GOODBYE FROM DR. NIEMAN

Dear international community,

I am writing to pass on that I will be leaving Pitt to assume a new role as the Director of International Initiatives at Shepherd University. My last day was August 15. Genevieve Cook is serving as Interim Director until a search for the next Director has been concluded. I am confident that under her leadership, OIS will continue to be a strong partner and supporter in international services.

My new position is part of the senior leadership team, responsible for guiding the internationalization process for the university and for collaborating broadly across all academic and student affairs units. This will clearly be a high energy position that will tap into all my past experiences in international education.

Shepherd is located on the western bank of the Potomac River on the border of Maryland and West Virginia and is a public, liberal arts university. Its location places it within a region that is very rich in history, the arts, and four-season recreation—all of high interest to me and my wife. An added benefit is that is within easy commuting distance to the DC metropolitan area.

I’m very excited about this new venture and I want to take this initial opportunity to thank you for your partnership and support over these past years. I sincerely wish you all the very best.

Charles Nieman, Ph.D., Former Director of OIS

DR. NIEMAN’S LEGACY

Dr. Nieman worked in OIS for many years and was our Director since 2010. During his time as Director, he achieved several significant goals that changed a great deal about how OIS works. One significant initiative Dr. Nieman advanced was our transition to a paperless system in order to more efficiently and consistently provide assistance to the university and to you, the international community. While this system has improved our office processes a great deal, Dr. Nieman often spoke of how important this tool would be to strengthen our service to departments and the individuals we help every day. That is truly Dr. Nieman’s legacy—the value he placed and the work he did to improve relationships with OIS. Dr. Nieman created many collaborative programs throughout the university with OIS and increased both our visibility and reputation in many regards. The staff of OIS will miss many things about Dr. Nieman, but most of all his vision for the future of OIS and his devotion to the international community, education, and engagement. We wish him the best of luck and if you would like to add your congratulations and well wishes, you can email them to Dr. Nieman at cnieman@shepherd.edu.
**Who is Your Immigration Specialist?**

Effective September 1, the Student Team in OIS has adjusted how we serve students and process casework. Each Immigration Specialist in OIS has a portfolio of specific schools that he/she will serve. This new system will allow the Immigration Specialists to answer your questions and provide you with information more specific to your academic program. See the list below to determine who your Immigration Specialist is.

<table>
<thead>
<tr>
<th>Name</th>
<th>Portfolio</th>
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<tr>
<td>Sara Jones</td>
<td>Swanson School of Engineering</td>
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<tr>
<td>Melissa Reinert</td>
<td>School of Dental Medicine&lt;br&gt;</td>
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<td>School of Health and Rehabilitation Science</td>
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<td>Graduate School of Public Health</td>
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<td>Richard Sherman</td>
<td>Katz Graduate School of Business&lt;br&gt;</td>
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<td>College of Business Administration</td>
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<td>Graduate School of Public &amp; International Affairs</td>
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<td>School of Social Work</td>
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<td>All Exchange Students</td>
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<tr>
<td>Alice Zdrale</td>
<td>Dietrich School of Arts and Sciences&lt;br&gt;</td>
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<td></td>
<td>College of General Studies</td>
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Be sure to contact your Immigration Specialist for questions regarding your immigration status or a request you’ve submitted in My OIS. Please also make sure that any appointments you schedule are with your Immigration Specialist. Walk-in appointments will still be available for brief, general questions. All case-specific questions will be referred to the appropriate Immigration Specialist.

**Student Compliance Quiz**

OIS has created a 5 minute Student Compliance Quiz for international students in F and J status to test their knowledge of their immigration regulations. This quiz will be offered every fall and is a great way for you to review the Orientation information you received, especially because you will have different questions each year. You can find the Compliance Quiz in My OIS under the International Office menu. If you get at least 7 out of 10 correct you can win a Pitt Prize Pack!
Upcoming CDPA Events for International Students

The Office of Career Development and Placement Assistance offers assistance with Career search objectives, among other things. They are offering the following events catered specifically to international students at Pitt. We hope you can join for one or more of the following programs or workshops!

Career Fair Prep Program—Tuesday, September 16th, 2014, WPU 527, 4—5:30pm
★ Career fair preparation/what to expect plus guest speaker Melissa Reinert to discuss OPT/CPT guidelines
★ Pizza and pop provided!!

