



# VILLANOVA UNIVERSITY

Graduate  
Pre-Arrival Information

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## *PREFACE*

Remember this is only a guide to get you started. THE UNITED STATES IS NOT LIKE HOME AND, THEREFORE, YOU SHOULD NOT ASSUME THE SAME LAWS OR RULES APPLY THAT DO IN YOUR HOME COUNTRY. YOU ARE STRONGLY ADVISED TO USE ADDITIONAL PRECAUTIONS such as only going into familiar areas or that are well traveled and lighted; going out only with other people you know; and/or staying home late at night. The previous examples are not exhaustive. ALWAYS KEEP YOUR OWN SAFETY IN MIND.

This booklet is not a substitute for the **MANDATORY** International Student orientation – date, time and location is outlined in the accompanying letter.

## *INTRODUCTION*

Congratulations on selecting Villanova University, an exceptional school, to pursue your higher education. We welcome you and we look forward to helping you enjoy a fulfilling career at Villanova.

The International Student Office (ISO) can assist you with the transition to your new environment. We hope this orientation book will be helpful in providing you with some basic survival information.

We are here to advise and lend a listening ear to students with any personal concerns, including culture shock, loneliness, and homesickness. We serve as a source of information concerning campus and community activities including International Student Club, International House in Philadelphia, host family program, Social Security, driver's licenses, and health insurance. We also can advise students of their rights and responsibilities in US immigration

matters including visa requirements and regulations, school transfers, extension of stay, travel outside the US, work permission, and practical training rules.

Your first adjustment in the United States may be ‘jet lag’ a term used to describe the effects of a new time setting on your body. The severity will depend on the distance and direction of your travel. Some of the symptoms include sleepiness, loss of appetite, and feeling as if your head is still in the clouds! Usually after a few days, you will begin to adjust to the new time, even though you might be eating lunch here when at home it is the middle of the night!

Be sure to bring special items from your country with you such as photographs, books, maps, postcards, recipes, clothes – whatever you have room to bring will be of interest to us in the ISO and to your new friends in this country and may be comforting to you.

There are many Americans as well as other international students who can gain much from knowing you. We look forward to getting to know you and discovering the special talents you are bringing to our community. Once again, welcome and all the best during your stay at Villanova.

Sincerely,

*Stephen T. McWilliams*, Director

*Debra K. Kwiterovich-Hoover*, ESL Co-coordinator

*Hubert Whan Tong*, SEVIS/Immigration

### *STUDENT ORGANIZATIONS*

Many students while still overseas find it helpful to contact these student organizations prior to their arrival at Villanova.

1. VISA – Villanova Indian Student Association  
[www.students.villanova.edu/visa/](http://www.students.villanova.edu/visa/)

2. Villanova Chinese Student Association;
3. MESA – Middle Eastern Student Association
4. ISOS – Internationals Student Outreach Society  
(Primarily an undergraduate organization)  
<http://www.students.villanova.edu/isos/>

The ISO has worked closely with the leadership of these associations and they have assisted with many of the events sponsored through the ISO.

*EMAIL AND UNIVERSITY INFORMATION TECHNOLOGIES*

myNOVA is the University's online student information system. The myNOVA portal is customized to bring you the targeted information you need based on your university profile. Through myNOVA, you can access your grades and personal address, the Wildcat Newswire as well as information relating to class registration, the library and on-line classroom resources. In addition, myNOVA provides a gateway to other online systems, such as your Villanova email.

