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**The Slutzker Center for International Services Welcomes all New and Returning International Students and Scholars!**

**New students - If you haven't already checked in with the Slutzker Center, please remember to do so immediately.**

**We are holding LATE ORIENTATION today from 4:30 pm to 6:30 pm at the Schine Student Center, Room 304 ABC for any students who missed the earlier mandatory orientation programs. Please bring your yellow clearance forms with you in order to collect the required signature for attending the Orientation.**

**If you do not attend this orientation and fail to complete the clearance form, you will have a hold placed on your student account that will prevent you from registering next semester. It is very important that you make every effort to attend the orientation on Friday.**

Regular Office Hours

Monday through Friday from 8:30 a.m. to 5:00 p.m.

SCIS Advisors will be available daily for brief walk-in questions from 11:00a.m. to 3:00p.m. only. Students and scholars are welcome to come in during these hours should they wish to see an advisor without an appointment.

Scholars and students, who cannot come in during student advising hours, please call 315-443-2457 to request an appointment. If you have a general inquiry, please e-mail us at [lescis@syr.edu](mailto:lescis@syr.edu).

**We are now on Facebook and Twitter!!**

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follow us on  
**twitter**

<http://twitter.com/SlutzkerCenter>

<http://www.facebook.com/pages/Slutzker-Center-for-International-Services-SCIS/161252993906159>

**Join us on Facebook, Follow us on Twitter and stay informed and updated about news, important announcements, seminar schedules, events, insights, galleries and much more!!**



**Syracuse University Remembers:**

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In 2009, Congress officially declared Sept. 11 to be a day of National Service and Remembrance during which it urged all citizens to join together in acts of community service.

This year marks the 10th anniversary of the attacks on Sept. 11, 2001, and [Hendricks Chapel](#), along with faculty, staff, and student and community organizations, are mobilizing efforts to make a big impact on this important day.

[Click here](#) for more information on related events and activities

# SERVICE OF REMEMBRANCE AND HOPE



**Sunday, September 11,  
2 p.m.  
Hendricks Chapel**

Parking will be available in the lots surrounding the chapel.

Light refreshments will be served on the Quad following the service.

Call Hendricks Chapel at 443-2901 for more information or visit [syr.edu/september11](http://syr.edu/september11).

Syracuse University Archives will display the 9/11 Sheets of Expression on the Quad following the service, with blank sheets available for tenth anniversary reflections.

September 12 - 15 Hendricks Chapel will host nightly panel discussions on the events of 9/11 and their impact ten years later. Discussions will be held from 6-7 p.m. and are open to everyone. Visit [syr.edu/september11](http://syr.edu/september11) for details on discussion topics, locations, and panel participants. No RSVP is required.

## Participating in the service:

- Hendricks Chapel Choir
- Black Celestial Choral Ensemble
- Syracuse University Brass Ensemble
- Syracuse Children's Chorus

### Important Dates

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- Mid-Term: Oct. 18
- Registration for Spring Semester: Nov. 9-Dec.16
- Homecoming & Reunion Weekend: Nov. 10-13
- Thanksgiving Break: Nov. 20-27
- Final Examinations: Dec. 12 -16

### Full-time Course of Study

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**NOTE:** For Syracuse University F-1 students, a full-time course load is required during the Fall and Spring semesters. Full time enrollment means **Graduate** students must enroll for at least **9 credits** every semester. **Undergraduate** students must register for at least **12 credits** every semester. Students are not required to enroll in courses during the Summer. However, **if Summer session is your first semester** then you must maintain full time enrollment of at least 6 credits for that summer session.

Under Federal Immigration Rules, **to maintain F-1 status, no more than 3 online credits per semester may count towards the "full course of study" requirement.** For example, a graduate student required to register for 9 credits per semester to maintain full time status can take only 3 of those credits through an on-line class each semester – **6 credits must be live, in classroom courses.**

However, an F-1 student can take as many on-line or distance education as they wish (with SCIS's approval) during the Summer or over Winter break.

If it is your last semester and fewer than 12 credits are required to graduate for undergrads and 9 credits for grads; it is acceptable to carry only those credits required to complete your degree. **If a student needs less than a full course load in the final semester to finish his/her degree, the course(s) cannot be taken solely online or as distance education. You must be enrolled in a live, in classroom course during your last semester.**

Students considering on-line courses or courses at a different institution should first discuss the plan with an SCIS advisor. It is necessary to maintain valid F-1 status at all times.

If you are taking less than 9 credits this semester you must fill out a Certificate of Full-Time Status [http://international.syr.edu/documents/forms/full\\_time\\_status\\_certification-Jan04.pdf](http://international.syr.edu/documents/forms/full_time_status_certification-Jan04.pdf)

If this is your last semester you will have to fill out the Last Semester Memo <http://international.syr.edu/documents/forms/2008lastsemestermemo-su.pdf>

### Off-Campus Housing Seminars

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**September 12, 2011 - 7:30pm to 8:30pm**

An informational seminar to find out how to begin your search, learn how to research your landlord and apartment, and figure out ins/outs of off-campus living and signing a lease.

