WELCOME TO UWG!

We hope that you will soon feel at home in Carrollton. We have developed this handbook concerning life at UWG and in Carrollton in order to assist in your adjustment to our community.

The International Services and Programs office was established particularly for your benefit -- to assist with the unique issues faced by those from other countries. We invite you to refer any question or concern to our office. Additionally, you will receive announcements about our programs, workshops, and other special events.

International students and scholars have played an important role at UWG for many years. Today you join over 150 international students and many visiting professors and researchers from nearly 40 countries currently engaged in study, teaching and research.

Time will pass quickly. To achieve the greatest possible benefit from your American experience, we hope that you will find time for personal activities to balance your studies, research and teaching responsibilities. Enjoy yourself and please give us the opportunity to enjoy knowing you, too.

International Services and Programs

Hours: Monday—Friday from 8:00am-5:00pm.

Phone: 678-839-4780
Fax: 678-839-5509
Email: ISP@westga.edu

Staff:
Dr. Maria Doyle, Director
Kristin Etheredge, Assistant Director
Danielle Plummer, Departmental Associate

mdoyle@westga.edu
kethered@westga.edu
dplummer@westga.edu

The International Services and Programs office assists international students with navigating through complex visa regulations, as well as academic, social, and cultural adjustment. Advising sessions, orientations, workshops, programs and activities are offered to international students each term.

Our office also coordinates a broad range of study abroad opportunities for students at all levels in their university careers -- study abroad is open to all UWG students, and the cost of participating is less than most students anticipate. Advising, interest fairs, information sessions, and workshops are held each semester.
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MAINTAINING YOUR STATUS AS AN INTERNATIONAL STUDENT

Complying with U.S. Immigration Regulations

UWG is very fortunate to have students from around the world who make significant contributions to our diverse community. As an international student, you are required to comply with U.S. immigration regulations. If you do not comply with these regulations, there could be severe consequences, including deportation and being barred from returning to the United States for an extended period of time. We want you to be able to successfully complete your studies. It is extremely important that you read and fully understand the information in this handbook. Maintaining your immigration status is your responsibility. You agree to this responsibility when you sign your I-20 or DS-2019 Form and enter the United States. Immigration laws are complex and change often due to global circumstances. The information in this handbook is therefore subject to change. Please help us assist you in navigating these complex immigration regulations by:

- Using your University web-based email address: Information about changing immigration regulations and other circumstances that affect you as an international student in the United States will be sent to your UWG e-mail address. University policy requires that you use this email address to review academic and administrative electronic correspondence.

- Asking our office staff when you have a question about what you can and can't do as a non-immigrant F or J student in the U.S. Do not rely on advice from a friend or an academic advisor at UWG. They are not qualified to give you an appropriate answer.

- Notifying our office immediately of any change in your contact information.

We are not agents of Immigration Services or the Department of State. We welcome any and all of your questions and want you to feel free to consult with us confidentially at any time.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is an electronic computer database created by the United States Department of Homeland Security for F and J international students and their dependents. You were entered into the SEVIS system when you applied to UCR and were issued a SEVIS generated I-20/DS-2019. Located in the top right hand corner of your SEVIS I-20 is your SEVIS ID number. This number starts with the letter N. The SEVIS system keeps track of all the information on your I-20/DS-2019, your travels into and out of the United States, your residential addresses, and your compliance with immigration regulations. Designated School Officials, the Department of Homeland Security, and the Department of State can all access the information in your SEVIS record.

What YOU Must Do to Maintain Your Status – F/J Students

- Report Address Changes to our office within 10 days. This includes address changes of any of your dependents as well. Please report your change of address with the University ENROLLMENT services as well as with International Services and Programs. Changing your address in one system will not update the other system.

- Maintain a full course load (12 units minimum) at all times. You are allowed to deviate from this full course of study only with PRIOR authorization of the Assistant Director of ISP, and only under very limited
circumstances. You must also get approval from your dean or department as appropriate. Students must attend in the fall and spring semesters at UWG. Attendance during the summer semester is optional.

- Report any leaves or reasons for interrupting your program of study to ISP in advance. For a variety of reasons, students leave prior to the scheduled date of degree completion. Some of these reasons include early graduation, leave of absence, suspension or transfer to another institution in the U.S. You must notify ISP if you leave before the date indicated on your I-20/DS-2019.

- Report any change of major and/or degree objective to ISP as well as any change in financial sponsorship.

- Do not engage in any unauthorized employment. You may work no more than 20 hours per week on-campus while school is in session. These 20 hours include the work you do for your assistantship if you have one. You are not permitted to work off-campus without receiving PRIOR authorization from the U.S. Federal Government and/or the Assistant Director of ISP. Employment possibilities are very limited. J-1 students must obtain permission from ISP before beginning any on-campus work.

- Keep your passport and I-20/DS-2019 valid at all times. You may apply for a program extension at the ISP office if your I-20/DS20-19 will expire before you are able to complete your studies. You must apply for this before your current document expires. Your passport can be renewed in the United States at your country’s embassy or consulate.

- File the appropriate federal and state income tax returns by April 15 of every calendar year, or as appropriate. For more tax related resources, check the International Services and Programs website.

- J-1 students must maintain certain health insurance requirements as specified by the Department of State. Complete immigration transfer procedures in a timely manner. Students who transfer from another University in the United States to UWG must complete an immigration transfer. They must meet with ISP within 15 days of beginning courses. Students who plan to transfer from UWG to another institution must notify ISP in advance so their files can be released to the school that they plan to attend.

**Dependent Reporting Requirements**

**Please refer to International Families section.**

**SEVIS Reporting Requirements**

We are required by law to report and update certain information about you into SEVIS. The information that we are required to report includes:

- Withdrawal from the University
- Failure to register for classes
- The information on your I-20/DS-2019 Form
- Your residential address
- Full-time or part-time enrollment
- Registration: we must confirm each semester that you are registered full time (at least 12 units per semester)
- Your employment authorization information (if applicable)

We report only what we are required to report by federal law. Any other information remains confidential and private.
Reporting Changes

You may report changes in your local address, overseas address, or employer address using the online forms on the International Services and Programs website. When updating your local address, also make sure to change your address with Enrollment Services. Bring the appropriate documentation to the International Services and Programs office when updating your program (major, degree objective), funding, or making a name change.
TRAVELING OUTSIDE OF THE UNITED STATES

Immigration Forms and Validity

Passport Validity
You must maintain a valid passport at all times for the duration of your stay. If your passport expires while in the U.S., you should obtain an extension through the nearest Consulate or the Embassy of your home country.

What is an I-20 form? An I-20 Form is certificate of eligibility used by students to apply for an F-1 visa to enter the United States.