**To access myNOVA, go to [novanet.villanova.edu](http://novanet.villanova.edu) and enter your username and password.**

If you have questions regarding your account, please contact the University Information Technologies (UNIT)

- UNIT Helpdesk (610)519-7777: Monday to Thursday 8AM EST to 7PM EST; Friday 8AM EST to 5PM EST;
- TechZONE (610)519-7777: Monday to Thursday 9AM EST to 7PM EST; Friday 9AM EST to 5PM EST;
- UNIT self –service help desk (SSHD). Instructions are available at [www1.villanova.edu/villanova/unit/helpsupport/sshd.html](http://www1.villanova.edu/villanova/unit/helpsupport/sshd.html)

### *TRANSPORTATION TO VILLANOVA*

The closest airport to Villanova is the Philadelphia International Airport, which is located approximately 30 minutes by car from the Villanova campus. From the airport you have three options:

1) Rental Car (or other private transportation):

When leaving the airport, follow the signs for I-95 South. Take I-95 South to Exit 7 (I-476 North-Plymouth Meeting). Take I-476 North to Exit 13 (Villanova). At the traffic light at the end of the exit ramp, turn right onto Lancaster Ave. On your left will be the St. Thomas of Villanova Church and general parking on the right.

2) Train:

Look for the signs or ask the attendant at the ground transportation information desk to direct you to the Airport Line train station at your terminal. Purchase a ticket to the Villanova Station. The Airport Line stops at all terminals and goes to the 30th Street Station in Philadelphia. At 30th Street, change trains and board the Paoli/Thorndale Local train which will take you directly to the Villanova campus. Wheelchair access: All Airport and Center City stations are wheelchair accessible, however, Villanova Station is not. Continue on the train past Villanova to the wheelchair accessible Wayne Station and from there take a taxi to the Villanova campus.

3) Airport Taxi & Shuttle Services

The airport taxi and shuttle services (such as Avalon, Bennett, and Main Line listed below) run by off-campus companies frequently offer 24-hour service. Students should be aware that transportation to the Villanova from the airport can cost \$35-\$60 each way, and they may wish to "carpool" to save on the expense. Please check with individual taxi/limousine services directly concerning transportation to/from the airport from Villanova

Avalon Limousine/Shuttle Service	(610) 527-5240
	(800) 844-2240
Bennett Taxi Service	(610) 525-1770
Main Line Airport Limousine	(610) 525-0513

### *TEMPORARY ACCOMMODATION*

Upon arrival, if you require temporary accommodation (i.e. for a few days until more permanent accommodation is available), you may wish to contact the following hotels:

1. Villanova Conference Center, 601 County Line Road, Radnor, PA 19087; Phone (610) 523-1776, or email [VCCSale@villanova.edu](mailto:VCCSale@villanova.edu)
2. The Radnor Hotel, 591 East Lancaster Avenue, St. Davids, PA 19087; Phone 1-800-537-3000 or (610) 688 – 5800, or email [www.radnorhotel.com](http://www.radnorhotel.com).

### *LOCAL TRANSPORTATION*

Southeast Pennsylvania is served by many trains and buses. Train – The “Paoli Local” stops between Paoli and 30<sup>th</sup> Street Station in Philadelphia. You can board on campus behind Mendel Hall. The fare depends on the length of your journey. It runs 7 days a week, twice an hour (except Sundays and holidays). Maps can be obtained at the stations. Be sure to inquire about a commuter pass if you will be using the train frequently. SEPTA (Southeastern Pennsylvania Transit Authority) manages the local trains and buses.

Amtrak – For a trip further away (New York, Atlantic City or Washington, D.C. for example) this is the train to take. You can board at 30<sup>th</sup> Street Station in Philadelphia (accessible by the SEPTA train).

High Speed Line – Stops in two places on campus – near Stanford Hall and Moriarty Hall. It travels from Upper Darby’s 69<sup>th</sup> Street Station to Norristown.

Buses – Run east and west along Lancaster Avenue at regular intervals (although not as frequently as many students have experienced in their own countries). To avoid frustration, be prepared to wait for a bus. If the weather is inclement, be prepared for an even longer wait. For detailed information about schedules and fares, phone SEPTA directly at (215) 580-7800.

Taxi Service – Check the yellow pages of the telephone book under TAXICAB. There is also limousine service available to and from the airport listed under LIMOUSINE in the yellow pages. Main Line Airport Service and Trinity offer this service.

### *DRIVER’S LICENSE*

This issue will be reviewed at orientation. **DO NOT** plan to apply for a license immediately upon arriving in the United States. Once again, this issue will be dealt with at orientation.

