The Office of International Students

The Office of International Students (OIS) assists international students at The Graduate Center with maintaining legal status in the United States, applying for benefits of status, and providing support with adjustment to the U.S., New York City, and a new academic system. SEVIS (the Student and Exchange Visitor Information System) is the official record of an international student's immigration status activities. For an international student to maintain valid F-1 or J-1 Immigration Status in the United States, the student’s SEVIS record must be kept up-to-date and in active status.

SEVIS Reporting Requirements: The principal items that international students in F-1 or J-1 Status must report to the Office of International Students are:

1. Change of U.S. Address and of Legal Name (as it appears in the student's Passport) must be reported to the Office of International Students within 10 days of the change. The “SEVIS Data Sheet” should be used to report the change.
3. Maintain Full Immigration Status (F-1 or J-1) students in February and March, following the end of the tax-calendar year. We will announce these over our INSTSU -E-Email List, on our Facebook page, and on our Twitter account.
4. Contact the Office of International Students before beginning a change of Status to any other US immigration status (e.g., H-1B, Permanent Residence, etc.).
5. Traveling Outside the United States
   1. Before travel outside the US, students must always check with our Office to verify that their passport, visa, and I-20 or DS-2019 will be ready upon their return. We will advise you of the travel and reentry regulations and update your documents, if necessary, before you depart the US.
   2. After reentering the US, a student must bring their current I-20 or DS-2019 Form and submit it via email at instsu@gc.cuny.edu. The following documents: Passport, I-94 Admission Record, and I-20 or DS-2019 Form.

Maintaining Valid Immigration Status
1. Confirm that all immigration documentation are up-to-date.
3. Maintain Full-Time Registration at the Graduate Center each semester. Apply for a reduced course load authorization, if eligible, for any semester you plan to enroll less than full-time. Students must receive the reduced course load authorization before enrolling less than full-time.
4. Obtain employment authorization for any Off-Campus Employment (non-CUNY) before beginning any employment (paid or unpaid).
5. J-1 Students Only: Obtain a DS-2019 Form and employment authorization for any On-Campus Employment (CUNY) before beginning the employment.
6. J-1 Students Only: Maintain health insurance coverage that meets the minimum health insurance coverage requirements per the J-1 regulations. J-1 students must submit a J-1 Health Insurance Verification form to the Office of International Students. Information regarding the coverage requirements are available on our website.
7. Four months before a student plans to graduate, the student should contact an International Student Counselor so that we may discuss post-graduation plans and review immigration status options.
8. File yearly U.S. tax return reports. The Office of International Students provides information and holds workshops to assist Non-Resident Alien Tax Status students in February and March.
9. Contact the Office of International Students before beginning a change of Status to any other US immigration status (e.g., H-1B, Permanent Residence, etc.).

The Office of International Students

A Newsletter Published by the Office of the Vice President for Student Affairs

GREETINGS from all of us in Student Affairs to new and returning GC students. With the start of the 2019-2020 academic year, we are pleased to welcome Dr. James L. Myszkens, Interim President of the Graduate Center. This marks his return to the Graduate Center, where he taught philosophy at the start of his career and later served as a University Professor following his presidency at Queens College.

The Graduate Center is also pleased to welcome Pinar Oguz who is serving as Interim Vice President of Institutional Equity and Human Resources in addition to her duties as Chief Diversity Officer/Title IX Coordinator. With appreciation to the continuing students who have engaged effectively in the effort to foster an informed, safe community, as part of our initiatives to address Title IX education, prevention, reporting, and support services for students, the Graduate Center and other CUNY campuses require new students and student leaders to participate in a new on-line training called Sexual and Interpersonal Violence Prevention and Response Course ("SPARC"). Students will be receiving information on how to enroll via their Graduate Center email. The Graduate Center and all of CUNY take very seriously issues of sexual assault, violence, and sexual violence. More information and important Graduate Center contacts can be found at https://www.gc.cuny.edu/TitleIX and https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/SPARC-Training.

We also look forward to working with Heidi Rausch and Bengisu Peker who will be joining the International Students office as International Student Advisors. Best wishes are in order to Bei Zhang on her recent retirement. We also welcome Stacey Lora to the Student Affairs office replacing Clair Morey as our front reception and housing assistant.

