



New International Faculty and Scholar Handbook

**Office of International Faculty and Scholar Services
Worcester Polytechnic Institute**



WELCOME TO WPI

On behalf of the WPI Community, it is my great pleasure to welcome you to the WPI Campus and to the City of Worcester.

You come to WPI, as many have done before you, for the intellectual stimulation of interacting with WPI faculty, students and staff, as well as to learn about a culture different from your own. WPI is a multicultural community made up of individuals from many diverse backgrounds. As a community, we truly value the contributions and perspectives our international faculty and scholars bring to the campus. As we all strive to become more globally proficient, your presence on our campus is a valuable resource for all of us.

I came to the US as an immigrant myself more than 30 years ago, but I still recall very well how confusing those first weeks and months were, things that were once familiar and yet strange. Finding your way around in a new environment can be difficult, but the experience can be fun and extremely rewarding, especially if you have some helping hands to guide you.

It is my hope that this Handbook for New International Faculty and Scholars will be of help to you as you prepare for your arrival at WPI as well as when you are settling into your new home here at WPI and in Worcester.

The International House and, in particular the Office of International Faculty and Scholar Services is here to assist you during your entire stay at WPI.

I do hope you will find that the welcoming community of faculty, staff and students at WPI quickly will make you feel completely at home. I wish you a very productive, stimulating and enjoyable time here at WPI.

Sincerely,

Tom Hartvig Thomsen, Director
Office of International Faculty and Scholar Services

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INTRODUCTION

We have prepared this handbook to assist you in your transition to WPI and our community. In addition to information about WPI services and programs for international faculty and scholars, this handbook is written to introduce Worcester, the second largest city in New England. The city of Worcester is home to nine colleges and universities, many unique museums, musical performing groups, and local theater groups, in addition to many interesting sights.

Worcester has historically attracted immigrants from all over the world including Armenians, Finns, Greeks, Irish, Italians, Jews, Lebanese, Lithuanians, Poles, and Russians. The descendants of the “old” immigrants and the newly arrived immigrants from the Caribbean, Latin America, Africa, South and South East Asia, and the Middle East make Worcester a culturally diverse city.

The handbook has a section on government regulations such as immigration information, social security, US taxes etc. It is especially important that you read the section pertaining to your particular visa status (J-1, H-1B, LPR etc.) The section of the handbook covering government regulations is up to date as of January 1, 2019

INTERNATIONAL HOUSE



In an atmosphere that embraces cultural diversity and encourages social tolerance, the International House at WPI provides programs and services to assist, educate, and support international students and scholars in their transition to U.S. society and academic culture.

The Office of International Student Life (ISL) serves all international student related immigration and cultural adjustment needs including new student orientations, work authorizations, travel signatures, and non-resident alien tax help. Colleen Callahan-Panday, Director; Kathryn Cruz, Assistant Director and Mirabelle Welch, Office Coordinator, staff the office.

The International House is also home to the WPI English as a Second Language (ESL) program run by Billy McGowan, Director. The ESL @ WPI Program offers English language courses to help students, scholars, and their partners brush up on and learn English for academic and non-academic purposes. The aim of the program is to assist students in developing their communicative abilities and skills to the point of proficiency through various courses offered throughout the year. The following two courses would be of special interest to our international faculty and scholars:

- **ESL Seminar** is a tutorial offering ongoing support to address the linguistic needs of students and scholars in the major skills areas, along with practice giving oral presentations and studying aspects of U.S. culture and history. The course also includes field trips to museums, concerts, and other cultural activities.
- **ESL for Spouses** teaches the legal partners of students and scholars the English language needed to establish themselves and meet their needs in U.S. culture. The course focuses on listening, speaking, and vocabulary development. The course also includes field trips to museums, concerts, and other cultural activities.

For more information, please contact Billy McGowan. E-mail BillyM@wpi.edu

OFFICE OF INTERNATIONAL FACULTY AND SCHOLAR SERVICES

The [Office of International Faculty and Scholar Services](#) is also located at the International House. In collaboration with the Provost's Office, the Office for International Faculty and Scholar Services oversees programs and services for international scholars, post-doctoral fellows, research scientist/engineers, and international faculty. The office will issue all immigration related documentation; represent WPI as the petitioner on petitions filed with USCIS and represent WPI when filing Labor Condition Applications (LCA) and Program Electronic Review Management filing of Labor Certifications (PERM) with the Department of Labor

OFFICE OF THE PROVOST

Appointments as faculty, post-doctoral fellow, research scientist, visiting scholars all come from the Provost Office. The Provost, Wole Soboyejo, Senior Vice President and Provost makes all full-time faculty appointments. The process starts in the academic department and the request to hire is forwarded to the Provost by the respective academic dean. The respective academic deans appoint adjunct faculty. The Vice Provost for Research, Professor Bogdan M. Vernescu, makes all non-faculty research appointments.