### *HOUSING*

**Please note: Villanova does not have any on-campus graduate housing.** In most cases if you are renting an apartment, you will have to sign a lease (usually for a period of 1 year) and have at least one month’s rent as a security deposit. According to some leases, the rent includes utilities (electric, gas, oil, water). Be sure to find out what is included in your rental fee, and don’t sign anything until you’re sure that’s where you want to live. The ISO can provide you with a renters support letter. Requests must be made in person.

### A) Houses and Rooms

In some areas you may not be able to get an apartment or on campus housing and you may have to consider renting either a house, or a room in a house (sometimes called a boarding house). When renting a house with others, you should consider the suggestions in the section below about apartments.

Further, some communities have ordinances that restrict the number of unrelated people who may live in a single dwelling. If you decide to live with others in a house, make sure everyone agrees how the cost of utilities, i.e. telephone, cable, and electricity, will be split among members of the house. When renting with a group, you should be certain that these individuals are who you want to live with in a community setting and in safety. **Strongly consider if the situation is safe for you.** The individual with whom you interact academically may not be the same type of person with whom you want to live. Give serious thought to whether this is really the type of living arrangement you want before you commit yourself to it.

In a boarding house, you will be renting a single room from either a family or individual in their home. The owner, in most cases, will live in the dwelling with you. **Strongly consider if the situation is safe for you.** The room will be furnished and in most cases you will have to share bathroom facilities, which will be down the hall. In some boarding houses you may find the owner renting out more than one room to a member from your school. The owner will set out specific rules which you are expected to follow, such as when you can cook. The owner may request you pay the first and last month's rent. This varies depending upon the owner. When considering a boarding house, you should discuss with the owner:

- 1) Any rules;
- 2) Payment of utilities;
- 3) Whether you can use his/her cooking facilities;  
and
- 4) Whether there are parking facilities, if you have  
a car.

#### B) How to Find Housing

There are four ways to find housing in the area:

- 1) The Office of Residence Life maintains a list of apartment complexes in the surrounding communities which may be found at [www1.villanova.edu/villanova/studentlife/reslife/offcampus/apartment\\_listing.html](http://www1.villanova.edu/villanova/studentlife/reslife/offcampus/apartment_listing.html)
- 2) Check the Sunday edition of the local newspaper.
- 3) Bulletin board at the University. Before applying to one of the advertisements on the board, make sure you want to share housing. **Be careful and consider whether you want to live with someone you do not know. Strongly consider if the situation is safe for you.**
- 4) Apartment Rental Book which is published in most large cities. This free publication is not a complete listing of all available apartments in the area. It can usually be found in any grocery store.
- 5) Check the yellow pages under APARTMENTS in the local telephone book.

**When looking for housing make sure you do not sign or commit to anything unless you are sure that is where you want to live. Most leases are for at least one calendar year (12 months). If you move out before the lease expires, you may be responsible for the remainder of the lease.**

C) Generally for Housing

When looking for housing you should consider

- 1) Security;
- 2) Location (make sure the apartment building is on a bus route);
- 3) Price;
- 4) Facilities;
- 5) Amount of deposit;
- 6) Length of lease.

D) Types of Apartments

- 1) Studio – This type of apartment does not have a separate bedroom. It is a large room with separate bathroom and kitchen areas.
- 2) One Bedroom – This apartment has separate bedroom, living room, dining room, bathroom and kitchen areas.
- 3) Two and Three Bedroom – These types of apartments are similar to the one bedroom apartment described above except there are more bedrooms and sometimes more bathrooms.

E) Price for Apartments

Landlords vary as to whether they will pay for hot water, heat, gas or air conditioning. If you are unsure what the landlord will cover, please make sure you ask before you sign the lease or commit to the apartment. Most apartments are **unfurnished**. If the apartment is furnished, you will have to pay a higher rent. You therefore must decide if it is cheaper to rent or purchase furniture for your apartment. Depending on what personal items you have, you may want to buy insurance against fire and theft. Some apartments require insurance against fire and theft.

