



2013-2014 NEWCOMER'S MANUAL FOR DOMESTIC AND INTERNATIONAL CHEMISTRY DOCTORAL STUDENTS

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PRE-ARRIVAL CHECKLIST, IN ORDER OF IMPORTANCE:

1. **International Students:** Get your I-20 from Duke then apply for your visa. When you accepted Duke's offer you should have received an email from the Graduate School's Enrollment Services Office with a link to a webform, along with a user name and password. Please complete the webform and submit it as soon as possible. This will allow Duke's Visa Services office to issue you an I-20, which should arrive in 2-3 weeks. If you do not have your I-20 by the end of May 2013, please email Caroline.Morris@duke.edu. **DO NOT BOOK YOUR PLANE TICKET BEFORE YOU GET YOUR I-20.**

Duke's Visa Services has a great page that answers the most frequently asked questions about securing your visa and coming to Duke. Please go to <http://www.visaservices.duke.edu/VisaAppEntryUS.html>.

New international students cannot enter the US more than 30 days before the start of graduate orientation, which is Tuesday, Aug. 20, 2013. **Hence, the earliest arrival date for new international students is Monday, July 22, 2013.**

2. **All Students:** Make your travel plans so you arrive in time for the first day of Chemistry New Student Orientation on **Monday, August 12, 2013**. Once you have your travel plans arranged please email your flight details to Caroline.Morris@duke.edu. When travelling, carry all your immigration documents, all school related documents, offer letter, I-20, passport, and other identification **ON YOUR PERSON**, not in your luggage. Also, it is recommended you secure any currency you will travel with by using travelers' checks.
3. **All Students:** Get the necessary immunizations before you arrive at Duke, as it can be expensive to get your shots once you arrive. A list of the necessary immunizations is at :

<http://studentaffairs.duke.edu/studenthealth/new-students/immunization-requirements>

Please go to:

<http://studentaffairs.duke.edu/sites/default/files/2013%20Undergraduate-Graduate-Professional%20Immunization%20Requirements%20Form.pdf> for the immunization form you must complete before classes start in order to be compliant with University policy.

4. **All Students:** Get an official copy of your final transcript from your university, one that shows you completed your education and were awarded a degree. You will need to turn in this document to the Graduate School when you arrive at Duke. Your diploma cannot be used in place of this required official transcript.
5. **All Students:** Be financially prepared to support yourself until your first paycheck arrives on **September 25, 2013**. Chemistry and Duke University cannot pay you until school has started and you have begun attending classes and working as a TA. The stipend discussed in your financial offer letter runs from September 1, 2013 - August 31, 2014. You will receive an additional \$500 to defray the cost of moving to Durham, NC in September 2013.

6. **All Students:** Look for housing. On the following page is a list of links that can help you find on and off-campus housing, plus information on applying for housing and rental rates.
7. **International Students:** If you would like to have a current chemistry PhD student from your home country email you and offer advice on moving to the US and starting graduate school please email your request to Caroline.Morris@duke.edu. Chemistry has a lot of international students who have volunteered to assist in the orientation of new students and help them adjust to their new lives in Durham and at Duke.
8. **International Students:** The International House provides very specific information to assist you in your transition to the US and Duke, including orientation for you (and spouse if they accompany you), a summer transition series of videos, and a pre-departure check-list.

<https://studentaffairs.duke.edu/ihouse/international-graduate-and-professional-students#node-2571>
9. **International Students:** You will take written and spoken English tests the week of **Aug. 19-23, 2013** (schedule to be announced), so please practice your English this summer. These tests will determine what English training you may need during your time at Duke.

MOVING TO DURHAM

On-Campus Housing for Graduate Students

Central Campus currently provides housing for 1,000 students. These apartments include efficiency, one-bedroom, two-bedroom, and three-bedroom units and are fully furnished. International graduate students have first priority for these units as they have the greatest need. Additional information can be found at <http://studentaffairs.duke.edu/hdrl/graduate-professional-students>.

