



International Student  
Handbook  
2012-13

# Dear Student,

Congratulations on your acceptance to the University of Richmond!

Our office is here to assist you in making the transition to the University and to the United States. We realize that this transition, like any from one culture to another, will require significant thought and flexibility. We would like to do whatever we can to make your stay at Richmond pleasant and profitable.

Study abroad presents various challenges, both academic and personal. You should be prepared to be flexible and to take some risks. You should also be willing to adapt to new situations and to expect differences in all things. The way courses will be taught, and consequently the way you study, will be different. Most likely, you will have more assigned reading and writing assignments on a weekly basis. Housing and living standards will also be different. You cannot assume or even expect the environment or living arrangements to be the same as they are at your home institution. For example, you will probably have to share a room with another U.S. or international student. The rules of the dormitory may be more or less strict than those at your home institution.

The University has many services available to students and we encourage you to take advantage of these. You will learn about these services in the international student orientation at the beginning of the semester. The orientation will acquaint you with various aspects of campus life as well as issues specific to international students such as immigration, health insurance, credit and registration system.

Please do not hesitate to contact us if you have any questions prior to your arrival.

We look forward to meeting you!

Yours sincerely,

**Uliana Gabara**  
Dean of International Education

**Joe Hoff**  
Associate Dean of International Education

**Michelle Cox**  
Director of Study Abroad

**Christopher Klein**  
Associate Director of Study Abroad

**Krittika Onsanit**  
Director of International Student, Scholar  
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**Libby Ward**  
Study Abroad & Program Manager

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Study Abroad Advisor

**Katrzna Clark**  
Events & Publications Coordinator

**Jennifer Stevens**  
Administrative Coordinator for Study Abroad

**Shani Buchholz**  
Assistant to the Deans

**Diana Trinh**  
International Student Advisor

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# Important Notice About Websites in the Handbook

The International Student Handbook is both a printed and online publication. The online version of the International Student Handbook has clickable links to the websites of several University offices, organizations, and outside businesses which are mentioned in the Handbook.

If you are reading the print version of the International Student Handbook and would like to have access to these websites, please view the International Student Handbook online at:

[http://international.richmond.edu/int\\_student/international\\_student\\_handbook.pdf](http://international.richmond.edu/int_student/international_student_handbook.pdf)

There is also a list of “**Important UR Websites**” on page 48 of the International Student Handbook.





# Office of International Education

The Office of International Education (OIE) was established in 1987. The office coordinates the international activities that take place on the University of Richmond campus. The office is responsible for the following main areas:

- Curriculum internationalization
- Faculty development
- Bilateral exchange agreements
- Study abroad academic year and summer internship programs
- International student and scholar support
- Programs and publications
- Support of international organizations and Global House
- Outreach activities in the Greater Richmond community
- Representation of the University nationally and internationally as a model of a highly internationalized institution
- Advising and administration of grants and scholarships
- Strategic Plan for Internationalization

## Carole Weinstein International Center

Richmond graduate and former university trustee Carole Weinstein has donated \$9 million to construct a new campus facility dedicated to enhancing the university's rapidly growing international programs. The building is named the [Carole Weinstein International Center](http://international.richmond.edu/campus/center/index.html)<sup>☆</sup> in honor of the donor's generous support of the university's international education programs, which spans two decades. The facility serves as a central location for coordinating Richmond's comprehensive approach to the internationalization of its educational programs and campus life. The Center opened August 2010 and is located between the Jepson School of Leadership Studies and Sarah Brunet Hall.

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<sup>☆</sup> <http://international.richmond.edu/campus/center/index.html>



# University of Richmond Exchange Programs

## Argentina

Universidad Blas Pascal  
Universidad Católica Argentina  
Universidad Torcuato di Tella

## Australia

Macquarie University  
University of Queensland  
University of Sydney

## Austria

Vienna University of Economics  
and Business Administration

## Botswana

University of Botswana

## Brazil

Pontificia Universidade Católica  
do Rio de Janeiro

## Canada

McGill University  
Simon Fraser University

## Caribbean

University of the West Indies, Jamaica,  
Trinidad and Barbados

## Chile

Pontificia Universidad Católica de Chile

## China

University of Hong Kong  
Tsinghua University

## Czech Republic

Charles University  
Prague University of Economics

## Denmark

Copenhagen Business School  
Denmark's International Study Program

## France

MICEFA-Universities of Paris  
EPSCI  
Rouen Business School  
Université Catholique de Lille  
Université Paris Dauphine  
Sciences-Po

## Germany

Universitaet Konstanz  
Universitaet Muenster

## Ireland

University College, Dublin  
National University of Ireland, Galway

## Italy

Università Commerciale Luigi Bocconi  
Università degli studi di Ferrara  
Università degli studi di Verona

## Japan

Kansai Gaidai University

## Mexico

Instituto Tecnológico y de Estudios  
Superiores de Monterrey (ITESM)  
Instituto Tecnológico y de Estudios  
Superiores de Occidente (ITESO)

## Netherlands

Universiteit Leiden  
University College, Maastricht  
University  
School of Business & Economics,  
Maastricht University  
Faculty of Law,  
Maastricht University

## New Zealand

University of Otago

## Poland

Warsaw School of Economics

## South Korea

Yonsei University

## Spain

ESADE  
Universidad Carlos III de Madrid  
Universidad de Deusto - Bilbao and San  
Sebastian  
Universidad Pablo de Olavide  
Universitat Pompeu Fabra  
Universidade de Santiago de Compostela

## Sweden

Uppsala University

## Switzerland

Université de Lausanne

## Taiwan

National Chengchi University

## Thailand

Thammasat University (BBA and BE Faculties)

## Turkey

Bilkent University

## United Kingdom

University of Bath  
University of Bristol  
University of East Anglia  
University of Edinburgh  
University of Lancaster  
Queen Mary, University of London  
University of St. Andrews  
University of Ulster  
University of Warwick



# International Student Services

The International Student Advisor is the main contact for international students and scholars in the OIE and at the University. After students are admitted to the University as degree-seeking or exchange students, they will receive documents necessary to acquire the F-1 or J-1 student visa. In the beginning of the semester, an orientation program for all international students is organized to acquaint new students with the services of the University as well as to inform them of various aspects of life in the U.S. and of the immigration regulations pertinent to their visa-type.

Throughout the year, the Office organizes various events and activities for international students and the University at large. The International Student Advisor keeps international students informed of the latest developments concerning immigration, employment, health insurance and other issues pertaining to non-immigrant visa holders. The International Student Advisor is also available to advise students on academic, cultural, practical, and personal matters.

## Ambassador Program<sup>☆</sup>

Returning UR students volunteer to welcome new international students to campus and introduce them to various aspects of campus life. This is a wonderful opportunity to meet new people and learn more about U.S. culture. Students meet informally with their ambassador groups once per month in a casual setting. Group activities on and off campus are organized by 2 students who work for OIE as Ambassador Coordinators. Activities include trips to Washington, D.C., Williamsburg, and Virginia Beach, pot-luck dinners, study breaks, restaurant outings, and trips to local sporting and cultural events.



Students can complete an [online application](#) on our website. Students will also have an opportunity to enroll in this program during orientation. This program is free of charge and there is no deadline to apply.

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<sup>☆</sup> <http://international.richmond.edu/campus/ambassador/index.html>

## Host Family Program<sup>☆</sup>

The Office of Alumni Relations and the Office of International Education coordinate a [host family program](#) that pairs international students with UR alumni, faculty, or staff based on similar interests. Unlike traditional homestays, students do NOT live with their hosts. Students and families get together informally for meals, trips, shopping, movies, sports, and other social activities. Host families and their students are invited to Office of International Education events throughout the year. Students can complete an application from our website. Students will have an opportunity to enroll in this program during orientation. This program is free of charge and there is no deadline to apply.

## International Club (I-Club)<sup>☆</sup>

The International Club is a student-run organization that organizes social, cultural, and educational events with the purpose of bringing students together in a diverse, multicultural environment. Please email [iclub@richmond.edu](mailto:iclub@richmond.edu) if you would like to participate in the program or for questions.

## International Student Peer Mentors<sup>☆</sup>

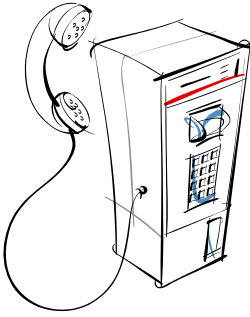
The [International Student Peer Mentors](#) is a social outreach program designed to encourage peer to peer contact between international students. The Peer Mentors are returning UR international students who hold office hours each week to handle international student inquiries about University departments, programs, and services, provide referrals to resources on campus and in the Richmond community, and give cultural, practical, and travel advice about the U.S. The Peer Mentors maintain an international student blog at <http://urpeeradvisors.wordpress.com/> with useful information specifically for international students. Please email [jspeermentor@gmail.com](mailto:jspeermentor@gmail.com) during the academic year with questions.

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☆ <http://studentorg.richmond.edu/iclub/>

☆ <http://international.richmond.edu/students/stay/mentors/index.html>

☆ <http://international.richmond.edu/campus/family/index.html>



# Contact & Telephone Information

## Office of International Education

**TEL:** +1 (804) 289-8836 *\*\*If there is no one available to answer your call, please leave a message on the machine.*

**FAX:** +1 (804) 289-8904 *\*\*Operates 24 hours every day*

**EMAIL:** [international@richmond.edu](mailto:international@richmond.edu)

**WWW:** <http://international.richmond.edu>

The following **emergency numbers** for UR staff should be contacted in the order listed below:

- Campus Police from a cell phone.....(804) 289-8911 for emergencies
- Campus Police from any campus phone.....8911 for emergencies
- Campus Police.....(804) 289-8715 non-emergencies
- Krittika Onsanit, Director of International Student.....(804) 304-8621 (mobile)  
Scholar & Internship Services
- Dr. Joe Hoff, Associate Dean of International Education.....(804) 869-9246 (mobile)
- Michele Cox, Director of Study Abroad..... (804) 519-4909 (mobile)
- Dr. Uliana Gabara, Dean of International Education.....(804) 564-1798 (mobile)

## Important Telephone Numbers

**911** – General Nationwide Emergency Telephone - **FREE CALL** within the U.S. To call for an ambulance, fire truck, or police for a life threatening emergency.

