

New (International) Student Guide

Welcome to the Department of Computer Science at the University of Illinois at Chicago. During your transition, it will be of great assistance if you familiarize yourself with the following details.

Student Services Building (SSB)

1200 W. Harrison Street

Office of Admissions and Records (OAR)
Office of International Services (OIS)
Office of Records and Registration
Photo ID Office

U.S. Social Security Office

1233 W. Adams St., Chicago, IL 60607

1-800-772-1213

Open: M-F 9 am - 4 pm

Corner of Racine & Adams

Visa Clearance

Take all immigration documents (i.e., I-20, passport, etc.) to the Office of International Services (OIS), Monday through Friday, 9 am - 4:45 pm. They would like to check to see if you have entered on a proper visa and keep a copy of your records in their office and remove your registration hold. OIS has a new international student orientation on Tuesday, August 17, 2004 from 8:30 am – 5:00 pm in CCC – Illinois Room; you will have to be pre-registered to attend. Phone number: 996-3121 (just dial last 5 digits from campus phone).

Social Security Number (SSN)

When you visit OIS, get a letter from them to take to the US Social Security office. You must take all immigration documents, letter from OIS and complete an application. If you have an assistantship, take a copy of the offer letter with you. Notification of the number usually takes 2-3 weeks. Be sure to apply using a reliable home mailing address. **It is very critical that you wait for 10-15 business days after your arrival to apply for this to avoid the 6 weeks waiting period.** You need SSN to process your hiring paper work and other related matters.

Registration

UIC EXPRESS 413-8429

- Make an appointment with your temporary advisor to discuss registration options. If s/he is unavailable, you are permitted to register without any prior approval. Feel free to speak to other faculty members if you find your research interests are incompatible with the advisor to whom you were originally assigned.
- Consult the Timetable for instructions on how to use the UIC Student Access System or UIC EXPRESS. All registration is done using these systems until the **tenth day (Friday, September 3, 2004)** of classes. Until then, you may call an unlimited number of times to make revisions to your course schedule.

If you are closed out of certain courses, you should continue to make daily attempts to add it using the phone. You may also speak to the instructor about being added. If s/he agrees to admit you to the class, **they** must provide Student Affairs Office with your name and UIN number.

- Visit Room 905 of Science & Engineering Office Building (SEO) for department course updates. You may also view this on-line at <http://www.cs.uic.edu/> and click on courses for the Fall 2004 teaching assignment.

Student Access System <http://www.uic.edu/depts/ims/webstudent/>

You may register for classes using the Student Access System at the above web site as well. However, you have to make sure that your add/drop has been processed completely. We have had cases where students add/drop is not processed and they do not realize this until after the add/drop period when it is too late to do anything about it. It is recommended that after you have finalized your schedule; verify your web registration through the phone UIC Express registration as well. UIC EXPRESS is a more reliable form of registration.

Photo ID Cards 1790 SSB 413-5940 Open 10 a.m. - 4 p.m.

Photo ID cards are available in the Photo ID Office, with proof of registration. Prior to visiting this office you must register for classes at UIC.

Bank Account

You can open an account in any bank that you choose. However, it may be easiest to start a checking or savings account at Credit Union 1, until you have more time to learn about the other local banks. Credit Union 1 is located in the basement of University Hall (UH), 2nd floor of CCC (up the escalator) or the basement of Administrative Offices Building (AOB). Be advised that members of the Credit Union will be required to pay a small fee to withdraw money from non-CU1 ATMs.

In order to open an account at the Credit Union, you need to show your UIC I-card. (You will later be required to notify them of your Social Security Number). All checks must be drawn from U.S. banks. Traveler's Checks and money orders from U.S. affiliated foreign banks are also accepted.

They require you deposit at least \$10 to open a savings account or checking & savings account. Phone number for Credit Union at UH: 996-3059, AOB: 413-2431 & CCC: 355-0590.

New Teaching and Research Assistants

Teaching and research assistants must complete their hiring paperwork with Elena Lathos or Santhi Nannapaneni in room 905 SEO by August 20, 2004.

Graduate Assistantships

If you intend to find your own graduate assistantship, drop off your resume in various campus offices (both east and west campus). It may be helpful to contact various graduate student association members for leads on openings. Please **DO NOT** stop by every office asking for assistantships, just go to the main office of the department and find out if they have any GA/RA openings.

P.S.: NEW STUDENT & TA ORIENTATIONS FOR CS DEPT. is on Friday, August 20, 2004 in Room 1000 SEO at 10:00 am and 12:00 pm respectively.