Note: 2013-2014 rates not yet available

Off-Campus Housing for Graduate Students

<http://studentaffairs.duke.edu/hdrl/living-campus>

<http://studentaffairs.duke.edu/forms/chouse/search.php>

<http://qpsc.duke.edu/resources-and-advice/housing-guide/>

<http://www.chroniclehousing.com/>

<http://dukelist.duke.edu/>

www.forrent.com/search-apartments-near-colleges/NC/Duke-University.php

Utilities

Electricity

Piedmont Electric -1-800-222-3107, www.pemc.coop/home.aspx

Duke Energy – 1-800-777-9898, www.duke-energy.com/residential.asp

Natural Gas

PSNC Energy – 1-877-776-2427, www.psnenergy.com

Corlane Propane & Gas -919-477-2950, www.carolanepropane.com

Water

Durham City Water and Sewer – 919-560-1200

<http://durhamnc.gov/ich/cmo/Pages/DOC/home.aspx>

WHEN YOU ARRIVE IN DURHAM

1. **International Students:** Within 3 business days of your arrival in Durham, go to Visa Services to check in at either **11am or 3pm**. If you go to the Visa Office outside of those times they will not be able to check you in. Chemistry asks you do this before the mass international registration sponsored by Visa Services in late August as we wish to hire you in the payroll system as early as possible.

Please take your **Duke University financial award letter (very important)**, passport, visa, I-94 or DS-2019, and all other immigration documentation to the Smith Warehouse, Bay 7-1st Floor, 114 South Buchanan Boulevard, Durham, NC 27708. Phone: (919) 681 - VISA (8472). There is a bus that will take students from the bus stop in front of Duke Chapel to the Smith Warehouse. You can find the bus schedule at http://parking.duke.edu/buses_vans/bus_sched/index.php

Visa Services will complete an electronic I-9 form for all international students. **The work start date on your I-9 must be Sept. 1, 2013. Any other date will on this form is incorrect and the student will need to return to Visa Services to get a new electronic I-9 form completed.**

2. **International Students:** Once international students have visited Visa Services and had your electronic I-9 completed **with start date 9/1/2013** please make an appointment to meet with Caroline Morris in 3235 French Family Science Center. When you visit Caroline please bring all immigration documents including passport, visa, I-94/D-2019, etc.
3. **All Students:** If you have not already done so, please submit an official copy of your final transcript, which shows you have completed your most recent degree and graduated, to the Graduate School at 2127 Campus Drive, Box 90065, Durham NC, 27708. Do this before the start of classes on **Aug. 26, 2013**. Your diploma cannot be substituted for your official, final transcript. If your final transcript is in a language other than English, please provide an official translation.
4. **All Students:** Turn in your official immunization records to the Student Health Center. In addition to submitting the immunization forms online you must also either mail or fax the documents to Student Health.

Fax: (919)681-7386

Mail: Duke University Student Health Center, DUMC Box 2899, Durham, NC 27710

Email: DSHS_Immunizations@mc.duke.edu

Please do this before the start of classes on **Aug. 26, 2013**. For more information please go to:

<https://studentaffairs.duke.edu/studenthealth/new-students>

5. **International Students:** Get a bank account. Wachovia is the only bank with a branch on campus, and there are many Wachovia ATMs on campus and in the surrounding area, so it is recommended for convenience. However, you are free to use any local bank you wish. To get a bank account you should take your passport, your financial award letter, and a document that shows your U.S.A. address, such as your apartment lease or utility bill. Most international students do not have a Social Security number yet, so tell the bank you are applying for one and will give them the number as soon as you have it.
6. **All Students:** It is recommended you get a cell phone if you do not already have one. Pre-paid cell phones may work best for new international students as they will not have U.S. credit yet and may not qualify for a wireless plan and phone with the major carriers. Once an international student starts receiving paychecks and utilizing the American financial system they will begin to build credit and may be able to sign a wireless contract with a major carrier at a later date.
7. **All Students:** Please come see the Assistant to Director of Graduate Studies, Caroline Morris in 3235 French Family Science Center, within 3 days business days of your arrival in Durham to get set up on payroll.

International students: Bring all visa and immigration documentation to Caroline.

Domestic students: Bring your passport **OR** two of the three following items: driver's license, official copy of birth certificate, or original Social Security Card (no photocopies allowed) to Caroline.