**0** – Operator

**411** – General information on telephone numbers and addresses within your area code

**1-(area code)-555-1212** – Information on telephone numbers outside of your area code

# General Telephone Information



**PUBLIC TELEPHONES** are available in most public places. A call can be placed by inserting money (usually coins), debit card, or credit card beforehand. *Emergency calls from public telephones to 911 are free of charge.*

**CHARGE-A-CALL TELEPHONES** are blue phones located in public areas and may be used without coins. These telephones are designed for use in locations serving a high volume of calling card, collect, or operator assisted calls.

**LOCAL CALLS** can be made by dialing a seven-digit telephone number, which can be found in a printed telephone directory or by calling 411 for information on local telephone numbers.

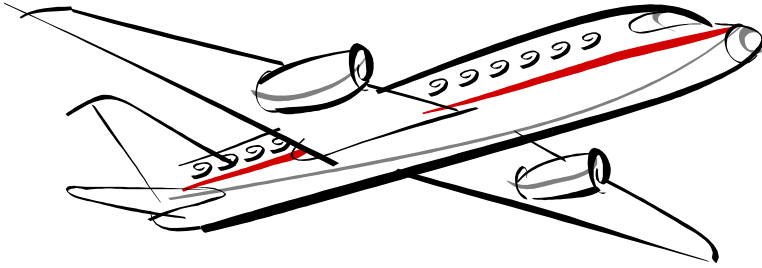
**LONG DISTANCE CALLS WITHIN THE SAME AREA CODE** can be made by dialing "1", the three-digit area code, and then the seven-digit telephone number.

**LONG DISTANCE CALLS OUTSIDE THE LOCAL AREA** can be made by dialing "1", the three-digit area code, and then the seven-digit number. Long distance rates for the United States are less expensive in the evenings, after 11 p.m., and certain times during the weekends.

**INTERNATIONAL CALLS** may be made directly to most countries. To inquire about codes and rates, call the international operator by dialing 00. Rates vary according to time of day and country. To make an overseas call 011 + country code + city code + local number. Operator assisted calls are more expensive, so it is better to dial directly if possible.

**TELEPHONE SERVICE ON CAMPUS** - Students have access to local telephone service from their room on campus. Students are charged on a monthly basis for long-distance calls. Telephones are not provided. Students can purchase a telephone upon arrival to the United States.

**EMERGENCY PHONES** are located throughout the campus in yellow call boxes with blue lights on top. They are a direct line to the University Police and function automatically when you pick up the receiver.



## Getting to the University

**We strongly encourage flying into Richmond International Airport (RIC)** instead of airports in the Washington, D.C. and Baltimore areas such as Dulles International (IAD) or Baltimore Washington International (BWI). Richmond is 110 miles from Washington, D.C. (2 hours by train/car) and 3 hours by train/car from Baltimore, Maryland. There are additional travel times and costs associated with transportation from the D.C. area to Richmond that often make flying into RIC more convenient.

International flights with the final destination as Richmond connect with international airports in D.C., Philadelphia, Atlanta, New York, and other points on the East Coast. Please consider these flight options as you make your travel plans.

## By Air

By taxi from Richmond International Airport (RIC): If you fly into Richmond, go to the curb outside the baggage claim area to get a taxi to the University for approximately \$45.00. RIC is approximately 20 miles from the University of Richmond campus.

By bus or train from Washington, D.C. airports: If you are flying into the D.C. area, Super Shuttle offers ground transportation from Baltimore/Washington International Airport (BWI), Dulles International Airport (IAD) and Washington National Airport (DCA) to Union Station in Washington D.C., where you can take the Greyhound Bus or Amtrak Train to Richmond. For current bus/train fares and schedules, consult [www.greyhound.com](http://www.greyhound.com) or [www.amtrak.com](http://www.amtrak.com).

By taxi from Dulles International Airport (IAD): [Washington Flyer Taxicabs](#) provide ground transportation from Dulles to Richmond. The cost is approximately \$300, which covers the taxi ride from Dulles to Richmond, the fees for bringing more than two bags of luggage, and the gratuity for the taxi driver (about \$50). Washington Flyer taxi drivers accept American Express, Diners Club, MasterCard, Discover Card, and Visa credit cards. You do not need an advance reservation. For more information, visit the Dulles International Airport's Ground Transportation webpage\*. You should specify to the driver that you would like to go to the University of Richmond, not Richmond International Airport. See the "Arrival Information for New International Students" section (p. 30) for information on what to do when your taxi arrives to campus.

## Bus Information

Bus service is offered to Richmond by Greyhound. Fare and schedule information is available from the Greyhound website ([www.greyhound.com](http://www.greyhound.com)) or their local business offices. You may locate this information by calling 411 or the operator (dial 0) on a public telephone and by using the telephone book. In major cities, transportation information is available at the Travel Assistance Desk in the airport. Greyhound bus service from Washington, D.C. to Richmond is approximately \$25.00 one way.

## Train Service Information

Amtrak is the passenger rail company in the United States. Baltimore Washington International Airport (BWI) has a rail station with free shuttles from the airport terminal.\* Train service to Richmond is available from major cities. There is a free phone number that may be used to get fare and schedule information. You will need to dial 1-800-872-7245 (or 1-800-USA-RAIL) at a public phone booth. Fares and schedules are also on the Amtrak website ([www.amtrak.com](http://www.amtrak.com)). Daily train service is offered from Washington, D.C. to Richmond. The one-way fare is \$25.00 - \$35.00.

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\* <http://www.metwashairports.com/dulles/793.htm>

\* <http://www.bwiairport.com/en/travel/ground-transportation/trans/amtrak>



# University Costs 2012-13

## All international students on nonimmigrant visas

will be charged the following each semester:

Health Insurance - **\$714.00** \*Mandatory

### Degree-seeking students (per semester)

Undergraduate tuition	<b>\$ 22,105</b>
MBA tuition	<b>\$ 18,675</b>
School of Law tuition	<b>\$ 18,425</b>

Exchange students will be charged for housing and meals according to their institution's agreement with the University of Richmond. Students will make payment to the University of Richmond for all charges (room, board, health insurance, telephone, etc.).

### Meal Plan Prices (per semester) \*\*PLEASE NOTE: All students living on campus must purchase a meal plan unless you live in the University Forest Apartments

#### **Spider Unlimited \$3,055**

Unlimited meal exchanges with \$825 dining dollars per semester

#### **Spider 17 \$2,670**

17 meals per week with \$650 dining dollars per semester

#### **Spider 50 \$1,445**

50 block meals with \$835 dining dollars per semester

#### **Spider Blue** for Arts & Sciences undergraduate commuter students **\$745**

\$675 dining dollars per semester

#### **Spider Red** for Law/SCS/MBA commuter students **\$385**

\$350 dining dollars per semester

### Room Charges (per semester)

Single (add \$200 for private bath): \$2,495

Double (add \$100 for private bath): \$2,210

Triple, Quad (add \$100 for private bath): \$2,180

Lakeview, Freeman, Lora Robins and Dennis Halls

Single: \$2,645

Double: \$2,490

University Forest Apartments (all have private baths): \$2,530

**For exchange students whose housing is included in the exchange agreement:** The standard housing cost that is covered under the exchange agreement is equivalent to the single room rate with private bath. If the cost is more than this amount, the extra charge will be covered by the exchange agreement unless the student requests moving to a room that is more expensive than the standard cost. In this case, the student will have to pay the difference. The Controller's Office website (<http://controller.richmond.edu/tuition/fees/index.html>) has a list of rates.

**For students whose housing is NOT included in the exchange agreement:** The standard housing cost is equivalent to the single room rate with private bath. We require that all students guarantee this cost on the Certification of Finances form, although the actual charges may be less than this amount. The Controller's Office website has a list of room and board rates.



## Payments

Fees are billed in advance and payable by semester: The fall semester payment is due by the **first Monday in August** and the spring semester is due by the **first Monday in December**. If it is not possible to pay by the above due dates, please contact the Office of Student Accounts to make payment arrangements. To avoid incurring a late-payment fee and delay in registration, housing and other areas, individuals are urged to pay fees when due. Payments cannot be made on a monthly basis unless specific arrangements have been made with the Student Accounts Office.

No credit is given for a term's work nor is a degree conferred until all charges have been satisfactorily settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, and/ or the withholding of transcripts. Exchange students with outstanding debt to the University will not be permitted to continue their studies until all financial obligations are settled with the University. The University of Richmond will not accept foreign currency or checks written in foreign currency. Payments to the University can be made by wire transfer, credit cards, U.S. traveler's checks, cash or checks in U.S. currency drawn from a U.S. bank. American Express, MasterCard, and Discover (**NOT** Visa) are acceptable credit cards.

To make a wire transfer please contact Student Accounts at 1 (804) 289-8147 or 1 (866) 241-8893 (toll-free within the US), or by email at [bursar@richmond.edu](mailto:bursar@richmond.edu).



# Money & Banking

It is advisable that you bring some cash in U.S. dollars with you for incidentals that may come up. However, **do not bring a large amount of cash (more than \$100)**. Traveler's checks are accepted virtually everywhere and can be replaced if lost or stolen. Cash cannot be replaced. Keep your money with you at all times, and **BE DISCREET** – do not show anyone how much money you have. Make sure that funds from your home country's bank can be transferred to the U.S. Upon arrival, you will be able to open a bank account and have funds transferred directly into it.

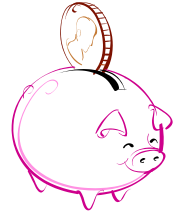
## Banking in Richmond

There is no bank on the University of Richmond campus. There are several banks within walking (20-25 minutes) and driving distance (5-10 minutes) of the University. **BB&T** does have an automated teller machine (ATM) on campus in the Tyler Haynes Commons Building. They will be on campus during the first-year orientation to set up checking accounts for students. For more information on checking accounts, students can write to:

BB&T  
6201 River Road  
Richmond, VA 23229  
Tel: 1-800-226-5228 (inside the United States)  
Tel: 1-804-673-1700 (outside of the United States)  
[www.bbt.com](http://www.bbt.com)

**Bank of America** does not have an ATM on campus, but has a branch within driving distance of campus and ATM machines nationally.

