

#### Regulations governing CPT:

- CPT is authorized one semester at a time.
- Students must be registered in a CPT course for each semester.
- CPT must be authorized on the I-20 prior to the start date of employment. To work without authorization is illegal.
- CPT may be for 20 hours per week (part time) or for more than 20 hours per week (full time). During the fall and spring semesters students can only work 20 hours.

Bring the following to your advising appointment:

- [CPT Application Form](#), completed by you and your advisor
- Current I-20
- Unofficial Transcript
- Training offer letter printed on official business letterhead from your employer that includes the following information:
  - Job title and brief job description
  - Exact dates of employment
  - Number of hours of work per week
  - Physical place of employment (Street address, no PO Boxes)

# American Documents

## Social Security Cards

### Social Security Number

A Social Security number's primary purpose is to report your wages or earnings to the government for tax purposes. If you work in the U.S. you need a Social Security Number in order to get paid. The Social Security card you receive will include your name and identification number. The number assigned is designated only for you and is highly confidential. It should be given only to authorized individuals such as your employer. You should keep it in a safe place.

**Before you can apply for a Social Security card, our office has to register you in SEVIS.** This is usually done about two weeks after classes start. After you are registered in SEVIS, it can take up to 10 days before your information is accessible by the Social Security Office.

How to apply

- First, you need to find employment on campus.
- Once you find a job, you can get a form from your DSO that will need to be completed by your employer. Once your employer has completed the form, return it to your DSO. It will be processed and then returned to you.
- After we get the form back we will create a work authorization letter for you.
- You now have two options:
  - Someone can drive you to the Social Security Office in El Dorado any time after your SEVIS record has been processed.
  - If you live in campus housing, you can request transportation on the [Transportation Request Form](#).

Normally, it takes about three weeks for your Social Security card to be processed, but sometimes it may take longer.

## State ID & Driver's License

You will need a driver's license to drive in the US. Some international driver's licenses are accepted but may cause problems if you are pulled over. It is recommended that if you plan to drive, you should get an Arkansas license. To get a driver's license, you will need to take a written exam and a driving test. If you already have a driver's license from your home country you may be able to skip the written part.

**If you just need to get a State ID, you may go directly to the Camden Revenue Office with your immigration documents.**

Taking the Written Exam

- The written exam is offered every Thursday and Friday mornings at 8:00 am to 10:30 am at the Ouachita Partnership for Economic Development (OPED) at 625 Adams Ave SW in Camden.
- If you have questions, you can call their office at 870-836-1000.
- If you already have a license, you can ask them if you need to take the written part.
- To prepare for the exam read the [Arkansas Driver's Manual](#).

## Taking the Driving Test

- The driving test is offered at the OPED building on Thursday and Friday afternoons at 1:00 pm sharp. **You must be in your car in line ready at 1 pm or you will not be able to test.**
- You will need to have a vehicle for this portion of the exam. That car must be properly tagged and auto insurance is required. Your car must be clean and in good working condition.

Once you pass both of these tests, you will receive a form you need to take to the Revenue Office to get your Arkansas Driver's License. The Revenue Office is located downtown. They are open from 8:00 a.m. to 4:30 p.m.

Revenue office address:

Camden Revenue Office  
135 Jackson Street  
Camden, AR 71701

You will need the following documents to get your license or ID:

- I-20 – If you transferred from another university take your I-20 from your previous school as well as your current I-20.
- I-94 – Passport, visa

If you don't have these documents you **WILL NOT** get a license.

**Remember, you MUST have car insurance to own a vehicle. It is against the law to drive without a license or insurance. You will have to go to court, pay a heavy fine, and possibly have your vehicle towed if you are pulled over without either of them.**

## Health Insurance for F1 Students

SAU Tech wants to ensure that international students are fully covered by adequate health insurance while in the U.S. Therefore, the University requires all international students to be covered by our healthcare provider, Lewermark unless the student receives an insurance waiver (see below).

To review our policy, go to the [Lewermark SAU Tech policy page](#). From their site you can:

- Find a doctor or pharmacy
- Call their 24/7 nurse hotline
- Learn when to go to the hospital
- Print your insurance card:
  - Click on "Student Login for ID Card" in the center of the page
  - Put in your student ID (900-00-xxxx number), the password is your date of birth (mm/dd/yyyy). Click Continue.
  - On the next page confirm your password and enter the proper information.

- Click on the “Start Here” tab on the upper left-hand corner, you will then see the “Online Card” option.
- Once you let it load, you can print it out.