Resumania—Wednesday, September 17th, 2014—WPU 2nd floor, 10am—10pm
★ Stop by for an individual resume review with a CDPA staff member
★ Snacks provided

Fall Career Fair—Wednesday, September 24th, 2014—Petersen Events Center, 11am—4pm
★ Pre-register at My Pitt in order to take advantage of Express Check-In at the Career Fair!
★ Download the Pitt Career Fair mobile app today to find registered employers, research companies, and more!

Mock Interview Program—Tuesday, September 30th, 2014—WPU 2nd floor, 2—4pm
★ Specifically for international students wanting to practice their interviewing skills
★ Registration Required: Please click here to register for this event.

Networking Workshop—Friday, October 10th, 2014—224 WPU, 2—4pm
★ Covering: how to network, LinkedIn (Pitt Career Network),
★ Job-shadowing/informational interviewing + an activity, Internship Guarantee Program
★ Featuring student panel on who completed internship programs (global and domestic)--3-4pm only
★ Snacks/food/beverages

The Elevator Speech—Tuesday, October 28th, 2014, Location TBA, 12noon—1pm
★ Covering: Your 60 second commercial with self-introduction handout + Activity
★ Snacks/food/beverages

Professional Etiquette at Work—Monday, November 17th, 224 WPU, 7—8pm
★ Covering: Professional behavior, conversation dos & don’ts, ending an internship in the right way, email and phone etiquette, global competency/international work etiquette
★ Food/beverages

The Hiring Process: Dos & Don’ts to Applying for Jobs—the HR approach—Tuesday, November 18th, Location TBA, 3—4:30pm
★ Covering: General hiring processes for on-campus jobs and companies, the job offer, negotiation, employer-candidate etiquette, thank you notes, discussion on OPT/CPT/Visa options and sponsorship (with an immigration officer guest)
★ Students will get 4 scenarios ranging from horrible to great hiring processes as a takeaway.
★ Food/beverages

For more information, visit careers.pitt.edu
MEET THE OIS STAFF!

Genevieve Cook (Interim Director)
I am originally from Connecticut but I grew up in Pittsburgh and I’ve lived here most of my life. I’m a Pitt alum – bachelor’s in anthropology – and several members of my family, including my husband and sister, are too. I love to travel with my family – usually to places near the ocean. One of the things I enjoy doing on my vacations is scuba diving, which I have been doing for a few years. I’m a certified rescue diver and I’m working on my master scuba diver certification.
When I am not at work, my other hobbies/interests include: hiking, reading, movies, and enjoying good food.

Katy Gongaware (Office Assistant)
I graduated from Allegheny College in 2011 with a degree in Spanish and a minor in History. While I was an undergrad, I was very involved with my school’s International Club and had several close friends from other countries, so coming to OIS felt completely natural. In my free time, I like crocheting, watching hockey, running, going to museums and art shows, people-watching in the city, and outdoor activities like camping and hiking. Once I’m more settled in at Pitt, I want to learn how to rock climb, hopefully without breaking any bones.

Jessica Hartman (Immigration Specialist, Employment Team)
Even though I grew up on a farm in a very small town, I have lived in different cities for the last eleven years. I have spent a lot of time at the University of Pittsburgh completing both my undergraduate and graduate degrees here, so I know the campus well (I know all the best places for a nap!). I love to travel, and have had the opportunity to study and work abroad, but I always end up coming back to Pittsburgh!— I love this city!

Sara Jones (Senior Immigration Specialist, Student Team)
I have been a part of the University of Pittsburgh community in some capacity since 1997! I attended undergraduate and graduate school here, and have worked in OIS since 2005. I adore Oakland (especially its restaurants!), and enjoy visiting the Carnegie museums and library frequently. My favorite part of the world is the Adirondack Mountains in New York State, where I have vacationed for over 20 years. Although I’ve traveled to many parts of Europe, some places I’d like to see in the future are Scandinavia, the Netherlands and Alaska. When I am not working, I enjoy spending time with my family, watching my kids grow into their personalities. (Sara is the Senior Immigration Specialist for the Swanson School of Engineering.)

Juliann Mehall (Administrative Assistant to the Director)
I am a true Pittsburgher, born and raised in the South Side Slopes area of the city. I love spending time with my family and grandchildren; Dylan, Lucas and Alaina. You may find my husband and I walking around the City visiting various flea markets and yard sales looking for “hidden treasures”! I enjoy talking with our new students and scholars and sharing stories of their travels and interesting foods from their home countries. Welcome to Pittsburgh!