Bank of America  
8001 Patterson Avenue  
Richmond, VA 23229  
Tel: 1-800-900-9000  
[www.bankofamerica.com/index.cfm](http://www.bankofamerica.com/index.cfm)



**Other Richmond area banks include:**

Suntrust ([www.suntrust.com](http://www.suntrust.com)), Wachovia ([www.wachovia.com](http://www.wachovia.com)), Union First Market Bank ([www.bankatunion.com](http://www.bankatunion.com))

# Taxes

The International Taxation Officer works in the Controller's office (<http://controller.richmond.edu/payroll/international/>) and provides guidance to members of the University of Richmond community who wish to retain the services of a student on a non-immigrant visa, Nonresident Alien (NRA), for payment for services rendered (on-campus student employment), scholarships, or reimbursement of expenses. The Officer ensures institutional compliance with Department of Homeland Security (DHS) regulations and Internal Revenue Service (IRS) policies including proper tax withholding and reporting.

## Federal Taxes

The United States Federal Government under Internal Revenue Code Sec. 1441 requires that all universities and colleges withhold federal taxes from the income of NRAs unless a tax treaty applies. (Note: A tax treaty can only be granted once the NRA has obtained a social security number or individual tax identification number – see the Office of International Taxation for further information.) There are two possible sources of income that you might receive from the University of Richmond:

1. Scholarship or fellowship money covering more than the cost of tuition, books and required fees is considered by the IRS to be non-qualified scholarship and will be taxed at 14%. The 14% tax rate is for degree-seeking & non-degree students who are in the US on F-1, J-1, M and Q status. A tax treaty may apply and the Office of International Taxation can give you more information on treaties. A student in any other visa status will have their scholarship or fellowship taxed at 30%. The University collects the tax from you as a charge on your student bill; it will appear on your student bill as ITAX. The ITAX tax is paid over to the IRS and is reported on Form 1042-S, which is used when filing your federal and state tax returns.

2. **If you work on campus as a student employee**, your earnings are considered income. This income will be subject to tax at the standard graduated rates applicable to U.S. employees using the following parameters - single marital status, one withholding allowance – unless your income is determined to be exempt because of a tax treaty. **\*\*Official authorization is required before a student can begin employment.**

## State Taxes

The State of Virginia also requires the withholding of state taxes from your earnings as an employee. Unless your income is determined to be exempt because of a tax treaty, Virginia State taxes will be withheld according to the standard graduated rates using one withholding allowance. If you are determined to be exempt from Federal tax because of a tax treaty, you would also be exempt from state tax.

## Social Security (FICA) Taxes

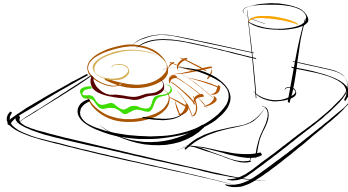
As an F-1 or J-1 non-resident Visa holder, you are exempt from social security taxes. F-1 and J-1 students who have been in the US for more than 5 calendar years pass the substantial presence test and will be taxed like a US citizen. These students are considered residents for tax purposes and will be required to pay FICA taxes on summer employment.

\*\*\*For further information on filing a United States tax return, you may request information from the Office of International Taxation. Another good resource is the Internal Revenue Service Publication 519, **U.S. Tax Guide for Aliens**. You may request this form directly from the Internal Revenue Service by calling 1-800-TAX-FORM or view it online at <http://www.irs.gov/publications/p519/index.html>.

## Filing an Income Tax Return

The fiscal year in the United States for individuals starts on January 1 and goes through December 31. Individuals who are required to file an income tax return will receive tax documentation from the Payroll Office or the International Office of Taxation by the end of January or early February of the following year. The federal tax return deadline is April 15<sup>th</sup> and the Virginia tax return deadline is May 1<sup>st</sup>. So, for example, if an NRA earns income in the US in calendar year 2011, the tax return deadline for the IRS is April 15, 2012 and for Virginia is May 1, 2012. Complete details on who is required to file a tax return can be found at the Year End section of the International Taxation Office website.

<http://controller.richmond.edu/payroll/international/year-end/index.html>.



# Dining Services

Since the majority of undergraduate students live on campus in university housing, most students eat in the Heilman Dining Center, or D-hall. D-hall offers various meal options to students, including vegetarian entrees, to provide for students' basic meal needs throughout the week. A meal plan is mandatory for all students living in on-campus residence halls except for the University Forest Apartments. Exchange students will be automatically billed for the Spider 17 meal plan. You may [change your meal plan](#) upon arrival to the University as long as the plan is available for your [residence hall](#).

Americans value convenience and the ability to consume food “on-the-go” in their dining choices. Outside of D-hall, you will find that many meals are pre-packaged and refrigerated. American portions tend to be large, and it is not unusual for Americans to eat alone or while doing other things such as working at a desk. Americans also eat dinner rather early compared to many other countries. This is reflected in the operating hours of the **Heilman Dining Center**:

## Monday – Friday



Breakfast	7:15-10:45am
Limited Breakfast Selection	10:45-11:00am
Lunch	11:00am-3:00pm
Limited Selection available	3:00pm-4:00pm
Dinner	4:00-8:00pm

## Saturday and Sunday

Breakfast	8:00-10:00am
Brunch*	10:30am-4:00pm
Dinner	4:00-8:00pm

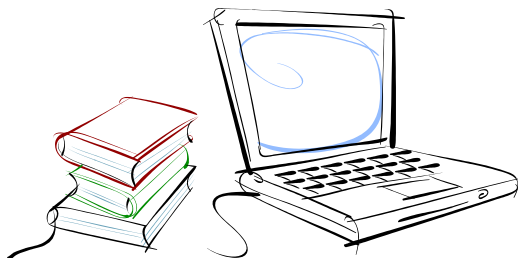


(\*Brunch is a combined meal of breakfast and lunch) There are other places you can eat on campus as well. Go to the [UR Dining Services](#) website\* for more information.

Local grocery stores are approximately 15 minutes walking distance from the campus. There is a free [Shuttle](#)\* from campus which goes to shopping areas with grocery stores as well as malls and other shopping centers.

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\* <http://dining.richmond.edu/>  
 \* <http://transportation.richmond.edu/>



# Registration for Classes

## Degree-seeking Students

### **UNDERGRADUATES**

Undergraduate degree seeking students will register electronically. For more information, visit the Planning for Registration website at <http://newspiders.richmond.edu/academic/planning-schedule/index.html>.

The University of Richmond uses the unit system to determine the transcript value of a course or other credit-bearing academic experience for undergraduates. A unit is the equivalent of 3.5 semester hours. The minimum full time load of study is 3.5 units per semester. The maximum full-time load of study without special permission is 5.5 units per semester. Most classes will earn one unit. Some classes will earn 0.5 units or 0.25 units (often labs, independent studies, practica, music lessons and internships). Classes earning 0.25 units will be graded pass/fail. Most students will enroll in 4 or 5 units per semester. The typical student should need to spend 10-14 hours per week working on a one unit course (including both time in and out of class). Half unit courses should require 5-7 hours per week (or at least 70-98 hours per semester) and 0.25 unit courses should require 2.5-3.5 hours per week (or at least 35-49 hours per semester).

### **GRADUATE/LAW STUDENTS**

You will register for courses prior to arrival. The University of Richmond uses the credit hour system to determine the transcript value of a course or other credit-bearing academic experience for graduate students. The minimum number of credit hours to maintain full-time enrollment for immigration purposes is 9 credit hours. For more information, please contact the appropriate administrative office for your program.

# Registration for Classes

## Exchange Students

Before selecting your courses at Richmond, it is important to email your assigned Richmond academic advisor to discuss your course selection and ask about course content. In some cases, it may be helpful for the Richmond academic advisor to consult with your faculty advisor at your home institution prior to registration to make sure that required courses are available at Richmond. If you are required to write a thesis while at Richmond, please notify the Richmond academic advisor of your topic to make sure that this will be feasible at Richmond.

If a course you wish to take requires a course override or course pre-requisite, please contact the course instructor directly to request this. If you do not hear from your academic advisor or individual course instructors in a timely manner, please contact Krittika Onsanit, Director of International Students & Scholars, for assistance at [konsanit@richmond.edu](mailto:konsanit@richmond.edu).

In your selection of courses, keep in mind that you may select courses outside of your field of study. The University of Richmond is a liberal arts institution, which means that students are required to take classes in various disciplines in order to graduate. We do not have any restrictions as to the classes you may take as long as you have the required prerequisites for advanced level courses. You need to check with the academic advisor at your home institution as to what courses you need to take while at Richmond. **PLEASE NOTE:** Exchange students who are considered part of the Robins School of Business **are not permitted** to take any School of Continuing Studies courses, even economics or business courses.

Because of the differences in educational systems, **it is advisable that students take no more than 4 units during the first semester.** We suggest that you take 5 units only in your second semester of study at Richmond. Further information regarding the unit and registration system will be explained during International Student Orientation.

When an updated list of courses is available from the Registrar's office, you will be provided with course registration instructions. Once you have made your course selections, you will log into your exchange student online account at <http://studyabroad.richmond.edu> and follow the instructions to register for your

choice of classes. Please keep in mind that the earlier you complete this process, the more likely you are to be registered for your first choices of classes. You must select one alternative class for each first choice class. Also, note that any courses listed at the 500 level are graduate courses. The University of Richmond cannot guarantee seats in all courses, and not all courses are offered every semester, so you need to be flexible with your schedule. If necessary, you will have the opportunity to change your schedule during orientation and the first two weeks of classes.

Approximately two weeks after you submit the ***Incoming Course Request Form questionnaire***, you will be able to check your registration by following the login procedures described in the registration email. You will not be permitted to make changes, additions, or deletions from your schedule until orientation week.



## UR Transcripts sent to Home Institutions

Since it is mandatory for all exchange students to have an official University of Richmond transcript mailed to their home institution, completion of the Transcript Authorization Form (available from your online Exchange Student Application<sup>☆</sup>) is required. Students may request either paper or electronic transcripts (e-transcripts). If you request an [e-transcript](#), make sure your home institution will accept it. The Registrar's office sends transcripts the 1st week in January after the fall semester and the 2nd week in May after the spring semester. The first 80 copies of either paper or e-transcripts are free.

## UR Grading Scale

### GPA Point Scale:

A+ = 4.0	C+ = 2.3	F = 0.0
A = 4.0	C = 2.0	I = 0.0
A- = 3.7	C- = 1.7	M = 0.0
B+ = 3.3	D+ = 1.3	V = 0.0
B = 3.0	D = 1.0	
B- = 2.7	D- = 0.7	

The grade point average (GPA) is calculated by dividing the total number of grade points earned by the total number of classes taken.