What is a DS-2019 form? A DS-2019 Form is certificate of eligibility used by students to apply for a J-1 visa to enter the United States. Your I-20 Form or DS-2019 form must remain valid while you are a student in the United States.

What is an I-94 Card and what does D/S mean?
When you enter the U.S. and present your I-20 or DS-2019 Form, you complete an I-94 Card. This is your Arrival/Departure Card and it is usually stapled inside your passport at the port of entry. It should be marked D/S. D/S stands for Duration of Status and indicates that you may stay legally in the U.S. as long as you follow all F-1 or J-1 regulations. The F-1 visa holder has 60 additional days (from the end date on the SEVIS I-20) and the J-1 visa holder has 30 additional days for short travel in the U.S., transfer processes, or departure preparations. This “grace period” may not be used for employment or re-entry into the United States.

Visa Validity: Can the U.S. entry visa that is stamped in my passport expire while I am in the United States? Yes, as long as you are maintaining your F-1/J-1 student status in every other way as required by law. Please think of the F-1/J-1 visa stamped in your passport as an entry permit. It is necessary to have a valid visa to enter the country, but it does not need to remain valid while you are here. If you travel outside of the United States with an expired visa, however, you will need to apply for a new F-1/J-1 visa before returning to the United States.
Before You Travel Outside the U.S.

- Check the validity of your passport, visa and I-20 or DS-2019. Make sure your passport has at least 6 months remaining from your date of return to the U.S.
- Obtain a travel signature from our office for your I-20 or DS-2019 if your previous signature is over 6 months old from your date of return.
- Make sure to prepare any necessary visa application documents if your visa has expired or will expire before you return. (See next section for details.)
- Check the location (if it is a country other than your own) to see if a visa is required for entry.
- Consult one of our staff if your situation or your travel circumstances are unusual (traveling/returning after a withdrawal, traveling while on OPT, etc.)

Applying for a Visa

My visa is expired. How do I apply for a new visa to reenter the United States?

If your US visa is expired, you must apply for a new one in your home country. The documents you need to bring with you when applying for a US student visa are:

1) Valid I-20/DS-2019 with a signature from an authorized staff member in our office
2) Valid Passport (at least 6 months prior to expiration date)
3) Proof of financial ability
4) Letter from an authorized staff member in our office certifying full-time status (helpful)
5) Transcripts

*These items may vary if you are eligible for mail-in or drop-off visa renewal services. For more information, check with your local U.S. consular office.

You can go to the US State Department's website and find information relating to visa applications: [WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV). This website can also be used to make appointments for visa applications at border posts in Mexico or Canada. Please consult with the ISP before deciding to apply for a visa in Mexico or Canada. For any visa application, planning in advanced is highly recommended. Most Consulates/Embassies are required to give in person interviews to most visa applicants.

Automatic Visa Revalidation

If you visit Canada or Mexico for a trip of less than 30 days, you may be eligible to return to the United States with an expired visa via automatic revalidation if:

- You are not a citizen of a country that the U.S. Department of state classifies as a sponsor of terrorism.
- You do not surrender your Form I-94 during departure. This form must be kept for reentry. Do not give your I-94 Card away at the border or on a plane. Bring a copy with you to give to the airline.
- You have a valid passport with at least 6 months remaining from your date of return and a valid form I-20 with a travel signature that is less than 6 months old.
- You DO NOT apply for a visa while in Canada or Mexico. If you do, you are no longer eligible to return to the U.S. under automatic revalidation.
OPPORTUNITIES FOR EMPLOYMENT AUTHORIZATION

Employment opportunities for international students are regulated by United States Immigration Law and are therefore very limited. Students must be maintaining their non-immigrant status and in good academic standing for any type of employment. With the exception of on-campus employment, all employment opportunities for F-1 students require approval from our office or USCIS. Students in J-1 status must have written approval from the Responsible Officer of their exchange visitor program before accepting employment. While an international student, you may not be self-employed.

F-1 Students

On-Campus Employment
F-1 students who are maintaining status may work part-time on-campus while classes are in session. "Part-time" means not more than 20 hours per week. F-1 students do not need special authorization to work on-campus. Assistantships are considered "on-campus employment" and therefore are also limited to 20 hours per week.

During vacation periods and academic breaks, you may work full-time (over 20 hours) on campus if you are returning to classes the following term. You may not work on-campus after completing your course of study.

Off-Campus Employment
Working off-campus requires special authorization and is only available in certain situations. Working off-campus without authorization is a direct violation of United States Immigration Regulations and could result in deportation.

Practical Training is temporary employment that allows international students to gain some practical experience in their field of study, during or after completion of studies. Practical training is divided into two categories: (1) curricular practical training during completion of studies and (2) optional practical training both during and after completion of studies.

Curricular Practical Training (CPT)
Curricular Practical Training is work experience defined as part of your integral curriculum. Therefore, you must enroll in a course and receive unit credit towards your degree.

You must have authorization from our office before you begin employment. CPT can be part-time or full-time (during summer and vacation periods). However, if it exceeds 12 months full-time, you will lose the opportunity to obtain Optional Practical Training. Additional information regarding CPT is available at the ISP office.

Optional Practical Training (OPT)
To be eligible, you must have been in lawful student status for one academic year and be in good academic standing. USCIS approval and a recommendation from an authorized member of our staff are required. If you meet the requirements, you are eligible for up to a total of 12 months of practical training for each subsequent higher level of education you pursue.
You may use OPT:
- during your studies; OR
- after completion of your studies; OR
- a combination of both.

Pre-Completion OPT is available part time (20 hours/week) if you have not yet completed your course of study. However, most students prefer to wait and use their 12 months of OPT after they graduate (Post-Completion OPT). Part-time practical training is deducted at a half-time rate from the total 12 months available. Additional information regarding OPT is available at the ISP Office.

Optional Practical Training (OPT) Extensions**
In April 2008, two OPT extensions were made available for a very specific set of eligible F-1 students on OPT:
- 17-month STEM Extension: available to an F-1 student on OPT who meets specific criteria related to their major (which must be a “STEM” degree) and employer (which must be registered with E-verify).
- Cap-Gap Extension: available to an F-1 student on OPT who has an H-1B petition filed in a timely manner on his/her behalf and whose OPT may expire prior to the H-1B taking effect.

**Please note these extensions each have very specific criteria. If you have specific questions about whether you would be eligible, please make an appointment with our office.

J-1 Students

On-Campus
J-1 students who receive written authorization from the responsible officer of their exchange program, and are maintaining status may work part-time on campus while classes are in session. Assistantships are considered “on-campus employment” and therefore are also limited to 20 hours per week. You may not work on-campus after completing your course of study.

