We are excited you arrived! We hope this handbook helps with the adjustment of your new surroundings, life and culture. This handbook is designed to answer most questions. Please read carefully and keep for future reference.

Suzi Aadland
Director
suzi.aadland@sdsmt.edu

Beth Riley
Assistant Director
beth.riley@sdsmt.edu

IIC website http://www.sdsmt.edu/International/
IIC email international@sdsmt.edu
Book an Appointment https://outlook.office365.com/owa/calendar/IvanhoeInternationalCenter@sdsmt0.onmicrosoft.com/bookings/
Phone number (605) 394-6884
Office Hours Monday to Friday 7:30 a.m. – 4:30 p.m.
Summer Hours from 7:30 a.m. – 4:00 p.m.
Address Ivanhoe International Center
South Dakota School of Mines & Technology
501 East Saint Joseph Street
Rapid City, SD 57701-3995

Ivanhoe International Center (IIC) Services which require an appointment:
- I-20 signature for travel (plan ahead, come in at least one week prior to your trip)
- Program extension
- Transfers
- Optional & Curricular Practical Training authorizations (OPT and CPT)
- Reinstatement to student status

You may make an appointment by email or calling.
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## Important Contact Information/Services

**SD Mines Campus Alerts**
Sign up for mobile/email alerts:

[https://www.sdsmt.edu/Campus-Services/Emergency-Management/Campus-Alert/](https://www.sdsmt.edu/Campus-Services/Emergency-Management/Campus-Alert/)

or call: 605-394-2210

**Ivanhoe International Center**
605-394-6884

**International Student, Inc**
605-484-1590

**Graduate Education Office**
605-355-3468

**SD Mines Student Health Center**
605-394-2354 (Fall/Spring only)

**Life Threating Emergency (Fire, Medical, or Safety)**
CALL 911

**Rapid City Police (non-emergency)**
605-394-4131

**Rapid City Fire/Ambulance (non-emergency)**
605-394-4180

**SD Mines Campus Safety**
605-394-6111
Ivanhoe International Center Namesake

The Ivanhoe International Center (IIC) was established at the South Dakota School of Mines and Technology in the fall semester, 1994, through a generous gift by an alumnus, Mr. Lytton F. "Bus" Ivanhoe (MinE'42).

As a student and throughout his career, Mr. Ivanhoe travelled the world and experienced many cultures which inspired him to establish the IIC. Below is a copy of the letter he wrote in the mid-1990s to students about making the most of your experience at SD Mines. Although some of the information is outdated, please take note of the valuable advice he left for you as you enjoy your time at SD Mines and the Rapid City/Black Hills community.

I take this opportunity to welcome and congratulate you on your decision to attend the South Dakota School of Mines & Technology. Your education at this institution will serve you well in your chosen career.

Much like you, I received my earlier education on other continents with many cultures. In addition, my career has taken me to all parts of the world. As such, I urge you to take advantage of your stay in Rapid City to learn how to speak English fluently. This skill will be most useful to you throughout your life. Immersion in English is a valuable fringe benefit of attending SD Mines.

In addition to any formal courses offered for English as a second language, I suggest that you train your ear by listening to a local radio station. By turning on the radio whenever you are home, you will find at first the radio is merely "background noise" that you will ignore. However, after a short time you will be able to understand the English speakers without paying undue attention to them. This is the first step in understanding and speaking fluent English.

I encourage you to visit the Ivanhoe International Center located on the lower level of the Surbeck Center. I hope you will find the Center a place to relax and visit with other international students as well as a place to read, study, and improve your English skills.

I wish you the best of luck in both your studies and your stay in Rapid City. Congratulations again for choosing SD Mines.

Sincerely,

L. F. Ivanhoe (MinE'42)

Common IIC Processing Services

For details, policies and procedures about the items below, please meet with an IIC staff member, email or call us. The information below is only meant to give you an idea of some of the services we provide.

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<td>Anytime</td>
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<td>Change of Status</td>
<td>As soon as possible, but at least 3-4 months before start of class. This is an estimate.</td>
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<tr>
<td>Change of Program</td>
<td>Within 30 days after the end of your current program.</td>
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<tr>
<td>Change of Local Address</td>
<td>Report within 10 days of the move.</td>
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<tr>
<td>CPT – Curricular Practical Training</td>
<td>As soon as possible before CPT semester. Deadline is by 1st day of class.</td>
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<td>OPT – Optional Practical Training</td>
<td>As soon as possible before OPT start date and within 60 days after completion of program</td>
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<td>Reduced Course Load Request</td>
<td>Before dropping or withdrawing from any class. Requires approval. Conditions apply.</td>
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<tr>
<td>Reinstatement to Active Status</td>
<td>Immediately, but no later than 5 months after termination of status.</td>
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<tr>
<td>SSN Support Letter</td>
<td>Anytime with job offer in hand.</td>
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<tr>
<td>Transfer Out</td>
<td>Within 60 days after completion of program. Provide letter of acceptance at new school.</td>
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<tr>
<td>Travel Signature</td>
<td>2 weeks prior to travel.</td>
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MAINTAINING YOUR STATUS – F-1
(Most apply to J-1)

The information contained in this document is subject to change as federal laws and regulations are modified. US laws have changed drastically in the last few years and will continue to change. The IIC staff keep up to date on those changes and inform you using the Google Group.

*Information marked with “**” is quoted directly from the NAFSA: Association of International Educators Adviser’s Manual of Federal Regulations Affecting Foreign Students and Scholar, other is quoted directly or summarized from federal regulations.

Acronyms & Abbreviations
Acronyms are words formed from the initial letters or parts of a word. Abbreviations are a shortened form of a word or phrase used chiefly in writing.

DSO Designated School Official
SD Mines South Dakota School of Mines & Technology
IIC Ivanhoe International Center
SEVP Student & Exchange Visitor Program
SEVIS Student & Exchange Visitor Info System
DHS Department of Homeland Security
(overning body of USCIS, ICE, & CBP)
USCIS US Citizenship & Immigration Service
ICE US Immigration & Customs Enforcement
CBP US Customs & Border Protection
ESL English as a Second Language

General Requirements and Responsibilities
Once an alien is admitted to the United States in F-1 status, s/he must meet certain obligations to maintain status. The student must:

1. have a passport that is kept valid at all times, unless exempt from the passport requirement. If your passport has expired or will expire shortly, it is your responsibility to have it revalidated;
2. attend the school s/he was authorized to attend;
3. continue to carry a full course of study;
4. follow certain procedures if the student must remain in the United States longer than the length of time estimated for completion of his or her educational program, as stated on the initial I-20 issued to begin the program of study;
5. follow certain procedures to continue from one educational level to another (e.g. from the bachelor’s to the master’s level) at the same school;
6. follow certain procedures to transfer to a school other than the one originally authorized;
7. limit employment, both on campus and off, to a total of 20 hours per week when school is in session;
8. NOT work off-campus without authorization;
9. report a change of residence to the IIC within 10 days of the change;
10. not count more than one course (3 credit hours maximum) of distance education toward full time student status;
11. enroll in the health insurance mandated by the South Dakota Board of Regents. You enroll each semester;
12. inform the IIC sufficiently in advance of your need for travel forms (I-20, full-time student letter, etc.), letters for application of driver’s license, social security card, or employment. Please give at least three business days advance notice to the IIC when requesting any of the above-mentioned documents.

These requirements are strictly enforced and reported electronically. Any allowable exceptions must be requested and approved PRIOR to the semester in which the exception occurs.

Duration of Status (D/S)*
Duration of status generally refers to the period that a student is pursuing a full course of study, plus any optional practical training authorized following completion of the course of study. Associated with duration of status are three "grace periods" that determine how far in advance of the commencement of classes a new student can be admitted to the United States, and how long a student can remain in the United States following the completion of studies or practical training.