CULTURAL ADJUSTMENT

When moving to a new country, you will most likely experience some adjustment issues. Living and working in a different culture is different from visiting a foreign country as a tourist. Below you will find information about culture shock, American social customs, and information about what Americans are generally like in the United States. (U.S.)

CULTURE SHOCK

"Culture Shock," or "cultural adjustment," is the term used for the sense of disorientation and confusion, which almost all people experience to some degree when they arrive in another country and a new culture. When you leave what you are familiar with (food, language, family/friends, climate, etc.) and are expected to function in your new culture, you might experience culture shock.

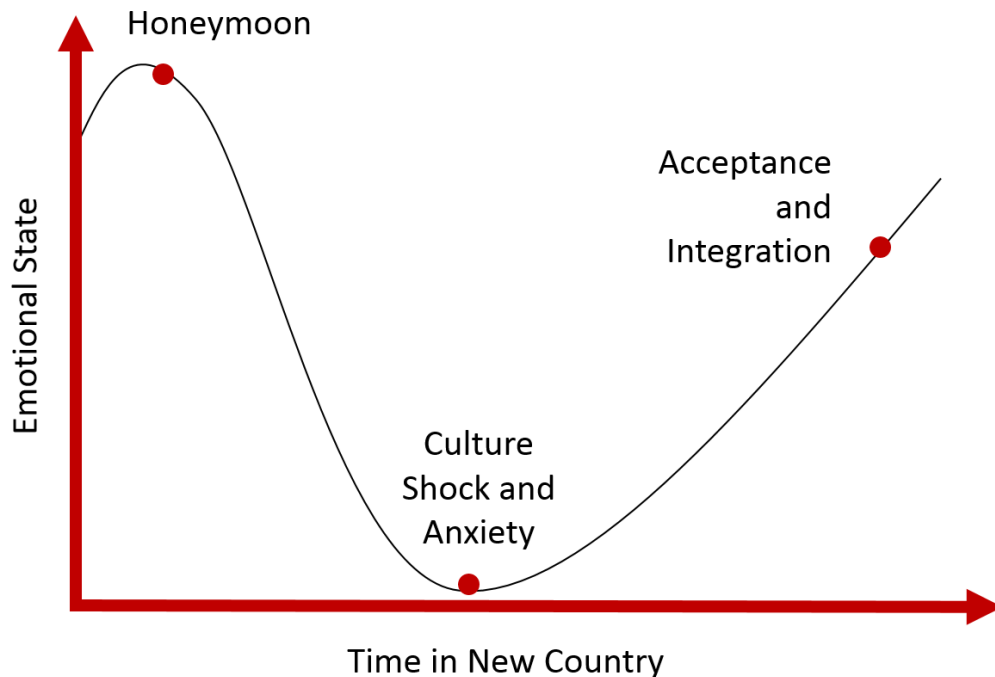
Symptoms of Culture Shock: Cultural adjustment can have both emotional and physical symptoms, including sadness, loneliness, insomnia, depression, irritability, lack of confidence, feelings of insecurity, longing for family, feelings of loss of identity, or even physical aches and pains.

Dealing with Culture Shock: It is important to acknowledge that cultural adjustment is a real issue and it can take time to overcome. It is okay to feel sad or to miss home, and you should allow yourself time to feel this way. However, it is also important to seek ways to connect to your new culture and your new social environment. This will help you adjust and make you feel more comfortable in your new environment. Getting to know your, colleagues, department staff, neighbors, participating in social activities, exploring Worcester and its surroundings will help with this transition. Regular exercise, a proper diet, and adequate amounts of rest and sleep will also help with this process.

There are some simple steps you can take to minimize the impact of culture shock:

- **Listen and observe.** Watch the reaction of others in different situations. The more you know about how Americans behave, the less uncomfortable you will feel.
- **Ask questions.** Don't assume that you will always know what is going on or that you will always understand every communication.
- **Try not to evaluate or judge.** Many things will be different. It is important not to view everything as good or bad in comparison to your own culture.

STAGES OF CULTURE SHOCK



Phase 1: *Honeymoon*: When you first arrives in a new culture, every experience tends to be “new,” “exciting,” and “interesting”.

Phase 2: *Culture Shock and Anxiety*: “What am I doing here”? Newly arrived visitors tend to transition to this phase after 2-3 weeks in the US. This generally happens after you have settled into the routine of work and things stop being “new” and “exciting”. During this period, frustration can take hold, and issues like language, food, and figuring out smaller cultural issues become draining and aggravating.

Phase 3: *Acceptance and Integration*: At this point, you start to overcome some frustrations and start to feel more comfortable in your new culture. This initial adjustment generally takes from a couple of weeks to a couple of months.

SOCIAL CUSTOMS IN THE U.S.

It is difficult to generalize about social customs in the US because the American society is very complex and diverse. I hope that the following information will be helpful as you adjust to your new "culture".