## Waiver

If you have an existing insurance plan, you may be eligible to apply for a waiver of the insurance requirement. A waiver allows you to be excluded from the University’s insurance policy. Your existing insurance must have coverage that is **equal to or better** than the plan offered by the University.

The waiver requirements are as follows:

- A maximum benefit per person no less than \$500,000 per academic year
- No Deductibles
- Must cover 100% of cost for in-network

**To receive a waiver you must present your plan’s policy to our office by the second week of school.** If you fail to bring your policy to our office by this time, you will not be able to receive a waiver and you will be charged for our insurance without refund.

## Forms

### Forms for F1 Students

Please note: All forms are PDFs.

- Affidavit of Support
- CPT Application
- Insurance Information Form
- International Student Withdrawal Form
- Program Extension Form
- Reduced Enrollment Form
- SEVIS Release Form
- SEVIS Update Form

[Health Insurance Application](#)

## Transportation Requests

[Transportation Arrival and Final Departure Plans Form](#)

[Transportation request form for Housing Students](#)

Southern Arkansas University Tech

International Student  
Pre-Arrival Handbook





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*Moving to a new country is a big step and we would like to make the transition as easy as possible for you. This guide will help answer many of the uncertainties, concerns, and common questions new students usually have when they arrive at Southern Arkansas University Tech.*

## **Southern Arkansas University Tech**

Southern Arkansas University Tech was founded in 1968 and is part of the Southern Arkansas University System. SAU Tech is accredited by The Higher Learning Commission North Central Association and authorized under Federal Law to enroll non-immigrant students.

SAU Tech is a two-year public college located inside the Highland Industrial Park in East Camden, Arkansas. East Camden has convenience stores, banks, restaurants, and a golf course where SAU Tech students can play. SAU Tech is about 8 miles or 12.8 kilometers from Camden, Arkansas, a city with a population of about 12,000 that offers a variety of restaurants and shopping centers for the convenience of our students.

SAU Tech is an affordable two-year university. Our tuition and housing costs are typically about half of the cost of a 4 year university. SAU Tech offers housing both on and off-campus. The school year consists of two semesters and two summer sessions. SAU Tech has a low student/teacher ratio that assures more individual attention for students. Student success is the key element at SAU Tech. Free tutoring and personal counseling services are available for all students.

## **American Education System**

In the US, undergraduate associate's and bachelor's programs take two to four years. The first two years of transfer programs consist of general classes such as math, science, and history. Some technical programs consist mostly of hands-on courses, but also include some general education courses like English, math, and social sciences. These programs are not designed to transfer, but are intended to train students and put them to work quickly.

It is not uncommon for students to find another subject interesting and change their major. (M-1 status students cannot change their major of study.) Students normally start working on their upper level classes during the second or third year. This may sound strange but the American Education system tries to create a well-rounded education where students finish with basic knowledge in several fields.

SAU Tech is on the semester system which means we have two academic semesters a year. The fall semester is from late August to early December and the spring semester is from early January to early May. We also offer two summer sessions if students choose to take classes. The summer sessions are optional for students.

## What should you bring?

- Single (Twin) Size bed sheets and towels (dorm rooms do not have sheets on the beds)
  - Pillows and blankets can be bought once you arrive.
- Assorted clothing for all seasons
  - Southern Arkansas has four seasons which vary from 30°F to 60°F, or 0°C to 15°C, in winter to 85°F to 100°F, or 29°C to 37°C, in summer. You should pack clothes for all year long. You can always buy more clothes after you arrive, but make sure you have clothes for the season you arrive.
- Personal grooming products
  - Pack toothbrush, toothpaste, comb, razor, makeup, etc. Items can also be purchased once you arrive.
- Documents
  - Be sure to pack all your important immigration, immunization, and educational documentation in your carry-on luggage.
- Money
  - You probably should not travel with large sums of money. You can transfer your money over to pay for school or carry a check. You should either have a credit/debit card or a small amount of money to pay for food, emergencies, and to buy things you will need once you arrive.
  - When you arrive you will have the opportunity to open a bank account in town. Please see the Finance section.

## How to get to SAU Tech?

Remember Immigration regulations state that you can only arrive in the USA up to 30 days before the program start date listed on your I-20. Make sure you don't arrive too early or you will be denied entry. If living in campus housing, you will need to observe housing move-in dates. See the Housing section for more information.