**Location: Haven Hall Lounge**

Price: free

Sponsoring department/organization: Office of Off-Campus and Commuter Services  
Contact: Darya Rotblat, E-Mail: [darotbla@syr.edu](mailto:darotbla@syr.edu), 443-9822

### Housing Update : Address Change

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### Address Change?

All International Students and Scholars that will be moving into their new on-campus and off-campus housing must update their US Address where you will be living during this Fall semester via your **"MySlice self-service"** and select CURR address.

You must update your address immediately in order to be in compliance with the Immigration Regulations. If you do not update your address we will not be able to register your record with SEVIS and you will be jeopardizing your Immigration requirements to comply with reporting changes of addresses while you are here in the USA studying at Syracuse University.

**Please always update your address within 10 days of your move on MySlice.**

### MEETING YOUR HEALTH REQUIREMENTS

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Please be certain that you are currently enrolled in an approved health insurance policy for the upcoming 2011 – 2012 academic year. If you have renewed or changed your health insurance please provide the Slutzker Center with an updated copy of it via e-mail [lescis@syr.edu](mailto:lescis@syr.edu) or in person. If you have questions, or need help enrolling in an approved health insurance policy, please make an appointment with an adviser at the Slutzker Center, or see Linda Deon at the Health Center for assistance.

Syracuse University Health Services has determined that many international students are not in compliance with immunization requirements defined by New York State public health law. Enrolled students found not to be in compliance risk strict administrative consequences including **inability to register, suspension of I.D. card privileges, and may be required to leave campus.**

You must be in compliance with these immunization requirements in order to remain on campus.

The Health Service will be sending an email to all those who are not in compliance via the syr.edu email address. Please watch for that notice (check your syr.edu email address!). If your registration is cancelled, you will also lose your F-1 or J-1 student status. Don't put yourself at risk. Contact the Health Service as soon as you receive that email!

### Syracuse Hockey

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The Syracuse Women's Field Hockey Team is looking for male or female practice players with field hockey experience to practice a few days per week with the team. This is an excellent opportunity to get fit and have fun. If you are interested please contact Ange Bradley at [anbradle@syr.edu](mailto:anbradle@syr.edu) Or call 315-403-1520 for details.

### Religious Observance Notification

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The deadline for submitting your religious observance notification form(s) is the end of the second week of classes. To submit your form(s), log in and go to Student Services / Enrollment / My Religious Observances. Note that this process provides notification to your instructor(s) that you will not be in class, but it is your responsibility to make sure you understand each instructor's requirements for making up any missed work.

### Graduate Student Newsletter

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#### Events

- Sept 8th. "A Magnificent Obsession: Selections from the Hamilton Armstrong Collection of Prints" exhibition opening. SuArt Galleries, 5:00-7:00pm.
- Sept 9th. "Campus Resources for Grad Students" panel. HL 207, 2:00-3:30pm.
- Sept 11th. 9-11 "Syracuse Remembers: Service of Remembrance and Hope." Hendricks Chapel, 2:00-3:00pm.
- Sept 12th. "(En)countering Plagiarism: The Cultural Settings." FPP Religion Department Fall Mini-Series. HL 504, 2:30-3:30pm.
- Sept 19th. "(En)countering Plagiarism: Presumptions and Practices." FPP Religion Department Fall Mini-Series. HL 504, 2:30-3:30pm.
- Sept 23rd. "How to Build Relationships at Conferences." Dr. Catherine Maritan. HL 107, 1:00pm.
- Sept 23rd. FPP Kickoff Event. Goldstein Faculty Center, 4:00-5:30pm.
- Sept 26th. "(En)countering Plagiarism: Transnational Differences." FPP Religion Dept. Fall Mini-Series. HL 504, 2:30-3:30pm.
- Sept 27th. "Making the Invisible Visible." Maria Hinojosa. University Lecture Series. Hendricks Chapel, 7:30pm.
- Sept 30th. "Strategies for Success in Your Doctoral Program." Schine 304ABC. 9:30am-3:00pm.

#### Coming Next Month

- Oct 1st. Graduate School Mixer for those who live North or West of Campus. GSO and Off-Campus Services. Inn Complete, 6:00-9:00 pm.
- Oct 9th. Graduate School Mixer for those who live East or South of campus. GSO and Off-Campus Services. Inn Complete, 6:00-9:00 pm.

#### Deadlines

- Sept 9. Deadline for submitting/receiving religious observances notification form.
- Sept 12. Last day to elect or rescind pass/fail or audit grading option.
- Sept 19. Classes dropped by this date will not appear on the transcript and are not included in the calculation of tuition charges.
- Sept 28. Mid-Semester Progress Report begins.

Click on the links below...

[All about graduating!](#)

[Steps for your final semester](#)

[Procedures of defending a thesis or dissertation](#)

[Thesis Format Guidelines](#)

[Graduation Deadlines](#)

### Department of Public Safety Reminder

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#### FOR YOUR SAFETY, PLEASE REMEMBER:

- To safeguard your personal property—DO NOT LEAVE YOUR PROPERTY UNATTENDED
- On campus after dark, use DPS' free escort service. Off campus, use SU Home (it's free), call 443-SAFE (7233) for more information about these services.
- Centro Bus or taxi service.
- Walk, bike or jog in groups of three or more – away from bushes, cars, and other objects a suspect could hide behind.
- Look and listen. Headphones and cell phones can create tunnel vision.
- Travel in well-lighted and well-traveled areas.
- Keep porch lights on at night.
- Don't approach strangers or let them get close to you.
- If you think someone is following you, switch directions or cross the street. Go toward an open business or lighted house.
- Have your house or car keys in hand before you reach your door.
- Know where "Blue Light" phones are and how to use them.
- If someone tries to rob you, don't resist. Give up your property, not your life.
- Try to get a description of the suspect(s) and any associated vehicle & tag number.