All apartments should have a refrigerator and stove in the kitchen. Your rent for an apartment may not cover your:

- 1) Cable/Internet
- 2) Electricity and
- 3) Gas bills.

Most apartment buildings have laundry facilities in them. When looking at the apartment building check to see where the washers and dryers are and how much they cost per load.

The apartment building management may ask you for an application fee, which may vary. Most apartment buildings will ask for the first month's rent, plus a security deposit, when you sign your lease. Before you move into your new apartment you should call the following companies and ask them to turn on their services:

- 1) Cable/Internet
- 2) Electricity
- 3) Gas – check with your landlord which company the apartment uses.

Make sure you ask each company how much they will charge for installation and what your monthly payment will be.

Finally, check on the condition of the housing with the landlord and note with him anything that is wrong with the housing you are renting before you move in or sign the lease. At that time, you should request to have any problems repaired. By going through this inspection process, you cannot be blamed for problems which you did not cause. The security deposit will be returned to you once you have moved out and the landlord has inspected the apartment or room. The cost of repairs, which may have to be done as a result of your tenancy, will be deducted from your security deposit.

Philadelphia Electric Company (PECO) can service both gas and electric accounts if your apartment or house is outside Philadelphia city limits. You must apply in person if you have not had an account with them for the past 60 days. You will need to bring two forms of identification (visa, passport, school ID, alien registration card). In addition, you must bring your lease or deed as they will need to know the owner's name, address and phone number. No deposit is required when you apply. However there is a transfer fee which will appear on your first bill. Allow PECO at least two working days to establish service. They have applications in English and Spanish. If you need more information, call them at (610) 849-3200.

### *BANKING*

Wells Fargo is the financial institution which operates the ATMs on-campus. In addition, to the ATMs the bank staffs a branch in Dougherty Hall. There are other financial institutions in the surrounding communities such as Citigroup and Bank of America. The choice of when and what institution used is entirely up to you. During the international student orientation the office will assist you with this process.

### *REGISTERING FOR COURSES*

You will meet your Academic Advisor once you arrive at Villanova. Your assigned Academic Advisor will assist you in registering for classes and will outline your academic courses so you will complete your program within the two (2) years as noted on your I-20.

### *PAYMENT OF FEES*

UNIVERSITY POLICY REQUIRES ALL CHARGES BE PAID IN FULL PRIOR TO THE START OF EACH SESSION OR SEMESTER. You are required to make complete payment in American currency, i.e. cash or

certified check drawn on a United States bank. Visa and Mastercard are accepted in the Business Office. Villanova usually needs to allow one to two weeks for checks to clear through a U.S. bank. Please contact the Bursar's Office regarding instructions for wire transfers.

In the event of unforeseen problems or financial emergency, you must contact the ISO to discuss your individual situation. If you are not able to pay in full, you will not be financially cleared and, therefore, not permitted to attend the next session until your financial obligation for the semester is met.

International students are **not** eligible for financial aid from U.S. federal or state government sources or the internal tuition payment plans as currently structured at Villanova. If you need clarification on this, please contact the ISO.

#### *SOCIAL SECURITY AND EMPLOYMENT*

Social Security cards will **ONLY** be issued upon demonstrating this requirement for work. This issue and employment authorizations will be reviewed at the mandatory international student orientation (time, date and location have been specified in the accompanying letter).

**DO NOT plan to cover your expenses with a campus job; the pay is inadequate for this purpose. A campus job cannot support a full-time student. Also, Immigration regulations state you may work no more than twenty (20) hours per week while enrolled in university. Part-time work, i.e. twenty (20) hours per week, can only supplement your expenses.**

#### *IMMIGRATION LAWS AND REGULATIONS*

The International Student Advisor is your contact at the University for all matters concerning U.S. Citizenship and

Immigration Service (USCIS). It is recommended that you discuss any problems or questions you have with the International Student Advisor **BEFORE SEEKING OUTSIDE COUNSEL**. You may be advised to seek the assistance of an attorney trained in immigration law for particular cases. It is extremely important for all international students to understand and to follow the established laws and regulations which are mandated by USCIS. International students, while studying at Villanova are under the jurisdiction of the local USCIS office. Regulations will be reviewed with students at the mandatory international student orientation at the start of the semester.