**Example:** Student earns three A- and one B+:  
 $(3.7 \times 3) + 3.3 = 14.4$  points  $\div$  4 classes = 3.60 GPA

☆ <http://studyabroad.richmond.edu>

☆ <http://registrar.richmond.edu/services/policies/transcript.html>

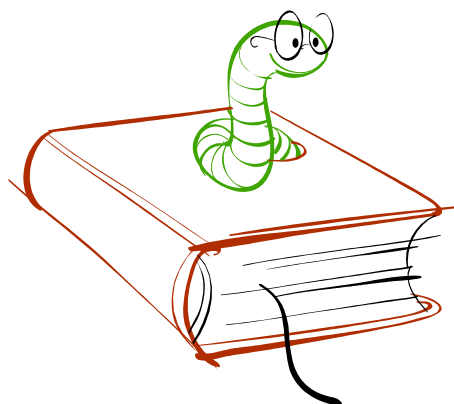
# Academic Advisors & Advising

**Degree-seeking students** (mostly F-1) will be assigned an advisor by the Academic Advising Resource Center (<http://advising.richmond.edu>). You should receive the name of your advisor prior to your arrival or upon your arrival to the University.

All **exchange students** (see exchange list on pages 6-7) will be assigned to a faculty advisor in his/her major field of study. Below is a list of advisors. It is a good idea to be in contact with your advisor prior to your arrival. If you send a message to your advisor during vacation, please keep in mind that it is unlikely that you will receive an immediate response since many faculty do not work full-time during this period. You will meet with your faculty advisor during orientation.

Department	Name of Faculty	E-mail address
AMERICAN STUDIES	Dr. Bert Ashe	<a href="mailto:bashe@richmond.edu">bashe@richmond.edu</a>
ART	Dr. Tanja Softic	<a href="mailto:tsoftic@richmond.edu">tsoftic@richmond.edu</a>
BIOLOGY	Dr. Gary Radice	<a href="mailto:gradice@richmond.edu">gradice@richmond.edu</a>
BUSINESS	Dr. Tom Cosse	<a href="mailto:tcosse@richmond.edu">tcosse@richmond.edu</a>
CHEMISTRY	Dr. Bill Myers	<a href="mailto:wmyers@richmond.edu">wmyers@richmond.edu</a>
CLASSICAL STUDIES	Dr. Dean Simpson	<a href="mailto:dsimpson@richmond.edu">dsimpson@richmond.edu</a>
ECONOMICS	Dr. Bob Nicholson	<a href="mailto:rnichols@richmond.edu">rnichols@richmond.edu</a>
EDUCATION	Dr. Patricia Stohr-Hunt	<a href="mailto:pstohrhu@richmond.edu">pstohrhu@richmond.edu</a>
ENGLISH	Dr. Suzanne Jones	<a href="mailto:sjones@richmond.edu">sjones@richmond.edu</a>
	<i>(for Saga University English students ONLY, Dr. Dona Hickey -</i>	<i><a href="mailto:dhickey@richmond.edu">dhickey@richmond.edu</a>)</i>
HISTORY	Dr. Hugh West	<a href="mailto:hwest@richmond.edu">hwest@richmond.edu</a>
INTERNATIONAL STUDIES	Dr. John Gordon	<a href="mailto:jgordon@richmond.edu">jgordon@richmond.edu</a>
JOURNALISM	Mr. Michael Spear	<a href="mailto:mspear@richmond.edu">mspear@richmond.edu</a>
LAW	Mrs. Michelle Rahman	<a href="mailto:mrahman@richmond.edu">mrahman@richmond.edu</a>
MATH & COMPUTER SCIENCE	Dr. Lewis Barnett	<a href="mailto:lbarnett@richmond.edu">lbarnett@richmond.edu</a>
MODERN LITERATURES & CULTURES	Dr. Yvonne Howell	<a href="mailto:yhowell@richmond.edu">yhowell@richmond.edu</a>
MUSIC	Dr. Gene Anderson	<a href="mailto:ganderso@richmond.edu">ganderso@richmond.edu</a>
PHILOSOPHY	Dr. Nancy Schaub	<a href="mailto:nschaube@richmond.edu">nschaube@richmond.edu</a>
PHYSICS	Dr. Con Beausang	<a href="mailto:cbeausan@richmond.edu">cbeausan@richmond.edu</a>
POLITICAL SCIENCE	Dr. Andrea Simpson	<a href="mailto:asimpson@richmond.edu">asimpson@richmond.edu</a>
PSYCHOLOGY	Dr. Beth Crawford	<a href="mailto:lcrawfor@richmond.edu">lcrawfor@richmond.edu</a>
RELIGIOUS STUDIES	Dr. Jane Geaney	<a href="mailto:jgeaney@richmond.edu">jgeaney@richmond.edu</a>
RHETORIC & COMMUNICATIONS STUDIES	Dr. Marilee Mifsud	<a href="mailto:mmifsud@richmond.edu">mmifsud@richmond.edu</a>
SOCIOLOGY	Dr. Jennifer Nourse	<a href="mailto:jnourse@richmond.edu">jnourse@richmond.edu</a>

\*Dr. Carlos Valencia ([cvalenc2@richmond.edu](mailto:cvalenc2@richmond.edu)) in the Latin and Iberian Studies department can serve as an informal advisor to Spanish-speaking students.



# Academic Guidelines

All exchange students must be making satisfactory academic progress to remain at Richmond for the semester or year. Students are required to attend a mid-semester academic review session with OIE staff . They will be expected to do the same coursework as their Richmond counterparts and will also be subject to the same expectations and guidelines of all students at the University of Richmond, including the Class Attendance and University Holidays policy, Standards of Student Conduct, Penalties, and Disciplinary Procedures, and the Alcohol Policy.

These policies along with an Exchange Student Contract are included in your acceptance packet. The Contract must be signed and returned to the Office of International Education within one week of receipt in order for an exchange student's acceptance to be complete.

Exchange students are considered to be in junior, or third-year, standing. Juniors typically take from one to three courses each semester in their major, two courses being the norm. **You should plan on taking no more than four courses per term in your major.** You should look for courses in subject areas other than your major to complete your schedule each term. Departmental websites list the advanced 300 and 400-level courses that are being offered. Richmond students typically take 4-5 courses each term. You should consult with your advisor at your home institution about the courses you will need to complete your degree.

# Preparation for Study at UR



Richmond prides itself on its small class sizes and accessibility of professors. The average undergraduate class size is 17 students, which allows for discussion-based learning. Class participation may be a part of your grade. Students are expected to attend class regularly and complete all assignments, which the instructor may require you to do individually or as part of a group. Some professors require students to submit work electronically and conduct

discussion groups on an electronic bulletin board called [Blackboard](#)<sup>☆</sup>, which are counted towards the final grade. It is not unusual for professors to publish the syllabus, or document with an outline and summary of topics to be covered in a course, on the internet.

American textbooks are expensive compared to other countries. Students can purchase textbooks at [UR Spider Shop](#), but you may be able to buy less expensive books at [chegg.com](#), [half.com](#), or other online sites.

## Honor Code – Important!

To maintain academic integrity, all Richmond students are bound by the Honor Code, a pledge that students have neither given nor received any unauthorized aid on academic assignments. The Honor Code also ensures that students conduct themselves in an honorable manner outside the classroom by reporting any honor violations they witness. Violations of the Code can result in class failure, suspension, or expulsion. Please familiarize yourself with this important aspect of UR as part of your study abroad preparations. Information about the Honor System is on the web at <http://studentdevelopment.richmond.edu/honor-and-judicial-procedures/honor-council/the-honor-code.html>.

## ESL Services

The Center for English as a Second Language provides tutoring services to international students, whether they are on the university campus for a single semester or four years. For more information, visit the ESL webpage at <http://as.richmond.edu/programs/esl/tutoring.html> or contact Dr. Nuray Grove, Director of ESL Services, at [ngrove@richmond.edu](mailto:ngrove@richmond.edu).

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<sup>☆</sup> <https://blackboard.richmond.edu/webapps/login/>



# Housing Information

# Undergraduates

The large majority of international students live on campus. Due to added expenses and lack of transportation to campus, we strongly discourage degree-seeking students from living off-campus unless instructed otherwise by the Housing Office. **If you choose to live off-campus for the 1st semester, you will be given the lowest housing priority if you wish to live on-campus during the 2nd semester. Exchange students MUST live on-campus while attending the University of Richmond.**

Information regarding housing assignments and roommates is available on BannerWeb by early August for the fall semester and the end of December for the spring. You will need your university ID number to access your BannerWeb account, which will be emailed to you for course registration.

If you receive your unified housing agreement and the deadline for returning the form has passed, please return the form as soon as you receive it. You will not be penalized if this information is late due to the slowness of the mail system. These forms may be scanned and emailed to Carolyn Bigler at [cbigler@richmond.edu](mailto:cbigler@richmond.edu) and may also be submitted upon arrival. If forms are sent via fax, the originals should also be mailed to the appropriate housing official.

All rooms are set up for basic cable television and a hookup for a personal computer. The University Forest Apartments will also be set up with a hookup for local telephone service. Students must provide their own telephones. Long distance calls are charged separately. Students assigned to a room in a residence hall may request the local telephone service hookup by visiting the following website, <http://is.richmond.edu/telecom/res/index.html>, but must also provide their own telephone set and understand that long distance calls are charges separately. Public phones are installed in every residence hall with at least on on every floor.

**University Forest Apartments** are townhouse units located on the Westhampton side of the campus. Students must have senior or junior class status in order to reside in the apartments. The typical age of apartment residents is 20-21 years old. Because the apartments are self-catering and the students residing in them are older and may have their own cars, this housing option allows for the most independent living situation on campus. Each apartment is a self-contained unit which is shared by four undergraduate students. Each unit has a living room, dining area, kitchen, two bedrooms with standard twin size beds, and private baths. The apartments are furnished with essential furniture but are not equipped with kitchen utensils, bed linens or other personal use items. Since students living in the apartments can cook their own meals, they are not required to participate in the meal plan. Apartments are single-sex by unit with male and female units on each block. There are laundry buildings situated throughout the apartment complex.