### Important Reminders

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#### A Reminder About Optional Practical Training EAD Cards

F-1 students who have obtained authorization for Optional Practical Training from the USCIS are reminded to please email a copy of their EAD cards (front + back) to the SCIS at [lescis@syr.edu](mailto:lescis@syr.edu) so that we can keep a copy for your files. Having a photocopy in the SCIS could become very important to you in the future, if we need to verify your F-1 status or if the card is lost or stolen.

#### Important Reminder from Human Resources

International students who have jobs on campus (GA positions, TA positions, RA positions and hourly wage assignments) are reminded to be sure to copy the appropriate Human Resources Office on campus for any change of U.S. address. Be sure to look at your address on your most recent pay stub. If it is not accurate, report it to your department or

office where you work so that the address can be updated by your department. If you are on any payroll, your change of address is needed so that you can receive your W-2 Wage and Tax Statement forms in late January, as well as any checks that may be coming to you if you are leaving at the end of this semester.

Also, if you have obtained a social security number since starting work, it is essential that you report your social security number to your payroll office for W-2 purposes. If you are uncertain whether or not this is a problem for you, check your most recent pay stub, and look to see if your social security number as well as your current address are included properly.

### Saturday Is Patriotic Day At The Dome

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**The first 5,000 fans in attendance will receive a commemorative pin displaying both the American flag and a flag featuring the Syracuse block "S" logo.**

Syracuse football will honor the 10th anniversary of 9/11 on Patriotic Day at the Carrier Dome prior to the Orange squaring off against Rhode Island on Saturday at 4:30 p.m. (TWCS/SNY, BIG EAST Network).

Before the game, Grammy Award nominee Michael Peterson, the 2008 recipient of the Bob Hope "Spirit of Hope" Award for his service to the nation and the servicemen and women of the armed forces, will sing the national anthem. During halftime, Peterson will perform "You Could Hear a Pin Drop," a song he wrote for veterans acknowledging their sacrifice and value of their service.

The first 5,000 fans in attendance will receive a commemorative pin displaying both the American flag and a flag featuring the Syracuse block "S" logo. The Quad location for the remainder of the season will return to its permanent location with pre-game activities beginning at 1:30 p.m. The SU marching band is scheduled to perform on the esplanade facing the West Lots of the Dome.

Individual and season tickets are available for the game online, at the Carrier Dome Box Office (Gate B) and by phone 888-DOMETIX. Season tickets start at \$99, while the Time Warner Triple Play Pack, which offers one ticket to any three home games, starts at \$72.

### DSA Announcement: Counseling Center

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## DSA Announcement: Counseling Center

09.07.2011

### Counseling center offers free stress reduction class for students

The Syracuse University Counseling Center is offering a free course in Mindfulness Based Stress Reduction (MBSR) to SU and SUNY-ESF students. **The eight-week course meets Wednesday evenings from 6:30-8 p.m., beginning Sept 21, 2011.** The program also includes a Retreat class that will take place Saturday, November 5, from 12-4 p.m.

Further information and registration for the program will be offered at the mandatory orientation/screening sessions. You can meet the instructor and register for the class at one of the following two sessions:

Wednesday, September 7, from 6-7 p.m. at the SU Counseling Center, 200 Walnut Place.

Wednesday, September 14, from 6-7 p.m. at the SU Counseling Center, 200 Walnut Place.

To sign up for an orientation session or for further information, contact the Counseling Center at 443-4715, [mbsr@syr.edu](mailto:mbsr@syr.edu). Class size is limited.

Coming Fall 2011  
**Mindfulness Based Stress Reduction Program**  
 Sponsored by the Syracuse University Counseling Center  
 Instructor: David Jacobs

Ease Your Mind  
 Enhance Your Life

Eligibility: All SU graduate and undergraduate students  
 Course Dates: This course will run for eight weeks, from September 21 through November 16, 2011  
 Course Time: Wednesdays, 6:30-8:30 p.m.  
 Course Place: To be announced  
 Half-day retreat, Saturday, November 5, 2011, 12-4 p.m.

Students who are interested must attend an orientation session.  
 Orientation Sessions: Wednesday, September 7, 2011, 6-7 p.m.  
 Wednesday, September 14, 2011, 6-7 p.m.  
 Orientation Place: Counseling Center, 200 Walnut Pl.

In the event you are unable to attend one of the orientation sessions, contact the Counseling Center.

For more information, visit <http://counselingcenter.syr.edu> or contact us at 443-4715.