#### *POLICE AND LEGAL ACTION*

If you violate a law that results in a citation or other legal action, the University will only be able to act in an advisory or referral capacity. The University cannot provide legal representation to you in any capacity. Villanova does, however, have a Legal Information Center in the basement of Sheehan Hall. Its phone number is (610) 519-4379. If you are taken into custody by the police, please contact the Director of ISO through the Campus Safety Office.

#### *HEALTH INSURANCE*

The Health Center (Infirmary) is located in Middleton Hall and is available to you as a Villanova student in the event of a minor illness which can be treated as an out-patient or on a short-term stay basis. Registered nurses are on duty around the clock every day (except during undergraduate vacations). A physician is present daily, Monday through Friday. Patients are responsible for prescribed medications and needed consultations. If your condition merits serious attention, you can be transported to Bryn Mawr Hospital.

Other services offered at the Infirmary include allergy injections, blood pressure assessment, lab testing and free pamphlets on many health-related issues.

Please be sure to complete a medical health record form. This form will be kept on file in the Infirmary so they can have your health history readily available if and when you need their medical help. Please obtain or hand in completed health forms at the ISO.

Health insurance coverage is MANDATORY. All international students are expected to have some form of health insurance that will adequately cover their needs and situation while here at Villanova. During the orientation session the U.S. health care system will be explained to you and possible options explored which you may wish to consider.

### *ENGLISH LANGUAGE HELPDESK*

How can you improve your English language skills? Speaking English whenever you can, and trying to associate with others who will be speaking English, can be the best practice tool. There are English language programs in the area as well. Villanova University's ISO offers an English Language Helpdesk to international students who wish to improve their proficiency in English. Classes meet at Villanova University and cover such aspects as academic and professional writing, reading and vocabulary skills, grammar and the American culture. Please note: Villanova University does not have an ESL program and cannot issue I-20s for ESL.

### *VOLUNTEERISM*

If you feel that you can give some of your time to volunteering to help others, Villanova has several campus offices which organize volunteer activities. There are many

community service programs and projects through the offices of Campus Ministry, Project Sunshine, Student Activities, Peace and Justice Center and Residence Life. Once you are settled, please don't hesitate to call these offices directly, or visit the ISO for further information regarding students serving others.

### *FOOD AND LIQUOR*

**It is strongly suggested you do not attempt to bring food items with you when you come to the US. Due to health and safety concerns, food items, i.e. plants and meat products, will be seized at the port of entry for destruction.**

Philadelphia and its suburbs host many international restaurants. Names and addresses can be found in the yellow pages of your telephone book under RESTAURANTS. The Villanova Blue Book is an extensive guide to every Villanova student's academic, social and cultural life, and also includes a sampling of places to eat on the Main Line. Favorites among students include Campus Corner, Totino's Pizza and Domino's Pizza. On campus, the Connelly Center provides students with the Belle Air Cafeteria, an ice cream shop, cookie stand, espresso bar and a candy and newspaper counter (as well as a movie theater, study lounges, art gallery, game room and a travel agency).

In the city of Philadelphia, the Italian and Chinese communities are well established. Chinatown is on Race Street between 8<sup>th</sup> and 11<sup>th</sup> Streets. Located on 9<sup>th</sup> Street between Washington and Christian Streets is the Italian market. There are also specialty shops located between Baltimore Avenue and Chestnut Street from 42<sup>nd</sup> Street northwards. You may find the necessary ingredients to prepare your native dishes in these stores. The Reading

Terminal Market on 12<sup>th</sup> and Arch Streets sells international foods also.