The term "duration of status" is also applied to the period of time for which an F-1 student and his or her dependents are admitted to the United States. Unlike many other nonimmigrant categories, under which an individual is admitted to the United States for a date-specific period, an F-1 student and F-2 dependents will normally be admitted to the United States for "duration of status," noted as "D/S" on both Form I-94 and the student's Form I-20.
Full Course of Study
A student must be enrolled for a full course of study. If the student is not pursuing a full course of study at the institution the student is authorized to attend, the student is out of status and must apply for reinstatement to student status. The student is not eligible for transfer to another institution, on campus work (including assistantships), off campus work, or practical training. “Successful completion of the full course of study must lead to the attainment of a specific educational or professional objective.” [8 CFR 214.2(f)(6)(i)] NO MORE than one course or 3 credits of distance education may apply toward full time status.

Change of Address
The IIC must have your current address. Please notify us of any change of address and telephone number within 10 days of moving. This is strictly enforced by ICE.

Program Extension
“An F-1 student who is currently maintaining status and making normal progress toward completing his or her educational objective, but who is unable to complete his or her course of study by the program end date on the Form I-20, must apply PRIOR to the program end date for a program extension...” [8 CFR 214.2(f)(7)(i)] “An F-1 student... may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20.” [8 CFR 214.2(f)(7)(iii)]

Change in Level of Program/Change of Program/Begin a New Program
In each of the following cases, you will need to obtain a new I-20. Please do so immediately upon admission to the new program.

Change in Level of Program
completing a bachelor’s degree and pursuing a master’s degree or completing a master’s degree and pursuing a PhD.

Change of Program
transferring from one department to another without completing a degree

Begin a New Program
starting a new program after completing a program in one department (must be different departments)

Transfer of Schools
Eligibility
An F-1 student “who is maintaining status may transfer to another Service-approved school by following the notification procedure...An F-1 student who was not pursuing a full course of study at the school he or she was last authorized to attend is ineligible for school transfer and must apply for reinstatement...” [8 CFR 214.2 (f)(8)(i)]

Employment
First and foremost! Never go to work for an employer without having permission! Always check with the IIC prior to going to work. If you go to work for someone without having work permission, you are in violation of your F-1 status. If this happens, you lose all benefits associated with F-1 status, including permission to work on campus (assistantships, on-campus jobs). You are NOT eligible for reinstatement through the USCIS.

Time Limitations
F-1 students are limited in the number of hours they are allowed to work per week. You are limited to 20 hours per week when school is in session. This includes all types of employment. If you have two on-campus jobs, you may only work a TOTAL of 20 hours per week. You may work full time during breaks, which are between the fall and spring semesters and the summer break.

Types of Employment
Students in F-1 status are very limited in the types of employment in which they may engage. There are several different types of employment that F-1 students may be eligible.

On-campus employment. Any student who is in valid F-1 status is eligible for on-campus employment. This includes teaching or research assistantships and other on-campus work, such as working in Dining Services, the Library, etc.

Off-campus employment. Employment based on severe, unforeseen economic necessity is extremely difficult to obtain. This does not include internships or CO-OP experiences. Please contact the IIC for further information.
Off-campus employment opportunities may be available through curricular practical training (CPT), optional practical training (OPT), or economic necessity. (Work permission for economic necessity must be authorized by the USCIS and is very difficult to obtain.) For each of these you must be in F-1 student status for AT LEAST one academic year. Please contact the IIC for further information and how to apply.

Travel
Requirements for re-entry into the United States*
In order to reenter the United States after a temporary absence of five (5) months or less, an F-1 student should have the following documents:

- A valid passport or travel document, unless exempt from the passport requirement.
- A valid F-1 visa (unless exempt from visa requirements)
- A form I-20 properly endorsed for travel by the DSO

CBP also recommends that students have with them:
- Evidence of financial resources
- Evidence of student status (recent tuition receipts, transcripts);
- Name and contact information for the school's Designated School Official (DSO)

Penalties for Violation of Status
The US Congress passed the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) on September 30, 1996, which provides for severe penalties for people who violate their status. More recent laws that directly affect international students are the USA PATRIOT Act and the Border Security Act.

Need more information?
- Maintaining your F-1 Status, visit: https://studyinthesates.dhs.gov/maintaining-status
- Maintaining your J-1 Status, visit: https://j1visa.state.gov/participants/current/rules-and-infractions/
HEALTH CARE

For All Emergencies: dial 911 on any phone.
If a campus phone, dial ‘9’ then 911.

SD Mines Student Health Center
SD Mines students can visit the university clinic, which treats minor illnesses and injuries during the school year only. In the summer, you will need to go to one of the Regional Urgent Care Centers. Seeing a doctor from the clinic are free, but for more serious cases they may need to refer you to an outside physician.

The Clinic is in the Surbeck Center down the hall from the Bookstore. You must bring your student ID. Call 605-394-2354 for questions or to set up an appointment. You can find more information here: https://www.sdsmt.edu/Campus-Life/Student-Health-and-Safety/Health/

Stress and Counseling Office
If you are feeling stressed or overwhelmed, do not stop going to classes. This will make the situation more difficult. Instead, talk to your professor about your situation. All professors have office hours when they are available to see students, and they encourage students to come talk to them. Don’t hesitate to visit or email your professors throughout the semester. Most of them are willing to help you if they see that you are making every effort to do well in their class.

Take advantage of the Counseling Center, if you are feeling stressed. For more information, please visit: https://www.sdsmt.edu/Campus-Life/Student-Support/Counseling/

HEALTH INSURANCE

In the United States, the government does not pay for health care. Students must pay for every doctor or hospital visit. Health care in the United States is very expensive. A visit to the doctor’s office may cost $100-$500. A trip to the hospital for a broken arm can cost $500-$1000. Childbirth expenses cost approximately $6,000. Medical problems can result in debt so extensive that a student may not be able to continue his or her studies.

Because of this, all non-immigrant students are required by the South Dakota Board of Regents (SD BOR) Policy 3.14 to have a specific insurance selected by the SD BOR. You must be enrolled in this insurance by the drop/add deadline each semester. Failure to do so will result in you being dropped from all classes.

a. Fall: August 1 to December 31
b. Spring/Summer: January 1 to July 31

J-1 students and their J-2 dependents are required by federal regulations to carry accident and sickness insurance the entire time they are in the United States.

Our current insurance provider is GeoBlue International Health Insurance. Students with comparable insurance purchased in their home country or provided through a U.S. sponsor may request a waiver from the SD BOR plan. Waivers will NOT be granted for plans purchased in the U.S. by current students.

GeoBlue International Health Insurance:
https://www.geobluestudents.com/
Toll free: 1-800-257-4823

Plan Design Options—Please choose one of the following plans to fit your needs. Go to the GeoBlue website above for more information on these options:

- Basic Plan
- Enhanced Plan
TUITION AND FEES
International students do not qualify for in-state tuition regardless of how long they have lived in South Dakota. Refer to the Student Accounts website at https://www.sdsmt.edu/Cashier/ for current tuition and fee amounts, along with registration and payment policies.

Paying your School Bills
If you bring money to the U.S. in a check or money order and deposit it in a bank, it may take up to three weeks for the check to be processed and become available for your use. Therefore, we strongly recommend you choose one of the following options to ensure that you will have money available at the time of registration:

1. Wire your funds electronically to the university
2. Have a credit card available to pay your bills.
3. Bring the check to the Cashier’s Office

You can pay at the time you register for classes. If not paid at that time, your payment must be received in the Student Accounts Office by the Fee Payment Deadline (see website above). Accepted fee payment methods include cash, check, money order and credit card.

Wire Transfer – FlyWire International Payment
As a secured way of payment, FlyWire International Payment is the only wire transfer the university will accept. The advantage of this method of payment is that it eliminates hidden transaction fees and it saves you the trouble of currency exchange. But since it normally takes one week or more for the tuition to arrive, you need to make sure to leave enough time before the deadline for the payment to arrive. For more information, please go to the website above.

Credit Card
The university uses SDePay to process all online MasterCard, VISA, and Discover credit card payments made via Banner Self Service. A service fee of 2.75% will be assessed by the vendor on each transaction. In doing so, those who choose the convenience of credit card payment methods will bear the direct cost. Credit Card payments cannot be accepted by telephone. For more information please go to the website above.