GREETINGS

Upon meeting each other for the first time, men (always) and women (usually) shake hands, firmly. "How are you doing?" "good morning," "good afternoon," and "good evening" are formal greetings. Usually people just say "hello" and "hi". (Remember that social customs differ in different sections of the country and between younger and older people.) "How are you?" is a common greeting. It is *not* generally meant as a question; instead it is an alternative to "hello." A common response to "how are you?" is "I'm good, how are you?" instead of a detailed explanation of how you are actually feeling.

First names are more readily used in the US than in other countries. It is acceptable automatically to use the first name of someone of approximately your same age or younger.

Men and women in the northeast of the US might be surprised if you use Mr., Mrs., Miss, or Ms. with a first, or "given" name, as is the custom in some countries. These titles are generally used with the last name, or "family name" (Although in the southern regions of the US, using these titles with first names might be more common). If you have any doubts about what to call someone, simply ask, "What should I call you?" If people seem unsure how to address you, tell them the name you prefer, and pronounce it slowly, so they will understand.

The use of "nicknames" is fairly common in the United States. A nickname is not the person's real name, but a name given by family or friends. Sometimes a nickname is a shortened version of the person's first or his family name – like "Bob" for Robert, or "Andy" for John Anderson. Being called by a nickname is not uncomplimentary; in fact, it often is a sign of acceptance and affection.

SOCIAL INVITATIONS

Social invitations are extended by telephone or by written note or a printed invitation, and in this age of social media, sometimes by text, email, or an online card. Some casual, verbal comments that sound like invitations -- like "come by and see me" or "let's do lunch" -- are generally not intended to be taken literally. An invitation is not firm until a date and time and other arrangements are set.



PROMPTNESS

It is polite to arrive at or shortly after (but not before) the appointed hour. If you will be more than 10 minutes late, contact the host and say when you will arrive.

RSVPS

If a response to an invitation is requested you should reply with a yes or no. This will often be in the form of "Please RSVP to e-mail or phone number". The initials RSVP actually comes from the French language and stands for "repondez, s'il vous plait" which literally means "respond if you please. To RSVP that you will be attending and then not show up, or vice versa, is considered rude in the US.

TIPPING AND GRATUITY

Service charges, or tips, are not added to the bill in restaurants, but are expected (and often needed) by the waiter/waitress as the main source of income. Tips in restaurants are 15% to 20% depending on the quality of service. You don't tip in a cafeteria or places where you help yourself. Sometimes if you are eating in a large group, the gratuity might be automatically included in the bill, but this would be noted at the bottom. If you do not see any mention about "gratuity added" on your bill, you can assume that you will have to leave a tip.

WHAT AMERICANS ARE LIKE

The notion of the US as a "melting pot" where all cultures blend is somewhat misleading. Although some immigrants to the US have given up their original languages and customs, there are still many differences among Americans. The United States is populated by a large and highly diverse collection of individuals, and it is difficult to generalize about "what Americans are like." As you read the typical traits listed below, remember that US society is composed of people from many social, cultural, ethnic, religious and national backgrounds, different economic situations, and vastly different philosophies of life.

AMERICANS ARE INDIVIDUALS

Probably above everything else, Americans consider themselves individuals. There are strong family ties and strong loyalties to groups, but individuality and individual rights are most important. If this seems like a selfish attitude, it also leads Americans to an honest respect for other individuals and an insistence on human equality.

AMERICANS ARE DIRECT

Honesty and frankness are more important to Americans than "saving face", which means Americans will be direct when it comes to sharing their thoughts. They may seem blunt at times, and they may bring up topics and issues that you may find embarrassing, too controversial, or even offensive. Americans are quick to get to the point and do not spend much time on formal

social amenities. This directness encourages Americans to talk over disagreements and to try to patch up misunderstandings themselves, rather than ask a third party to mediate disputes.

AMERICANS ARE VERY INFORMAL

In general, Americans are very informal when it comes to interactions with others. A person from another country may consider this cross-generation, cross-class informality disrespectful, even rude, but it is a part of US culture.

AMERICANS ARE GENERALLY COMPETITIVE

Most Americans have a competitive nature. They place a high value on achievement, which leads them to be focused on their own success. This leads them to compete against each other.

AMERICANS ARE FRIENDLY, BUT IN THEIR OWN WAY

In general, friendships among Americans tend to be shorter and more casual than friendships among people from other cultures. This has something to do with American mobility and the fact that Americans do not like to be dependent on other people. Americans also tend to "compartmentalize" friendships, having "work friends", "family friends", "school friends", and so on. You may also notice Americans will smile a lot, which is typically genuine and used to show friendliness.

AMERICANS ASK A LOT OF QUESTIONS

Americans can ask some questions that may to you seem pointless, uninformed, or elementary. Someone you have just met may ask you very personal questions. No impertinence is intended; the questions usually grow out of a genuine interest.

AMERICANS ARE TIME-CONSCIOUS AND VALUE PUNCTUALITY

Americans keep appointment calendars and live according to schedules. They usually are on time for appointments, or no more than a few minutes late. It is considered rude to show up late to an appointment without notification that you will be arriving more than a few minutes past the agreed upon time. Common courtesy is to let the other party know if you will not be able to make an appointment or meeting as soon as you know, to allow for rescheduling if necessary.