Off-Campus & Academic Training
J-1 students who are in good academic standing may obtain authorization for work off-campus as part of an academic training experience. After completing studies, J-1 students are eligible to work for up to 18 months if the job qualifies as “academic training.” Academic training must be recommended by your dean or academic advisor and authorized by the responsible officer of your exchange-program. Post-completion academic training must be authorized before completion of studies, although students do not have to begin work until a later date. To maintain continuous status, the DS-2019 must have a beginning date no later than the date after the ending date of the previous DS-2019 regardless of when employment begins. The 18-month period starts when the authorization is approved. 36 months of academic training is available for students pursuing post-doctoral work in the United States.

Non-degree students may only engage in Academic Training for a period of time not exceeding their academic studies.
MAINTAINING ACADEMIC INTEGRITY

UWG Policy

Academic Honor Code

At West Georgia, the student is expected to achieve and maintain the highest standards of academic honesty and excellence. Not only does academic honesty preserve the integrity of both the student and the institution, but it is also essential in gaining a true education. The West Georgia student, therefore, pledges not to lie, cheat, steal, or engage in plagiarism in the pursuit of his or her studies and is encouraged to report those who do. See Connection and Student Handbook, Appendix E, Academic Dishonesty. The Pledge follows:

Pledge:

Having read the Honor Code for UWG, I understand and accept my responsibility to uphold the values and beliefs described and to conduct myself in a manner that will reflect the values of the Institution in such a way as to respect the rights of all UWG community members. As a West Georgia student, I will represent myself truthfully and complete all academic assignments honestly. I understand that if I violate this code, I will accept the penalties imposed, should I be found guilty of violations through processes due me as a university community member. These penalties may include expulsion from the University. I also recognize that my responsibility includes willingness to confront members of the University community if I feel there has been a violation of the Honor Code.

UWG and Other Resources

For more information on what plagiarism is and how to avoid it, see the following. Individual faculty will also often include information about plagiarism on their syllabi.

Plagiarism. UWG University Writing Center website:  
http://www.westga.edu/writing/1326_1649.php

Avoiding Plagiarism. Purdue University, Online Writing Lab (OWL):  
https://owl.english.purdue.edu/owl/resource/589/01/

HEALTH AND WELLNESS

Campus Health and Wellness Offices

**Health Services Building** (Across from UCC)
Spring and Fall Hours Mon-Thur. 8:00 AM – 6:00 PM  
(678) 839-0642  
ebutts@westga.edu

Health Education within the University of West Georgia’s Health Services, takes a proactive approach for providing quality personal health and wellness education. Health Education annually evaluates and reviews the unique demands of the ever changing student body.

**Health Services**
Health Services Building (Across from UCC)
Spring and Fall Hours Mon-Thur. 8:00 AM – 6:00 PM  
(678) 839-6452

Our center contains offices and consultation rooms for outpatient treatment, a medical laboratory, pharmacy, treatment rooms for care of minor emergencies, and beds for patients who must be observed.

Our facilities and services are available to students who have paid a health fee for the current term. Student dependents are not eligible for care unless they are students.

**Counseling Services**
Row Hall, Rm. 123  
M-F 8:00 AM – 5:00 PM  
(678) 839-6428  
E-Mail: counseling@westga.edu

The Counseling Center provides free, confidential counseling and support services to all enrolled UWG students. For more information, give us a call at 678-839-6428.

**Health Insurance**
It is a requirement that all non-immigrant students enrolled at UWG—short-term or degree-seeking—are enrolled in a health insurance plan meeting minimum requirements. All students must purchase it for the complete semester when you register for classes. If you do not, you will be dropped (automatically withdrawn) from your classes.

Students do have the option to “waive out” of the campus health insurance plan if their personal insurance plan meets the minimum requirements and they meet the appropriate deadlines for waiving out. The insurance waiver must be submitted each semester.
Local Medical Services
We encourage you to utilize the Campus Health Services for service and referrals when possible. However, you may encounter a time when you require urgent medical attention. Please refer to the information below regarding local Urgent Care and Emergency Services.

For any medical service, you must show proof of health insurance coverage or be prepared to pay for this service out of your own pocket.

Urgent Care
An urgent care clinic provides medical services to treat an illness or accident which is not life threatening but cannot wait for a scheduled appointment during regular doctor's office hours. Services are available during regular office hours, in the evening, and on weekends. The Tanner Medical Center has an Urgent Care Clinic on site.

Emergency
In the event of a life threatening illness or accident, call 911 and ask for an ambulance. The injured person will be taken to the nearest hospital emergency room. Services are available every day of the week, 24 hours. (If you use the emergency room of a hospital for non-emergency treatment, you will have to pay higher fees for services.)

The following identifies the Emergency Room facilities closest to UWG:

Tanner Medical Center/ Carrollton (Urgent Care and Emergency Services)
705 Dixie Street
Carrollton, GA 30117
Main Phone Number: 770.836-9666

Tanner Medical Center/ Villa Rica (Urgent Care and Emergency Services)
601 Dallas Road
Villa Rica, GA 30180
Main Phone Number: 770.456-3000

MD Minor Emergency and Family Medicine (Urgent Care)
209 Cooley Drive
Suite 101
Villa Rica, GA 30180
Main Phone Number: 770.456-0911
INTERNATIONAL SERVICES AND PROGRAMS

International Student Services

International Student Advising
It is the mission of UWG ISP office to promote the success and wellness of international students at UWG. Our staff are here to answer your questions or concerns related to your student visa status, regulations and opportunities, and adjustment to the campus culture and community.

If you would like to meet with our staff, you may call the International Services and Programs office at (678) 839-4780 to schedule a one-on-one appointment to address your questions or concerns. One-on-one appointments are scheduled in 30 minute intervals; however, a longer appointment may be scheduled to address complex issues.

Document Requests
There are times where you or your family may require documentation showing that you are a full-time student at UWG. Our office can provide a letter verifying your international student status or a letter of invitation for a close family member (parent, spouse, brother or sister) to visit you while you are pursuing your studies.

If there is a change in your program or funding, you are required to report that change to the ISP office within 10 days of the change occurring. In many cases, this will result in the issuance of an updated form I-20 or DS-2019. You will also receive a new form I-20 or DS-2019 if you request a program extension or apply for practical training.

Our staff makes every effort to process your requests in a timely manner. Most requests take between 2-4 business days. Please understand that we must process requests in the order received, and there are several times throughout the year where we receive many requests. When making a request, please submit the appropriate form with all required signatures and documents to the ISP front office. When your request has been processed, you will receive an email confirmation in your UWG email account. If any additional documents or a follow up appointment is needed, our staff will contact you.