On Campus Payment
On-campus payment by check should be payable to South Dakota School of Mines and Technology or SDSMT and may be delivered in person to the Student Accounts Payment windows on the main level of Surbeck Center.

SD MINES ID CARD
Your SD Mines card is your official SD Mines identification document. It is also your library card, access to various buildings/rooms, can be used as a debit card (Grubby Gold) at dining areas and vending machines, for mail services, campus bookstore, and laundry machines in residence hall.

Once you have registered for classes, you are able to receive your card.

How Do I Add Money to Grubby Gold?
Guests can make guest deposits through the eAccounts website by knowing the student’s name and ID number. Students can load money on your Grubby Gold account a variety of ways:

- The eAccounts website
- The eAccounts app for iPhone or Android
- First Time Users: You must register through the eAccounts website for your username/password. Once you have that--you can use the app or website easily!
- The Grubby Gold cash machine in Surbeck Center (across from the Front Desk)
ACADEMICS

Educational systems differ from country to country. Here are some things you need to know about academic life at SD Mines.

The Student/Instructor Relationship
The student/instructor relationship in the U.S. is generally more informal than in other countries. It is acceptable and expected for students to ask questions and discuss topics with the instructor. Some instructors don’t mind being called by their first name; they may even sit on the desk and walk around the room as they speak. In class, students may speak without raising their hand and be recognized. Depending on the rules of the classroom or building, some people eat and drink in class. If you have questions, you should talk to your professors about this beforehand. Do not assume.

Tips for Academic Adjustment and Success
• Professors prefer it if students discuss ideas rather than just sit and listen. The manner in which you express your viewpoint is important, however. Show respect by acknowledging the professor or classmates’ point of view and then offer your opinion. Say, “In my opinion...” or “I think...” or “I feel...” or “I believe...”
• If you do not understand, ask. If you are not yet used to asking questions in class, make an appointment with your professor.
• At the start of each semester you will be handed a syllabus for each course. This is an outline of the course objectives, due dates for assignments, and much more.
• Keep the syllabus for the duration of the course and refer to it if you are not sure about assignment requirements. Pay close attention when the professor discusses the syllabus as he will often explain during this time how grades will be determined.
• Do not try to write down everything in class. Practice taking notes.
• You are expected to talk in class. A good rule to follow is to raise your hand to ask a question or make a comment at least once every week. If a professor calls on you to answer a question, you should say something. If you don’t know the answer, it’s alright to give a wrong answer. Participation may be included in your grade.

Missing Class
You are expected to go to class on time, to notify your teacher ahead of time if you will be absent, and to participate. It is better to be late to class than to skip class. If you must miss class because of illness, you may need a doctor’s excuse, especially if you have a long illness and you must miss several classes. You can ask for a doctor’s note at the Student Health Center after you have seen the doctor. Read through your syllabus first then ask your professors for their policies on missing class. It is also recommended to notify your professor beforehand if you know you will be absent from a class.

Grading
Grades are on a 4.0 scale
A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0
W = Student withdrew from class with a passing mark. This grade will not be included in the GPA. Before withdrawing from a course all international students must consult with the F-1 Advisor.
WF = Student withdrew with a failing grade. The F will be averaged into the GPA.
I = Incomplete.
GPA = Grade Point Average is computed by multiplying credit hours by the class numerical grade and then dividing total credits into the total grade points.
Academic Honesty
What constitutes academic honesty varies from culture to culture, and it is important to understand rules of academic conduct at SD Mines. All students are expected to do their own work. If you are caught cheating in any way, you will be severely penalized. Do not take the risk of copying anyone else’s work. Cheating includes, but is not limited to, the following:

- Violating course rules contained in the course syllabus
- Getting or providing unauthorized assistance from another student on a paper or project
- Providing or receiving information during quizzes and exams
- Falsifying, fabricating, or dishonest reporting of research results
- Taking the place of another student or enlisting another student to take your place in an exam
- Altering grades
- Plagiarizing

PLAGIARISM
Plagiarism means using someone else’s work in your own papers without attributing the work to the real author. While you are expected to draw on many research sources to write papers, you must not claim their work as your own. This is considered stealing. If you plagiarize, you will suffer serious academic consequences. In the United States, students are expected to disclose and cite any information they received from another source, whether it is a book, an article, an encyclopedia, computer code, etc. Failure to give credit to the original author is considered plagiarism, which is a serious offense. For more information about plagiarism and how to avoid academic dishonesty, please visit: https://www.sdsmt.edu/Campus-Life/Community-Standards/Academic-Integrity/

COPYWRITING
Copyright laws are very strict and very complex in the US. It is not legal to copy another person’s work. When performing research, if you use other people’s research as a basis for your work, then you must give them the appropriate credit, or citation.

Photocopying textbooks is NOT legal. Downloading academic papers from the web is academic dishonesty. Copying another person’s work and claiming it as your own is academic dishonesty. There are many more actions that may be considered academic dishonesty. If you are not sure if your actions would be considered academic dishonesty, you should contact your professor, the Ivanhoe International Center, or the Dean of Students. There may be significant negative consequences if you are involved in academic dishonesty.

In each class, the professor will provide you with a syllabus for the class. This may be in paper form or it may be on the web site. There is information in the syllabus on the projects in the class and what is expected on each project. Some projects may be group projects and others may be individual projects. If you are not certain, ask the professor. If you submit a project that was specified to be an individual project and it is the same as another person’s project, this is considered academic dishonesty.

The web sites below will help you find the legal definitions for copyright, which includes not only academic information, but also information on music and movie downloads: http://www.copyright.gov/

Purdue Online Writing Lab has great resources on how to cite sources in different formats and for general writing inquires and examples: https://owl.english.purdue.edu/owl/
SAFETY

Although college campuses in the US are generally extremely safe, you should always be aware of your surroundings and never jeopardize your safety. If you feel that you are in danger on campus, find the nearest building with lighting and call SD Mines Campus Safety at 605-394-6100. Whenever you feel in danger or need help on campus, SD Mines Campus Safety officers can escort you to anywhere on campus.

Police are expected to both enforce the law and assist the public. It is always appropriate to ask the police to help with all kinds of matters such as lost or stolen property, noisy neighbors, and emergency situations. Police are legally prohibited from taking "gifts" or money. They may arrest people who attempt to offer such payment.

Here are some tips about how to stay safe on and off campus:

- Do not leave bags unattended anywhere.
- Do not leave valuables or bags in plain view inside your car at any time. If necessary, put them in the trunk.
- Lock your car doors at all times.
- If a police officer stops your car, do not get out of the car unless instructed to do so. Roll down your window to speak to the officer.
- Do not walk by yourself at night.
- When walking, keep your head up and look directly ahead. Look confident, pay attention, and be aware of your surroundings.
- Never get into a stranger’s car. If someone in a car asks for directions, stand away from the car when talking to him or her.
- Get to know your neighbors at home. If you will be away from home for an extended period of time, ask one of your neighbors to collect your mail and newspapers.
- Be careful with your keys. If you lose them, replace them immediately, rather than relying on your roommate to always be around to let you in.

Contact numbers:
- Always dial 911 for true emergencies
- SD Mines Campus Safety: 605-394-6100

For more information on Safety in the US, visit: https://www.internationalstudent.com/study_usa/choosing-the-u-s-a/decision-making-process/#safety

DRIVER’S LICENCE AND CARS

https://dps.sd.gov/driver-licensing/required-documents

Individuals with F1, F2, J1, and J2 visas (age 18 or older) are eligible to apply for a driver’s license

Remember that you are required by law to wear a seatbelt while driving or riding in a car. You are also required to buy automobile insurance, which is between $500 and $2000 per year, so factor that into your budget.

Car Insurance

Buying Car Insurance

Before you buy, compare prices at different insurance companies. You may also choose an independent insurance agent who can recommend the best offer for your situation.