Counseling Center  
 Syracuse University  
 200 Walnut Place

**Go to "The Commons" on Friday mornings for weekly DSA news.**

**Take a moment to stay connected with your colleagues and our community.**

<https://sharepoint.syr.edu/dsa>

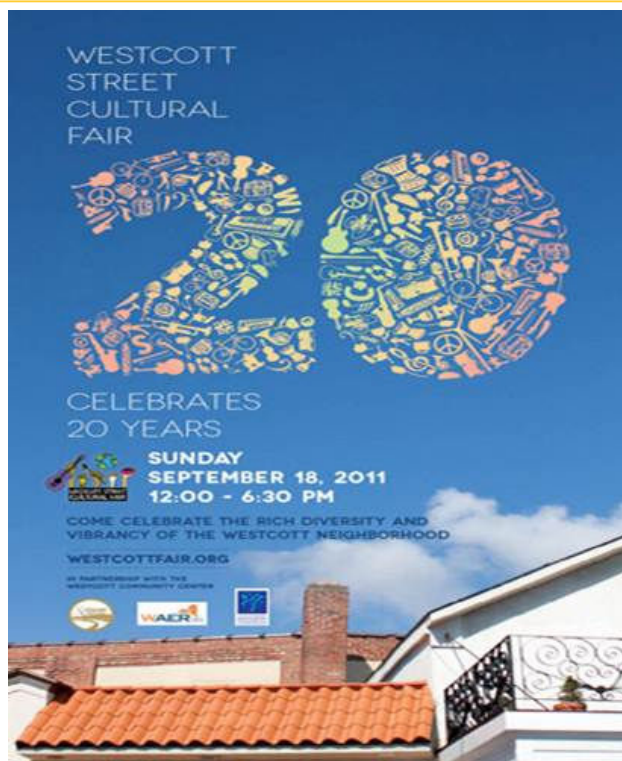
### The Africa Initiative Spring Reception

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**SAVE THE DATE: The Africa Initiative Spring Reception****14 September 2011****6- 7: 30 pm****Sims Hall Room 219**

Details on speakers and room will be sent later.

Refreshments will be provided

**20th Annual Westcott Street Cultural Fair**[Back>>](#)

**20th Annual Westcott Street Cultural Fair**  
**Sunday, September 18, 2011**  
[www.westcottfair.org](http://www.westcottfair.org)

The Westcott Street Cultural Fair (WSCF) is an annual, one-day celebration of the diversity and uniqueness of the Westcott neighborhood through its culture: visual and performing arts, food, service organizations and activities geared to families and Syracuse and LeMoyne students returning to the neighborhood. The fair attracts more than 8,000 people annually to the Westcott Business District in mid-September for a day filled with great sounds, sights, tastes and more.

**Student Organization Involvement Fair**[Back>>](#)**Wednesday, September 14, 2011; 11:30am- 3:00pm**

The Student Involvement Fair is reserved for recognized student organizations as a way to showcase their involvement on campus and recruit potential new members. Each recognized student organization that registers by the deadline will be able to use a six-foot table to tastefully decorate and display the mission and goals of the organization.

Please visit the Student Activities website and submit the reservation form by 3 .pm. on Friday, Sep. 9. Space is limited, so it is on a first come, first served basis. This is a great opportunity to market and increase involvement in your organization!

Location: Main Quad

Price: free

Sponsoring department/organization: Office of Student Activities

Contact: Mehegan Murphy; E-Mail: [mkmurp04@syr.edu](mailto:mkmurp04@syr.edu); 443-2718**SU Recreation Services**[Back>>](#)



## Whitewater Rafting

September 4, 5, 10, 11, 17, 18, 24, 25, 2011

<b>Sign-up Deadline:</b>	Wednesday at Noon before each weekend trip date
<b>Price:</b>	<b>\$35.00 (SU Undergraduate Students)</b> \$70.00 (All Other SU/ESF ID card holders)
<b>Time:</b>	Bus leaves SU's College Place at 10:30am and returns at approximately 6:30pm
<b>What is included:</b>	Roundtrip transportation from SU's College Place (near the bus stop) to Watertown, rafting and safety equipment, training, gear and wet suits (if needed); guided trips; three hours on the water (depending on water level), rest stop on the water with snacks and drinks; a barbecue dinner after the trip.
<b>What to bring:</b>	A Valid SU/ESF ID card A positive, fun attitude (You will paddle and get wet). A change of clothes and dry footwear. A windbreaker or fleece for the river. Water booties, tevas, aqua socks or an old pair of sneakers. Any medications you would normally take throughout the day (e.g. asthma inhaler) Money (if you would like to buy pictures of your trip or tip your River Guide)
<b>What to leave home:</b>	Any valuables you do not want to lose (jewelry, cell phone, etc.)

Register and pay online with a credit card at:  
<http://recreationservices.syr.edu/recstore>

Department of Recreation Services, Room 241, Archbold Gym  
Call 443-4386 (4FUN) for more info.