AMERICAN POLITENESS

Americans often use the words "please," "thank you," and "I'm sorry" more often than an international person might be used to. In particular, Americans tend to say, "I'm sorry" in situations where you might not think an apology is necessary, such as brushing against someone

on a train or bumping into someone in the hallway—it doesn't have to be a big problem to say "I'm sorry". A common response to "I'm sorry" is "no worries" or "it is okay." Saying "please" when requesting something and "thank you" when receiving something is also very customary in the US, and may be considered rude if you do not also use these phrases, even amongst close friends or family members.

WHAT YOU NEED TO DO UPON ARRIVAL AT WPI

When arriving at WPI you should check in with the following offices. First, you should report to your respective department to make sure you get set up with your office and/or laboratory. Within a couple of days of your arrival, you must report to the Office of International Faculty and Scholar Services located at the International House, 28 Trowbridge Road. For this initial meeting, you should bring your passport, your immigration documents and any Health Insurance documentation you have if you are not getting health insurance from WPI.

You must meet with Mr. Thomsen, Director Office of international Faculty and Scholars Services to review the checklist and the Handbook. Bring your passport and immigration documents to this meeting. You should call the office to schedule an appointment. Phone number (508) 831-6030 or schedule an appointment on line

<https://tom-h-thomsen.youcanbook.me/>

Office of International Faculty
and Scholar Services

28 Trowbridge Road

Worcester MA 01609

[Phone: \(508\)831-6030](tel:(508)831-6030)

[# 9 on the WPI Campus Map](#)

ID Office, East Hall on Boynton Street

IT Services in Gordon Library to
register your laptop, smart phone
and/ or I-pad

If you are an employee receiving
payment from WPI you must
complete the

[Foreign National Information Form](#)

and Schedule time for the Human
Resource Orientation. If you are not
receiving payment from WPI Contact
TS@wpi.edu to schedule time for a
Technology Orientation Session that
occurs on Mondays at 10:30am

FAMILIARIZE YOURSELF WITH THE CAMPUS

We suggest you take the time to familiarize yourself with the WPI campus. Using the Campus Map you should locate Campus Police, Boynton Hall, Campus Center, Higgins House, Gordon Library and your department. Also, take a walk to Highland Street and to Gateway Park.



https://www.wpi.edu/sites/default/files/docs/About-WPI/WPI_CampusMap.pdf



YOUR VISA STATUS

DEPARTMENT OF HOMELAND SECURITY

The primary objective of the Department of Homeland Security is to protect the US against terrorist attacks, but it is also an objective of the department to enhance public service. There are three major organizations under DHS charged with enforcing immigration regulations in the US:

Immigration and Customs Enforcement (ICE): The primary functions of ICE are immigration and customs investigations, customs air and marine interdiction, immigration and customs intelligence, detention, and removal.



Customs and Border Protection (CBP): As a single unified border agency, CBP is charged with border patrolling, customs service, and immigration inspection at the ports of entry (land borders, airports, and harbors). When you enter the US, your first contact will be with an agent from this agency.



U.S. Citizenship and Immigration Services (USCIS): Most adjudication of immigrant and non-immigrant benefits in the U.S. is done by USCIS either at a local USCIS Office or by mailing applications to a USCIS Service Center. Petitions to adjust status, extend your stay are examples of cases filed with USCIS.



For more information, visit: <http://www.dhs.gov/>

IMMIGRATION STATUS, VISA AND I-94

Immigration status refers to the way in which a person is present in the U.S. Basically the Immigration and Nationality Act (INA) divides all non-U.S. citizens in to two large groups. Resident Aliens, also known as Permanent Resident Alien or Green Card Holders and non-immigrants. The non-immigrant status is for people who enter the U.S. on a temporary basis on a visa for a specific purpose. As a non-immigrant, one needs to be careful to maintain the

status. Non-immigrants are admitted in a specific visa status noted by a letter, such as H-1, J-1, O-1 and B-1 etc.

The US visa is the label placed by a United States consular office on a page of your passport. It indicates that the consular office has determined that you are qualified to apply for admission to the United States in a particular immigration classification. A valid visa does not ensure an alien's entry into the US. An immigration officer at the port of entry makes this decision.

A visa contains the following information:

- The visa number
- The location of the issuing consular post
- The visa classification (H-1B, J-1, etc.)
- The date of issuance
- The expiration date
- The number of applications for admission to the US for which it is valid
 - The letter “M” will appear if you have indefinite (multiple) entries to the US during the period of the visa’s validity

The expiration date on the visa does not have any relationship to the length of time you can stay in the US, but only to the length of time it is valid to present to immigration when entering the country. The duration of your legal stay in the US will be noted on your immigration entry stamp and on your form I-94.

At the point of entry to the U.S., a non-immigrant is issued an electronic arrival/departure record also known as form I-94. Please note that the electronic I-94 will have an expiration date at the top right corner of the page when printed. This expiration date does not refer to the validity of your presence in the US. The only date that you should be concerned with is the date you are admitted until, which will be a specific date or in the case of J visa holders will read D/S.