Terms you should know about car insurance:

Liability. This relates to how much your insurance will pay another person if you are at fault in an accident (that is, if you hit them.) It covers damage to their vehicle as well as treatment for any injuries. The numbers a company will quote you will be something like 100/300, meaning in case of an accident, your insurance company will pay a maximum of $100,000 for car damage or injury per person for people injured in the other car with a maximum of $300,000 for three people. If there were more people in the other vehicle, the $300,000 will be split among them.

Collision. This category covers damage to your vehicle if you are at fault in an accident. This covers running your car into another car, a tree, etc.

Deductible. Collision comes with a deductible which you specify. If you have a deductible of $500, for example, you pay the first $500 towards repairs of your vehicle in case of an accident. The higher your deductible, the cheaper your insurance rates will be. The insurance broker will use the phrase “500 collision” or “collision at 500” when determining your deductible.

Comprehensive. This category covers events other than accidents. This includes theft of your vehicle, theft of your car stereo etc., or incidents such as if you were to hit an animal, if a tree falls on your car, if your windshield is shattered by a rock etc. As with collision, this category also comes with a deductible.
TRANSPORTATION

Rapid City is a rural area and public transportation is not the best. Here are some options for you.

- **Rapid City Transit System** – For routes and timetables, visit: [http://www.rapidride.org/](http://www.rapidride.org/)
- **A-1 Cab Service**: 605-389-3608
- **City Cab**: 605-863-1111
- **Lyft**: [https://www.lyft.com/cities/rapid-city-sd](https://www.lyft.com/cities/rapid-city-sd)  
  o This is like Uber
- **Rapid Taxi**: 605-646-3614
- **Rapid City B-cycle share program**: [https://rapidcity.bcycle.com/](https://rapidcity.bcycle.com/)

FOOD AND GROCERIES

SD Mines has on-campus dining in the Surbeck Center for breakfast, lunch, and dinner. There is a convenience store (Miner’s Shack), a buffet style restaurant (Hardrock Café) and a coffee/bagel shop (Einstein’s Bagels). You can purchase a meal plan to use at three dining halls (see [https://sdsmt.campusdish.com/](https://sdsmt.campusdish.com/)).

The closest grocery store to the University is about one mile away or a 15-20 minute walk. There are common grocery stores around Rapid City and wholesale stores (Sam’s Club) require an annual paid membership and offer cheaper foods in large quantities.

There are several grocery and international markets around Rapid City:

- **Asian Grocery**: 1012 E. North Street-605-388-6156
- **Benjas Mexican Store**: 710 Lacrosse Street #3-605-341-5591
- **Breadroot Natural Foods**: 100 East Blvd. N-605-348-3331
- **Masala Market**: 124 East St. Joseph Street-(605) 716-6278
- **Dollar General**: 137 E Saint Patrick St-(715) 503-0709
- **Don's Valley Market**: 747 Timmons Blvd #A-605-393-3018
- **Family Dollar**: 1025 E Saint Patrick St-(605) 348-0159
- **Family Fare – two (2) locations** 605-343-4326
- **The Market**: 333 Omaha Street, #2-605-341-9099
- **Safeway Stores, Inc. – two (2) locations** 605-348-5125
- **SP Super Foods**: 911 E. St. Patrick Street-605-716-5445
- **Staple & Spice Market**: 601 Mt. Rushmore Road-605-343-3900
- **Walmart – two (2) locations** - 605-342-9444

SHOPPING

Most store prices are fixed, which means that you cannot bargain for a lower price. The exception to this is buying very expensive items such as a house or car. The posted price generally does NOT include sales tax, which must be calculated in when you make your purchase. The sales tax varies by county, but is usually 5-7% of the purchase price.

Whenever you buy something, ask for a receipt. The receipt proves that you have purchased an item on a particular day in a particular store. If the item is damaged or unsatisfactory, you can usually return the item and receive your money back if you have the receipt.

Bargain shopping:
To find very low prices, many students look for ads around campus posted by other students selling something, newspaper ads in the community and for garage sales (see next paragraph). It is usual to find furniture, books, household supplies, and other items this way.

Goodwill and Salvation Army stores sell used clothes and furniture at very low prices. You may find other thrift stores around Rapid City also selling donated items at very low prices. In the summer and during warm months, students who live in suburban areas may come across yard sales and garage sales.

In the U.S., Garage/Yard Sales are popular. Many families sell their used furniture, clothes, and many other things in front of their homes for one or two days. This may be the cheapest way to buy items, so don’t be afraid to stop and look! While it is not normal to negotiate with sellers in most stores, at yard sales you are free to negotiate prices.

Mobile/Cellular Phone Service

There are many options for cellular phone service. Many companies offer service contracts for two years, with deals for free or discounted phones when the contract is signed. Another option is a pay-as-you-go plan available at many locations.

**Cellular companies:**

- **AT&T**: [https://www.att.com/wireless/](https://www.att.com/wireless/)
- **Verizon**: [https://www.verizonwireless.com/](https://www.verizonwireless.com/)
- **Sprint**: [https://www.sprint.com/](https://www.sprint.com/)
- **T-Mobile**: [https://www.t-mobile.com/](https://www.t-mobile.com/)

**Pay as you go Options**

Besides the cellular companies above. Please check out these:

- **Consumer Cellular**: [https://www.consumercellular.com/](https://www.consumercellular.com/)
- **Cricket Wireless**: [https://www.cricketwireless.com/](https://www.cricketwireless.com/)
- **H2O Wireless** [https://www.h2owirelessnow.com/](https://www.h2owirelessnow.com/)
- **Straight Talk** [https://www.straighttalk.com/wps/portal/home](https://www.straighttalk.com/wps/portal/home)
- **Total Wireless** [https://www.totalwireless.com/wps/portal/home](https://www.totalwireless.com/wps/portal/home)
- **TracFone** [http://www.tracfone.com/](http://www.tracfone.com/)
MONEY AND BANKING

Opening a Bank Account
Make it a priority upon your arrival to open a checking and/or savings account. Here are some banks in Rapid City that other international students use. There are more banks in the area. Visit with a current student to see what they use:
- Bankwest
- First National Bank
- First Interstate Bank
- Great Western Bank
- Pioneer Bank & Trust
- US Bank
- Wells Fargo

When you open an account, bring the following with you:
- Passport
- I-20
- I-94
- Social Security Number (SSN).
  o If you do not have an SSN, tell the bank that international students are not allowed to have SSNs unless they are employed. If the bank refuses to open an account for you, IIC can write a letter for you to give to the bank.

It is not safe to carry large amounts of cash with you. When first coming to the U.S., it is safest to bring your money in the form of a check. If you deposit checks into your account, the money can take up to three weeks to be cleared for withdrawal.

Once you have opened a U.S. bank account, your parents can deposit money into this account from overseas by wire transfer. When opening your account, be sure to ask the bank official to give you the necessary information your parents would need in order to make such a transfer.

If you have a spouse or other dependents, you may wish to open a joint account so multiple family members can use the same account.

Using an ATM
Automated Teller Machines (or ATMs for short) allow you to make cash withdrawals, deposits, and transfers between accounts. You can also view your account balance. This is free at your own bank and its branches, but when you use another bank’s ATM, both your bank and the other bank could charge you a bank fee of between $1.50 and $2.50. You will need an ATM card or a debit card to use the ATM machine. There is a limit on how much money you can withdraw from an ATM at one time or on one day. Check with your bank to find out what the limit is.

Using a Debit Card
A debit card—also called a check card—is connected to your checking account and is used almost like a regular credit card (such as MasterCard or VISA), except that the charges made are deducted from your checking account upon purchase. You do not get a separate bill at the end of the month as with a credit card. Be sure to keep track of your spending, though. If you spend more money than is in your account, you do not only risk ruining your credit record, but the bank also charges you with a fee of around $25 every time you overdraft your account.

NOTE: Make sure all your banking and personal information is private. In certain instances, thieves will steal the identity of others and use your banking information for themselves. For more information about how to prevent identity theft, please visit: http://www.ftc.gov/bcp/edu/microsites/idtheft/.