*This program is funded by the Undergraduate Co-Curricular Fee*  
<http://outdoored.syr.edu>

[Fall 2011 Fitness Class Schedule](#)  
Registration Begins 9/2/2011

### Move it Monday

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**Move it Monday** is a part of the Healthy Campus Initiative. This is a program that focuses on participation in activities that promote the various components of wellness on campus at little or no cost to the user. Various fitness classes will be offered for **FREE every Monday from 1:00pm-1:50pm** in the Flanagan Exercise Room on a first-come, first-served basis. The maximum enrollment for each class will vary based on the activity. Please arrive early for each class:

**September 12 – Tai Chi**  
**September 19 – Power Yoga**  
**September 26 – TBA**  
**October 3 – Aqua Kickboxing**  
**October 10 – Core N' More**  
**October 17 – TBA**  
**October 24 – TBA**

**October 31 – Power Hour**  
**November 7 – TBA**  
**November 14 – Line Dancing**  
**November 28 – TBA**  
**December 5 – TBA**  
**December 12 – TBA**

### Zumba Fitness

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(Health and Wellness)  
Tuesday, September 13, 2011; 6:30pm-7:30pm

Instructor: Andreina Botero  
**Day: Tuesdays (starting Sept. 13-ongoing)**

Location: Community Folk Art Center  
Price: \$10/class - \$7 for SU students  
Sponsoring department/organization: Community Folk Art Center  
**Contact: Yudaisy Fernandez; E-Mail: [cfac@syr.edu](mailto:cfac@syr.edu); 442-2230**

### LGBT Events

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**TransCuse**  
Tuesday, September 13, 2011, 5:30pm

Stop by for the semester's first meeting of TransCuse, a bi-weekly discussion group for transgender-identified folks, their partners and friends. Other dates for the semester: Sept. 27, Oct. 4 & 25, Nov. 8 & 29.

**Location: LGBT Resource Center**  
**Price: free**  
Sponsoring department/organization: Lesbian, Gay, Bisexual, and Transgender (LGBT) Resource Center  
**Contact: Lauren Adamski; E-Mail: [lgbt@syr.edu](mailto:lgbt@syr.edu); 443-3983**

### Transferring out of SU?

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If you are planning to transfer out of SU, the immigration regulatory process for **transferring** your F-1 status from Syracuse University to a new school in the United States requires you to complete a Transfer Out Form with the SCIS so that your federal SEVIS record can be transferred to your new school. The Transfer Out Form and more detailed information may be found on our website: [http://international.syr.edu/transfer\\_out.htm](http://international.syr.edu/transfer_out.htm)

### Is this your last semester at SU?

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Students who will be completing their studies this December but have no plans to apply for practical training (F-1), academic training (J-1) or continue at a new school or in a new field or level of study (i.e. Master's, J.D., Ph.D), or seek a change of non-immigrant status must depart the United States within 60 days of their academic program end date if they are in F-1 status (see item #5 on your current I-20), or within 30 days if they are in J-1 status.

### Studying Abroad?

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Planning to Study Abroad during the Fall 2011 semester? If so, please talk to an international advisor at the Slutzker Center soon. There are steps which you must take in order to insure your continued non-immigrant status for re-entry to the U.S

## !Important Announcements!

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■ **Although rare, a fire drill or evacuation could be an opportunity for a thief to strike. To prevent someone from taking your irreplaceable documents and passports we recommend the following:**

- **Keep your documents in a secure location.**
- **Be able to access and take your documents with you quickly if you need to evacuate the building.**
- **A small safe, briefcase, folder or backpack maybe the best way to keep your documents organized.**
- **Rent a safety deposit box at your local bank (i.e.: HSBC, Chase, etc.)**

**You should never spend time searching for your documents in an emergency situation. REMEMBER, while you want to do your best to protect your valuable property, your personal safety is the highest importance in emergency!**

■ **Students who are planning to do an Internship the Spring semester should apply for Curricular Practical Training (CPT) Please remember that you have to register for at least 1 credit for CPT.**

**Curricular Practical Training Seminar (CPT) – Every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday @ 3:00pm and every 2<sup>nd</sup> Friday at 3:00pm.**

**Optional Practical Training Seminar (OPT) - Every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday @ 3:45pm and every 2<sup>nd</sup> Friday at 3:45pm.**

## IMMIGRATION UPDATES

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### USCIS FY 2012 H-1B Cap Count

#### FY 2012 H-1B Cap Count

Cap Type	Cap Amount	Cap Eligible Petitions	Petition Target	Date of Last Count
H-1B Regular Cap	65,000	29,000		8/26/2011
H-1B Master's Exemption	20,000	15,800		8/26/2011

For more information and latest updates on H1B Visa cap count, please visit the [USCIS](#) website.

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnnextoid=4b7cdd1d5fd37210VgnVCM100000082ca60aRCRD&vgnnextchannel=73566811264a3210VgnVCM100000b92ca60aRCRD>

### Is Your I-20 or DS-2019 Expiring Soon? Do You Need an Extension of Stay?

This is the time of year when many international students whose I-20 or DS-2019 will expire this December, but who will be continuing their studies for Spring 2011, are applying for an extension of stay. Students who will begin a new level of study (e.g., completing bachelor's and commencing master's or completing master's and commencing PhD) receive a new I-20 for the new level of study. Changes in level of study require an admission letter from the Graduate School (if completing a bachelor's and commencing master's) or from the student's academic department (if completing master's and commencing PhD) verifying that the student has been approved for the new level of study, and the semester that the new level will begin.

Student's with I-20s or DS-2019s expiring in December 2011 but who will continue their studies at SU **must** begin the extension of stay process (or change in level of study process) well before that date so that the new I-20 is issued before the I-20 expiration date.