If you need to register to vote—or if you wish to sign up as an organ donor, even if you are not registering to vote or changing your address for voter registration purposes—a voter registration link and forms are provided by our office each semester. At http://www.cuny.edu/register-to-vote/. You can obtain forms and assistance on voter registration as well as citizenship information. Voter registration information and application forms are also available at the website for the State Board of Elections of the State of New York at http://www.elections.nys.gov/. As well that in connection with the provision of student disability services by the Student Affairs office, we are, under the National Voter Registration Act, an agency-based voter registration site where voter registration application forms and information are available and where students will be offered the opportunity to register to vote. If you would like information, voter registration application forms (which we can mail in for you), or voter registration assistance of any kind, please call us at 212-817-7400 or e-mail our office at studentsinfo@gc.cuny.edu.

Please do not hesitate to bring to Student Affairs any questions, concerns, or feedback in general. We are in Room 7001 and can be reached at 212-817-7400 and studentsinfo@gc.cuny.edu.

Happy new semester, and stay connected!

—Matthew G. Schoenfeld, V.P. for Student Affairs
**Updates from The Graduate Center Library**

Meet Our New Librarians: The Library faculty has grown by three in recent months! Emily Drabinski joined us as Critical Pedagogy Librarian. She will coordinate our instruction program and support students in developing critical teaching practice. Mason Brown is our new Science Resources Librarian and is already working closely with the Advanced Science Research Center and several science programs here at the GC. And Katelyn Angell is our newest Adjunct Reference Librarian, you will almost certainly encounter her at the reference desk or via chat reference. Please don’t hesitate to introduce yourself to them, or any of our faculty and staff!

Alternative Press: Perhaps you’re familiar with “alternative press,” a broad term for independent, non-corporate, non-mainstream newspapers and magazines, and publications from radical, anti-establishment, or counter-culture groups. But did you know that you have options for getting it (e.g., interlibrary loan), shrugged and decided not to pursue it? Did you know there are two browser extensions that make it easier to find legally available open access copies of articles...and harder to shrug and give up? Learn more at https://bit.ly/gc_ua_extension.

When is a “Journal” Not Really a Journal? Have you heard about “predatory” journals, also known as fake journals, sham journals, scam journals, and pseudo-journals? Are you wondering what their tactics are and how to avoid them? Find out at http://bit.ly/gc_fakejournals.

Working on Your Thesis or Dissertation? It’s never too soon to familiarize yourself with the Library’s resources (and vice versa). So, no matter when you do your research, there’s a qualified academic librarian ready to help!

Suggest a Book! Is there a book that you borrow repeatedly from other libraries and wish that we had here? Is there something that you can’t believe isn’t already held at CUNY? A title that’s about to be released that should be on our radar? Use our new book purchase request form at https://bit.ly/bookrequest.

Connect with the GC Library: Subscribe to the library’s blog on the CUNY Academic Commons (gclibrary.commons.gc.cuny.edu), follow us on Twitter (@gcgcLibrary), or like us on Facebook (facebook.com).

**Office of Career Planning and Professional Development**

The Office of Career Planning and Professional Development supports The Graduate Center’s students in achieving their career goals. The office offers individual career counseling to students, including advice on CVs, resumes, and other job search materials, assistance with preparing for interviews, and discussions of career planning strategies. We work with students on both nonacademic and academic job searches. All conversations with office staff are confidential. Students can connect with the office in several ways: email us at CareerPlanning@gc.cuny.edu; follow us on Twitter (@CareerPlanGC); or access our calendar of events and use the many resources on our website http://gc.cuny.edu/careerplan. Our office is located in suite 3300.09 of The Graduate Center and we can be reached at 212-871-7425. We look forward to helping you attain your professional goals.

**Resources For Combating Sexual Harassment / Sexual Assault (Title IX)**

Sexual harassment of students, which includes acts of sexual violence, is a form of gender discrimination prohibited by Title IX. The U.S. Department of Education’s Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, as well as acts of sexual violence. Harassing conduct creates a “hostile environment” when sufficiently severe or pervasive to limit a student’s ability to participate in educational activities.