U.S. TAXES
Filing correct federal income tax forms is the personal responsibility of each international student. If you were present in the U.S. even for one day as an F or J student, you must complete an IRS tax related form called an 8843 form.

All F-1 and J-1 students and their dependents, regardless of whether or not they have earned money, are required to file an annual tax form of some kind. Tax forms must be postmarked no later than April 15 of each year.

Every year, the Ivanhoe International Center hosts a ‘Tax Day’ at the end of February. We will have a tax person here to help you file your taxes with a free tax preparation software system provided by the South Dakota Board of Regents. **Do not use other tax software! Please note:** If you have been here for more than five (5) years, you are subject to the Substantial Presence Test and cannot use the free tax software.
HOUSING
For many types of housing, you will need to provide your own furniture, pillows, sheets, blankets, towels, dishes, silverware, and pots and pans.

On-Campus Housing
Rooms in SD Mines residence halls are available primarily for undergraduates but there are some graduate students who live here. Options are available for both private and shared rooms. If you would like to live in a residence hall, apply early! If you sign an on-campus housing contract, you should be in contact with the Residence Life staff for any questions. You can find some great resources here:
https://www.sdsmt.edu/Campus-Life/Housing-and-Dining/Residence-Life/Housing-Information/

Off-Campus Housing
When choosing an apartment, consider:
• Furnished or unfurnished
• Private or shared kitchen and bathroom
• Availability of laundry services
• Accessibility to campus or public transportation
• Parking availability (if you have a car)
• Lease term (many leases are at least six months or one year)
• Deposit (in addition to the first month of rent, a security deposit is usually required, which is returned to you if you leave the apartment in good condition)
• Utilities (gas, electricity, water) may be paid by you or the landlord
• Safe neighborhood (talk with local residents or police to learn about safety)
• Number of roommates

Requirements for renting:
• You will usually be required to show income of at least 2-3 times the amount of the rent. To show this, you can bring in pay stubs or find a guarantor.
• The landlord will ask for your rental history. The IIC can help you with this.

Housing tips:
• If possible, pay by check or money order; not cash.
• Always ask for a receipt in order to have proof that you have paid.
• In the US, a written contract is more important than what is said.
• If possible, bring a friend with you to help ask questions.
• Read carefully before you sign a contract. Ask for a copy.
• To find out how far an apartment or house is from SD Mines, look on Mapquest.com. The address for SD Mines is 501 East Saint Joseph Street, Rapid City, SD 57701. MapQuest (or a similar site) will be able to give you an idea how long the commute to and from school will be.
• To find out which Rapid Ride routes are close to the apartment, visit http://www.rapidride.org/rapid-ride.

Housing Quick Vocabulary:
• AC/H = Air-conditioning and Heat
• HVAC = Heating and Cooling System
• BR = Bedroom
• BA = Bathroom
• ½ BA = No shower or bathtub
• Util. = Utilities: gas, electricity and water
• Dep. = Deposit, usually one month’s rent or less.

SETTING UP UTILITIES
Electricity Service
Black Hills Energy is the electricity company in Rapid City. You can start your service, pay a bill and other matters here: https://www.blackhillsenergy.com/

Telephone/Internet/Cable Service
There are multiple landline phone providers in Rapid City, the two primary ones are Midco (https://www.midco.com/) and Vast (https://www.vastbroadband.com).

Water Service
Visit the Rapid City Government Department of Public Works/Water Division online at: https://www.rcgov.org/departments/public-works/water-division.html

Gas Service
Visit Montana-Dakota Utilities Co. for more information: https://www.montana-dakota.com/
HOUSEHOLD MAINTENANCE
Although many appliances and physical features of your home may seem similar to those in your home country, beware of hidden differences! Plumbing, floor, ceiling and wall coverings, and ventilation and heating systems may be very different. Before using cleaning products and appliances, you should read the directions.

Stoves and Ovens
If you have a gas stove that must be hand lit, be sure to light the match first and then turn on the gas burner. If you turn on the gas first, escaped gas may cause an explosion when you strike the match. Most gas stoves have a broiler. This is the bottom drawer that pulls out under the large oven door.

If you want to cook meat or other foods with high grease content at a high temperature, you should use the broiler. Broil simply means cooking under direct flame of the fire. On the oven temperature control knob, you will find “broil.” Set your oven to this setting for broiling meat.

Do not cook meats with high grease content in your oven. This could cause an oven fire. Baking soda thrown on fires extinguishes them very quickly. Never throw water on a grease fire! Also, do not leave your home when something is cooking on the stove or in the oven. If you suspect a gas leak, notify the gas company as soon as possible and allow proper ventilation.

Ventilation Danger!
American homes do not have adequate ventilation for cooking on an open fire inside the home. Although you can cook on your stove and use the exhaust fan in the hood above, no other cooking with an open fire should be done in the house.

Garbage Collection and Recycling
Once a week there is garbage collection. All trash must be put in covered containers and placed in a designated location to be picked up. Most apartment complexes have large garbage dumpsters that you can use to dispose of your trash. The city also picks up recyclable items in a separate container.

ROOMMATES
Lifestyles & Values
People are different even if they are from the same country, culture, religion or other background. Having a guide when living with another person can help in mediation of disagreements later on during the semester.

U.S. News and World Report has some great tips for rooming with a new person:
• Communicate: make every effort to chat and get to know them
• Compromise: a lot of the time you’re going to have to meet halfway
• Spend time outside: Spending too much time in such a small place can start to feel oppressive - treat your room as a place for sleep and occasional studying. If you give each other space, you are less likely to stress each other out.
• Learn from each other: living together is a wonderful opportunity to learn a lot about a new and a different culture.

Read more at: Prepare For an American College Roommate
https://www.usnews.com/education/blogs/international-student-counsel/2013/04/30/prepare-for-an-american-college-roommate
ROOMMATE AGREEMENTS

Agreements concerning living arrangements should meet the needs of all roommates. A Roommate Contract will help you develop guidelines and arrangements between you and your roommate(s). These guidelines should be flexible and modified as the needs of you and your roommate(s) change.

The development of a roommate contract should be simple and in writing. Areas which you may want to discuss are:

**Study Hours and Relaxation Hours.** The primary reason for attending the South Dakota School of Mines & Technology is to acquire a quality education and marketable skills. Study hours and relaxation hours are important in reaching this goal. Your roommate(s) and you should immediately discuss and agree upon study hours, habits and preferences for relaxation hours.

**Living with Another Person.** Roommate relationships can be some of the best memories you will have during your time here at South Dakota School of Mines & Technology. These relationships can be particularly challenging when people with different backgrounds or cultural experiences are involved. Communicating your needs to your roommate and learning their culture and background are very important steps to creating a successful roommate relationship.

**Cooking.** Students have a variety of cooking and shopping arrangements, as well as dietary needs. You may choose to eat on campus while others choose to cook and eat at home. Be sure you have a clear understanding how groceries are paid for and shared. Additionally, be aware that spices and foods from different cultures and countries may have an aroma that many Americans are not familiar with and may find disagreeable. You may want to offer to share a couple of meals so you can try each other’s cooking. Make sure you clarify any dietary restrictions each of you may have.

**Smoking & Alcohol.** Many students are allergic to smoke or choose not to smoke. You must be 21 years old to legally consume, possess, or sell alcoholic beverages. Discuss your preferences about smoking and alcohol. The illegal use, possession or distribution of drugs is expressly forbidden by law and is covered in the Student Code of Conduct, available on the SD Mines web site.

**Music.** Individual music preferences can be a cause of roommate conflicts. The noise level is an important factor to consider when thinking about study and sleep time.

**Guests.** Some students are more socially oriented than others. Be open in discussing how you feel about having guests in your home, especially overnight guests.

**Choice of a Roommate.** Living with someone from your own country and culture may be more comfortable for you. However, it may limit your opportunity to improve your English language skills and your knowledge of other cultures.