To access your electronic I-94, visit CBP's website at <https://i94.cbp.dhs.gov/i94/#/home>

If you change your non-immigrant status in the U.S. by filing an application for change of status with USCIS, you will receive a paper I-94 with the approval notice. Please note that you should always have a valid I-94 to document your legal status in the U.S.

MOST COMMON NON-IMMIGRANT CATEGORIES FOR INTERNATIONAL FACULTY AND SCHOLARS

Faculty: For tenure track faculty, we typically start by filing for the H-1B visa designed for people working in Specialty Occupations. After a couple of years working for WPI, we will consider filing for a “green card” as an outstanding professor or researcher in the EB-1 Category. In certain special situations, we might also consider filing for a Labor Certification under the PERM regulations. For non-tenure track faculty and visiting faculty, we will file either for the H-1B or for the J-1 as an Exchange Visitor.

Scholars: For post-doctoral fellows, we will file for either the H-1B or the J-1 Exchange Visitor. In some situations, we will also have post-docs start on the F-1 Optional Practical Training or on the J-1 Academic Training. For visiting scholars with primary funding from sources other than WPI, we will issue documents for J-1 visa as an Exchange Visitor. For short-term (2-4 weeks) visits for the purpose of conference/workshop participation, faculty collaboration etc. which does not include any payment from WPI, we will sometimes suggest the Visitor Category.

J-1 STATUS

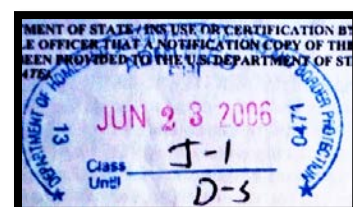
Exchange Visitors are admitted to the US in J-1 status to engage in one of a number of possible activities. The WPI Exchange Visitor Program is approved for teaching in the Professor category, Research and Teaching in the Scholar and Short-Term Scholar Category and study/research in the Non-degree Student Category. The United States Department of State administers the overall Exchange Visitor Program by designating sponsors to administer individual exchange visitor programs.

DURATION OF STATUS

Your immigration entry stamp should have a D/S written on it. Duration of Status is defined as the period necessary to complete the stated purpose of your stay at WPI plus 30 days in which to depart the US. The term "duration of status" is not an indication that you can stay in the US indefinitely; you must have a valid DS-2019 form and an appointment at WPI to support your D/S.

DS-2019 FORM

The first time a J-1 exchange visitor encounters the Department of Homeland Security, the Exchange Visitor must present a properly completed Form DS-2019. The Office of International Faculty and Scholar Services provides the DS-2019 to the Exchange Visitor. The DS-2019 serves as the permanent record of the exchange visitor’s non-immigrant



J-1 Exchange Visitor status in the US. It should remain with your passport and should not be surrendered when leaving the US. Always be in possession of your DS-2019, and if you are issued a new DS-2019 at any point, you must keep your past DS-2019s for your records - **do not throw them away!** A new DS-2019 form is only required if there has been a change to your program such as a change to your program end date, the source or amount of funding,

SEVIS FEE

SEVIS is a tracking system for international students and exchange visitors. When applying for a J visa you are required to pay a onetime SEVIS fee. For more information see:

<https://www.fmjfee.com/i901fee/index.html#>

LEAVING THE US TEMPORARILY AND RE-ENTERING

J-1 visa holders need the following documents to re-enter the US after a temporary absence:

- Valid DS-2019 form recently signed by the Director of International Faculty and Scholar Services
- Valid passport
- Valid US visa (must at least be valid until the day you return to the US)
- Your WPI appointment letter

DEPENDENTS

Your spouse and/or children may accompany you based on their own form DS-2019. They will get J-2 visas. Your spouse can work only if they apply for work authorization through USCIS and receive an approval notification with a valid EAD Card.

TRANSFER

Exchange visitors may transfer from one sponsor to another only if the first sponsor releases their SEVIS record. You can change your J-1 sponsorship by either leaving the US and re-entering with a new DS-2019 form, or by successfully transferring programs in the US through approval from your current sponsor and a SEVIS record transfer.

EXTENSION OF STAY

As an exchange visitor, you may apply for an extension of stay two-to-four weeks prior to the expiration date of your stay. The expiration date can be found on your DS-2019. Do not let your DS-2019 expire if you have plans to continue your program.

Length of permitted stay: J-1 Professor category and the Research Scholar category may stay in the US in J status from three weeks up to five years. Short Term Scholars may stay for up to six months.