Tax Workshops
As an international student, you are required to file tax documentation each year. Tax workshops are conducted each year at the ISP office to provide you with information on how to complete your federal and state tax forms.

After Hours Emergencies
If you have an emergency after hours, call the Campus Police at (678) 839-6000. They will contact one of our staff and, depending on the situation, will also put you in touch with other relevant campus agencies who can help you.
UWG CAMPUS RESOURCES (SELECTED)

**EXCEL Center**
http://www.westga.edu/excel/

We offer:
- Free tutoring in all core curriculum classes.
- Upper class mentoring of new students.
- Help with study skills and computer use.
- General troubleshooting for UWG students.

While we’re all for scholarly achievement, our goal is helping to make your UWG experience amazing on every level. Consider us your go-to resource for problems, questions and concerns. We’re even here for those times when you just need to see a friendly face!

**University Writing Center**
http://www.westga.edu/writing/

At the University Writing Center, faculty and graduate tutors assist students with all areas of the writing process. We offer free 30-minute and hour-long individual tutorials and welcome students from all disciplines, at any level.

**Career Services**
http://careerweb.westga.edu

The mission of Career Services is to provide efficient, effective, and personalized services to UWG’s students, alumni, and employers. Career Services interfaces between the campus and the employment community to facilitate career development through career coaching, student work, professional practice programs, and career employment.

**Accessibility Services**
www.westga/studentDev/ondex_8884.php

This program is operated through the Counseling Center. Students with a documented disability may work with the office of Accessibility Services to receive essential services specific to their disability. Disabilities may be temporary or permanent and are categorized into three areas: physical, psychological and learning disorders.

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HOUSING

Living at UWG
On-campus living is an enriching part of your education. It allows you to become a part of the University community, and provides an environment conducive to academic, as well as social, cultural, and personal growth. Students who live on-campus are invited to participate in a variety of programs and activities that will supplement and/or complement their in-classroom experience.

There are two housing options available to students: Residence Halls and Campus Apartments, and Family Housing. Each choice, as well as the individual communities within them, exhibit their own unique advantages and opportunities for students. Please see the links below for further information:

UWG Residence Halls: http://www.westga.edu/housing/

UWG Campus Apartments: http://www.westga.edu/reslife/index_5356.php

You may contact UWG Housing and Residence Life at 678 839-6426 or housing@westga.edu

Off-Campus Housing
ISP can provide you with a list of all apartment complexes within a 3 mile radius of UWG.

What You Need to Know Before Renting an Apartment
This information is designed to acquaint you with the rights and responsibilities involved when renting a house or apartment in the Carrollton area. Please read this information thoroughly. It is meant to help avoid misunderstandings between landlord and renter. These misunderstandings can become costly.

Common Rental Terms to Know
FURNISHED: To provide what is necessary for basic apartment living. Housing is equipped with furniture and large appliances: bed, dresser, couch, table, chairs, refrigerator, and stove. Kitchen utensils (pots, pans, etc.) and bedding supplies are not included.

SINGLE FAMILY DWELLING: Housing that restricts residence to the immediate family (husband, wife, and children): This may also include a single grandparent, but not a brother, his wife, and children.

UTILITIES: Electricity, water, gas, trash/sewer, telephone, internet, television.

DEPOSIT: A landlord usually requires a tenant to pay a damage deposit when renting an apartment or house. This deposit is an amount of money used either as a security that the terms of the agreement will be met or for cleaning upon termination of the tenancy. The landlord may not use, invest or retain its earnings until he is legally entitled to the money.

When a tenancy is terminated, a landlord can keep the deposit (part or all of it) to cover only the following:
1) Damages caused by tenant.
2) Utility bills the tenant has failed to pay.
3) Any rent the tenant has not paid.
4) Any cleaning or repair work that must be done.

CHECK-IN SHEET: Before moving into your apartment you should complete a check-in sheet. This sheet is a written document that states the condition of rooms, furniture and appliances. The sheet should be dated and signed by both tenant(s) and landlord. This is for your protection so you do not get charged for damages remaining from a previous tenancy. Each party should keep a copy. It is also recommended to take photos and/or video of the premises before you move in.

LEASE: A lease is a legal and binding contract between you and your landlord. Failure to abide by the terms of the agreement can lead to legal complications. Example: the contract states that you are to rent the apartment an entire year and you decide to move out after six months. You are then legally obligated to pay the remaining six months’ rent unless the contract is re-negotiated.

In order for the lease to be legal and binding, the following must be included:

1) The names of the landlord and tenant(s),
2) A clear description of the premises to be leased,
3) A specified leasing period that includes both commencement and termination dates,
4) A specific amount of rent to be paid, including time and manner of payment,
5) A provision for the transfer of use and possession of the premises to the tenant, and
6) The signature of the landlord or his authorized agent and the signature of the tenant(s).

Read your lease carefully so that the following are understood:

1) Whether the premises are to be furnished or unfurnished
2) Who is responsible for plumbing and electrical repairs
3) Who is responsible for yard work and what lawn equipment is to be provided
4) Who pays utility bills
5) Who pays for trash removal
6) Typically a 30 Day notice is required prior to termination of tenancy
7) Restrictions as to the number of people who may occupy premises
8) Check for a clause in the lease that allows you to sublease
9) Are you allowed to have pets

SUB-LEASE: To lease premises to another person for a certain period of time while remaining under the same documented regulations from the initial lease. Make sure you check to see if you are liable for the sublease if he/she does not pay rent or follow other regulations stated in the initial lease.

Responsibilities as a Renter
PAYMENT OF RENT: You are responsible to pay the rent each month, even if you are on vacation. Failure to pay your rent could result in eviction.

MAINTENANCE: You are responsible for general up-keep of your house or apartment. Ask your landlord what tools or services are provided.
PLUMBING: Never put anything except toilet paper down the toilet. Most plumbing units cannot take disposable diapers, garbage, tampons or sand.

CARPETING: If your apartment is carpeted you should vacuum at least once a week.

DRAINS: Avoid using caustic drain cleaner in any drain (baking soda cleans well). Leaking faucets can waste considerable water.

APPLIANCES: Make sure you read instructions thoroughly before using appliances. Use caution; immersion of electrical appliances in water can cause electrical shock.

HEATING SYSTEM: You may control your heating system by properly setting the thermostat or heat control valve. When you are not at home turn your thermostat down to conserve energy.

TRASH REMOVAL: Your lease may state that you are responsible for trash removal. Do not leave trash outside your apartment in bags. Animals and wind scatter trash.