**Residence Halls** (meal plan required) - The residence halls provide housing for students in single, double and triple rooms. Residence halls are divided into first-year and upperclass buildings by gender except for a few co-ed buildings. If you are placed in a first-year residence hall, you will be living with students who are mostly 18 years old. If you live in an upperclass residence hall, you will be living with students who are mostly 19-21 years old. Each student will be provided with a standard twin size bed, dresser, closet (or wardrobe), desk and chair. Some rooms share a suite bathroom and others share a larger hall bathroom. Each residence hall has a laundry room and lounge area. Some residence halls also have study rooms.

**Living-Learning Programs** provide opportunities for students to live on campus in residences designated for exploring certain themes. Students must apply to these programs in the spring before the academic year in which they wish to participate in the program.

## Global House

Both U.S. and international students are invited to apply to **Global House**, a co-ed, upperclass living-learning program for students with interests in international issues and cultural diversity. Residents work with other students, faculty, and staff to facilitate cross-cultural understanding and integrate this academic interest with their residential experience. Exchange students who are interested in living in Global House should indicate their interest on their housing application. Students who are selected to live in Global House are expected to attend all required house meetings and programs.

If you have questions about your housing assignment, please contact:

Office of Undergraduate Student Housing

Carolyn Bigler, Assistant Director

Phone: 1 (804) 289-8471

Email: [cbigler@richmond.edu](mailto:cbigler@richmond.edu)

<https://housing.richmond.edu/>



## Graduate and Law students

Housing is available on a **limited** basis for full-time degree-seeking and year-long exchange students in the Law School ONLY. Housing in the Law Dorm is NOT available to part-time degree-seeking or semester-long exchange law students. Eligible law students should contact Mrs. Michelle Rahman ([mrahman@richmond.edu](mailto:mrahman@richmond.edu)) in the Law Admissions Office for further information on cost and availability. For information about apartment rentals and sublets, contact Ms. Krittika Onsanit in the Office of International Education at [konsanit@richmond.edu](mailto:konsanit@richmond.edu).



Arrival Information for  
New International Students  
Fall 2012

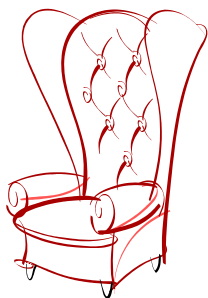
All new international students (except for law and graduate students) must check in for [International Orientation](#) on Sunday, August 19 between 9am – 5pm in the Housing Office in Whitehurst (*building 51 on campus map*). If you completed all of your housing forms by the deadline, you should be able to check your room assignment on BannerWeb in advance of your arrival.

*Law and graduate students should refer to the acceptance materials from their program for their arrival date and orientation schedule.* If you completed all of your housing forms by the deadline, you should be able to check your room assignment on BannerWeb in advance of your arrival.

Due to limited availability of international flights with Richmond as the final destination, we realize that you may have difficulty booking an international flight that arrives on or near the arrival date. **However, we REQUIRE that all new international students check in on Sunday, August 19 since it is extremely difficult for us to accommodate early or late arrivals. You will not have access to your on-campus housing before August 19.**

- **Please note:** If you are arriving by taxi, please have the driver wait for you as you check in. Your room may be some distance from the check-in location, and it will be difficult for you to transport your belongings on your own.
- **If you arrive before Sunday, August 19** you will have to spend the night in a local hotel and report to the University on Thursday. For a listing of hotels near the campus, visit [www.richmond.edu/visit/index.html](http://www.richmond.edu/visit/index.html), select the “Accommodations” link. On Sunday, you should go to the Housing Office in Whitehurst between 9am - 5pm for housing check-in. The orientation schedule is on our web site under arrival information for new international students.
- **If you arrive after 5 pm**, go to the University Police to collect your key. The University Police is open 24 hours.





# Residence Life

Part of integrating into American culture is experiencing the University's social life through living in the residence halls. To accommodate a variety of lifestyles and ensure the safety of everyone living in the residence halls, there are [policies](#) on guests, noise/quiet hours, cooking, smoking, and other living aspects that all students are expected to follow which may differ from the living situation in your home country.

Because of the communal nature of the residence halls, you will most likely share a room and experience students using the halls to socialize instead of just sleep. Since it is customary for Americans to use different spaces for different purposes, it would be advantageous to find and use other rooms on campus to meet your needs for studying and socializing in addition to the residence hall.

Students living in University housing are assigned a Resident Advisor (RA), a fellow student of at least sophomore standing who lives in the residence halls and helps students with their living situations. If you are having problems with your living situation, including conflict with a roommate, you should first try to resolve the issue by talking directly to your roommate.

Sometimes students are not aware that certain kinds of behavior or personal habits may cause problems for other students. You should be willing to compromise and work out a mutually beneficial arrangement. If the problem still persists, you should talk to your RA and explain the problem to him or her. If the RA is unable to resolve the roommate conflict, they will refer problems to the Area Coordinator, who manages the entire dormitory and oversees the RAs.

You can also consult with the International Student Advisor if you need to talk to someone who understands cultural differences and is especially sensitive to the needs of international students. The International Student Advisor can contact the Office of Undergraduate Housing on the student's behalf if they feel they need additional help in dealing with their housing situation.

Examples of past problems with roommates include excessive noise and alcohol consumption. Each residence hall has its own policy on quiet hours, which is stated in their housing materials. RAs are supposed to handle drinking problems with students. If other students are not observing these rules, you can call the campus police to enforce them if talking to the student directly is not effective and the RA is unable or unwilling to intervene.



# Hotels Near the University

<http://www.richmond.edu/visit/index.html>

click on "Accommodations"

## **Days Inn - West Broad Street**

<http://www.daysinn.com/DaysInn/control/home>

2100 Dickens Road  
(888) 440-2021

## **Residence Inn Richmond West**

<http://www.marriott.com/residence-inn/travel.mi>

2121 Dickens Road  
(888) 236-2427

## **Courtyard by Marriott West**

<http://www.marriott.com/courtyard/travel.mi#/home>

6400 West Broad Street  
(800) 321-2211

## **Embassy Suites Hotel**

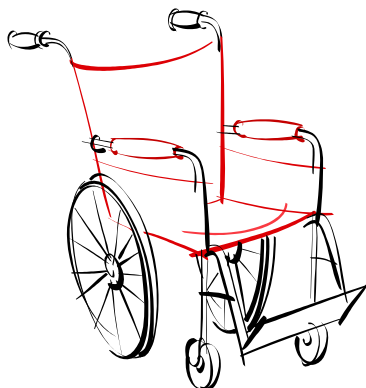
<http://embassysuites.hilton.com>

2925 Emerywood Parkway  
(800) EMBASSY

## **Ramada Plaza Richmond West**

<http://www.ramada.com>

6624 West Broad St.  
(800) 272-6232



# Health Insurance Regulations & Coverage Information

At the University of Richmond all international students on nonimmigrant visas are charged for health insurance in two six-month increments starting July 1 and January 1. This bill will appear on the semester bill from the University. You must pay for the health insurance by the first day of classes each semester. The cost of this plan is \$714 per semester for the 2012-2013 academic year.

**Americans living abroad, dual citizens, and permanent residents are not eligible for this plan and will not be enrolled. Please go to the Student Health Center's website<sup>★</sup> for information about the domestic student health insurance plan.**

## ***What if I have a medical emergency prior to my arrival to the University?***

If you arrive after July 1 or January 1, you are automatically covered by this insurance when you arrive in the United States. If you have a medical emergency in the U.S, you should **call 911. This is a toll-free number.**

## ***Where shall I go for medical help?***

You can go to any doctor or hospital in the United States. You will have to make a copayment of \$20 or \$50.

## ***What time period am I covered?***

If you are arriving in the fall semester, the insurance begins on July 1. If you are arriving for the spring semester, the insurance begins on January 1. If you are a fully matriculated (returning) student, you must be enrolled for the entire calendar year.

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<sup>★</sup> <http://healthcenter.richmond.edu/insurance/index.html>

### ***What does the insurance cover?***

The insurance covers medical expenses due to an illness or accident. This insurance does not provide dental or vision benefits unless there is an accident or injury to the eye or tooth. Pre-existing conditions are not covered for the first 12 months of coverage EXCEPT for prescription drugs, which has no waiting period and a maximum allowable benefit of \$1250 per year. A pre-existing condition is an injury or sickness, or the symptoms of an injury or sickness, that existed and for which diagnosis, advice, treatment and/or medical care was received prior to your effective coverage date. After an individual has been on the plan for 12 months, pre-existing conditions are covered as long as there has not been a lapse in policy coverage. The policy covers students anywhere in the world, with a \$1000 limit in your home country. Policies change from year to year so please visit the international student health insurance website at <http://international.richmond.edu/students/prepare/health/index.html> for the most up-to-date information on policy coverage.

### ***What if I do have a pre-existing condition such as diabetes, epilepsy or a broken limb?***

Purchase insurance that will cover this condition for the first 12 months of your studies.

### ***What if I wish to bring my spouse or children with me?***

Dependents of F-1 and J-1 visa holders are also required to carry health insurance. Documents for dependents will not be issued until proof of health insurance is demonstrated. Coverage is available with the University's health insurance plan.

### **The insurance must have these minimum benefits:**

- ✓ medical benefits of at least \$50,000 per accident or illness
- ✓ repatriation of remains benefit of at least \$7,500
- ✓ medical evacuation expenses to home country benefit of at least \$10,000
- ✓ deductible not to exceed \$500 per accident or illness
- ✓ the insurance policy must be underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or above, a Standard & Poor's Claims-Paying Ability rating of "A-" or above, or a Weiss Research, Inc. rating of B+ or above. **All insurance policy backed by the full faith and credit of the government of the international visitor's home country also meets the insurance requirement.**



# Immunizations

In accordance with Virginia State law, you must provide information about your health history and immunization status. Complete the Health History Record, which is available from the Student Health Center's website<sup>☆</sup>. This form **must** be returned to the Student Health Center by the specified date. **Exchange students: please follow instructions on the "Checklist for Students and Parents" included with the Health History Record.** Students not in compliance with TB screening and immunization requirements will have a hold placed on their registration. Continued non-compliance may result in being removed from campus housing and barred from classes, and deportation.