Complete information and the required forms are available on-line at: [http://international.syr.edu/documents/forms/I-20\\_Extension.pdf](http://international.syr.edu/documents/forms/I-20_Extension.pdf)

## Housing and Safety

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### Keeping Good Rental Records

Lack of knowledge regarding leases or other rental agreements can cause a variety of problems. By keeping records of rental repair requests, security deposit disputes, and other important issues related to rental agreements, you can alleviate many of these types of problems. The most frustrating problems occur when the tenant cannot document their grievances. To prevent this, start a rental file as soon as you sign the lease and add to it throughout your lease term. A rental file is easy to keep, considering the money you may recover through rental modification or qualifying for full return on your security deposit. If a rental problem arises, it is easier to negotiate a solution with the landlord when you have written records that show the extent of the problem, what you asked the landlord to do about it, and how the landlord responded.

#### **Your Rental File Should Hold:**

##### **A Rental Log**

Use a simple notebook to write all dates and times you contacted or tried to contact your landlord; make a note of any discussion. Logs are a useful permanent record of how the landlord did or did not respond to problems.

##### **Apartment Condition Checklist**

This is proof of the condition of the apartment when you move in and out. Keep a copy and send the original to the landlord by certified mail and return receipt.

##### **Correspondence With Your Landlord**

Make any complaints or concerns in writing and keep copies on file. All verbal requests should be followed up in writing with copies in your file.

##### **Reports**

Keep copies of the Certificate of Suitability, building inspection reports, police reports, and any other reports from other agencies.

##### **Photographs**

Photos may be the evidence you need to document a repair or security deposit problem. Photos should be dated and signed by a witness.

##### **Off-Campus Housing 101**

It is that time of year: time to begin looking for off-campus housing for the 2011-12 academic year. The rental season begins very early in Syracuse, but that does not mean that you have to sign a lease right now; you should not rush to sign a lease and should learn about off-campus housing prior to making the decision to move off-campus. A lease should not be signed until the property has been researched, roommates are confirmed, and the lease has been reviewed by Student Legal Services.

There are a number of rental units available in the University area and one of the best sources for advice and information about off-campus housing are friends and classmates. Another good place to search is Orange Housing. Orange Housing maintains a web site of apartment offerings in the neighborhoods adjacent to campus. The Orange Housing website is [www.orangehousing.com](http://www.orangehousing.com). It is important to keep in mind that this local company is not affiliated with Syracuse University or SUNY ESF and there are absolutely no guarantees about the quality and reliability of the information posted on the website. Orange Housing also offers roommate searches, sublet listings, and information relevant to apartment hunters.

Apartment listings can also be found in the *Daily Orange* and at [www.apartmentfinder.com](http://www.apartmentfinder.com).

Your first step in your apartment search is determining your needs. Important considerations include:

- Distance from campus
- How much you can afford for rent and utilities
- On or off-street parking
- Number of roommates
- Furnished or non-furnished apartment
- Length of lease
- Pets

Once you have determined your needs you will want to view two or more rentals that meet your criteria. Check out each apartment thoroughly; don't be afraid to test faucets, doorknobs, etc. and make sure you are satisfied with the safety features available (window locks, security lights, etc.). You should talk with the current tenants about the apartment; ask about location and experiences with the landlord. Once you decide on an apartment and have done all needed research, you should have the lease reviewed by Student Legal Services.

The Office of Off-Campus and Commuter Services (OCCS) is a resource that you should also utilize in your search for off campus housing. OCCS staff will assist you in your search by educating you on what is needed to have a successful off-campus living experience. OCCS is available for in person assistance at 754 Ostrom Avenue, via phone at 315-443-5489, online at [offcampus.syr.edu](http://offcampus.syr.edu), via email at [offcampus@syr.edu](mailto:offcampus@syr.edu)

## Apartment Safety Tips

Burglars strike in any neighborhood. They are opportunistic and always look for such easy targets as homes that are left open, not well maintained, out of eyesight or earshot of neighbors, or obscured by landscaping or fencing. The best way to minimize your chances of becoming a victim is to take sensible precautions.

The following tips offered by the City of Syracuse Police Department are designed to help you reduce your chances of becoming a victim of crime. You may already be aware of some strategies, but others may be new to you. Remember to trust your instincts and use common sense. Do not let yourself become a victim of a crime!

### Before Renting an Apartment

Survey the residence for the following security features:

- Does the apartment have metal or solid core wooden entry and exit doors? Are these doors equipped with deadbolts? Are the locks mounted securely? Have the doors been re-keyed since the last tenant moved out?
- Can visitors be observed without opening the apartment door either through a door "peephole" viewer or window?
- Does any outside vegetation block doors or windows from public view? Does the vegetation provide places or concealment at entrances at or along walkways?
- Is there adequate lighting at the building entry doors and along walkways? Are the outer doors kept locked at all times?