UTILITIES: If utilities are not provided for in your lease or rental agreement, you must register for service yourself at local Utility Companies. There is a deposit and service fee for hook-up. The account will be in your name.

STOVES: Tenants should make an effort to clean stoves and ovens on a regular basis. Soaking burner grills in soapy water will prevent build-up of grease deposits. If your kitchen has an exhaust fan, use it when frying and cooking strong smelling foods, such as curried foods.

REFRIGERATORS: Continual cleaning of the refrigerator is recommended. A solution of bicarbonate of soda (1 tablespoon soda to 1 quart of water) works well.

GARBAGE DISPOSAL: When operating an electric garbage disposal, cold water must be left running for a few minutes after shutting off the disposal. Do not put the following down your disposal: metal, glass, bones, paper, string, banana peelings, celery, corn husks, and meat fat.

ROOMMATES: Selection of a roommate should not be taken lightly. This is someone you will be living and interacting with regularly, as well as sharing legal and social responsibilities. To avoid conflict, it is important to meet with a potential roommate before signing a lease.
INTERNATIONAL FAMILIES

Many students have families that join them while they pursue their studies at UWG. The International Services and Programs office would like to welcome our students’ spouses and children to Carrollton and the UWG community.

If you would like your spouse and/or children to join you in Carrollton, please contact the International Services and Programs office for information on obtaining a form I-20 for the F-2 visa or DS-2019 for the J-2 visa.

Reporting Requirements for Dependents
You are required to report the arrival of your dependent(s) in the United States and their local residential address to our office. Regulations require us to record and update this information in SEVIS. Therefore, please complete a Dependent Form immediately upon dependent arrival. You can obtain this form from the ISP office. After completing the Dependent Form, call (678) 839-4780 to schedule an appointment to meet with one of our staff.

Employment for Dependents
Dependents of F-1 visa holders (F-2s) are not permitted to work.

Dependents of J-1 (Exchange Visitor) visa holders may be granted employment permission by the United States Citizenship and Immigration Services (USCIS) when the earnings of the employment will be used for the support of the dependent spouse and children -- not for the support of the principal Exchange Visitor. There is a special application procedure to request employment permission. The staff of ISP will assist you with the application.

Study for Dependents
F-2 spouses are not allowed to pursue a degree program in the United States. F-2 children may attend elementary and secondary schools (K-12) in the United States. F-2 spouses and F-2 children (beyond secondary education) are only allowed to participate in courses that are recreational or vocational in nature.

If your F-2 dependent wishes to pursue his/her own studies in the U.S., please make an appointment with our staff to learn about the process of a change of status to F-1.

J-2 dependents may pursue a full course of study in any level/program that they gain admission to.

Medical Insurance
As healthcare can be very expensive in the United States, all family members need to be covered by health insurance. You may also purchase separate insurance plans for your dependents. You and your family members should always be covered by insurance while in the United States. J-2 dependents must maintain certain health insurance requirements as specified by the Department of State.
Schools and Day Care Services
Families with school-age children should bring all previous academic records (original and English translation) and records of immunization, either issued through the World Health Organization or from your physician. Before your child can be enrolled in school, records of immunization must be shown; otherwise the child will be required to receive inoculations prior to enrollment. Your child will be assigned to a school according to the location of your residence in Carrollton. Please call the Carrollton City School at (770) 832-9633 for specific information regarding enrollment and attendance guidelines. You may also visit their website: http://www.carrolltoncityschools.net/
SAFETY

General Safety in the Community

This section is designed to help you avoid becoming a victim of a crime when you are out in the community. By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crimes.

Be Prepared
- Always be alert and aware of the people around you.
- Educate yourself concerning prevention tactics.
- Be aware of locations and situations, which would make you vulnerable to crime, such as alleyways and dark parking lots.

Street Precautions
- Be alert to your surroundings and the people around you – especially if you are alone or it is dark.
- When possible, travel with a friend. There is safety in numbers.
- Stay in well-lighted areas as much as possible.
- Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
- Walk confidently and at a steady pace.
- Make eye contact with people when walking.
- Do not respond to conversation from strangers on the street – continue walking.
- If you carry a purse, carry it securely between your arm and your body. Should a purse-snatcher grab your purse, LET IT GO – your personal safety may depend on NOT fighting for it.

Bicycle Safety
- Use bicycle pods or bike racks when parking your vehicle.
- Lock your bicycle frame and wheels to a bike rack/pod and double check that it is secured.
- Utilize a quality lock. The “U” type locks are very strong and usually cannot be easily cut.
- Remove any lighting equipment or accessories that can be easily stolen while your bicycle is unattended.
- Keep a record of the make, model, serial number and value of your bike.

Car Safety
- Always lock car doors after entering or leaving your car.
- Park in well-lit areas.
- Have your car keys in your hand so you don’t have to linger before entering your car.
- Check the back seat before entering your car.
- If you think you are being followed, drive to a public place or police station -- honk the horn to attract attention to you.
- If your car breaks down, open the hood and attach a white cloth to the car antenna. If someone stops to help, stay in your locked car and ask them to call the police, sheriff or a tow-trucking service.
- Don’t stop to aid motorists stopped on the side of the road. Instead, use a telephone and request help for them.

While Waiting for a Bus or MARTA in Atlanta
- Try to avoid isolated bus stops.
• Stand away from the curb or platform edge until the bus or train arrives.
• Don't open your purse or wallet while boarding the bus or train – have your pass, ticket or money in your hand before boarding the bus.
• Don't invite trouble! Keep ALL jewelry hidden as much as possible – turn your rings around so the stones won't show and keep necklaces inside your shirt.

While On the Bus or MARTA
• During off hours on busses, ride as near to the bus operator as possible.
• Stay alert and be aware of the people around you.
• If someone bothers you, change seats and/or tell the driver.
• Carry your wallet inside your coat, or in a front pocket. A comb, placed horizontally in the fold of your wallet will alert you if someone tries to remove it from your pocket.
• Keep your handbag in front of you and hold it close to your body with both hands.
• Check your purse or wallet if someone is jostling, crowding or pushing you.
• If you see any suspicious activity, tell the driver or report it at the next station.

If a Crime Occurs: REPORT IT!
Everyone should consider it his/her responsibility to report crime. Many criminals develop favorite areas for working, as well as predictable methods of operation. When you report all the facts about a crime, it helps the police assign officers in the places where crimes are occurring or where they are most likely to occur.

At least one out of two crimes in the United States goes unreported, either because people don’t think the police can do anything about it, or because people don't want to get involved. If you don't report crime, this allows the criminal to continue to operate without interference.