UNDERSTANDING THE 12 AND 24 MONTHS' BAR

The 12 and 24 month rule affects J Exchange Visitors in the Research Scholar or Professor Categories. The bars prohibit "repeat participation". Please consult with the Director if you have any questions or concerns regarding the bar

TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT

Certain J-1 Exchange Visitors must return home for at least two years after completing their program. This requirement applies to Exchange Visitors whose program has been financed to some extent by the US Government or by their home country, or to those whose skills are needed by their home country and listed on the so-called [Skills List](#)

INSURANCE REQUIREMENT FOR EXCHANGE VISITORS (J-1 AND J-2)

Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and dependents on J-2 visa. The minimum coverage must provide:

- At least \$100,000 per person per accident or illness
- At least \$25,000 for repatriation
- At least \$50,000 for medical evacuation to your home country
- Deductibles that do not exceed \$500 per accident or illness

If you willfully fail to maintain the insurance coverage as set forth or make a material misrepresentation to your J-1 sponsor regarding the coverage, you will be considered to be in violation of the Exchange Visitor Program regulations and will be subject to termination as an Exchange Visitor participant. It is your responsibility, not WPI's, to obtain and maintain insurance coverage.

If you are eligible for the WPI Health Insurance coverage as an employee and you are on a J visa, you need to purchase an additional insurance to cover medical evacuation and repatriation since these items are not covered by the WPI insurance.

H-1B STATUS

The H-1B temporary worker visa is designated for individuals coming temporarily to the U.S. to perform services in a specialty occupation. A "specialty occupation" requires theoretical and practical application of a body of specialized knowledge along with a minimum of a bachelor's degree. Positions such as a research scientist, post-doctoral fellow, and instructor or professor in fields such as engineering, mathematics, management, physical science, and computer science are all examples of jobs qualifying for H-1B status.

There is a limit to the number of aliens who may be issued an H-1B visa or otherwise be granted H-1B status. However, as an educational institution, WPI is exempt from this limit.

Please note that the H-1B status is, linked to your WPI employment. When your employment ends, your H-1B status ends as well and we have to inform the USCIS that you no longer are employed by WPI. If you change employment while in H-1B status, it is very important to make sure your new employer has filed for your H-1B before you leave WPI.

Six-Year Limitation on H-1B Status

H-1B visa holders are eligible for a maximum stay of six years. The initial H-1 B period cannot exceed three years. H-1 B status allows for what is known as "dual-intent," which makes it the best status from which to apply for Permanent Residence. Other non-immigrant categories require the individual to have the intent to return to their country of residence upon completion of studies/research in the U.S. under the initial F-1 or J-1 status.

Dependents

Dependents (spouse and unmarried children under 21) of someone in H-1B status will have H-4 status. This status allows for studying, but not for any kind of employment. Please note that WPI cannot file any forms on behalf of a spouse or child since WPI is not the petitioner. We will include a proper complete application for change of status when filing for an H-1B.

OTHER NON-IMMIGRANT CATEGORIES: TN, O-1, AND B STATUS

TN STATUS

TN status or TN visa is a special non-immigrant status in the US for Canadian and Mexican citizens. TN stands for Trade National Visa and is part of the NAFTA Agreement. A Canadian citizen can obtain the TN status at the border provided they are in a profession listed in the NAFTA agreement. A special detailed offer of employment is needed for this purpose. A Mexican citizen

must apply for the TN visa at a US Consulate and then apply for entrance to the US at one of the designated ports of entry for TN visa holders.

O-1 STATUS

O-1 Status is a **non**-immigrant status category for aliens of extraordinary ability in the sciences, arts (including the television and motion picture industry), education, business, or athletics. This is an employment related status that allows qualified aliens to live and work in the United States. The standard to be considered as a person of extraordinary ability is rather high, therefore, the O-1 visa is an option rarely used by WPI. One benefit of the O visa is that an individual subject to the two-year home country requirement as an Exchange Visitor is eligible to apply for O status.

B STATUS

Four non-immigration classifications allow entry to the U.S. as a visitor. Collectively, these four options are often referred to as “visitor status”.

- B-1: Visitor for business
- B-2: Visitor for tourism
- WB: Visa waiver for business
- WT: Visa waiver for tourism

Persons in visitor status are granted legal admission to the U.S. for a specific period. The maximum period for B-1/B-2 is typically six months. The maximum period of stay for WB/WT is 90 days. Visitor categories do not permit for U.S. employment.

The visitor category is typically used for attending a WPI Conference/ workshop, or short duration 2-5 week visits to collaborate with WPI faculty. Prospective visitors are advised to consult with the Office of International Scholar and Faculty Services to determine if a visitor category is appropriate for the planned activity.

LAWFUL PERMANENT RESIDENT

Lawful Permanent Residents (LPR) also often referred to as “green card holders”, resident aliens or immigrants. These terms all describe that the person has permission from immigration to reside in the US permanently and, eventually, apply for US citizenship.

There are two ways of applying for LPR status. One is through family sponsorship. This is beyond what we can advise you about. We recommend using an immigration attorney if you decide to seek family based sponsorship. The second option is employment based LPR petition.

The Office of International Faculty and Scholar Services will prepare and file petitions as a sponsor for WPI faculty.