PAYROLL FOR CHEMISTRY GRADUATE STUDENTS

1. When a student comes to Caroline Morris to set up payroll they should bring the following documents:
 - a. **Domestic students** please bring either your passport **OR** any 2 of the following items: driver's license, social security card, birth certificate (originals, not photocopies).
 - b. **International students** please bring your passport, visa, and any other immigration documents.
2. Tax forms will be provided by Caroline Morris
 - a. W-4 Federal Income Tax
 - b. NC-4 North Carolina State Income Tax
 - c. Electronic I-9 form.
 - i. **Domestic students** will fill out one with documents requested in 1a.
 - ii. **International students** will present the I-9 filled out for them when they checked in at Visa Services
 - d. **International students** will fill out a Foreign National Form. They should contact Debbie.Endsley@duke.edu for assistance on the tax treaty section.
3. Human Resources forms (**all students**)
 - a. Background check
 - b. Confidentiality agreement
4. Direct Deposit
 - a. **Domestic students** with an already established checking account should present a pre-printed and voided check to Caroline to receive assistance setting up your payroll direct deposit. Starter checks that do not have your name and address printed on them are not accepted by payroll.
 - b. **International students** (and domestics without pre-printed checks) will receive a Direct Deposit form to take to their bank to fill out and authorize direct deposit. Return the direct deposit form to Caroline before the start of classes on Aug. 26, 2013.

All forms should be completed and returned to Caroline Morris in 3235 French Family Science Center within 3 days of receipt.

DUKE HEALTH FEE AND HEALTH INSURANCE

Ph.D. students in Chemistry have their health fee and health insurance paid for by the University and/or their faculty advisor for their first 6 years in the doctoral program.

The **health fee** covers most of the services at the Student Health Center (SHC), located in Hospital South if medically indicated and rendered by a Student Health Provider:

- Medical Care for acute and chronic illness and minor injuries
- Gynecological Examination
- In-house lab tests
- Allergy shot administration
- Pregnancy Testing
- After hours nurse consultation through UNC Healthlink

The health fee also covers a variety of other services at SHC and other locations: -

- Nutrition Counseling - SHC, SHC East, and Wilson Recreation Center
- Health Promotion Programs - in your dorms and other campus locations
- Physical Therapy Consultation - SHC
- Sports Medicine Consultation - SHC
- Mental Health Counseling - Counseling and Psychological Services (CAPS)
- Sexual Assault Support Services - Women's Center

Health insurance is essential to protect against the high cost of medications, unexpected illnesses, and injuries which would require hospitalization, surgery, or the services of specialists outside the Duke Student Health Center. Therefore, all students are required to have medical insurance that is comparable to the Duke-sponsored medical insurance plan (UnitedHealthcare / StudentResources).

At the beginning of the fall semester Duke students must provide proof of coverage by an adequate medical insurance policy or purchase the Duke-sponsored medical insurance plan. If you have a medical insurance plan based in the United States, it is important to review your policy to assure proper coverage.

Duke University automatically enrolls international students in Duke-sponsored F-1 and J-1 nonimmigrant status in the Duke-sponsored medical insurance plan. We also encourage international students in other nonimmigrant classifications to maintain appropriate medical insurance coverage for themselves and their families.

Always have your insurance card and prescription drug card with you when seeking health care to facilitate the filing of insurance claims.

ENGLISH FOR INTERNATIONAL STUDENTS (EIS)

The primary mission of EIS is to contribute to Duke's commitment to internationalization by supporting the academic life of international students. Every year, over 200 international students from many different departments and countries take EIS courses. EIS offers courses in both oral communication and academic writing for international students enrolled in graduate degree programs at Duke. Most students enroll in EIS courses as a result of the placement exam. However, EIS welcomes all graduate students who want to improve their English skills.