If you believe you are being subjected to sexual harassment, domestic violence, sexual or dating violence, or stalking, call public safety or 911. You may also contact one of The Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to end the harassment or violence.

- Interim Vice President of Institutional Equity and Human Resources/Chief Diversity Officer/Title IX Coordinator: Peirce Osugi, Room 8204.03, 212-871-7101, ppeirce@gc.cuny.edu
- Chief Student Affairs Officer/ Vice President of Student Affairs: Matthew G. Schoengood, Room 7301, 212-871-7400, mschoengood@gc.cuny.edu
- Director of Public Safety: John Ficatery, Room 9117, 212-871-7761, jficatery@gc.cuny.edu
- Executive Director of Human Resources: David Boix, Room 8403, 212-871-7701, dboix@gc.cuny.edu

For additional information and resources, please see https://www.l.cuny.edu/sites/title-ix/campus-websites/cuny-policies/
The provision of student disability services is a function of the Office of the Vice President for Student Affairs (the Student Affairs office). The mission of Student Affairs is to ensure that students with disabilities are provided equal access to all programs, services, and activities of The Graduate Center and the University for Graduate Center students with disabilities. Non-discriminatory, or equal, access for students with disabilities is achieved through a process of accommodation. It is the policy of The Graduate Center and CUNY to provide auxiliary aids and services to make appropriate academic accommodations needed by students with disabilities.

A disability is any physical or mental impairment visible or invisible, permanent or temporary that substantially limits one or more major life activities. A person is considered to have a disability if the individual has a record of the disability, or is regarded as having the disability.

It is the student’s responsibility to initiate services. To do so, contact the manager of Student Disability Services, either in person, by phone, or by email. SDS works closely with faculty and the academic program offices to arrange for accommodated examination administration and other types of academic modifications. Discussions and information regarding a student’s disability will be kept confidential unless a student requests otherwise.

Documenting a student’s disability will be kept confidential. An individual requesting these accommodations must come from a qualified professional and provide information on diagnosis, specific disability conditions, functional limitations in the higher education setting, and recommended accommodations.

The 504 / ADA Compliance Coordinator for persons with disabilities is the Vice President for Student Affairs, Room 7301, Telephone: 1-212-817-7400. For more information (with confidentiality) and to request accommodations, contact the Manager of Student Disability Services, Glare Wilson, Director of Student Affairs, or the Vice President for Student Affairs (1-212-817-7400 or disabilitieservices@gc.cuny.edu) and consult the website or Student Handbook (links above).

Services for Students With Disabilities

The City University of New York Policy on Equal Opportunity and Non-Discrimination

The City University of New York (“University” or “CUNY”), located in a historically diverse community, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

CUNY’s Policy on Equal Opportunity and Non-Discrimination, which also prohibits retaliation, is available at http://www.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf

The Wellness Center

The GC Child Development and Learning Center provides an excellent educational program for pre-school children. Licensed to serve 27 children ages 2 to 5 years old, it offers on-site, affordable childcare to children of GC students, faculty, and staff. To learn more about the program or placing your child on the center’s waiting list, please contact director Linda Perrella, (212) 717-7033, lperrella@gc.cuny.edu. http://www.gc.cuny.edu/Prospective-Current-Students/GC-Stud”

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The Doctoral and Graduate Students’ Council (DSC)

The Doctoral and Graduate Students’ Council (DSC) services represents students in doctoral or master’s programs at The Graduate Center. The DSC offers a number of services including grants, discount movie tickets, storage lockers and legal consultations. The DSC administers the money collected from the Student Activity Fee and welcomes suggestions from the student body on how to maximize the use of its resources.

The DSC is located in the Robert E. Gilleece Student Center on the 5th floor. It houses the student organizations chartered by the DSC.

For more information please the main office in Room 5495; telephone: 212.817.7888 or 212.817.7845; email: dsc@ gc.cuny.edu.
GC Dissertation Fellowships and Awards:
A variety of dissertation fellowships and awards are available through a competitive review process. Dissertation write-up awards include a number of named fellowships and special focus awards and range in amount from $2,000 to $25,000.