Safety on Campus

Emergency Call Boxes
Emergency Call Boxes are telephones with a direct connection to the UWG Police Department. The call boxes are located on poles throughout the campus and in most parking lots. They are located around campus on poles with blue lights. It is important to learn the location of these invaluable security telephones.

Should you observe ANY suspicious person or activity use the call box immediately! This allows the police the opportunity to investigate as quickly as possible. To use the phone, simply open the door on the call box and pick up the telephone receiver – you will be immediately connected to the UWG police.

UWG Wolf Guard
The Wolf Guard is comprised of student officers whose duties include serving as “extra eyes and ears” for the University Police Department and providing various non-law enforcement services. They are on duty from 7:00 PM to Midnight Monday through Thursday and will assist members of the University Community with jump starts if your car battery fails and personal escorts. They also perform security checks of campus facilities throughout the evening hours. The Wolf Guard officers are not sworn police officers and do not have the authority to make arrests; however, they assist in emergencies and at large-scale special events such as parades, sporting events and graduation events.

For further information, please refer to the University Police web page: http://www.westga.edu/police/
Protecting Yourself from Fraud

Please review the following information from the Federal Trade Commission: *Tips for Guarding Against Fraud*

**Do:**

- Sign your credit and debit cards as soon as they arrive.
- Carry your cards separately from your wallet, in a zippered compartment, a business card holder, or another small pouch.
- Keep a record of your account numbers, their expiration dates, and the phone number and address of each company in a secure place.
- Keep an eye on your card during the transaction, and get it back as quickly as possible.
- Void incorrect receipts.
- Save receipts to compare with billing statements.
- Open bills promptly and reconcile accounts monthly, just as you would your checking account.
- Report any questionable charges promptly and in writing to the card issuer.
- Notify card companies in advance of a change in address.

**Do not:**

- Lend your card(s) to anyone.
- Leave cards or receipts lying around.
- Sign a blank receipt. When you sign a receipt, draw a line through any blank spaces above the total.
- Write your account number on a postcard or the outside of an envelope.
- Give out your account number over the phone unless you’re making the call to a company you know is reputable. If you have questions about a company, check it out with your local consumer protection office or Better Business Bureau.
LIVING IN THE UNITED STATES

Social Security and Taxes

Obtaining a Social Security Number

A Social Security Card/Number (SSN) will be issued to you only if you have employment with compensation, for example, a teaching assistantship or a graduate student research appointment. If you have a fellowship, you will not get a SSN. There is no application fee to get the SSN, but you must apply in person with your passport and the following documentation:

1. I-20 or DS-2019
2. Passport with I-94 card
3. Verification of Employment
   a. If you are working on-campus, this will come in the form of a letter. Your on-campus employer and authorized staff person from our office must both sign this letter. The format for the letter is established and available from your on-campus employer or the International Services and Programs Office.
   b. If you have CPT (F-1) or AT (J-1) authorization, you do not need a letter. You instead need to provide your CPT I-20 or AT DS-2019 that shows you currently have work authorization.
   c. If you have received authorization for OPT, you do not need a letter. You should instead present your EAD card in addition to your passport with I-94 card.

The closest SSA office is located at:

<table>
<thead>
<tr>
<th>GA Office Location</th>
<th>GA Office Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>908 S. Carroll Road</td>
<td>(800) 772-1213</td>
</tr>
<tr>
<td>Villa Rica, GA 30180</td>
<td>(866) 331-2318</td>
</tr>
</tbody>
</table>

Office Hours: M-F 9am-3:00pm except federal holidays
www.ssa.gov

Federal and State Income Tax

For those who will be employed with salary at UWG, be aware that the salary indicated is your gross income (total, pre-tax). Federal and state tax will be deducted from your gross income. Taxes are assessed according to a scale from 12-16%, and can be higher, depending on your monthly income.

For example, if your monthly income is approximately $2,000 your taxes will be about 15% of your gross income. However, some international students may be exempt from federal tax due to a tax treaty between the United States and the student's home country.

Yearly income tax filing is required of all individuals earning income in the United States, regardless of your home country or tax-exempt treaty. The deadline is April 15th of each year for both Georgia State Income Tax and Federal Income Tax filings. Forms and seminars are offered January through March of each year.
Banks and Money Transactions in the U.S.

There is only one bank within one mile of UWG:

- Bank of America, 600 Maple Street, Carrollton, GA 30117, (770) 832-9662

**Savings Account**

All banking institutions offer savings account options. Savings and loan associations usually offer a slightly higher interest rate. The interest rates, amount of deposit and the length of time required for deposits vary with the different banking institutions. It is important to read the benefits AND requirements before opening a savings account. Some banking institutions will charge a fee for savings accounts while others do not.

**Checking Account**

You will have a choice of several different types of checking accounts with different service fees. For example, you may get a reduced service charge if you use a small number of checks per month or no service charge if you are able to maintain a certain balance in your account. In addition, interest-earning checking accounts are available. Ask about the qualifications for this type of account.

A checking account can be used to pay bills and provides a record of your payments. When paying for a purchase with a personal check, you will be required to present proper identification -- such as a Georgia Driver's License or ID card.

**ATM**

There are two ATM stations on campus in the UCC.

**Foreign Money Exchange**

Foreign money may be exchanged at Bank of America. It is also possible to cash foreign checks, as well as international drafts and money orders at this bank; however, there may be a long waiting period to clear the money.

**Weights, Measures and Temperatures in the U.S.**

**Weight**

The terms ounce and pound are used to express weight. To convert grams to ounces, multiply the number of grams by 0.03527. To convert kilos to pounds, multiply the number of kilos by 2.2046.

- 30 grams = 1 ounce
- 16 ounces = 1 pound = 450 grams
- 1000 grams = 2.2 pounds = 1 kilo

Body weight is expressed in pounds.
**Linear Measure**

Length and width are measured by inch, foot, and yard. To convert centimeters to inches, multiply the number of centimeters by 0.39. To convert inches to centimeters, multiply the number of inches by 2.54.

\[
\begin{align*}
2.54 \text{ cm} & = 1 \text{ inch} \\
30.48 \text{ cm} & = 12 \text{ inches} = 1 \text{ foot} \\
91.44 \text{ cm} & = 3 \text{ feet} = 1 \text{ yard} \\
1 \text{ meter} & = 39.4 \text{ inches} = 3.28 \text{ feet} = 1.09 \text{ yards}
\end{align*}
\]

Personal height is measured in feet and inches. Long distance is measured by the mile. 1609.3 meters = 1 mile. To convert kilometers to miles, multiply the number of kilometers by .621. To convert miles to kilometers, multiply the number of miles by 1.61.

\[
\begin{align*}
1 \text{ kilometer} & = 5/8 \text{ mile} = 0.6 \text{ miles} \\
1 \text{ mile} & = 1-3/5 \text{ kilometers} = 1609.3 \text{ meters}
\end{align*}
\]

**Square Measure (to determine area):**

\[
\begin{align*}
6.45 \text{ cm} & = 1 \text{ square inch} \\
929 \text{ square cm} & = 144 \text{ square inches} = 1 \text{ square foot} \\
9 \text{ square feet} & = 1 \text{ square yard} \\
1 \text{ square meter} & = 10.8 \text{ square feet} \\
1 \text{ hectare} & = 2.47 \text{ acres}
\end{align*}
\]

**Cooking Measurements**

Measurements for recipes in the U.S. are almost always stated by volume rather than by weight. This is true for both liquid ingredients and dry ingredients.