Writing Studio

Students can make appointments for both face-to-face and e-tutoring appointments. Several of the tutors have ESL experience and all tutors have had some training in working with international students. Students may request a specific tutor if they wish and can make multiple appointments. <http://uwp.duke.edu/writing-studio>

Oral Skills Coaching

Students may make appointments with an experienced ESL speaking coach to develop and rehearse any type of oral presentation, practice discussing their field and research, or practice specific speaking skills. <http://www.duke.edu/web/eis/services/OralSkillsCoaching08Rev.pdf>

English Courses Offered

GS 720 Academic Writing for Graduate Students I (3 credits)

For non-native speakers. Focus on developing awareness of and practicing the basic writing skills and text forms of graduate-level writing. Emphasis on making claims and developing supporting argumentation. Also addresses basic organizational patterns, academic grammar, recognizing and avoiding plagiarism, appropriate paraphrasing and source citation, proofreading skills, techniques for academic vocabulary acquisition. Individual conferences with students to provide feedback, training and guidance. Instructor: Staff. 3 units.

GS 721 Integrated Oral Communication for International Students. For non-native speakers. Focus on the developing students' ability to participate actively in seminar settings and in conversations of professional and general interest. Includes practice in responding to field-specific questions, speaking articulately about one's field, and interacting on campus. Extensive listening practice using authentic academic sources. Significant focus on pronunciation diagnosis and communication improvement using technology such as e-voice clip exchanges. Individual conferences, videotaping, and peer review. Instructor: Staff. 4 units.

GS 730 Academic Writing for Graduate Students II. For non-native speakers. Focus on more advanced skills and text forms of academic writing: discipline-specific texts in various genres, including research paper introductions, abstracts, graphs and charts, summaries, critiques, and literature reviews. Techniques for academic vocabulary acquisitions, retention, and retrieval. Extensive writing practice and intensive instructor

feedback over multiple revisions of assignments. Individual conferences and revisions of writing exercises to provide personalized guidance. Instructor: Staff. 3 units.

GS 731 Academic Communication and Presentation Skills for International Students. For non-native speakers. Focus on developing students' academic discussions, argumentation, and presentation skills. Discussion and videotaped academic presentations in various genres. Addresses cultural expectations affecting successful cross-cultural communication; units on improving pronunciation and fluency incorporated throughout. Individual conferences, and peer review throughout course. Instructor: Staff. 3 units.

GS 740 Improving Fluency and Pronunciation for International Graduate Students. Teaches the components of clear speech and effective communication skills. Emphasizes increasing intelligibility through building awareness of and increased control over individual vowel and consonant sounds as well as prosodic elements (phrasing, intonation, stress, rhythm). Individual pronunciation problems identified; focus on developing and working towards individual goals with instructor guidance and 1:1 conferencing. Builds fluency in presentations, networking, and interviews and improves pronunciation of field specific vocabulary. Intended for later-year PhDs. Instructor consent required. Instructor: Staff. 3 units.

2013 GRADUATE SCHOOL ORIENTATION EVENTS

<http://gradschool.duke.edu/admissions/admitted/orientation.php>

The Duke graduate community warmly welcomes you to Durham. To help you make the transition to graduate student life at Duke, the Graduate School hosts an Orientation week from **August 19-23-2013**. Orientation features a series of activities designed to introduce you to the Graduate School, Duke University, and your fellow graduate students. Please call (919) 684-2056 if you have any questions.

The graduate School Orientation Schedule has not been finalized. Full details on the schedule will be emailed to you over the summer by Caroline Morris.

APPENDIX I

CHEMISTRY GRADUATE PROGRAM ADMINISTRATORS

Dr. Stephen L. Craig, Chemistry Chair (effective July 1, 2012) -- The official link between the department and the dean, presenting the department's needs, objectives, and evaluations of achievement to the dean. Chairs nominate directors of undergraduate studies to their dean and directors of graduate studies to the dean of the Graduate School. They lead the department in planning, recommend allocation of space to their dean, and are responsible for budget preparation and surveillance, annual faculty evaluations, evaluations of faculty for promotion and tenure, assignment of academic and nonacademic staff, assignment of teaching loads and student advising, and adherence to departmental bylaws.

Dr. Steven W. Baldwin, Director of Graduate Studies – The Director of Graduate Studies is the official departmental or program administrator of the rules and regulations of the Graduate School, the designated advocate of the needs of the graduate program and graduate students both within the department and in the University, and the initial advisor of all matriculating graduate students. The Chemistry DGS is also the academic advisor to first years prior to research group affiliation.