All awards are subject to the availability of funds. Students who are advanced to candidacy (level III) before February 16, 2020, and expect to complete the dissertation during the 2020-21 academic year are eligible to apply. Application information will be available from the Provost’s Office by November 2019 and the application deadline is January 16, 2020. For further information contact Rachel Spons orto (sponsorzo@gc.cuny.edu, 212-817-7282), Office of the Associate Provost.

Petrie Emergency Grants
The Carroll and Milton Petrie Student Emergency Fund, made possible by generous support from the Petrie Foundation, provides quick-response grants typically up to $2,000 to Graduate Center students who are facing current short-term financial emergencies.

With the fund, the Graduate Center seeks to assist students to complete their education, rather than take a leave of absence or withdraw from school. Some examples of these emergencies include overdue utilities bills, rent in arrears at risk for eviction, housing assistance for homelessness, medical and dental bills for uninsured non-elective procedures, destruction of living quarters, due to fire or other natural disaster, theft of computer or other essential belongings, assistance in paying for basic necessities due to recent financial difficulty, emergency child care for legal dependents, and travel home for illness or death in the immediate family.

Matriculated students in good standing, who are experiencing a current and unforeseen financial emergency, are eligible to apply for emergency fund assistance once per year. The application form can be found at https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Fellowships-and-Financial-Aid/Student-Emergency-Grant-Fund.

“The Graduate Center seeks to assist students to complete their education,”

Doctoral Student Parental Accommodation Policies
In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, the Graduate Center’s Doctoral Student Parental Accommodation Program is intended to further the Graduate Center’s commitment to supporting programs and services to help graduate students to meet their family care obligations while they pursue their academic goals. For specific policy information and the procedures for requesting parental accommodations, refer to the Graduate Center’s Student Handbook section “Doctoral Student Parental Accommodation Policy” online at http://www.gc.cuny.edu/News/GC-News/Detail/Id=25206.

Pregnancy Non-Discrimination Policy
The Graduate School and University Center does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from accessibility services within the Student Affairs office or from Vice President for Student Affairs Matthew G. Schoengood. (Contact information for both resources: Room 7301; 212-817-7400; ersenavr@ge.cuny.edu)

The Ombuds Office
The Ombuds Office is always here for you! It offers a safe and neutral place for students, along with other members of the GC community, to voice concerns, evaluate situations, organize their thoughts, and explore options for handling problems that arise - all in strict confidence. The ombuds officer can gather information, serve as a “shuttle diplomat,” or mediate, as well as provide referrals to relevant authorities. The office has been established outside the existing administrative and academic structures and is completely independent. The most important job of the ombuds officer is to listen. Concerns that people bring to this office include feelings of stress, disagreements about grades, problems with tuition charges, interpersonal conflicts, professional misconduct, academic dishonesty, safety concerns, ethics and whistle-blowing, and intellectual property issues. Students should feel free to visit this office. Contact Dr. Martin Gitterman Ombuds Officer, Room 8108; 212-817-7191, ombuds@gc.cuny.edu, http://www2.gc.cuny.edu/ombuds/.

“The most important job of the ombuds officer is to listen.”

CUNY Human Research Protection Program (HRPP)
CUNY Human Research Protection Program (HRPP) is responsible for the protection of the rights and welfare of human subjects in research projects conducted at CUNY or by CUNY faculty, staff and students and RF CUNY staff. The program provides oversight, administrative support and educational training to ensure that CUNY’s research complies with federal and State regulations, University policy and the highest ethical standards. The CUNY HRPP comprises of 3 University Integrated Institutional Review Boards (IRBs) and 19 on-site HRPP offices.

When is CUNY HRPP or IRB review required?
CUNY HRPP or IRB review is required when ALL of the following criteria are met:

1. The proposed research or clinical investigation involves human subjects; AND
2. The proposed research or clinical investigation involves human subjects; AND
3. CUNY is engaged in research or clinical investigation involving human subjects.

Note: CUNY applies OHRP Guidance on Engagement of Institutions to determine CUNY’s engagement in all research, regardless of funding.

For further information please visit: http://www2.cuny.edu/research/research-compliance/human-research-protection-program/hrpp/.

For further information about the GC HRPP, please visit: https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Subjects-Research-Protection-Program-HRPP/.