The legal drinking age in Pennsylvania is 21 years. Refer to the Villanova Blue Book for specific Villanova regulations about drinking on campus. Liquor is sold in special stores known as “State Stores”. Beer is sold at distributors, bars and some delicatessens. Bars generally close at 2 AM.

### *COPING WITH A NEW CULTURE*

“Culture shock” is a term used to describe the loss of emotional balance when a person moves to an unfamiliar environment. Virtually every traveler experiences the symptoms to some degree. The most common symptoms include excessive reactions to minor frustrations, sleeplessness, physical discomforts such as headaches, annoyance with those not from one’s own country and a great yearning to be back in one’s familiar setting.

What can you do when you might be feeling very alone, and distant from all that was familiar to you? Some suggestions:

- 1) Don’t think you are abnormal. If you have lived in another country and culture for most of your life and have been relatively content, why shouldn’t you miss it?
- 2) Talk about your feelings with someone – your family, trusted friend, chaplain, Foreign Student Advisor – someone whom you feel will listen and understand. Even though it does not change the fact that you are many miles from home, “getting your feelings off your chest” is very important for your emotional health.
- 3) Try to keep busy not only with your studies, but with other activities you can enjoy. If you’re not

sure what's available, check the campus and community newspapers and the ISO.

- 4) Try to look for the best and most positive aspects of your situation. Make a written list of all advantages and happy experiences in your new culture and keep it handy to pull out to read when you need to lift your spirits.
- 5) Remember others have come and survived! Seek out those international students who have been in the U.S. and at Villanova for their survival tips.
- 6) Although it might not be easy to look at in this way, the intense pain of culture shock can lead you to discover things about yourself that you never knew before. You can become a much stronger person with deeper insight into yourself, and a better understanding of others.

The most commonly recognized stages of cultural adjustment are:

- 1) The Honeymoon Stage – characterized by exhilaration, excitement and fascination with all that is in the new environment. Often lasts for first six weeks after arrival.
- 2) The Stress & Hostility Stage – everything is wrong! There is much frustration and anger as initial novelty becomes day-to-day weariness of speaking in English, academics intensify and minor frustrations can seem unbearable. This can last approximately 6-12 weeks after arrival.
- 3) The Adjustment Stage – where hopefully all students arrive eventually. This stage is characterized by relaxation and laughter, which can help the student through almost any situation. The student now begins to feel “at home” after establishing a support system and friends, is managing the bureaucracies of the University and is understanding/passing his courses.

## *TOURISM*

When you find yourself with some free time, consider visiting some of the many sights in the area. It was on July 4, 1776 in Independence Hall in Philadelphia that the Declaration of Independence was adopted. Eleven years later, in 1787, the Constitution was adopted there.

The Philadelphia Convention and Visitor's Bureau Tourist Center has an official Visitor's Guide to Philadelphia. The Visitor's Guide includes a map of the city, restaurants and information on many cultural points in the city, including the Academy of Natural Sciences, Franklin Institute (museum of science and technology), Philadelphia Art Museum, the Free Library of Philadelphia and Independence Hall. A Visitor's Guide can be obtained from the Philadelphia Convention and Visitor's Bureau Tourist Center, 16<sup>th</sup> and JFK Blvd., Philadelphia, PA 19106; Phone (215) 636-1666 or 1(800) 537-7676. You can stop by or call and request it to be mailed to you.

## *CLIMATE*

Here in the Philadelphia area, we have the Appalachian Mountains to the west, and the Atlantic Ocean to the east, they have a moderating effect on our weather. It's rare for the temperature to get below 0 Fahrenheit or above 100 Fahrenheit. Here in Pennsylvania you will experience four different seasons. In the fall (autumn) the weather grows cooler. The temperature ranges between 68.2F to 45.8F (20C to 7.7C).