The Health History record includes the following **requirements** for matriculation:

- Tetanus/Diphtheria/Acellular Pertussis vaccination
- Polio vaccination series
- Hepatitis B vaccination (3 doses or signed waiver) – mandatory for all students
- Meningococcal meningitis vaccine or signed waiver – mandatory for undergraduates
- It is strongly recommended, but not required by law, that all students receive a vaccination against Hepatitis A and Varicella (chicken pox).
- Tuberculosis (TB) Risk Assessment. The TB Risk Assessment determines if the student is at increased risk for TB as a result of a medical condition or residence in a country with a higher prevalence of TB. If the TB Risk Assessment indicates that a TB blood test (IGRA test) is required, this test may be done at the Student Health Center during International Orientation because it may be difficult to find a doctor or clinic to do this kind of test.
- **Chest x-rays and TB skin tests are not an accepted form of screening.\*\***

**\*\*Students coming to the University of Richmond from outside the US will be required to have their TB testing done at the Student Health Center.** The IGRA TB test is \$60.00. If a student has a positive IGRA TB test, a follow up chest x-ray will be done at the Richmond City Health Department for \$40.00.

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☆ <http://healthcenter.richmond.edu/>

**It is advisable you bring an immunization record documenting vaccinations translated into English.** Without this information, required immunizations will be administered by the Student Health Center at your expense. Routine immunizations are not covered by U.S. health insurance plans. These vaccines may be **very expensive**, therefore, it is **strongly recommended** you complete the immunizations before coming to the United States.

Past experience has shown that some physicians outside of the United States do not understand or are unwilling to administer the above vaccinations. **If this is the case, find another clinic or physician that will provide the required immunizations.** These vaccines are required by U.S. law and cannot be waived for any student.

## Disability Services

The University of Richmond strives to ensure that the campus is safe and accessible for everyone. The following links outline the policies and resources available for members of the community with disabilities. To learn more about the University's policies and resources available for members of the community with disabilities, please visit <http://studentdevelopment.richmond.edu/disability-services/>.

There is also a Disability Services Frequently Asked Questions (FAQ) webpage at: <http://studentdevelopment.richmond.edu/disability-services/faq.html>. The Accessibility Campus Map is at: <http://www.richmond.edu/visit/maps/>.

The University takes a very personal approach to disability services. We have a team of staff including members of our Housing, Health Center, Counseling Services, Facilities Department, Registrar, and the appropriate Dean's Office. We try to adequately prepare for each individual in need of an accommodation.

## Counseling & Psychological Services (CAPS)

Part of your study abroad experience will be living away from your home, family and friends, which may result in homesickness and culture shock. The University has several campus resources to assist students in their personal transition to a new culture. In addition to the Office of International Education, the University's residence life staff, [Richmond and Westhampton College Dean's offices](#), [Chaplaincy](#), [Multicultural Affairs](#), [Office of Common Ground](#), [Student Health Center](#), and [CAPS](#) are available to work with international students on adjustment issues. CAPS is free and confidential, and has counselors who are trained in cross-cultural advising.

# Safety on Campus

In the case of a campus emergency or severe weather conditions (such as snowstorms, hurricanes and tornados) affecting the Greater Richmond region, the **University's Emergency Response Team (ERT)** will post important news announcements on this site. Please bookmark and visit the following website for the latest information: <http://alert.richmond.edu>.

## UR Alert System

In the event of a campus-wide emergency, the University of Richmond has a comprehensive communication system in place – UR Alert – to send emergency messages via voice, text, and e-mail to faculty, staff, and students. This system will only be used for emergency communications. All new international students should sign up for the UR Alert system: <http://alert.richmond.edu/uralert/>

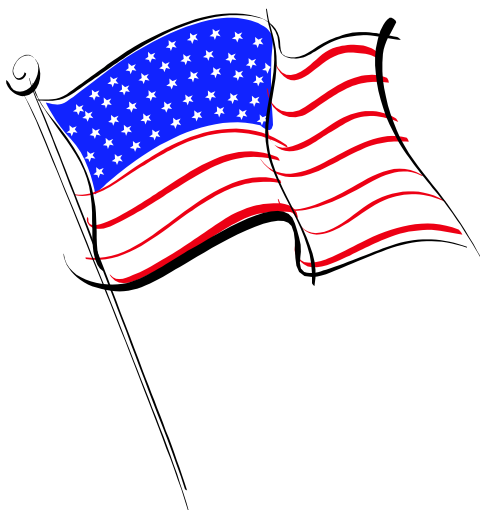
Please read carefully all information about emergency plans and procedures on this website, especially the current status of the **University's response to the H1N1 flu (swine flu)**: <http://alert.richmond.edu/swineflu>

This system and UR's emergency procedures will be reviewed during a mandatory orientation information session on safety in the United States.

## University of Richmond Police Department

The University of Richmond Police Department provides 24-hour response to calls for service, provides routine and directed patrol activities, performs vehicular crash investigation, and performs the preliminary investigation of certain criminal offenses. Uniformed security officers also assist with building security and other calls for service as needed. For more information about the University of Richmond Police Department services, visit their website at: <http://police.richmond.edu/>.

If you are in need of police assistance on campus, pick up one of the 27 yellow ERTS phones on campus. They are located at many locations across campus and can easily be identified by the blue light affixed on top of them. This will connect you direct to the University of Richmond Police Department Communications Center.



# Visa Information

# J-1 Visa Holders

This visa is normally used for exchange students as well as visiting professors, short-term scholars and researchers. If your program is funded by the U.S. government or your home country's government or if you have a particular skill that is on the United States Information Agency's skills list, you may also be subject to a two-year home residency requirement.

Item #3 on your DS-2019 lists the beginning and ending dates of your program. Upon completion of your program, you are expected to return to your home country. You have a 30-day grace period after the ending date on the DS-2019 in which to depart the country. During this 30-day grace period you will be in tourist status and are not permitted to engage studying, employment or any other privileges afforded to a J-1 visa holder. You must depart the United States within that 30-day period or change your status or you will be in the U.S illegally.

On item #4 of the DS-2019, you will note the program objective. You are only permitted to engage in activities related to this purpose. You may not change this objective during your program. If you anticipate difficulties in pursuing this objective, it is your responsibility to contact the International Student Advisor immediately.

As long as you are in the United States on the J-1 visitor program, you must abide by the health insurance regulations as stated on page 34 of this booklet.

You can contact Exchange Visitor Program Services at:

[http://j1visa.state.gov/  
jvisas@state.gov](http://j1visa.state.gov/jvisas@state.gov)

Mailing Address:

U.S. Department of State  
Office of Designation  
Government and Academic Programs Division  
ECA/EC/AG – SA-5, Floor 5  
2200 C Street, NW  
Washington, DC 20522-0505, [jvisas@state.gov](mailto:jvisas@state.gov)

Street Address (couriers):

U.S. Department of State  
Office of Designation  
Government and Academic Programs Division  
ECA/EC/AG – SA-5, Floor 5  
2200 C Street, NW  
Washington, DC 20037 Main Line: (202) 632-9310  
Fax Number: (202) 632-2701 or (202) 632-2900

# F-1 Visa Holders

This visa is normally used for degree-seeking students for both undergraduate, graduate, summer, and certificate programs. If you are an undergraduate, you will receive an I-20 from the Undergraduate Office of Admission. If you are a graduate, continuing studies, summer school or law student, you will receive the I-20 from the International Student Advisor in the Office of International Education.

## Applying for an F-1 or J-1 Student Visa

The I-20/DS-2019 form is necessary to apply for the F-1/J-1 student visa respectively. Please take the following steps to ensure that you apply for and receive your visa in a timely manner:

- **Sign** at the bottom of the I-20 or DS-2019 form immediately upon receipt.
- Using the SEVIS ID number on your I-20 or DS-2019, you will have to pay a **SEVIS fee (\$200 for F-1 visa, \$180 for J-1 visa)** if you are enrolling in a US institution or participating in a Department of State Exchange Visitor Program for the first time. For fee and online payment information, visit the web at <https://www.fmjfee.com/i901fee/index.jsp>

**NOTE:** If you are an international student currently residing outside the U.S. and receiving a UR scholarship, the Office of Admission will pre-pay this fee for you **ONLY** if the amount of scholarship and/or need-based aid covers all billable expenses. Once we receive your deposit, the Office of Admission will pay the SEVIS fee and send you a receipt, which you will need to make an appointment for a visa interview at the US consulate or embassy that has jurisdiction over your residence.

- Once you have a receipt of the SEVIS fee payment, you will need to make an appointment for a visa interview at the US consulate or embassy that has jurisdiction over your residence. You can check the visa wait times on the Web at: [http://travel.state.gov/visa/temp/wait/wait\\_4638.html](http://travel.state.gov/visa/temp/wait/wait_4638.html).
- Take the I-20 or DS-2019, receipt of the SEVIS fee payment, and your passport to the US consulate or embassy. You will also be required to show that you do not intend to abandon your home country and have proof of financial support, i.e., a certified bank statement, acceptance letter from the University, and proof of family ties in your home country. Additionally, the consular officer may want to know why you want to study in the US rather than in your home country.

If your visa application is approved, a visa stamp will be placed in your passport. The consular officer will then return your I-20 or DS-2019 and passport. Upon entry to the United States, you will need to present to the immigration officer your passport, I-20/DS-

2019 and proof of financial support. The officer will return the I-20/DS-2019 and issue an I-94 arrival/departure card. Both items should be kept in your passport at all times.

**PLEASE READ** the U.S. Immigration and Customs Enforcement's Fact Sheets ([http://cbp.gov/xp/cgov/travel/id\\_visa/legally\\_admitted\\_to\\_the\\_u\\_s.xml](http://cbp.gov/xp/cgov/travel/id_visa/legally_admitted_to_the_u_s.xml)) about what to expect when you arrive at a U.S. port of entry. For more information about the visa application process, visit the Department of State's website at <http://j1visa.state.gov/participants/>.

If you have any questions regarding your visa status, you should consult the International Student Advisor.