When a recipe calls for a cup or a teaspoon or a tablespoon, it is referring to standard measuring utensil that may be bought at a food store or other stores that sell household supplies. IT DOES NOT MEAN a coffee cup or tea cup, nor a teaspoon or tablespoon with which you eat.

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Abbreviation(s)</th>
<th>Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>teaspoon</td>
<td>= tsp</td>
<td>= t</td>
</tr>
<tr>
<td>tablespoon</td>
<td>= Tbl</td>
<td>= T</td>
</tr>
<tr>
<td>cup</td>
<td>= C</td>
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<tr>
<td>ounce</td>
<td>= oz</td>
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</tr>
<tr>
<td>pound</td>
<td>= lb</td>
<td>= 2 cups = 16 ozs</td>
</tr>
<tr>
<td>pint</td>
<td>= pt</td>
<td>= 2 cups = 16 ozs</td>
</tr>
<tr>
<td>quart</td>
<td>= qt</td>
<td>= 4 cups = 32 ozs</td>
</tr>
<tr>
<td>gallon</td>
<td>= gal</td>
<td>= 4 qts</td>
</tr>
</tbody>
</table>
Metric equivalent for United States liquid measure: To convert grams to fluid ounces, multiply the number of grams by 0.035. To convert fluid ounces to grams, multiply the number of fluid ounces by 28.35.

- 5 grams = 5 cc = 1 teaspoon = 1 t
- 15 grams = 15 cc = 1 tablespoon = 1 T
- 30 grams = 30 cc = 2 T = 1 oz
- 0.75 dL = 1/4 c = 4 T = 2 oz
- 1 dL = 6-2/3 T =
- 2-1/3 dL = 1 c = 8 oz
- 4-3/4 dL = 1 pt = 16 oz
- 9-1/2 dL = 1 qt = 32 oz

When cooking with dry ingredients, the U.S., cup-teaspoon-tablespoon measure will vary according to the density or volume of the materials used. For example: One cup granulated white sugar is 6-1/2 ounces or 190 grams. One cup all purpose white flour is 2-3/4 ounces or 89 grams.

**Temperature**
The Fahrenheit system is used in the U.S. to compute temperature. Conversion is calculated as follows:

- Fahrenheit to Centigrade: \( ^\circ C = [(^\circ F - 32) \times 5] - 9 \)
- Centigrade to Fahrenheit: \( ^\circ F = [(^\circ C \times 9) - 5] + 32 \)

Water freezes at 0°C or 32°F. Water boils at 100°C or 212°F. Milk is scalded at 51°C or 150°F.

**Major U.S. Holidays and Special Occasions**

In the U.S., legal holidays are generally observed by the official closing of all government institutions, banks, businesses and professional offices. However, some stores or businesses may remain open and emergency medical services are available. Almost all stores are closed on Christmas Day, New Year's Day and Thanksgiving Day. The following is a list of legal holidays:

- **New Year's Day**: January 1st
  Celebrations and parties begin on the evening of December 31 with the highlight at midnight as the old year passes and the new one begins. Bell ringing, horn blowing and toasting are common occurrences as the clock strikes 12:00 A.M. It is also a custom to make New Year's resolutions (promises to yourself to improve in some way during the coming year). On New Year's Day, families may serve a special dinner, perhaps including ham, turkey or roast beef.

- **Martin Luther King Jr. Day**: Third Monday in January
  The birthday of this important African-American leader is commemorated on the third Monday in January.

- **President's Day**: Third Monday in February
  This holiday commemorates the birthdays of two famous US presidents, George Washington, the first president of the United States and Abraham Lincoln, the president during the Civil War. George Washington's actual birthday is February 22 and Abraham Lincoln's is February 12.
Memorial Day: Last Monday in May
It is also called Decoration Day. In 1868 this day was designated as one on which the graves of soldiers who died in the Civil War would be decorated. This day is now dedicated to the memory of all people who died in wars. It is also a time when families remember loved ones who have passed away and place flowers on their graves.

Independence Day: July 4
In 1776, the Americans declared their independence from Great Britain. Parades and fireworks are traditional events on this day. Firework displays are allowed by certain organizations.

Labor Day: First Monday in September
This day which is set aside to honor the working person, began in 1882 under the sponsorship of the Central Labor Union in New York.

Columbus Day: Second Monday in October
This holiday is observed on the second Monday in October and serves to commemorate Christopher Columbus’s arrival in America in 1492.

Veteran’s Day: November 11
Veteran’s Day or Armistice Day (as it was originally called) was created to mark the date of the treaty ending World War I. This day now honors veterans of all wars and is recognized with parades and speeches. Some schools and businesses are closed.

Thanksgiving Day: Fourth Thursday of November
Thanksgiving Day is celebrated on the fourth Thursday in November. The first national celebration took place in 1863. The holiday was established by the pilgrims who set aside a day in the fall to give thanks for a bountiful harvest. Traditional Thanksgiving dinners include roasted stuffed turkey, sweet potatoes, cranberry sauce, vegetables and pumpkin or mincemeat pie. The Friday following Thanksgiving is observed as a holiday by the school.

Christmas: December 25
This Christian celebration of the birth of Jesus Christ is a family time and season of gift giving. This is a very festive time of the year, with a lot of lights, decorations in homes, businesses and sights around the city to see. Most families put up a Christmas tree inside their homes, either a freshly cut, potted or artificial one, to decorate with lights, ornaments and garland, etc. "Santa Claus" the American version of St. Nicholas, appears in stores and shopping centers as the holiday approaches. Young children sit on his lap and tell him their wishes for Christmas. Many children believe that Santa Claus brings them their gifts that appear on Christmas morning under the Christmas tree. It is traditional for families to gather on Christmas to exchange gifts and to share a special dinner. Friends sometimes exchange gifts as well. Churches hold special services and groups sing Christmas carols in neighborhoods.