Winter is our coldest season, 35.5F to 33.1F (1.9C and 0.6C) with an average snowfall of 21.9inches (7.3cm). Temperatures will vary between 41.8F and 62.8F (5.5C and 17C) in spring. The summer is our warmest season with temperatures ranging from 71.6F to 90F (22C and 32.2C). On the average it rains 117 days each year, dropping 41.42 inches (13.8 cm) of rain on this area. Most precipitation in

the form of rain falls in the months of May, June, July and August. The average annual temperature is 54.3F (12.4C). In this area of the United States there are no earthquakes (of significant size), no volcanoes, no tidal waves and very few hurricanes. Floods or tornadoes are rare; high winds can occur, especially in the summer with thunderstorms.

### *GREETINGS AND OTHER GENERAL TIPS*

**Greetings** – In America, we typically say “Hi” or “Hello.” Often you will hear the phrase “How are you?” when someone greets you. Usually we answer “Fine, thank you, how are you?” Many times, unless it is a close friend, we don’t expect the person to answer more than “I’m good.” It can be confusing for an International Student when someone asks “How are you” because in America we don’t really expect to hear any more than a short answer to this question. It’s a rhetorical greeting. When you are introduced to someone, it is appropriate to shake hands with both men and women. You can say “I am happy to meet you.” Some people in America greet each other with a hug. If you don’t wish to be hugged, extend your hand quickly for a handshake.

**Waiting in Line** – Many times there will be situations where you will see a line of people, for example in the Bookstore, Registrar’s Office, Post Office, etc. This can be difficult for those from cultures where one must go to the front immediately if one wishes service. However, in general, in the US, if you wait your turn in line, you will eventually be served as politely and efficiently as possible.

**Appointments** – Most Americans are conscious of time and value punctuality. People from other cultures often comment Americans seem to always be in a hurry. It is true we could all probably benefit from a slower pace; however here schedules and deadlines are involved, it is best to make

an appointment to meet with a member of the college staff or faculty. You can call or stop in to reserve that time for yourself, and in that way, you will be insuring your arrival is expected, and the person you wish to see will have adequate time for you and your concerns. If you find you will not be able to be on time for the appointment, a phone call to cancel and reschedule the time is always appreciated.

**Hygiene** – Most Americans are also extremely conscious of personal hygiene and cleanliness, as you can see from the proliferation of personal care products on the shelves in the stores. You will see not only basics to keep clean such as soap, deodorant, and toothpaste, but many brands of perfumes and colognes to mask any odor of the body. Americans are very quick to turn away from any smell associated with perspiration, and will usually take steps to remove any scent of sweating immediately, for example showering after exercise.

**Safety** – There is an expression in America “It is better to be safe than sorry.” It’s always best to be very conscious of your own personal safety by not displaying large amounts of money when paying for purchases, not leaving your wallet or handbag in a public place such as the library or cafeteria, not carrying large amounts of money on your person or leaving doors unlocked when you sleep.

### *POST OFFICE*

Mail is delivered every day except Sundays and Federal Holidays. Villanova University has its own post office in the basement of Kennedy Hall. This post office is open Monday through Friday 9 a.m. to 4 p.m. and Saturday 8 a.m. to 10 a.m. The postal workers can inform you of alternative ways to send and receive mail, including certified, COD, insured, parcel post, overseas, etc

*IMPORTANT PHONE NUMBERS*

**Villanova University Information:** (610) 519-4500; Snow closing 519-4505

**International Student Office:** second floor, Connelly Center, (610) 519-4095 (Stephen McWilliams); (610) 519-7827 (Debra Kwiterovich Hoover) (610) 519-8017 (Hubert Whan Tong)

**Graduate Admissions College of Liberal Arts and Sciences,** second floor, Kennedy Hall (610) 519-7090

**Bursar's Office:** Kennedy Hall, (610) 519-4258

**Public Safety:** Farrell Hall, (610) 519-6979;

**EMERGENCY ON-CAMPUS** (610) 519-4444

**EMERGENCY OFF-CAMPUS** 911

**Health Services (Infirmary)/ Counseling Center:** Health Service Building, (610) 519-4070

**Career Planning & Placement:** Garey Hall, (610) 4060

**Registrar's Office:** Tolentine Hall, (610) 519-4030