Claire Mokry (Immigration Specialist, Employment Team)
I am a Midwestern girl: I spent my childhood in Indiana, attended college in Michigan and lived in Chicago where I worked at the French Consulate. As an undergraduate student, I spent a year studying and living with a French family in Nantes, France, which is when I caught the travel bug. Since then, I have been fortunate enough to visit new countries, meet people from around the world and learn about their culture and traditions. My husband and I relocated to Pittsburgh in 2012; we have really enjoyed discovering all the city has to offer! In my free time, I love cooking (and eating) all different kinds of foods, running, playing volleyball, reading and spending time with family and friends.
Melissa Reinert (Immigration Specialist, Student Team)

I am originally from Northeastern Ohio, but now at Pitt since April 2012 by way of Little Rock, Arkansas, where I lived for five years. My background is in regulatory compliance, working in the pharmaceutical industry before returning to Higher Education which is my true passion. I hope that you will love Pittsburgh as much as I do! In my spare time, I love to cook pasta, fresh baked bread and cookies and I am to learning to make Indian and Chinese inspired dishes! I also enjoy ziplining, hiking, biking, knitting, telling snarky (hilarious!) jokes, and reading. My husband and I welcomed our first child in October 2013, so we are busy chasing around a crawling infant!

Richard Sherman (Immigration Specialist, Student Team)

I’m a native New Englander: I spent my childhood in Massachusetts and later attended college in Maine. As an undergraduate student, I travelled to Nicaragua and Cuba and majored in Latin American Studies and Spanish. My wife (a Pitt graduate!) and I relocated to Pittsburgh in 2008 and I’ve been in love with the city and its friendly people ever since.

Kati Von Lehman (Compliance Coordinator)

I grew up in Pittsburgh and attended Penn State University. Over the past 10 years, I have worked at a number of different colleges and universities across the country. I have travelled to 47 states in the U.S. and my favorite places to go are national parks (such as Yellowstone, Grand Tetons, and Arches) and quirky towns with lots of history and art. I also love attending arts festivals and seeing the amazing things people make. Here in Pittsburgh, I try to go kayaking on the rivers and find new places to go hiking. Finally, when I am at home I enjoy crocheting and watching my 6 year old daughter play with her newborn baby brother.

Alison Zappa (Immigration Services Coordinator)

I was born right here in Oakland at Magee hospital. I was meant to be at Pitt! Other than at the front desk of OIS, you may find me running around campus or taking classes in the HPA program. I love to cook and bake, but ironically I do not like chocolate! I absolutely love to travel with my husband; I actually got engaged in London! Don't hesitate to ask me questions, I am here to help!

Alice Zdralie (Immigration Specialist, Student Team)

I am originally from the Czech Republic and have been fortunate to have lived in 6 other countries and traveled to over 25 nations around the world. I moved to Pittsburgh in 2008 to join my husband and have been a proud Pittsburgher since then! I truly enjoy everything Pittsburgh has to offer! In my free time I love to cook and try new cuisine. I ran my first Pittsburgh half marathon this year, which was an unbelievable experience! I am also an animal lover who enjoys rescuing, fostering and helping find homes for rescued dogs. I am very excited to be a permanent staff at OIS and look forward to helping our international students!

(Melissa is the Immigration Specialist for the Graduate School of Public Health, School of Dental Medicine, School of Health and Rehabilitation Services, School of Information Sciences, School of Law, and the School of Medicine)

(Richard is the Immigration Specialist for the College of Business Administration, all Exchange Students, Graduate School of Public and International Affairs, Katz Graduate School of Business, School of Education, School of Nursing, School of Pharmacy, and the School of Social Work.)

(Alice is the Immigration Specialist for the College of General Studies and Dietrich School of Arts and Sciences.)
Alison’s Zappatite: **Spice Island Tea House**

If Guy Fieri were to visit Oakland for Diner’s, Drive-in, and Dives, Spice Island Tea House would be the perfect ‘dive’ to visit.

Located at 253 Atwood St., Spice Island Tea House is a little hole in the wall place with mismatched furniture, cardboard menus, and amazing Southeast Asian cuisine. This past month a bunch of OIS-ers went out for lunch at Spice Island to celebrate Kati Von Lehman’s return from maternity leave, which is one of our favorite places to go. I am a creature of habit when I go to Spice Island, and always order the same thing – the Garden Vegetable with Green Curry (and I add steamed tofu). The flavors are amazing and I love the delicate balance of coconut milk and Thai basil in the green curry sauce.