**Motor Vehicles.** If living off-campus, some thought should be given to transportation.

**Safety.** Students should always be aware of and follow good personal safety practices.

See appendix for examples of roommate agreements
CULTURAL ADJUSTMENT

Everyone who moves to a new country experiences a period of adjustment and adaptation to the new culture. This is sometimes referred to as “culture shock” because of the difficulty of leaving your home culture and living in a new culture. It includes the shock of a new environment, meeting lots of new people, and learning the ways of a different country. It also includes being separated from the important people in your life, such as family, friends, colleagues, or teachers.

Culture shock is entirely normal, usually unavoidable, and it does not mean anything bad about you or your new home. Actually, it can be a very significant learning experience, because it makes you more aware of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways in the future—it’s part of the benefit of international education.

Some typical symptoms of culture shock are:

- Extreme homesickness
- Loneliness
- Avoiding contact with other people, especially Americans
- Negative feelings and hostility toward American culture and people
- Anger, frustration, confusion
- Tiredness or need for excessive amounts of sleep
- Boredom
- Inability to concentrate or work
- Loss of appetite
- Loss of enjoyment in daily activities
- Lack of confidence
- Feelings of inadequacy or insecurity
- Depression and feelings of helplessness

Although you can’t stop culture shock, there are some things you can do to make yourself feel better. Here are some ideas:

- Understand that your reactions are normal
- Be open-minded and curious about your new environment
- Talk with an International Student Advisor about your feelings
- Make friends with Americans and other international students
- If you struggle with academics, talk with your professors and advisors
- Stay busy with academics, hobbies, friends, and other interesting activities

- Exercise or participate in sports
- Try a new activity that you can’t do in your home country
- Don’t forget the reasons you came to America
- Be patient with yourself and your new culture

When culture shock hits you, just remember that it is a normal part of being an international student. You will pass through periods of ups and downs, but in the end it will all be worth it. Try to focus on all the positive and rewarding aspects of your experience!

For more information on American culture and living in the United States, take a look at the following links.

http://www.leaderu.com/isr
http://www.isep.org/Family/helping_before.asp
https://www.internationalstudent.com/study_usa/way-of-life/culture-shock/
JUST SAY NO

The freedom of speech to which Americans have become accustomed has established a way of communicating that is sometimes seen as very direct. Directness while communicating with others is very acceptable and sometimes expected. DON’T FEEL BAD ABOUT SAYING NO!

In some countries, open rejection or disagreement may be considered rude. This is not the case in the United States. Here it is quite normal to disagree openly. Therefore, the following scenarios have been provided in order to give you a better idea of how to say “No” when you find yourself in one of these situations.

Telemarketing

You may get phone calls from people wanting to sell you things or wanting you to give money to a charity. Credit card companies may try to give you credit cards, marketing companies may ask you to participate in surveys, and telemarketers may try to sell you various products.

The people who call may ask for your personal information without telling you why they are asking. They may also keep talking without giving you the chance to talk and explain things that you don’t understand. They will also do their best to keep you on the phone as long as possible. This is their job.

What you can do is say, “No, thank you!” and hang-up the telephone. Don’t stay on the phone any longer once you have said it. If these people come to your door, just say, “No thanks!” and close your door. Don’t worry about being rude—they are used to it. It is possible to have your phone number removed from most of the telemarketers’ lists by registering your number on the National Do Not Call List at www.donotcall.gov.

Religion

People may try to get you to visit or join their church. They may invite you to one of their organization’s events or give you books and magazines about their religion. What you can do if you don’t wish to attend their meetings or church services is simply say, “No, thank you.” It is not rude and they should not get angry. Even if the person has been a good friend or helped you in some way, you have the right not to attend a church service or meeting if you don’t want to.

Panhandlers

Panhandlers (or beggars) are common in Rapid City, especially in the downtown area. They may be standing or walking around asking people for money. If they approach you, DO NOT GIVE THEM MONEY. Panhandling is illegal and should not be encouraged, and charities provide shelter and food for those who need it.

If you are approached, you can say, “Sorry, I don’t have any money,” or “No, thanks.” If the person becomes aggressive or insists, just walk away. If possible, try to avoid coming near panhandlers at night.

Drugs

Recreational drugs are common in the United States, however, illegal in South Dakota. You are most likely to be offered drugs at a party, a night club, or a bar. It’s alright to say “NO.” Also be aware that many of these drugs are made in people’s homes and cut, or mixed, with deadly substances.

Never set your drink down at a party or bar! People can slip drugs into your drink this way. If you happen to set your cup down, get a new cup and drink. Remember that you always have the right to say no to anything you encounter that makes you feel uncomfortable.

Alcohol

The legal age to purchase and/or drink alcohol is 21, and you must show your identification before buying any kind of alcohol. It is illegal to carry open containers of alcohol in public places like the street, or even transport them in your car. In addition, the laws against drunk driving are very strict. DO NOT DRINK AND DRIVE. Not only is this dangerous to you and others, but you could also lose your license and go to jail – for international students this means visa revocation and possible deportation.
Appendices
# Cellular Phones

## Cellular Phone Providers

<table>
<thead>
<tr>
<th>Provider</th>
<th>Website</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT&amp;T</td>
<td><a href="https://www.att.com/wireless/">https://www.att.com/wireless/</a></td>
<td>605-343-1053; 605-343-1014</td>
</tr>
<tr>
<td>Verizon</td>
<td><a href="https://www.verizonwireless.com/">https://www.verizonwireless.com/</a></td>
<td>605-342-4000</td>
</tr>
<tr>
<td>Sprint – does not work well in Rapid City or surrounding area</td>
<td><a href="https://www.sprint.com/">https://www.sprint.com/</a></td>
<td>No physical office in Rapid City</td>
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<tr>
<td>T-Mobile – does not work well in Rapid City or surrounding area</td>
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</tr>
</tbody>
</table>

## Pay-As-You-Go Options

<table>
<thead>
<tr>
<th>Provider</th>
<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer Cellular</td>
<td><a href="https://www.consumercellular.com/">https://www.consumercellular.com/</a></td>
<td>Can purchase SIM cards, payment cards and phones at Target</td>
</tr>
<tr>
<td>Cricket Wireless</td>
<td><a href="https://www.cricketwireless.com/">https://www.cricketwireless.com/</a></td>
<td>Various stores in Rapid City. See website for addresses</td>
</tr>
<tr>
<td>H2O Wireless</td>
<td><a href="https://www.h2owirelessnow.com/">https://www.h2owirelessnow.com/</a></td>
<td>Various stores in Rapid City. See website for addresses</td>
</tr>
<tr>
<td>Straight Talk</td>
<td><a href="https://www.straighttalk.com/wps/portal/home">https://www.straighttalk.com/wps/portal/home</a></td>
<td>Can purchase SIM cards, payment cards and phones at WalMart</td>
</tr>
<tr>
<td>Total Wireless</td>
<td><a href="https://www.totalwireless.com/wps/portal/home">https://www.totalwireless.com/wps/portal/home</a></td>
<td>Can purchase SIM cards, payment cards and phones at WalMart</td>
</tr>
<tr>
<td>TracFone</td>
<td><a href="http://www.tracfone.com/">http://www.tracfone.com/</a></td>
<td>Various stores in Rapid City. See website for addresses</td>
</tr>
</tbody>
</table>

You can bring your own phone with most providers listed above. You must have an **UNLOCKED** phone for most of the Pay-As-You-Go options. Please refer to the website or in the store for more information.

There are 2 types of systems, GSM and CDMA

- **GSM** is Global Satellite Messaging and is common around the world. It is compatible with the AT&T network.
- **CDMA** is another system common in the US. It is compatible with the Verizon network.
U.S. HOLIDAYS

There are many different holidays in the United States, the most widely celebrated ones are:

January 1 – New Year’s Day. Beginning on the evening of December 31, Americans celebrate the New Year.

Third Monday in January – Martin Luther King Jr. Day. This holiday celebrates the life of Reverend Martin Luther King Jr., a leader of the U.S. civil rights movement.

Third Monday of February – Presidents’ Day. This is a day to remember past U.S. presidents George Washington, the first U.S. president, and Abraham Lincoln, the 16th president who led the country during the Civil War and is credited with abolishing slavery. Both were born in this month.