We will file in the EB-1 Outstanding Professor/Researcher Category if our evaluation of the case determines that the individual will qualify. The eligibility standard is very high and involves detailed documentation showing the applicant has met the criteria for outstanding academic achievements with international recognition.

In certain situations and with the consent of the hiring department we will prepare EB-2 Labor Certification Special Handling. (PERM) This process is focused on documenting how the department recruited and selected the faculty to come to WPI. We use an outside attorney to file the PERM application with Department of Labor and the hiring department has to agree to pay the fee.

An individual without WPI sponsorship can pursue other options, such as the National Interest Waiver. We do recommend seeking advice from an immigration attorney in such cases.

Please note that WPI can only assist in cases where WPI is the petitioner. If approved for LPR status by having a form I-140 approved, it is up to the individual faculty member to file for the adjustment of status. In addition, any application for spouse and or children has to be done by those individuals.

CHANGE OF ADDRESS

All non-immigrants and permanent residents must report an accurate address to the Office of International Scholar Services and/or to USCIS.

If you are at WPI in J status, you can report your address change by e-mailing your new address directly to Tom Hartvig Thomsen, Director Office of International Faculty and Scholar Services, hartvig@wpi.edu. We will make the address change in the SEVIS system.

For all other visa holders and LPR, please [file form AR-11](#) in addition to updating your address with the Office of International Faculty and Scholar Services.

SOCIAL SECURITY AND U.S. TAXES

A Social Security Number (SSN) is used by employers and employees for the purpose of reporting individual employee earnings for tax purposes. If you are receiving a salary from WPI, we can provide you with the application for your SSN and instructions on what to bring to the Social Security Office. Please note that only those individuals who are receiving a salary from WPI are eligible for a SSN.

All international faculty and scholars with US based income must file a US Federal Tax Return by



April 15 each year. In addition, most individuals with income over \$8000 for the year must also file a Massachusetts State Tax return. LPR and individuals in H-1B status should file their tax return as if they were U.S. citizens. You can use some of the online tools such as Turbo Tax or you can use one of the tax filing services such as H&R Block. If you are on a J-1 visa, and are filing your taxes as non-resident alien, you can use the program [Sprintax](#), which is available from the International House.

HEALTHCARE AND HEALTH INSURANCE IN THE U.S

HEALTH INSURANCE

Health costs in the United States can add up quickly and are often very expensive if not covered by your health insurance. Health insurance in the US is essential to cover the high cost of hospital and medical expenses. A short stay in the hospital can easily add up to \$30-40,000. An ambulance ride, for example, can be several hundred to several thousand dollars and should not be used for minor injuries where you can take a cab or have a friend drive you to the hospital. Be aware of all costs involved before making medical decisions and what is included in your health insurance. If you have children, it is essential that you obtain adequate health insurance for your family.

In the U.S you purchase insurance to limit the out-of-pocket cost in case you need medical attention. When choosing an insurance plan, it is important not only to look at the initial cost (premium), but also to carefully analyze the coverage in case of a medical need.

Some health insurance terminology:

Deductible amount: Most insurance policies require the insured individual to pay a small part of the medical cost before the insurance pays anything. This amount that you must pay first is called the deductible.

Co-Payment: Most insurance policies pay a percentage of your medical costs after you pay the deductible. For example, some policies pay 80% of the costs, you pay 20%. Many insurance policies pay a larger co-payment for certain types of illness, a smaller co-pay for other types. Others pay a percentage until you have paid a certain amount (called an out-of-pocket maximum), then they pay 100%.

Specified limits: Some policies give specific dollar limits on what they will pay for particular services. For example, they may limit the hospital room and board charge, the doctor's fee, the surgery fees, the psychologist/psychiatrist fees, the anesthesiologist charge, etc. Other policies pay "usual" charges for these costs, meaning they pay what is usually charged in the local area. If you are looking at a policy with specific dollar limits, you can check average costs in your location to be sure that the dollar limits are sufficient to pay for all the services you may need.



Exclusions: Most insurance policies exclude coverage for certain conditions. It is important to read the list of exclusions carefully so that you understand exactly what is not covered by the policy.

If you are an employee of WPI, you will be eligible for certain WPI benefits including health insurance. At the Human Resource orientation, you will receive information about the different insurance plans available to you. If you have any questions, you can ask Tom Hartvig Thomsen, Director Office of International Faculty and Scholar Services.

HEALTH CARE

Health Care Providers:

Remember hospital emergency rooms are only for emergencies. For your more basic medical needs you need to see a doctor. You can look for a primary care doctor (family doctor) who takes the insurance you have and will accept new patients. There are different on line tools such as [Healthgrades](#) or if you are on the WPI Tufts Health Plan, you can use the [Tufts Find a Doctor](#) site.