Other Holidays and Special Occasions
The following days are observed in some way but are not official government holidays. Government offices, schools and places of business are not closed on these days.

Groundhog Day: February 2
Folk legend states that if the weather is cloudy when a groundhog emerges from its burrow on February 2nd, then spring will arrive early. If it is sunny, the groundhog will supposedly see its shadow and retreat back into its burrow; this indicates the winter weather will continue for six more weeks. The most
famous Groundhog Day celebration is held annually in Punxsutawney, Pennsylvania, starring the popular
groundhog Punxsutawney Phil. Groundhog Day, which began as a Pennsylvania German custom in the
18th and 19th century, originated in ancient European folklore, where a badger or sacred bear was
instead used to make this weather prediction.

Valentine’s Day: February 14
This day celebrates love. School children exchange Valentine cards and have parties. Adults also send cards
of affection to sweethearts, family and friends. Gifts, such as flowers (especially red roses) and candy are
given to sweethearts. Going out to a nice restaurant for dinner is popular on this day.

Saint Patrick’s Day: March 17
On this day, dedicated to the patron saint of Ireland, the custom is to wear something with the color
green. The city of Savannah has one of the largest St. Patrick’s Day celebrations in the U.S.

Passover: March or April
One of the most widely observed Jewish holidays, Passover is a 7-8 festival commemorating the story of
the Exodus, in which the ancient Israelites were freed from slavery in Egypt. Passover begins on the 15th
day of the month of Nisan in the Jewish calendar, which is in spring in the Northern Hemisphere. Eating
foods containing leavening is not allowed during this time. Matzo, an unleavened flatbread, is a common
food to enjoy during Passover. A traditional meal filled with many customs is held on the first night of
Passover.

Easter Sunday: March or April
The date varies year to year. This day represents the Christian celebration of the Resurrection of Jesus
Christ from the dead. A secular celebration of the day involves the mythical "Easter Bunny" who
supposedly hides colored, boiled eggs or candy for children to find. Children are also given an Easter
basket filled with candy and toys.

April Fool’s Day: April 1
On this day there is a custom among friends of playing practical jokes on each other. It is suggested that the
timing of this day is related with the changing of seasons, when around the world nature fools mankind with
sudden changes in the weather and when the cuckoo, a bird associated with foolishness, returns from its
winter habitat to areas where it is a summer resident.

Cinco de Mayo: May 5
Cinco de Mayo (“Fifth of May” in Spanish) is celebrated primarily in the United States as well as
regionally in Mexico. The holiday is used to celebrate Mexican food, culture, and pride. In the Mexican
state of Puebla, Cinco de Mayo celebrates the Mexican army’s unlikely victory over French Forces in the
Battle of Puebla on May 5, 1862. In the U.S., holiday celebrations typically include traditional Mexican
beverages, food and music.

Mother’s Day: Second Sunday in May
Celebrated on the second Sunday in May, this tradition of honoring mothers began in 1907 when Anna
Jarvis of Philadelphia started the custom. On this day, mothers are given cards, gifts such as flowers and
taken out to dinner. Restaurants are probably the most crowded on this day of all days throughout the
year.

Flag Day: June 14
This holiday commemorates the adoption of the Stars and Stripes and the U.S. flag on June 14, 1777. Many
families fly the flag in front of their homes on this day.

Father’s Day: Third Sunday in June
Celebrated on the third Sunday in June, this day honors fathers with card and gifts.
Rosh Hashanah: Autumn; First 2 days of Tishrei
Rosh Hashanah celebrates the Jewish New Year. Holiday traditions include the sounding of the shofar (a horn, usually of a ram) and eating symbolic foods such as apples dipped in honey and pomegranates. Rosh Hashanah symbolizes the start of the new year for people, animals and legal contracts.

Halloween: October 31
The eve of All Saint's Day used to be called "All Hallows Eve." The custom is for children to dress up to masquerade in costumes, go from house to house knocking on doors and saying "trick or treat." They are usually given candy or other goodies that presumably protects householders from having tricks played on them. Children go out trick or treating just after dark and are escorted by older children or parents.

Hanukkah: December, 8 Days
Hanukkah is an eight-day Jewish holiday commemorating the rededication of the Holy Temple in Jerusalem at the time of the Maccabean Revolt of the 2nd century BCE. Hanukkah is often referred to as the “Festival of Lights.” The festival is observed by the lighting of one of the nine-branched Menorah each night of the holiday. Money (traditionally coins) or presents are given to children. Children play a game with the dreidel, or spinning top, during Hanukkah.

Kwanzaa: December 26 –January 1
Kwanzaa, first observed in 1966-1967, is a week-long celebration honoring African-American heritage and culture. Kwanzaa celebrates the 7 principals of African heritage: Unity, Self-Determination, Collective Work & Responsibility, Cooperative Economics, Purpose, Creativity, and Faith. It features activities such as lighting a candle holder with seven candles and culminates in a feast and gift-giving.

State and National Elections
They are held on the first Tuesday after the first Monday in November according to an Act of congress passed in 1845. Other local elections may also be held on other dates during the year. While election days are not holidays, employees may be given time off to go and vote.
ATTRACTIONS IN THE ATLANTA, GA AREA

The following is a selection of activities and attractions that you may want to visit during your stay in Georgia.

**Atlanta Botanical Garden**: [http://atlantabotanicalgarden.org/](http://atlantabotanicalgarden.org/)

**Atlanta History Center**: [http://www.atlantahistorycenter.com/](http://www.atlantahistorycenter.com/)

**Georgia Aquarium**: [http://www.georgiaaquarium.org/](http://www.georgiaaquarium.org/)

**High Museum of Art**: [http://www.high.org/](http://www.high.org/)


**Margaret Mitchell House**: [http://www.atlantahistorycenter.com/mmh](http://www.atlantahistorycenter.com/mmh)

**Martin Luther King Jr. Center**: [http://www.thekingcenter.org/](http://www.thekingcenter.org/)

**Six Flags Over Georgia Amusement Park**: [http://www.sixflags.com/overgeorgia](http://www.sixflags.com/overgeorgia)

**Stone Mountain Park**: [http://www.stonemountainpark.com/](http://www.stonemountainpark.com/)

**World of Coca Cola**: [http://www.worldofcoca-cola.com/](http://www.worldofcoca-cola.com/)

**Major League Sports Teams in Atlanta:**

**Atlanta Braves** (baseball): [http://atlanta.braves.mlb.com/](http://atlanta.braves.mlb.com/)


**Atlanta Dream** (women’s basketball): [http://www.wnba.com/dream/index_main.html](http://www.wnba.com/dream/index_main.html)