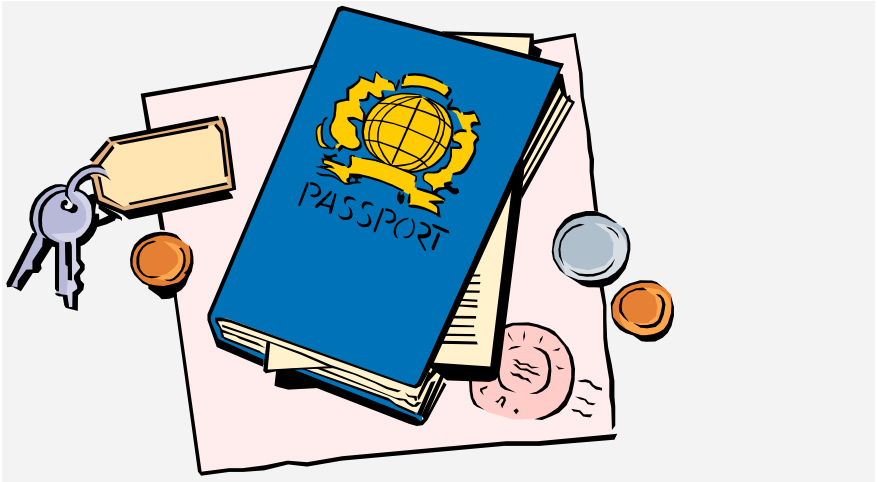
# OFF-CAMPUS TRANSPORTATION

The University of Richmond recently launched a robust transportation system designed to increase connectivity between campus and the city of Richmond while dramatically furthering the University's commitment to sustainability. The comprehensive plan reduces our reliance on individual cars through a transit system that offers shuttles around campus and to popular destinations throughout Richmond.

## Transportation Center

The Transportation Center is the primary hub for the University of Richmond's transportation program. Located on the north end of Tyler Haynes Commons under the overhang, the Transportation Center is your destination for pick-up and drop-off service for the University's shuttle buses. Designated parking for Zipcars (car-sharing) is also available along Westhampton Lake near the center.

Visit the Transportation Center for the latest shuttle information and to check out planned improvements throughout the semester. Learn about the University's new transportation options including the Spider Mall Crawl, UR Downtown, Campus Loop, GRTC Connector, GRTC Bus Service, To the Bottom and Back Bus, Zipcars, and Zimride (ridesharing) at <http://transportation.richmond.edu>.



# Travel Documents

When you board the plane, be sure to carry with you at all times your passport and other official documents: letter of acceptance from UR, certification of finances statement, DS-2019 or I-20, cash or traveler's checks, immunization records, airplane tickets and itinerary. **Do not** pack these items with your luggage. Keep them separate and with you at all times.

Be sure to keep copies of all of these documents and information in your luggage and give a copy to your family. You may also want to keep your address book and essential personal items with you, in case your luggage is lost for a few days.

You will be required to present your passport, I-20 or DS-2019 and I-94 card during orientation registration. You will receive the I-94 card (arrival/departure record) from the flight attendants before you land in the U.S. If you wish to bring any family members with you to international orientation, please indicate this on the [international orientation arrival form](#).

# Travel Tips

## Safety

- **NEVER** leave your luggage unattended in the airport, and do not allow strangers to carry your bags.
- Always observe signs and regulations in public places.
- Always carry some local cash, in case of an emergency. Keep the equivalent of \$100 cash or traveler's checks on your person while traveling. Be discreet about taking out your money and use credit or debit cards when possible.
- Travel by bus, train, local transportation, or car. **DO NOT HITCHHIKE. Do not accept rides from strangers.**
- Be careful of who you give personal information to (i.e., your address, name)
- Be aware of your surroundings. If you are lost, ask a police, security officer, airline personnel or workers in the airport for assistance.
- Take only official taxis from the airport to your final destination.
- If you are threatened, call 911 from any telephone.



## U.S. Customs

Check with the local U.S. consular's office after applying for your visa.

## Drugs & Alcohol

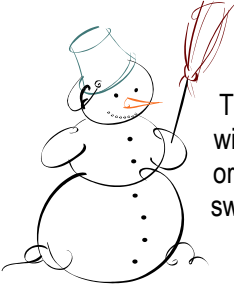
Attempts to bring illegal drugs (i.e., marijuana, cocaine, heroin, opium, etc.) into the U.S. are dealt with seriously and the penalties are harsh. **Remember**, customs officials have the right to search you for illegal drugs.

If you have a drug that has been prescribed by your doctor, be sure to carry it with you, in a clearly marked container, with the name of the medication printed on the label. You may even want to bring extra medicines or prescriptions with you. It is advisable to bring an extra pair of eyeglasses or contact lenses. They are very expensive in the United States and most insurance coverage does not cover eyewear.

In the United States, the legal drinking age is 21 years. **When purchasing alcohol, you will be required to prove your age with a U.S. government-issued identity card.** The purchase and consumption of alcohol by minors under the age of 21 years is illegal. Driving under the influence of alcohol is dealt with severely and is a criminal offense. The amount of alcohol to determine the illegal blood level of alcohol varies by state.

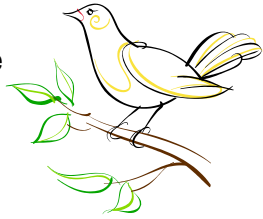
# Clothing & Climate

Richmond's average yearly temperature is 57.7 degrees Fahrenheit or 14.2 degrees Celsius.

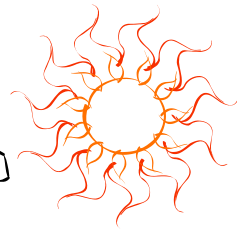
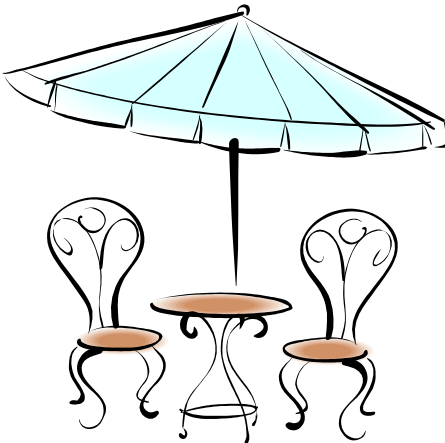


The **coldest** winter months are December through February with an average winter temperature of 38.2 degrees Fahrenheit or 3.4 degrees Celsius. You will need a winter coat and sweaters during these months.

The **warmest** months are June through August. The average temperature during this time is 76.2 degrees Fahrenheit or 24.6 degrees Celsius.



During international orientation in August, temperatures can be at least 90 degrees Fahrenheit or 32.2 degrees Celsius with 89% humidity, so be prepared for hot weather by bringing comfortable clothing such as short-sleeve cotton T-shirts, shorts, and open-toe shoes.

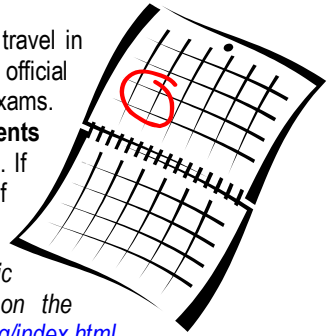


# Academic Calendar

**PLEASE NOTE:** All students are expected to plan their travel in accordance with the University's academic calendar and official break schedule so as not to miss classes or exams.

**Exceptions will not be made for international students except in cases of personal hardship or emergencies.** If you need to make advance travel plans but are unsure of your exam schedule, please check with your instructors.

*Law and graduate students should refer to the academic calendars for their programs, which can be found on the Registrar's website at <http://registrar.richmond.edu/planning/index.html>*



## Fall Term 2012

International Student arrival - Sunday, August 19

International Student Orientation (REQUIRED of all new international students on visas):

August 19 to August 22 for degree-seeking students; August 19 – August 24 for exchange students, visiting students and teaching assistants.

General orientation for new students (REQUIRED OF **ALL FIRST-YEAR STUDENTS**)- August 22-26

Classes Begin - Monday, August 27

Fall Break - October 12 (begins after last class). Classes resume October 17

Thanksgiving Break - November 20 (begins after last class). Classes resume November 26

Last Day of classes - December 7

Exams End - December 18

Residence Halls Close - December 18 at noon

## Spring Term 2013

International Student arrival – Thursday, January 10

International Student Orientation (**REQUIRED** of all new international students on visas) – January 10-13

Classes Begin - Monday, January 14

Spring Break – March 8 (begins after last class). Classes resume March 18

Last Day of classes - April 26

Exams End – May 4

Residence Halls Close – May 5 at noon

## Housing During Breaks

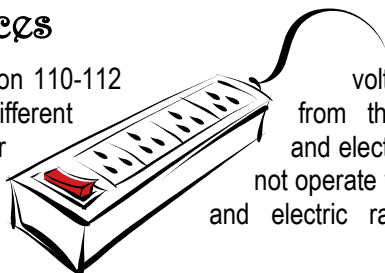
Housing is available at no extra charge during school breaks, except during the summer months. Students must submit the "Remain On Campus" online form (<https://housing.richmond.edu/arrivalbreaks/remain.html>) at least one week in advance if they would like to stay on campus during the break.

# Room Furnishings

Each student is provided a standard twin size bed and mattress, desk, chair, bureau, and closet. In addition, each room has at least one mirror and one towel rack per student. Computer outlets are available in each residence hall. Computers and printers are available in various academic locations.

## Electrical Appliances

Appliances in the U.S. operate on 110-112 volts and the plug size is probably different from that in your country. Even with an adapter converter, your appliances will not operate well. Plan to buy appliances like hairdryers and electric razors when you arrive in Richmond.



volts, 60 cycles from that in your country and electrical current not operate well. Plan to buy appliances like hairdryers and electric razors when you arrive in Richmond.

The following website has some good information on voltage converters, plug adapters and dual voltage appliances: <http://tinyurl.com/electrical-info>

## Welcome Closet

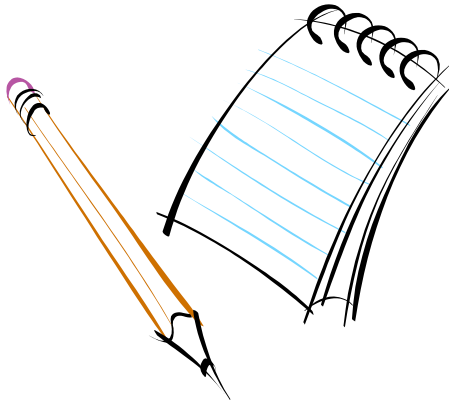
Blankets, sheets and towels can be purchased at a local store at a reasonable cost. In the United States, it is common practice for people to give away clothing and items which they no longer need. We call these "second-hand" or "hand-me-down" clothing or items. We have a "Welcome Closet" with donated items at the Office of International Education where such items like linens, blankets, towels, kitchenware, etc. can be found. Items are disbursed on a first-come, first-serve basis and there may not be enough items for all students.



**REMEMBER** - You can buy many items that you will need after your arrival. We will take a shopping trip during the International Student Orientation.