### In Your Apartment

- Keep your doors locked at all times, especially when you are alone, sleeping, or the apartment is unoccupied (even if only for a few moments).
- Determine who is on the other side of the door before opening it. Have repair or service personnel show official identification and confirm their presence with the person requesting the service. Delivery persons should remain outside to await the person requesting the delivery.
- If you return home and something looks questionable (e.g., a slit screen, broken window, or open door) do not go inside. Call the Syracuse Police Department from a safe location.
- Be sure you have blinds or curtains on your windows to discourage window peepers. Always keep your windows covered at night and leave lights on in two or more rooms.
- Make a list of your valuables and record any serial numbers.
- Be sure all outdoor lighting fixtures are in working condition. Ask your landlord to make immediate repairs.
- Place items of value out of sight and in locked areas. Do not leave valuables unattended in such common areas as laundry rooms and lounges.
- Ask your landlord to maintain and trim shrubbery.

## Getting Repairs Made in Your Apartment

As a tenant, you are entitled to a livable, safe and sanitary apartment. Failure to provide heat or hot water on a regular basis or to rid an apartment of insect infestation is an example of a violation of this entitlement.

All landlords are required to maintain **electrical, plumbing, sanitary, heating and ventilating systems** in good working order. Landlords of buildings with three or more apartments must keep apartments and public areas in "good repair." Landlords also have a duty to keep every part of a dwelling clean and free of vermin, dirt, garbage, and other offensive material.

All landlords in the City of Syracuse must maintain their premises in accordance with Syracuse Property Code. The Housing Complaint section of the Division of Code Enforcement enforces the City Code by responding to reports and complaints about housing maintenance, overgrown yards, trash and debris and disabled vehicles on private property. In addition they work with other agencies to improve residential neighborhoods.

If you have a complaint concerning the habitability or repair of your apartment, contact the Syracuse Division of Code Enforcement at **(315) 448-8695**.

If you have any questions you can call our office @ 443-5489.

## Landlord Information Sharing Program

The **Landlord Information Sharing Program (LISP)** is designed to provide students with a method for communicating with each other from year to year about their rental housing challenges and successes.

### Process

Any Syracuse University or SUNY ESF student can fill out a Comment Form found on our web site at [offcampus.syr.edu](http://offcampus.syr.edu) or in our office at 754 Ostrom Avenue. Students must clearly explain their concerns or issues in the form provided or by attaching a separate typed letter. They must use facts to describe the situation that is the basis for their documentation—they cannot simply provide an opinion of their landlord with no supporting factual basis.

OCCS staff would also like to hear about any positive interactions that students might have with their landlords. If students have positive experiences that they would like us or other students to know about, they should send us a letter clearly explaining the interaction, using facts to describe the situation—they should not simply provide an opinion of their landlord with no supporting factual basis.

### What happens when a Comment Form is filed?

OCCS staff will review all completed Comment Forms. If any include unprofessional language or are not appropriate to share with other students, it will be returned to the student with a letter explaining why. OCCS staff will forward a copy of the submitted Comment Form to the student's landlord. The landlord may respond to the concerns or issues directly or may respond by sending a letter to the OCCS. If the OCCS receives a response, a copy will be mailed to the student. OCCS staff will keep a copy of all Comment Forms and landlord responses in our office at 754 Ostrom Avenue. All names, contact information, and any other identifying information will be redacted from the Comment Forms and responses. Other SU/SUNY ESF students will be able to view your Comment Form and your landlord's response when they are searching for off-campus housing.

We encourage students viewing the landlord files to consider not only the number and type of concerns or issues raised, but the landlords' responses to them. Please note that the views expressed in these materials are solely those of students and local property owners and not those of Syracuse University.

Sometimes your landlord may not respond to your concerns or issues, or may respond unfavorably. OCCS staff will work with you throughout the process to seek to accomplish a resolution to your problem. When appropriate, OCCS staff will refer you to agencies that are better able to assist you, such as the Syracuse Police Department, City of Syracuse Division of Code Enforcement, Conflict Mediation Center, Student Legal Services, etc.

## Lease Disputes and General Landlord Complaints

- If you have a disagreement with your landlord concerning either of your responsibilities, it is best to try to reach an agreement.
- After reaching an agreement with your landlord in person or over the phone, follow up your discussion in writing. Include anything you or your landlord agreed to in your letter.
- If a dispute still exists between you and your landlord, you may want to consult Student Legal Services (443-4532). They can provide free legal consultation and advice about landlord-tenant issues.
- You can also file a complaint against your landlord with the New York State attorney general's office. To obtain a complaint form, call 448-4800 (ask for the Consumer Affairs Department) or 1-800-771-7755 (Consumer Helpline); visit [www.oag.state.ny.us](http://www.oag.state.ny.us) (go to Consumer Issues); or contact The Office of Orientation and Off-Campus Programs.
- When you file your complaint with the attorney general's office, include a copy of your lease and copies of any correspondence you've had with your landlord concerning the problem.
- Once you file your complaint, staff from the attorney general's office will conduct an informal mediation session between you and your landlord, usually by phone, and provide advice for resolving the dispute.