Caroline H. Morris, Assistant to Director of Graduate Studies – The DGSA provides assistance with all graduate issues outside of the actual study of chemistry: registration, payroll, financial aid, visa services, health insurance, parking, program requirements, exam scheduling, room reservations, counseling, job market searches, etc.

APPENDIX II

OFFICES COMMONLY USED BY GRADUATE STUDENTS

Graduate School – Defines and interprets all academic policies, procedures, and regulations of the Graduate School, particularly those involving time limitations, forming examination/advisory committees, and all disciplinary matters

919-681-3257

www.gradschool.duke.edu

Bursar – Tracks all financial transactions related to student accounts (tuition, parking, gym membership, library fines, etc.)

919-684-3531

<http://finance.duke.edu/bursar/>

Registrar – Handles registration for coursework and degree requirements

919-684-2813

www.registrar.duke.edu

English For International Students – Provides resources to help students succeed in their academic programs; build a community that actively seeks the intellectual and cultural contributions of international students and scholars; help those students and scholars be fully-participating members of the academic community and become global ambassadors for Duke

919-681-8125

<http://www.duke.edu/web/eis/>

International House – Provides educational services, advocacy, and outreach to the international population and the Duke and Durham community. Assists international students with shopping, transportation, orientation, applying for Social Security card, English language assistance, etc.

919-684-3585

<http://www.studentaffairs.duke.edu/ihouse>

Visa Services Office – Determines the visa and employment options for international students, scholars, visitors, and employees, which will permit the greatest benefit and flexibility to Duke and to the individual

919-681-8472

<http://www.visaservices.duke.edu>

Libraries – Bostock and Perkins libraries on West Campus

919-660-5870

<http://library.duke.edu/>

APPENDIX III

TRAVELLING OUTSIDE OF THE U.S.A. WITH F-1 OR J-1 STUDENT VISA

TRAVEL ABROAD: BASIC RULES

Before leaving the U.S., make sure you have:

1. a valid passport or some other acceptable proof that you are a citizen or legal resident of that country and have the right to return to and enter it.
2. your I-94 or a copy of the front and back of it. The original I-94 is not essential, but you will need the information on it. If it is not available because it is at the Department of Homeland Security (DHS) or has been lost, you may obtain the information you need from a copy. If you do not have a copy, you may be required to fill out a new I-94 at the port of departure.
3. a valid U.S. visa stamp to return to the U.S. OR all of the documents you will need to obtain a new visa stamp abroad.

REENTRY INTO THE UNITED STATES: BASIC RULES

To reenter the U.S. you must have three things:

1. a valid unexpired passport. Your passport must be valid for at least six months into the future each time you enter the U.S. Please see the [Department of State web site](#) for more information on foreign passport validity and for the [list of countries](#) with six-month validity agreements that make the passport valid for six months beyond the expiration date listed in the passport.
2. an immigration document that is valid on and beyond the date you plan to reenter the U.S. and that has been signed and updated, if needed, by the appropriate official. If you are in F or J status you must have a valid, barcoded, SEVIS Form I-20 or Form DS-2019. the adviser's most recent signature on the I-20 or DS-2019 should be less than one year old on the date that you plan to return to the U.S. (less than 6 months old if you are traveling while in F-1 OPT status). If you need an updated signature on the I-20 or DS-2019, contact the IO before you leave. If you need to obtain a new F or J visa stamp while abroad, contact the IO for a new document that specifically indicates its purpose is for obtaining a new visa stamp. If you are applying for an H or O visa stamp be sure to carry a copy of your approval notice and most recent I-94. PLEASE NOTE: Any time you apply for a visa or enter the U.S., you should be prepared to show proof that you have adequate financial support for the remainder of your program (i.e., assistantship award letter, bank statements, employment letter, etc.).
3. a valid and unexpired visa stamp in your passport that matches the immigration document. All visa stamps include a visa type, such as B-1, J-1, F-2, etc., and an ending date. It is imperative that you read the visa stamp carefully and make sure it is valid for reentry. The visa stamp may be valid for multiple entries or it may be limited to one or two entries. It may be valid for only a few months or for the entire time listed on the I-20, DS-2019, I-797 Approval Notice, or other visa document. The duration of the validity of the visa stamp and the number of entries it permits is based upon reciprocity with the sending country. The restrictions the U.S. puts on your visa are similar to the restrictions that your country puts on the visas of U.S. citizens traveling to your country for similar purposes. Certain visa stamps may have other limitations as well.