# Important UR Websites

- University of Richmond-On Campus – <http://oncampus.richmond.edu>
- Office of International Education – <http://international.richmond.edu>
- Admissions Office – <http://admissions.richmond.edu/>
- Bookstore – <http://www.urspidershop.com>
- Business School – <http://business.richmond.edu>
- Dining Services -- <http://dining.richmond.edu>
- Emergency Information – <http://alert.richmond.edu>
- Global House – <http://livinglearning.richmond.edu/upper-class/global-house.html>
- Health Center – <http://healthcenter.richmond.edu/>
- Housing Office – <https://housing.richmond.edu/>
- Information Services & Telecommunications – <http://is.richmond.edu>
- International Club (I-Club) – <http://www.student.richmond.edu/~internationalclub>
- International Business Student Association-  
<http://activities.richmond.edu/organizations/list.html>
- Law School – <http://law.richmond.edu>
- Libraries – <http://library.richmond.edu>
- Modlin Center for the Arts – <http://modlin.richmond.edu>
- One-Card Services – <http://onecard.richmond.edu/>
- Parking Services -- <http://police.richmond.edu/parking/>
- Police – <http://police.richmond.edu/>
- Registrar – <http://registrar.richmond.edu/>
- School of Arts & Sciences – <http://as.richmond.edu>
- Campus and Off Campus Shuttles– <http://transportation.richmond.edu/bus-shuttle/index.html>
- Student Accounts (billing) – <http://controller.richmond.edu/tuition>
- Student Development – <http://studentdevelopment.richmond.edu/>
- Student Employment – <http://studentjobs.richmond.edu/>
- Transportation Services – <http://transportation.richmond.edu/>



# Checklists

- ❑ List of Important Information – page 50
- ❑ Pre-Departure Checklist – page 51
- ❑ What to Bring Checklist – page 52
- ❑ Travel & Immigration Checklist – page 53
- ❑ What to Do After You Arrive in Richmond Checklist – page 54
- ❑ What to Do Before You Leave Richmond Checklist – page 55

# List of Important Information

Name of Emergency Contact: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

University of Richmond Contacts: See page 10 of this Handbook \_\_\_\_\_

Passport Number: \_\_\_\_\_

SEVIS Number from I-20/DS-2019 Form: N000 \_\_\_\_\_

Airline & Phone Number: \_\_\_\_\_

\_\_\_\_\_

Flight Numbers/Times: \_\_\_\_\_

\_\_\_\_\_

Airline ticket & confirmation numbers: \_\_\_\_\_

\_\_\_\_\_

Travel Insurance Company & Phone Number: \_\_\_\_\_

Travel Insurance Policy Number: \_\_\_\_\_

Bank Name & Phone Number: \_\_\_\_\_

\_\_\_\_\_

Credit Card Name & Phone Number: \_\_\_\_\_

\_\_\_\_\_

List of Traveler's Checks & Numbers: \_\_\_\_\_

\_\_\_\_\_

Doctor (Home Country) Contact Info: \_\_\_\_\_

\_\_\_\_\_

# Pre-Departure Checklist

- Have you arranged your travel to Richmond?
- Have you purchased travel insurance for liability, trip cancellation, theft and lost luggage?
- Have you paid your SEVIS fee online **and** printed your receipt? (see page 41 for more information)
- Have you completed and submitted your Arrival Form to the OIE (due August 1)?
- Have you completed the “**List of Important Information**” on page 50 of this Handbook?
- Have you had your medical prescriptions written in English in generic terms?
- Have you obtained extra glasses or contacts, solution, etc., and prescription medications (with documentation, if necessary)?
- Have you made arrangements so that your mail is forwarded to an appropriate address while you’re in the United States?
- Have you ordered traveler’s checks in U.S. dollars and/or converted money into U.S. dollars?
- Have you made TWO photocopies of EACH of the following?

<input type="checkbox"/> Passport	<input type="checkbox"/> Airline tickets
<input type="checkbox"/> Visa	<input type="checkbox"/> Credit cards and bank cards
<input type="checkbox"/> I-20 (F-1) or DS-2019 Form (J-1)	<input type="checkbox"/> All prescriptions (glasses/contacts/medicine)
<input type="checkbox"/> Letter of Acceptance	<input type="checkbox"/> Travel insurance documentation
<input type="checkbox"/> SEVIS fee receipt	<input type="checkbox"/> Vaccination records

- Have you given one set of photocopies of the above items to your parent/guardian? (The other set of photocopies goes in your carry-on bag.)
- Have you packed everything listed in the “**Travel & Immigration Checklist**” (page 53) in your carry-on bag?
- Have you made a list of what you have packed in each item of your main luggage, in case you need to make an insurance claim?

# What to Bring Checklist

**Remember:** You can borrow or buy many items that you will need after your arrival. We will take shopping trips during the International Student Orientation.

## Clothing

- athletic shoes
- bathrobe
- dress shirts/blouses
- dress shoes
- light jacket
- jeans or pants
- pajamas
- shorts
- shower shoes
- sweaters (jumpers)
- suit/skirt/dress
- swimsuit
- T-shirts
- traditional dress/outfit
- undergarments & socks
- winter coat
- winter hat and gloves

**NOTE:** Casual dress is appropriate for the classroom.

## Miscellaneous

- back pack
- bilingual dictionary
- calculator for math courses
- camera
- money (cash, travellers checks, bank cards, credit cards)
- music from your home country
- i-Pod/MP3 player
- photographs from home
- sunglasses
- wallet/purse
- laptop/personal computer
- earphones
- watch

## Toiletries/Medicines

- eyeglasses/contact lenses
- favorite brush, perfume, etc
- medicine & prescriptions

## Electronics (see **page 47** for more information)

- dual voltage appliances
- plug adapters
- converters/transformers

## Immigration Documents

- Please see the "**Travel & Immigration Checklist**" on page 53

# Travel & Immigration Checklist

You should bring these items **WITH YOU in your carry-on bag** on the plane when you travel to the U.S., as well as on any connecting flights within the U.S.

## **DO NOT check these items with your luggage!**

- UR International Student Handbook
- Airplane/Bus/Train tickets
- Passport
- I-20 Form (F-1) / DS-2019 Form (J-1)
- Paper receipt for the SEVIS fee payment
- Evidence of financial resources
- Evidence of student or exchange visitor status, such as tuition receipts and/or formal letter of acceptance
- Airline ticket and confirmation numbers
- All prescriptions (glasses, contacts, medicine)
- Set of photocopies listed in the “**Pre-Departure Checklist**” on page 51
- I-94 Card (you’ll receive this on the flight to your first U.S. port of entry)
- Money/traveler’s checks/bank and credit cards

## **Tips for having a more comfortable flight and customs processing:**

- Get a good night's rest before the flight
- Pack your own bags
- Eat a meal that is light in fat and calories before the flight
- Wear light clothes
- Do not carry packages for strangers
- Drink lots of water prior to and during the flight
- Avoid drinking alcohol and caffeine during the flight

# What to Do After You Arrive in Richmond Checklist

- ❑ Call and/or email your family to let them know that you arrived in Richmond safely. (A phone card with free minutes will be provided during orientation.)
- ❑ Set up a local bank account. Representatives from Union First Market Bank will be on campus during orientation week to assist new students with establishing a checking account, making wire transfers, and obtaining a bank debit/credit card.
- ❑ **Pay your tuition, room, meals, health insurance, etc no later than 5pm on the first day of classes.** (*Student Accounts, Sarah Brunet Hall, building 18*)
- ❑ Buy textbooks for your classes. (*Bookstore, Tyler Haynes Commons, building 4*)
- ❑ Obtain your permanent student ID card. (*Tyler Haynes Commons 330, building 4*)
- ❑ Fix any problems with your room and/or your room key. (*University Housing, Whitehurst, building 51*)
- ❑ Set up your campus telephone number, get your PIN (to allow you to make long-distance phone calls) and purchase a cell phone plan. (*Telecom Services, Jepson G19, building 17*)
- ❑ Fix any problems with your UR email account. (*Information Services, Jepson G13, building 17*)
- ❑ Pick up your post office box key. (*Campus Post Office, building 7*)
- ❑ Borrow some needed items (blankets, hangers, desk lamps, sheets, etc) from the Welcome Closet until you can purchase your own. Please ask an OA or an OIE staff member for access to the closet. (*Carole Weinstein International Center, building 52*)
- ❑ Bring your passport, I-20 or DS-2019 Form, and I-94 Card to the OIE if you did not provide these during International Orientation Registration. (*Carole Weinstein International Center, building 52*)
- ❑ **Exchange students only:** Visit the Office of International Education to sign your Tuition Waiver Form if not submitted as a post-decision material during the online application process. (*Carole Weinstein International Center, building 52*)

# What to Do Before You Leave Richmond Checklist

International Students who are leaving the U.S.  
permanently:

- Pay ALL of your bills, including but not limited to your University Student Account, cell phone bills, credit card bills, etc.
- Return all library books and materials.
- Return all items borrowed from the Welcome Closet.
- Notify friends and billers (credit card company, bank, cell phone company magazine subscriptions, etc) of your new address.
- Close bank accounts.
- Discontinue cell phone service.
- Ask the Campus Post Office to forward your mail to the OIE before you return to your home country at the end of your last semester at UR.
- Return your post office box key to the Campus Post Office.
- Pack all items from your room and clean room before moving out.
- Return your room key to University Housing.

International Students who are leaving for school  
breaks and returning to UR

- IMPORTANT:** If you are leaving the U.S., bring your I-20 or DS-2019 Form to the OIE to be signed by the International Student Advisor if the last signature is more than 6 months old **OR** if you have never had a re-entry signature before.
- If you are staying on campus during any breaks (Thanksgiving break, etc), submit the "Remain On Campus" online form at least one week in advance: <https://housing.richmond.edu/arrivalbreaks/remain.html>
- If you are returning to your home country for summer break, ask the Campus Post Office to forward your mail to the OIE.

# Campus Map Links

**Campus Map:**

<http://www.richmond.edu/visit/maps/>

**Printable Campus Map:**

<http://www.richmond.edu/visit/maps/print/landmarks.pdf>

**Printable Accessibility Map:**

<http://www.richmond.edu/visit/maps/print/accessibility.pdf>

**Printable Campus Parking Map:**

<http://www.richmond.edu/visit/maps/print/parking.pdf>

**Virtual Tour:**

<http://virtualtour.richmond.edu/link/mapnewest4.html>

**Visit Campus:**

<http://www.richmond.edu/visit/index.html>