March 17—St. Patrick’s Day. Named for the patron saint of Ireland, this day is often celebrated with parades and parties. Many people wear green clothing and put up decorations—even if they’re not of Irish decent!

Springtime (date varies)—Easter. This is a traditional Christian holiday, when people decorate eggs and children are visited by the Easter Bunny.

Last Monday in May – Memorial Day. This holiday is a time that Americans remember all of those who died in war for the United States.

July 4 — Independence Day.

First Monday in September – Labor Day. This holiday recognizes the efforts of American workers.

October 31—Halloween. People often celebrate this holiday by wearing costumes and carving scary faces on pumpkins. Children dress up in costumes and go trick-or-treating to get candy.

Fourth Thursday in November – Thanksgiving. This is a traditional time for families and friends to eat a big turkey dinner together.

December 25 – Christmas Day

Sometimes we have classes on some of the holidays. For the scheduled holidays of SD Mines, check: https://www.sdsmt.edu/Home/Event-Calendar/ or your syllabus to avoid missing class.

MEASUREMENT EQUIVALENTS

Length
1 mile = 1609.34 m
1 inch = 2.54 cm
1 foot = 30.48 cm
1 yard = 91.44 cm

Weight:
1 pound = 453.59 grams
1 ounce = 28.35 grams

Liquid Volume
1 teaspoon = 4.929 ml
1 fluid ounce = 29.57353 ml
1 cup = 236.59 ml
1 quart = 0.94635 liters
1 gallon = 3.7854 liters

Temperature:
Formula for conversion from Celsius to Fahrenheit: F = ((9/5) * C) + 32
Formula for conversion from Fahrenheit to Celsius: C = (5/9)(F-32)

US CURRENCY

- penny equals one cent or 0.01 dollars
- nickel equals five cents or 0.05 dollars
- dime equals ten cents or 0.10 dollars
- quarter equals twenty-five cents or 0.25 dollars

Values of coins

<table>
<thead>
<tr>
<th>Coin</th>
<th>Value</th>
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</tr>
<tr>
<td>nickel</td>
<td>$0.05</td>
</tr>
<tr>
<td>dime</td>
<td>$0.10</td>
</tr>
<tr>
<td>quarter</td>
<td>$0.25</td>
</tr>
</tbody>
</table>
### Apartment Hunting Checklist

**APARTMENT COMMUNITY NAME**

1. **Contact Name______________________________________________**  
   Phone Number_______________________________________________
2. **Cost for Rent____________________ for____________________Bedroom/____________________Bathroom/____________________ sq. ft.**  
   Can be paid via:  
   - [ ] Internet  
   - [ ] Check  
   - [ ] Card  
   - [ ] Cash  
   - [ ] Money Order
3. **Length of lease:**  
   - [ ] 3 mos  
   - [ ] 6 mos  
   - [ ] 12 mos  
   - [ ] 14 mos
4. **Average yearly rent increase______________________________________**  
   5. **Turnover Rate [%]____________________________________**
5. **Security Deposit**
6. **Up-Front Deposits**  
   - [ ] Amount $_______________________
7. **Refundable Pet Deposit?**  
   - [ ] Amount $_______________________
   - [ ] Breed restrictions____________
   a. **Pet Fee Deposit $__________**  
   b. **Monthly Pet Fee $__________**
8. **Parking Fee?**  
   - [ ] # of spaces________________  
   - [ ] Amount $_______________________/month
9. **Renters Insurance?**  
   - [ ] Amount $_______________________
10. **Late Fee $_____________after______________days from due date**
11. **Returned Check Fee $_________________________________________**

### WHAT ARE THE ADDITIONAL FEES?

- **Electricity**  
  - [ ] Amount $_______________________/month
- **Internet**  
  - [ ] Amount $_______________________/month
- **Cable**  
  - [ ] Amount $_______________________/month
- **Water**  
  - [ ] Amount $_______________________/month
- **Gas**  
  - [ ] Amount $_______________________/month
- **Garbage Removal**  
  - [ ] Amount $_______________________/month

### ARE UTILITIES INCLUDED?

- [ ] Electricity
- [ ] Internet
- [ ] Cable
- [ ] Water
- [ ] Gas
- [ ] Garbage Removal

### ARE APPLIANCES INCLUDED?

- **Refrigerator**
  - [ ]
- **Dishwasher**
  - [ ]
- **Stove/Oven**
  - [ ]
- **Washer/Dryer**
  - [ ]
- **Microwave**
  - [ ]
- **Laundry Facility**
  - [ ]

### HOW MUCH WILL EVERYTHING COST?

- **First Month’s Rent $___________**  
  [Add #2, #6, #7, #8a, #9b, #10]
- **Avg. Monthly Rent Due $___________**  
  [Add #2, #8b, #9b, #10]
- **Monthly Utilities $___________**  
  [Add #13-18]

### IS EVERYTHING UP TO DATE & WORKING?

- **Smoke Detectors**
  - [ ]
- **Fire Extinguishers**
  - [ ]
- **Sprinklers**
  - [ ]
- **Garbage Disposal**
  - [ ]
- **Lights**
  - [ ]
- **Windows open, close, & lock properly**
  - [ ]
- **Easy Access Emergency Exits**
  - [ ]

### HOW IS THE SERVICE?

- **How much notice is given before maintenance enters the premises?__________________________**
- **Expected maintenance response time?__________________________**
- **A/C filters changed by maintenance?**
  - [ ]
- **Is the office knowledgeable & helpful?**
  - [ ]

### ADDITIONAL COMMENTS

____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________

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Don’t forget to tell them ForRent.com brought you!
LEASE CHECKLIST

Before you sign your lease, make sure you have reviewed all of the important terms and that you understand your obligations. Discuss any questions with your landlord, and include all changes in writing on the lease agreement. You might also want to consider taking photos and/or videos of the rental premises.

RENT

Amount__________________________________________________________
Due_____________________________________________________________
When First Installment Due___________________________________________
Penalty for Late Payment___________________________________________
Can Rent be Raised_______________________________________________
Amount of First Payment___________________________________________
(Will it be pro-rated?)

TIME OF OCCUPANCY

Dates:
Move-In:____________________                  Move-Out:____________________
Time Required for Notice of Renewal___________________________________
Time Required for Notice of Moving Out_________________________________
Maximum Number of Occupants_______________________________________

SECURITY DEPOSIT

Amount__________________________________________________________
Conditions for Return_______________________________________________
Date for Return____________________________________________________

DAMAGES

Who is Responsible for Damages____________________________________
How/When will They be Assessed____________________________________
Who is Responsible for Repairs_____________________________________
Note Damage Incurred before Occupancy______________________________

ADDITIONAL COSTS

Utilities__________________________________________________________
Deposit for Pets___________________________________________________
Parking___________________________________________________________
Laundry___________________________________________________________
Cleaning___________________________________________________________
Other____________________________________________________________
LAUNDRY

Machines Provided_________________________________________________
May Tenants Install_________________________________________________
Limitations_________________________________________________________
Location___________________________________________________________

INSPECTION

How Much Notice___________________________________________________
Who Else may Enter_________________________________________________

PARKING

Where________________________________________________________________
How Many Spaces_____________________________________________________
Limitations___________________________________________________________
Decal/Permits Required_______________________________________________

TERMINATION

Can the Unit be Subleased____________________________________________
Can the Unit be Assigned_____________________________________________
If so, under what Conditions________________________________________

CHANGES IN THE AGREEMENT

Can the Agreement be Changed________________________________________
How________________________________________________________________
By Whom___________________________________________________________

CLEANING

Who is Responsible__________________________________________________
How________________________________________________________________
Equipment Provided__________________________________________________

RESTRICTIONS

Smoking______________________________________________________________
Noise Level___________________________________________________________
Property Storage_______________________________________________________
Pets_______________________________________________________________
Alterations___________________________________________________________
Conduct/House Rules__________________________________________________
INVENTORY CHECKLIST

This inventory form is for your protection. It helps establish the condition of your apartment at the time of your arrival, and should be completed and returned to your landlord within the first three days of occupancy.