For more information on travelling abroad on your Duke student visa please go to <http://www.visaservices.duke.edu/TravelAbroadReentry.html>

**** Whenever you plan to leave the country please see Caroline Morris to discuss travel dates, possible I-20 renewal letter, visa checks, etc.**

APPENDIX IV

ACADEMIC INTEGRITY

"Academic integrity is a fundamental value upon which colleges and universities are built. Students, faculty and staff are expected to contribute candid opinions, reviews and assessments of research and other academic exercises that are vital to sustaining the discussion and exchange of ideas.

It is this conversation that stimulates intellectual growth and development among the community and its members. For learning and scholarship to thrive, academic communities cannot tolerate acts of academic dishonesty, such as cheating, misrepresentation or plagiarism." (Empire State College, The Role of Integrity Within the Academic Community)

<https://studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty>

PLAGIARISM

Plagiarism Tutorial for all students – Learn what constitutes plagiarism at Duke University and how to maintain your own academic integrity during your studies.

<https://plagiarism.duke.edu/>

APPENDIX V

APPLYING FOR A SOCIAL SECURITY OR INDIVIDUAL TAX IDENTIFICATION NUMBER

International graduate students at Duke who are offered monthly stipends for Teaching or Research Assistantships their first year are eligible to apply for a Social Security number (**SS#**) and should do so at the first opportunity after they have been formally hired by their department and submitted all the HR and tax forms indicated in the previous section, **Payroll for Domestic and International Students in Chemistry**.

Graduate students who are instead offered a fellowship, a stipend for which there is no specific work obligation such as teaching or research, must instead apply for an Individual Tax Identification Number (**ITIN**). Only when the student is hired for a specific job such as Teaching or Research Assistant may they apply for a Social Security number.

As a general rule, Chemistry international graduate students apply for a SS# as, typically, they are offered Teaching Assistantships their first year in the program.

New international students **must** apply for a Social Security number once they have been in the U.S. for **10 days**. Waiting any longer may result in a substantial delay of their first paycheck in September.

Transportation to Social Security Office

As most new international students do not have automobiles, Duke University's International House provides transportation to the Social Security Office at 3004 Tower Blvd., Durham, NC 27707.

The shuttle to the SS office departs at 10am each Wednesday from the International House on Duke's West Campus, at the corner of Anderson and Campus Drive.

When the student has received their SS# card, please bring it to Caroline Morris, the Assistant to the Director Graduate Studies. She will need to make a copy for your payroll files and send a copy to the Corporate Payroll office.

APPENDIX VI

DROPPING A COURSE AFTER DROP/ADD

Drop/add is the time period during which a Duke student can make changes to their registration and course schedule each semester without academic or financial penalty. The Drop/Add period is the first 2 weeks of the semester. After Drop/Add has passed course tuition will not be refunded and a dropped course will appear on one's Duke University transcript with a notation that the student withdrew from the course (W).

Doctoral level courses are significantly more arduous and time consuming than undergraduate or Master's level courses. Therefore, it is recommended that first year Ph.D. students limit themselves to 10-12 credits of doctoral coursework per semester, not including any English classes international students may be required to take.

It is not uncommon for first and second year students to occasionally drop a graduate course from their schedule for a variety of reasons:

- An F in any course by a doctoral student will result in immediate removal from the program by the Graduate School.
- The pressure and/or time constraints of their current schedule are unmanageable.
- It is determined the course does not meet their academic interests and/or requirements.

The Graduate School had provided a simple form in order to drop a course after the Drop/Add period has ended at <http://gradschool.duke.edu/academics/forms/>.

The student should submit the form to the course instructor and the Chemistry Director of Graduate Studies for signatures. Once the form is complete, give it to the Asst. DGS, Caroline Morris, for processing to the Graduate School