Camden does not have an airport. We can arrange pickup for students that fly into the Bill and Hillary Clinton National Airport in Little Rock, Arkansas (LIT). If you fly into another location, we are unable to pick you up, so you will have to make your own arrangements to arrive at SAU Tech.

Bill and Hillary Clinton National Airport, Little Rock, Arkansas (LIT)

- LIT is Arkansas' largest commercial airport. LIT does not have direct international flights, but international flights can be connected to Little Rock from international airports like Dallas/Fort Worth, Texas (DFW), Houston-Intercontinental, Texas (IAH), Chicago-O'Hare, Illinois (ORD), and Hartsfield-Jackson Atlanta International, Georgia (ATL).

Greyhound

- Greyhound is a national busing system that has a terminal in Camden at 313 Jefferson SW. Students can fly into an international airport and then ride a Greyhound bus to Camden if they choose. Costs will depend on the date and time of the ticket and the distance of the origin city from Camden. For example, a ticket from Dallas, Texas to Camden, Arkansas can vary from around US\$55-\$75, while a ticket from Houston can vary from US\$100-\$130.

When you make your travel plans make sure to let us know in advance (at least 7 days) when and how you will arrive. Even if you are driving to SAU Tech yourself, please let us know this information as well. You will need to fill out the Transportation Arrival Plans form on our website.

## Once You Arrive

### Arrival

When you arrive, we will check you into Housing if you are staying on campus (see section below) and depending on when you arrive, you will need to visit:

- County Health Departments- You will get a TB (Tuberculosis) skin test and we will need to review your immunization records with you. See the Immunization section below.
- Learning Resource Center (LRC) to get your student ID card. Your student ID card is used to check out books at the LRC, get into facilities like the computer commons and student activity center, and get student discounts at the café.
- Testing Center to take a placement test if you haven't already done that.
- Academic Advisor to get registered for classes.

### Placement scores

If you have not taken the ACT or SAT before you arrive, then you will need to take a placement test when you arrive. The exam is used to determine your math and English skills. If your scores are low, then you will be placed in remedial classes your first semester.

### Registration and paying for classes

If you are not already registered for classes when you arrive, you will meet with your advisor and get registered for classes. After you are registered, you can then pay your tuition and fees to the Business office. You have to wait and pay after you are registered because the total cost is based on the number of credit hours you take.

## Housing

### SAU Tech Campus Housing

Campus housing is available for students planning to study at SAU Tech. Once a student has secured a visa, then a housing application (with a \$100 application damage fee) must be submitted to the Housing office if you wish to live on campus. Your housing application is not complete until you have paid your application damage fee. Payments can be made by calling our Business Office at 870-574-4503 or emailing Lisa Holland at [lholland@sautech.edu](mailto:lholland@sautech.edu).

There are on and off campus housing options available to students. Please visit the Housing website to learn more about your options.

### Non-SAU Tech Campus Housing Options

If students decide not to live in SAU Tech Campus Housing, there are apartment or rent housing options in East Camden and Camden, but without a vehicle getting to campus could be a problem since we do not have public transportation. Students are responsible for finding and maintaining their own private housing should they decide not to live in SAU Tech campus housing.

It is customary in the U.S. to pay a deposit and sign a lease (contract) when you rent a house or an apartment. Normally leases are for 12 months. Also, you will have to pay utilities along with your rent. Living in private housing can be burdensome and expensive if you don't find roommates. Students are advised to live on campus because studies show that students that live on campus are far more involved in school activities and have better grades.

## Getting Around East Camden and Camden

Camden does not offer public transportation, but the Housing office does offer free limited transportation around town for students living in housing. Every Wednesday evening, SAU Tech Housing provides shuttle service to that takes students around town so they can go shopping, to the bank, or whatever else they need to do. Because the town is spread out walking may not be the best option for students, but cycling is an option if student do not need to go too far.

SAU Tech offers transportation to Little Rock Airport at the beginning and completion of the student's program of study for international students at no cost. For transportation during your stay other than the initial arrival and final departure, contact the PDSO or DSO.

## Immunizations

Certain immunizations are required for students in the state of Arkansas. Before leaving your country, try to get a MMR (Measles, Mumps, and Rubella) immunization and bring copies of your immunization records (in English). During your first semester at SAU Tech, you will be required to have two MMR injections, so getting one before you arrive will make the process easier for you.

You can expect to get a TB (Tuberculosis) skin test upon arrival. Depending on the test results, a second test might be given or a chest x-ray may be scheduled. Any subsequent treatment will be handled by the local health department.