Going for lunch at Spice Island is always a great deal. You can add the ‘Nasi Kuning Platter’ to your lunch order, and for an additional $2.50, you get your choice of soup or salad, 2 mini samosas, and upgraded rice (the Indonesian Festival Fried Rice or the coconut jasmine rice). I of course took advantage of this option, and added the salad and coconut rice. The salad is vinegar based and is a blend of cabbage, carrots, and cucumbers. The samosas are cute little crispy triangles and accompanied with red pepper oil. I love getting the coconut rice to add even more coconut flavor to my entrée, with the fried bits of coconut on top of a heaping pile of steamed jasmine rice.

Also at Spice Island has a variety of teas, and a daily hot and cold tea for only $1.50. At this visit, I sipped on the daily iced tea, which was a tasty oolong tea. I highly recommend Spice Island Tea House for your next lunch (or dinner) out!
American Football TAILGATE PARTY

FRIDAY, September 26, 2014
3:00-6:00pm | Posvar Patio

Event is FREE to all international graduate students, scholars, employees, and their dependents with registration online at:
http://oistailgateparty.eventbrite.com

EXPERIENCE AMERICA
One of your responsibilities while staying in the United States is to keep us informed any time that you move. **You must update your address within 10 days of moving.** To update your address, please follow the appropriate steps below:

**If you are at the University of Pittsburgh as a scholar or employee,** please log-in to **My OIS** and select Change of Address under Biographical Information.

**If you are a Pitt student,** please check your addresses listed on **My Pitt** to make sure that they are all accurate.

**TO UPDATE YOUR ADDRESS AS A PITT STUDENT:**

You will use your Pitt username and password to log into **My Pitt**. Choose Student Center Login on the right hand menu.

- Self Service

  ◦ Student Center

    ◦ Edit Address

      ✪ If there is not yet a SEVU address listed, choose "Add a New Address" and add your Pittsburgh address.

      ✪ If the SEVU address is NOT your Pittsburgh address, choose to Edit.

      ✪ If the SEVF address is NOT your address in China, choose to Edit.

      ✪ Confirm Address

If you click on the links above, they will walk you through how it would look to enter this **SAMPLE** address:

Katherine Von Lehman  
708 William Pitt Union  
Pittsburgh, PA 15260

**PLEASE NOTE:** You may not use 708 William Pitt Union as your Pittsburgh address. You need to use the address of where you are sleeping, even if it is a temporary address such as a hotel.

If you have any questions, please let us know.
ON CAMPUS EMPLOYMENT

OVERVIEW

Many students will seek employment while studying at the University of Pittsburgh. International students have a few different options for working in the United States without violating their nonimmigrant status.

On-campus employment is typically work performed on the school’s premises that is paid by the University of Pittsburgh. **NOTE: UPMC is NOT considered on-campus employment!** On-campus employment may also include work at on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria.

Both F-1 and J-1 students are permitted to do on-campus employment, although the requirements for each visa category are slightly different as noted to the right.

International students who need to apply for a Social Security Number can get request the letter necessary from OIS through My OIS. Students will get further instructions when they pick-up this letter.

F-1 and J-1 students who have completed their academic programs are NOT eligible for on-campus employment. This includes continuing employment that began before the program ended.

Questions? Email OIS@pitt.edu.

F-1 Students

F-1 students are permitted to accept on-campus employment without additional authorization from OIS as long as the student is currently enrolled, has a valid I-20 issued by the University of Pittsburgh, is otherwise maintaining F-1 status, and employment is restricted to 20 hours per week during the fall and spring semesters. F-1 students may work full-time during the summer or winter breaks.

J-1 Students

J-1 students sponsored by the University of Pittsburgh ARE required to seek authorization before beginning on-campus employment. **J-1 students are only authorized to work for one year at a time and must seek this authorization each additional year to maintain status.** J-1 students can do this by contacting their Immigration Specialist and requesting an on-campus work authorization letter. J-1 students who are sponsored by an organization other than the University of Pittsburgh will have to contact their sponsor to request permission for on-campus employment.