At least one week before moving out, arrange a time to complete the final inspection.

Be specific and check carefully when completing this form. Look for dust, grease, stains, burns, damages, and wear and tear. Cross out items that do not apply, and attach additional paper if more space is needed.

NOTE: Copies of the entire inventory, including any attachments, should be provided to you and your landlord.

Address: ___________________________ Date Occupied: ___________________________

<table>
<thead>
<tr>
<th>KITCHEN</th>
<th>Quantity (if applicable)</th>
<th>Condition on Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: SINK</td>
<td>1</td>
<td>Rust stains on bottom</td>
<td></td>
</tr>
<tr>
<td>Floor Covering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls/Paint/Ceiling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Fixtures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cupboards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counter surfaces (scratches, stains)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator (egg trays, ice trays, drawers, etc.)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Stove &amp; Oven, Range Hood (broiler pans, grills, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sink &amp; Garbage Disposal</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dishwasher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microwave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table &amp; chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors &amp; hardware</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows (including window coverings, screens, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| LIVING ROOM | | | |
| Floor Covering | | | |
| Walls/Paint/Ceiling | | | |
| Light Fixtures | | | |
| End Tables | | | |
| Coffee Table | | | |
| Sofa | | | |
| Chairs | | | |
| Lamp(s) | | | |
| Doors & Hardware | | | |
| Windows (including window coverings, screens, etc.) | | | |
| Other (specify) | | | |

<table>
<thead>
<tr>
<th>BEDROOM</th>
<th>Bedroom 1</th>
<th>Bedroom 2</th>
<th>Bedroom 3</th>
<th>Bedroom 1</th>
<th>Bedroom 2</th>
<th>Bedroom 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Covering</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Walls/Paint/Ceiling</td>
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</tr>
<tr>
<td>Closet (including doors &amp; tracks)</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Desk(s) and Chair(s)</td>
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<tr>
<td>Dresser(s)</td>
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</tr>
</tbody>
</table>

(Continued on back)
### BEDROOM (continued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Bedroom 1</th>
<th>Bedroom 2</th>
<th>Bedroom 3</th>
<th>Bedroom 1</th>
<th>Bedroom 2</th>
<th>Bedroom 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed(s), (frame, pads, box springs, mattress-check both sides)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Windows (including window coverings, screens, etc.)</td>
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<tr>
<td>Doors &amp; Hardware</td>
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<tr>
<td>Night Stand(s)</td>
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<tr>
<td>Light Fixtures</td>
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<tr>
<td>Lamp(s)</td>
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<tr>
<td>Bookshelves</td>
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<tr>
<td>Other (specify)</td>
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</tbody>
</table>

### BATHROOM

<table>
<thead>
<tr>
<th>Item</th>
<th>Bathroom 1</th>
<th>Bathroom 2</th>
<th>Bathroom 1</th>
<th>Bathroom 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Covering</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Walls/Paint/Ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Shower and Tub (walls, door tracks, shower curtain rings)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Toilet</td>
<td></td>
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<tr>
<td>Toilet Paper Holder</td>
<td></td>
<td></td>
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<tr>
<td>Plumbing Fixtures</td>
<td></td>
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</tr>
<tr>
<td>Cabinets</td>
<td></td>
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<tr>
<td>Towel Racks</td>
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</tr>
<tr>
<td>Fan</td>
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<tr>
<td>Mirror</td>
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<tr>
<td>Windows (including window coverings, screens, etc.)</td>
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<tr>
<td>Doors &amp; Hardware</td>
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</tr>
<tr>
<td>Sink</td>
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<tr>
<td>Light Fixtures</td>
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<tr>
<td>Other (specify)</td>
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</table>

### HALLWAYS OR OTHER AREAS

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
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<td>Walls/Paint/Ceiling</td>
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</tr>
<tr>
<td>Light Fixtures</td>
<td></td>
<td></td>
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<tr>
<td>Closet including doors &amp; tracks</td>
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<tr>
<td>Air Conditioner(s) Filter</td>
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</tr>
<tr>
<td>Heater Filter</td>
<td></td>
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<tr>
<td>Doorbell/Knocker</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Screen Door(s)</td>
<td></td>
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</tr>
<tr>
<td>Outside Light(s)</td>
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<tr>
<td>Patio, Deck, Yard (planted areas, ground covering, fencing, etc.)</td>
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<tr>
<td>Smoke Detectors</td>
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<tr>
<td>Keys (apartment, mailbox)</td>
<td></td>
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<tr>
<td>Other (specify)</td>
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</tbody>
</table>

Date of Arrival Inspection: __________________________  Date of Departure Inspection: __________________________

Tenant Signature: ____________________________________  Tenant Signature: __________________________

Landlord Signature: __________________________  Landlord Signature: __________________________
Roommate Agreement

This agreement is made by and among the roommates named herein who have signed a lease for a shared dwelling unit that makes the roommates jointly and severally liable for all terms of the contract.

Execution of this roommate agreement does not alter the joint and several liability of the tenants under the rental contract with the landlord. However, it may be used if a dispute among the roommates arises.

Address of Rental Unit
_______________________________________________________________________

Term of Lease ________________ to ________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Rent per Month</th>
<th>Security Deposit</th>
<th>Bedroom to be Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>

If roommates will switch bedrooms or pay different amounts of rent at any point, those changes should be noted above. Any roommate who does not pay any or all of the amount of rent listed above shall be liable to the landlord or to any roommates who pay any amount due for the defaulting roommate.

Security Deposit
A security deposit has been paid by each roommate in the amount listed above. The roommates will divide the refund of the security deposit according to the amount each tenant originally paid as listed in this agreement. When a specific roommate is clearly responsible for fees and damages to the premises—including late fees, repairs and cleaning costs—that roommate will pay full fees and damages. The roommates agree to share equally in the cost of all other fees and damages charged.

Utility Bills
The utility bill will be in ___________________________'s name.

The bill will be divided (strike one) evenly/as follows (for example, because one roommate has an air conditioner or a personal refrigerator):
___________________________________________________________________________________________

Utility late charges will be paid by _____________________________________________________________

Phone Bills
The phone bill will be in ___________________________'s name.

The local phone bill will be divided (strike one) evenly/as follows:
___________________________________________________________________________________________

The long distance bill will be divided (strike one) evenly/according to who made the calls.
Phone late charges will be paid by _____________________________________________________________
Cable
The apartment (strike one) will/will not have cable.
If there will be cable, the bill will be in __________________________’s name.
If there will be cable, the bill will be divided (strike one) evenly/as follows:
___________________________________________________________________________________________
Cable late charges will be paid by ______________________________________________________________

High Speed Internet Access
The apartment (strike one) will/will not have high speed internet.
If there will be high speed internet, the bill will be in __________________________’s name.
If there will be high speed internet, the bill will be divided (strike one) evenly/as follows:
___________________________________________________________________________________________
Internet late charges will be paid by ____________________________________________________________

Subletting
Subletting is (strike two) not allowed/allowed/allowed only with permission of all roommates.
(Sublet agreements are available at the Tenant Resource Center.)

Guests. (Strike any part not applicable.)
Each roommate is responsible for the behavior of his or her guests. Guests shall not unreasonably disturb other roommates. Guests must stay in the bedroom of the roommate who invited them, unless all other roommates agree that the guest may stay in a shared area. No guest may stay for more than seven consecutive days without the permission of all other roommates. New roommates may move in only with the written permission of all other roommates and the landlord.

Quiet Hours
All roommates agree to observe quiet hours for sleep, study and other purposes on the days and times listed here. (If none, write “None.”) __________________________

Pets
The following pets are permitted: ______________________________________________________________
The person responsible for the pets will be ______________________________________________________

Smoking
Smoking in the apartment will be (strike one) allowed/not allowed.

Household Duties. Household duties (take out trash, clean bathroom, etc.) will be divided as follows:
___________________________________________________________________________________________
___________________________________________________________________________________________

Other Terms
___________________________________________________________________________________________

Signatures  Date  Signatures  Date
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________