## Safety and Laws

The safety of our students is a primary concern. The SAU Tech campus is safe, and we have a well-trained police department here on campus. This is common for most American campuses. If for any reason you need the campus police, you can call 870-574-4517 (office) or 870-818-6353 (cell).

In the U.S., the legal drinking age is 21 years old. It is illegal for anyone under that age to buy or drink alcohol. Students are not allowed to have alcohol on the SAU Tech campus and it is a serious offence if you are caught with alcohol or drinking.

The legal age to smoke is 18, and like drinking, it is illegal to buy or smoke under that age. The SAU Tech campus is smoke and tobacco free which means all tobacco products are not permitted on campus grounds.

## Staying in Contact

### Internet

The SAU Tech campus is completely covered with free wireless access. If you don't have your own computer, there are free access computer labs in the LRC, Tutoring Center, Computer Commons, and Enrollment Services. If you live off campus, you can still come to the campus to access the wireless network or computer labs. If you want internet in your private residence, you will need to find a private provider.

### Mobile "Cell" Phones

Your best option is to get a pre-paid plan. These plans are the most affordable compared to getting a contract.

## Campus Employment

As an F1 student, you can only work on campus and for no more than 20 hours a week during the semester. Finding employment on campus is the student's responsibility. To find work on campus, you will need to see the Human Resources office to see which departments have positions available. At this time, there are very few positions on campus for employment.

M-1 students are not allowed to work at all.

## Social Security Card

Getting a social security card takes time and is a complicated process. Since this is usually a major concern for new students, the process is outlined below:

First, to apply for a social security card, you must find employment on campus (see above). Our PDSO and DSO do not control the hiring process, so they cannot help you with finding employment. After you find employment, give your form to your employer to fill out and bring the form back to your PDSO or DSO. Once you return the form to the PDSO or DSO, it will need to be processed. This can take a few days to complete, but once it is done it can be picked up from the PDSO or DSO.

Due to immigration processing time, you cannot submit a social security application until 20 days after the semester starts. So even if you find employment immediately, you cannot go for an interview during this time.

Because the Social Security Office is in a nearby town we can, with prior notice, offer transportation to the office. If you have transportation, you can go at any time after the first 20 days of the semester.

## Finances

Full payment for tuition and fees must be made by the due date published in PDF form of the Class Schedule. SAU Tech offers payment options through eCashier in MyCollege on the SAU Tech website. Payment in full OR a payment plan set up through eCashier is required by the payment due date or you will be dropped from classes.

Because traveling with large amounts of money isn't very safe, tuition and fees can be paid in full by wire transfer or credit card by calling Lisa Holland at 870-574-4503 or emailing Lisa at [lholland@sautech.edu](mailto:lholland@sautech.edu). Tuition and fees can also be paid in full by bank draft made payable to Southern Arkansas University Tech and mailed to:

SAU Tech Business Office  
PO Box 3499  
Camden, Arkansas 71711

It is very important to make sure your name and school issued student identification number is listed on the information wired to us, so that the business office knows whose student account to deposit the money.

There are several banks in the Camden and East Camden areas. Some banks require a social security number to open an account while others do not. You will need to check with the local banks to see which bank will offer the services that will fit your needs.

## The Campus

### Cafeteria

The Cafeteria on campus provides meals throughout the school year while classes are in session. The Cafeteria is only open Monday through Thursday and only serves lunch. Students can choose from a variety of foods including entrees, salad bar, desserts, and beverages. Prepaid meal cards can be purchased. SAU Tech campus housing rooms are equipped with full kitchenettes for your other meal needs.

### Learning Resource Center

The Learning Resource Center has an extensive collection and an even larger online database. It also offers individual as well as group study areas and multiple computers for student use.

### Student Activity Center

The Student Activity Center has a gym, workout area, and game room open to all students. It has an indoor basketball court with a full workout area for students who want to keep off the added weight that most freshman gain called the "freshman fifteen." The game room has pool and ping pong tables, air hockey, video games and a television.

#### SAU Tech Logo

For more information, contact:  
David McLeane, PDSO  
Vice Chancellor of Student Services  
870-574-4503  
[dmcleane@sautech.edu](mailto:dmcleane@sautech.edu)

Beverly Ellis, DSO  
Academic Advisor  
870-574-4717  
[bellis@sautech.edu](mailto:bellis@sautech.edu)  
Campus Police Department  
870-574-4517