A J-1 student will receive a work authorization letter from OIS as long as the student is currently enrolled, has a valid DS-2019, is otherwise maintaining J-1 status, and the employment is restricted to 20 hours per week during the fall and spring semesters. J-1 students may work full-time during the summer or winter breaks.

POST-COMPLETION OPT TIMELINE for December Graduates

- **September 15, 2014**—earliest OIS can prepare OPT I-20
- **December 13, 2014**—December Graduation Date
- **December 14, 2014**—Earliest Possible OPT Start Date
- **February 10, 2015**—Latest Possible OPT Start Date

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<tr>
<th>Event</th>
<th>Start Date</th>
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<tr>
<td>Attend OPT Information Session</td>
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<tr>
<td>Apply for OPT I-20</td>
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<tr>
<td>Submit OPT Application to USCIS</td>
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<td>Await Pending OPT Application</td>
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<td>Receive EAD Card</td>
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<td>Begin Working on EAD Card</td>
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<td>Start Date!</td>
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English as a Second Language
Community Education Courses Fall 2014

All courses are non-credit and offered each term (Fall, Spring, and Summer). Tuition prices do not include textbooks.

IELTS Prep
Course description:
• prepare learners for the IELTS English proficiency exam
• for intermediate to advanced speakers of English (equivalent to ELI levels 4, 5 and 6)

Required Text: Barron’s IELTS with Audio CDs, 3rd edition

Dates: Sept. 18 - Oct. 23
Time: Thursdays, 4:30 – 6:30 pm
Price: $200 ($165 for students in the ELI’s intensive program)
Registration Deadline: Sept. 17

TOEFL Prep
Course description:
• prepare learners for the iBT TOEFL by focusing on reading, listening, speaking & writing skills
• for intermediate to advanced speakers of English (equivalent to ELI levels 4, 5 and 6)

Required Text: Longman Preparation Course for the iBT TOEFL (paperback, with online access to MP3 and answer key files, 3rd edition, 2014 (ISBN: 978-0133248126)

Daytime TOEFL Prep
Dates: Sept. 10 – Oct. 15
Time: Wednesdays, 10 am – 3pm (lunch break 12-1 pm)
Price: $400 ($330 for students in the ELI’s intensive program)
Registration Deadline: Sept. 9

Evening TOEFL Prep
Dates:
• Module 1: (Reading & Writing) Sept. 9 – Oct. 14
• Module 2: (Listening & Speaking) Oct. 21 – Nov. 25
Time: Tuesdays, 6:30 – 8:20 pm
Price: $200 per module ($165 for students in the ELI’s intensive program)
Registration Deadline:
• Module 1: Sept. 8
• Module 2: Oct. 20

General English Evening Course
Course description:
• practice of general English language skills applicable to everyday, work, and academic settings
• focus on improving speaking and listening skills; course integrates pronunciation, grammar, reading, and writing to achieve this goal
• for intermediate to low-advanced learners of English (at least 52 on the iBT TOEFL)

Required Text: Northstar Listening & Speaking 5. Third Edition

Dates: Sept. 9 – Dec. 2
(no classes Nov. 27)
Time: Tuesdays and Thursdays, 6:00 pm - 7:50 pm
Price: $895 plus application fee and university fees
Application Deadline:
• Sept. 3
• All students must take a placement test Sept 4, 6:00 – 7:50 pm.

For the General Evening Course, University of Pittsburgh faculty scholarships may be available for eligible full-time faculty and research associates and their husbands and wives. For more scholarship info contact Faculty Records at 412-624-4232 or visit their office in G-39 Cathedral of Learning.

Campus Conversation Course (CCC)
Course description:
• for low-intermediate to low-advanced speakers of English (equivalent to ELI levels 3, 4, 5 and 6)
• informal conversation practice

Required Text: Textbook information will be provided at registration.

Dates: Sept. 15 – Nov. 25
(no classes Oct. 13)
Time: Classes meet for 2 ½ hours each week on campus. Exact schedule is distributed at registration.
Registration Fee: $50 (non-refundable)
Registration Deadline: You must register in person yourself and take a short oral placement exam on Sept. 10 between 12 pm and 4 pm in Parkville Building, Room 102, 200 Meyran Ave. Late registration is accepted until Sept. 26.
Contact: ccc@pitt.edu

For an application and more information about these and other courses, visit www.eli.pitt.edu/geninfo /programs. The English Language Institute (ELI) also offers an accredited intensive ESL program in which students may study part-time or full-time (4 to 20 hours per week). The ELI can issue I-20s for an F-1 student visa for students studying 20 hours per week in the intensive program.