## Cell phone Offers to SU International Students



**18% off** for Syracuse University Students use Discount Code [2386165](#)

- World Phones available
- Exclusive provider of the Apple iPhone & BlackBerry TORCH
- Competitive domestic and international plans available
- Only domestic carrier that offers rollover minutes
- Receive 18% off monthly voice and data plans (not prepaid)
- Text messaging plan discounts available on select phones
- \$2 Off 200 Message Plan - Your Cost \$3
- \$5 Off 1500 Message Plan - Your Cost \$10
- \$5 Off Unlimited Plan - Your Cost \$15
- Offer excludes iPhone Text Messaging Plans
- Prepaid service plans available



- Waived security deposit for one line of service (only available only at Company Owned Retail Stores, not available online or at Authorized Dealers.)
- Prices reflect 18% Syracuse University Student Discount Code [2386165](#)
- Rates apply to calls made from within the U.S., Puerto Rico and U.S Virgin Islands
- Convenient and affordable calling from the U.S to over 220 countries
- International Roaming agreements in over 100 countries, rates vary
- For more details on International Roaming, see [www.att.com/international](http://www.att.com/international)

**T-Mobile** also offers prepaid Pay-As-You-Go plans. Which are designed for single subscribers (no family plans) who are in the USA for only a couple of years. For further details please check the following website  
<http://www.t-mobile.com/shop/plans/prepaid-plans.aspx>



### Pedestrian Safety Tips

Stay safe while you're walking to campus. Here are some tips:

- Use sidewalks and paths whenever possible.
- Use crosswalks, and don't start walking until you see the "WALK" signal.  
Walk facing traffic so you can see vehicles as they approach, and they can see you.
- Always walk in groups of three or more!
- Remember, pedestrians only have the right-of-way if a driver sees them! As a driver, it is important to be familiar with pedestrian safety laws. When a pedestrian is crossing at a crosswalk, drivers must wait until the pedestrian has *completely* crossed the street and has reached the other side safely.
- When making a right-hand turn at a red light, it is important to come to a complete stop and check for pedestrians crossing the street. Also remember there are many "No Right on Red" turns in the Syracuse University area!



### Protect your Property

All your personal belongings are insured against a wide range of losses. The SCIS supports this policy and we encourage every student to have this insurance.

- Laptops, cell phones, jewelry, watches, iPods, cameras, clothes, books, sports equipment, furniture **all** your "stuff" is covered. You're insured for countless types of losses, including theft, vandalism, fire, and accidental damage.
- Worldwide coverage on and **off** campus (in your apartment, in a foreign country, "at home", in storage, or anywhere else they may be.
- Property of the University is covered while in your care
- Buy \$4,000 of coverage for less than \$94! Also there is up to \$20,000 coverage available for an annual premium of only \$250.

For more information about our student personal property program, call 1-866-535-0456 and ask for a college specialist to assist you. Or better yet Enroll online! It's fast and easy. Simply log on to: [www.haylor.com/student](http://www.haylor.com/student) or send an e-mail to: [student@haylor.com](mailto:student@haylor.com)



### For your safety, please remember...

- On campus after dark, use DPS' free escort service. Off campus, use SU Home (it's free); call 315-443-2224 for more information on these services. Additional options are Centro Bus or taxi service.
- Walk, bike or jog in groups of three or more — away from bushes, cars and other objects a suspect could hide behind.
- Look and listen. Headphones and cell phones can create tunnel vision.
- Travel in well-lighted and well-traveled areas.
- Don't approach strangers or let them get close to you.
- If you think someone is following you, switch directions or cross the street. Go toward an open business or lighted house.
- Have your house or car keys in hand before you reach your door.
- Know where "Blue Light" phones are and how to use them.
- If someone tries to rob you, don't resist. Give up your property, not your life.
- Try to get a description of the suspect(s) and any associated vehicle and tag number.
- IMMEDIATELY report emergencies or suspicious activities, persons and vehicles. For SU's Department of Public Safety, **dial 711** on campus or #78 (from a cell phone); for the Syracuse Police Department, **dial 911**

Your quick report may help prevent others from becoming victims.

### Fall 2011 Bus Schedule

Centro is the provider of public transportation in Syracuse and throughout Onondaga, Cayuga and Oswego Counties. Centro operates a system of shuttle routes on campus under contract with Syracuse University. These are regular transit routes which Syracuse University students can board for free. Centro also operates an extensive system of bus routes connecting the Syracuse University campus to points throughout the area. Students may ride free on these routes within certain specified "free fare zones". If you wish to travel to an area outside of these zones, you must pay a fare.

[http://parking.syr.edu/Parking/display.cfm?content\\_ID=%23%28%289%21%0A](http://parking.syr.edu/Parking/display.cfm?content_ID=%23%28%289%21%0A)

#### QUESTIONS? Contact:

Parking and Transit Services  
621 Skytop Road

- Phone: 315-443-1049
- Web: <http://parking.syr.edu>

### Motivational Quotes of the Week:

*Life is just a blank slate, what matters most is what you write on it.*

~Christine Frankland

*The more you praise and celebrate your life, the more there is in life to celebrate.*

~Oprah Winfrey

*I'm a great believer in luck, and I find the harder I work the more I have of it.*

~Thomas Jefferson

*Change happens when the pain of holding on becomes greater than the fear of letting go.*

~Spencer Johnson

*Happiness always looks small while you hold it in your hands, but let it go, and you learn at once how big and precious it is .*

~Maxim Gorky

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**Note:** If you would like to submit a request to publish your news or events in our SCIS Newsletter. Please contact **Daniela Baban Hurrle** at [dbabanhu@syr.edu](mailto:dbabanhu@syr.edu)

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