University of Pittsburgh
English Language Institute
Parkville Building, Room M13, 200 Meyran Ave, Pittsburgh, PA 15260
412-624-5901 • eliinfo@pitt.edu • www.eli.pitt.edu/geninfo /programs
The Outside the Classroom Curriculum (OCC)

How will the OCC set students apart?
The Outside the Classroom Curriculum (OCC) gives students the opportunity to set themselves apart from the crowd and set themselves up for future success! The OCC is a University-wide initiative that is designed to help students receive a well-rounded education; get connected to their peers and the many great resources and programs here at Pitt; and ultimately gain a competitive edge for graduate or professional schools, internships, and the job marketplace.

Through participation in the OCC, students have the opportunity to experience an array of programs, activities, and events that will assist them in developing marketable skills, creating new friendships, and going outside of their comfort zones. Participation is encouraged in ten different goal areas so that students may gain the core competencies that employers and graduate schools are seeking.

Participating in the OCC offers students an easy, online tracking tool to record all that they do while at Pitt allowing them to confidently articulate and demonstrate tangible accomplishments to future employers, professional schools, and graduate schools. This online tracking tool allows students to create a PDF transcript of their outside-of-the-classroom accomplishments that can be added to portfolios, taken to interviews, and utilized to draft the best possible resumes, cover letters, and personal statements.

Completing the program does more than help students gain a competitive edge regardless of the field they choose to pursue; OCC completion allows students to graduate with distinction, receive a Green Cord to signify their distinction at graduation, join the Honorary Society, and become eligible to apply for the OCC’s PittAdvantage Grant.

Overall, the OCC helps students get involved beyond their classroom doors in meaningful, beneficial ways.

The OCC is a free, optional, self-paced co-curricular program. For more information, visit occ.pitt.edu, Like the OCC on Facebook (Facebook.com/OCCPitt), or follow the OCC on Twitter (Twitter.com/OCCPitt).
Spring Break in Italy with Global Ties

Itinerary:

**Day 1 Start Tour**
- Explore Rome!

**Day 2 Ciao Venice**
- Meet your Tour Director, travel to Venice & check into hotel
- Dinner en route to Venice

**Day 3 Venice**
- Visit the Duomo!
- Venice guided walking sightseeing tour with Whisper headsets: St. Mark's Square, Basilica di San Marco, Doge's Palace visit, Glass-blowing demonstration

**Day 4 Venice—Florence**
- Enjoy real Italian Pizza!
- Travel to Florence
- Pisa Guided Excursion: Baptistry visit, Leaning Tower
- Florence guided walking sightseeing tour with Whisper headsets: Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte Vecchio, Duomo visit, Leather workshop, Gates of Paradise, Giotto’s Bell Tower, Dante’s House
- Dinner

**Day 5 Florence—Rome**
- Day 5 Florence—Rome
- Travel to Rome
- St. Francis of Assisi Basilica visit
- Rome city walk Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

**Day 6 Rome**
- Rome guided walking sightseeing tour with Whisper headsets: Vatican Museums & Sistine Chapel visit, St. Peter’s Basilica visit, Colosseum visit, Piazza Venezia, Forum Romanum visit
- Dinner at Traditional Trattoria

**Day 7 Rome**
- Guided visit to Pompeii

**Day 8 End Tour**

For questions, contact Shawntia Key (stia@pitt.edu), 412-383-7120. Information session will be September 20 (3-4pm), 630 WPU.

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**Spring Break in Italy with Global Ties**

**Italy Trip**

March 6, 2015 - March 13, 2015

Included:
- Round-trip airfare, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time tour director. All-inclusive insurance available.

**$600 DEPOSIT DEADLINE:**

**NOVEMBER 23RD**

For Application email Stia@pitt.edu

**Price based on participation. Price subject to change if participation increases or decreases.**

$3,154.00 (All Inclusive)*
PittPAY understands that there are many questions about how to pay your tuition bill at the university. Because many international students have similar questions, PittPAY has created a checklist specifically to help you! Please visit payments.pitt.edu and click on the button “PittPAY Checklist For International Students” to find this for yourself.

PittPAY Checklist
For International Students

Enrollment in PittPAY is required as the University does not issue paper bills. PittPAY allows you to view your eBills and student account details, make online eBill payments, enroll in payment plans, and more! Complete each item on this checklist to guarantee you are ready for your first eBill! Complete this checklist TODAY!

1. Access PittPAY by logging into my.pitt.edu and selecting PittPAY Login.
   - If you don’t know your University username or password, contact the Technology Help Desk for assistance at 412-624-HELP or technology.pitt.edu.

2. Read the information on the Message Board!
   - This is the first screen you see each time you log into PittPAY and from there, you can link to lots of helpful information! Check back often for important updates about billing and payment matters. Please Note: You can access the detailed billing and due date schedule from the Message Board. eBills are generated once a month, so you must be registered for classes before a bill date or have a balance due on your student account in order to get an eBill. PittPAY will send a courtesy email to your Pitt email account each time a new eBill is posted.

3. Sign up for Direct Deposit, using the Direct Deposit link on the PittPAY menu.
   - You are required to set up a Direct Deposit profile in PittPAY. If you add or drop courses or change your meal plan or dorm room, you may have a credit balance on your student account. We will refund that money to you by sending it via direct deposit to the US bank account you specify in PittPAY. You will receive an email notification when a refund is sent to your bank for direct deposit.

4. Create Authorized Payers, using the Authorized Payer link on the PittPAY menu.
   - You can authorize a parent, guardian, spouse, or other individual to view and pay your eBills online. These individuals are called Authorized Payers. Find more detailed information about creating Authorized Payers from the Message Board in PittPAY.

5. Enroll in a Payment Plan, using the Payment Plan link on the PittPAY menu.
   - If you want to pay in installments, you or an Authorized Payer can enroll in a Payment Plan. Depending on the date you enroll, you may be eligible for up to six installments for fall or spring terms, or up to 12 installments for an annual plan covering both fall and spring terms. Monthly installment payments are automatically deducted from the US bank account or credit card you or your Authorized Payer designates in PittPAY for this purpose. Find more detailed information about Payment Plans from the Message Board in PittPAY.

   - If your tuition and fees are being paid on your behalf by an organization or agency that is sponsoring you, you need to enroll in Sponsored Billing. Everything you need to know about Sponsored Billing is available on the Sponsored Billing website at www.payments.pitt.edu/SponsoredBilling. From there, you can fill out the Statement of Responsibilities, which must be completed once during your academic career at Pitt. After visiting the website, if you still have questions, email us at PittSponsorBilling@cfo.pitt.edu.

   - Select Making Payments from the PittPAY Menu, then payment method from the dropdown box on that page. You can make eCheck payments from a US bank account for no additional charge. If you pay by debit or credit card instead, an additional, non-refundable service fee of 2.75% will be charged for each payment. We accept MasterCard, Discover, and American Express. If you do not have a US bank account for eCheck payments, and do not wish to pay by debit or credit card, you can request wire transfer instructions by sending an email with your full name and seven-digit student ID # to payments@pitt.edu. More information is available from the Message Board in PittPAY.

Student Payment Center, G–7 Thackeray Hall
Monday-Thursday 8:30 a.m. to 4:45 p.m. and Friday 9 a.m. to 4:45 p.m.

QUESTIONS? www.payments.pitt.edu or email us at payments@pitt.edu
CALENDAR OF EVENTS

11th—Global Health Film Series: Happy, 11AM—1 PM, Room 109 Parran Hall, GSPH (Advertised via Pitt University Center for International Studies. See more events [here](#).)

11th—Fall Volunteer Fair, 10 AM—3 PM, WPU Patio and Lawn

16th—Career Fair Prep Session, 4 PM—5:30 PM, Room 527 William Pitt Union

18th—Fall Graduate OPT Session, 1:30—3 PM, O’Hara Student Center Dining Room

19th, 20th, 21st—Pitt Family Weekend

20th—Pitt Football versus Iowa, 12 PM, Heinz Field

24th—Fall Graduate OPT Session, 1:30—3 PM, O’Hara Student Center Dining Room

24th—Fall 2014 Career Fair, 11 AM—4 PM, Peterson Events Center (More info [here](#))

26th—Experience America: American Football Tailgate Party, 3 PM—6 PM, Posvar Patio

27th—Pitt Football versus Akron, TBD, Heinz Field

30th—Mock Interview Program for international students, 4 PM—5:30 PM, 2nd floor WPU

October

13th—Fall break – no classes for students; University offices remain open

26th—Experience America: Trip to Trax Farms Orchard

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