Walk-In Clinics and Urgent Care facilities are becoming more and more common and are used for medical issues that arise that require immediate care, but are not serious enough to go to the emergency room. Typically, you would visit a Walk-In Clinic or Urgent Care facility if you have a non-life threatening issue but cannot wait to schedule an appointment with your primary care doctor. Some of the closest Walk-In Clinics and Urgent Care Facilities to WPI are:

CareWell Urgent Care

500 Lincoln St, Worcester, MA 01605

Phone: 774-420-2111

Hours: 7 days a week, 8am to 8pm

<https://www.carewellurgentcare.com/locations/woresterfair-ma-lincoln-st-urgent-care/>

ReadyMED Plus Urgent Care

366 Shrewsbury Street, Worcester, MA 01604

Phone: 508-595-2700

Hours: 7 days a week, 9am to 8pm

<http://readymed.org/location/worcester/>

LIVING IN WORCESTER

City of Worcester

For more detailed information about the City of Worcester, you should look at the official webpage for the City of Worcester: <http://www.ci.worcester.ma.us/>.

With a population of 186,000 people Worcester is the second largest city in New England.



The Nipmuc people were living in the region when the first European settlers arrived in the 1670s and created a community they called Quinsigamond Plantation. The community was renamed Worcester in 1684, possibly for Worcester, England, as an angry gesture at King Charles II of England, who had suffered defeat at the Battle of Worcester in 1651. Hostility from the Nipmuc twice forced the abandonment of the settlement; the first permanent colonization came in 1713. Incorporated as a town in 1722, major industrial development began after the opening of the Blackstone Canal in 1828, linking Worcester with Providence, Rhode Island. Worcester was incorporated as a city in 1848.

With the opening of the Blackstone Canal and the Worcester and Boston Railroad in 1835, the manufacturing industry in Worcester flourished. Factories producing textiles, shoes and clothing opened along the Canal. In 1831, Ichabod Washburn started the Washburn and Moen Company, which became the largest wire manufacturing company in the country. Worcester became a center of machinery and boasted large manufacturing companies like Washburn & Moen, Norton Company, Wyman-Gordon Company, American Steel & Wire and Worcester.



American Steel & Wire Company around 1905 when they employed about 5,000 workers

Worcester is also noted for its fine educational and cultural facilities. Among the institutions of higher education are Worcester State University (1874), Worcester Polytechnic Institute (1865), Assumption College (1904), Clark University (1887), the College of the Holy Cross (1843), the University of Massachusetts Medical Center (1962), and Becker College, Quinsigamond Community College and Massachusetts College of Pharmacy and Health Sciences.

The city is also home to the headquarters of the American Antiquarian Society (founded in 1812), with a research library specializing in Americana; the Worcester Art Museum, with a wide-ranging collection of Western and Asian art and armor; and the Worcester Historical Museum, emphasizing the city's industrial achievements

HOUSING INFORMATION

Resources for finding housing:

WPI's [Residential Services Off Campus Living](#) website has a lot of very good information regarding housing in Worcester. Several pamphlets available at the office contain good information about what you should do to find an apartment.

There are several real estate agencies in Worcester that can be helpful when looking for an apartment, but it is often cheaper to find one yourself by using the sources mentioned below.

Apartment Finder:

<https://www.apartmentfinder.com/Massachusetts/Worcester-Apartments>

ABODO Apartments near WPI:

<https://www.abodo.com/worcester-ma/worcester-polytechnic-institute-apartments/campus>

Craig's List is a website where people can list all sorts of items and services for sale. It is a good place to look for apartments as well as furniture, but beware of online scams. The Worcester regional site is: <http://worcester.craigslist.org>.



Renting an apartment or house:

When looking for housing, the first thing to keep in mind is location. Do you want to be within walking distance of WPI or do you prefer a more rural setting. Do you have school age children,

if you are planning to have a car you need to consider parking. Secondly, you need to consider renting a house or an apartment. If you decide on an apartment, do you prefer living in an apartment complex with certain amenities or would you rather live in an apartment in a three decker house.

When renting an apartment or a house, you are normally asked for a one-month security deposit plus the first and last month's rent. Also, be prepared for the property owner (landlord) or rental agency to complete a credit check on you. The security deposit will be returned to you when you leave if there has been no major damage to the apartment. For your own protection, you should examine the apartment/house carefully before you sign the lease (contract) and get a written statement signed by the property owner about the condition of the apartment/house at the time you move into it. It is also a good idea to take photos of any damages before you move in to ensure you are not charged for damage that was done before you lived there. The property owner, or lessor, is the person who rents the apartment/house. The lease or contract is a legal agreement between you (tenant, lessee) and your property owner specifying the renting conditions.

In the negotiations with your property owner, you should:

- know which services and utilities are not included in the rent--electricity, gas, air-conditioning, TV-antenna/cable, washing machine, etc.,
- ask if the landlord will pay for repairs
- know the exact duration of the lease
- learn the conditions under which you can end the lease
- ask if you can sublet to someone else and under what conditions you may do so
- be sure that the landlord knows the size of your family, as some apartment houses do not allow children or pets
- ask about parking

Housing Disputes:

We hope that you will not experience any housing disputes. However, should it happen, it is important that you follow the proper procedures to find a resolution. You should never just stop paying your rent because you have issues regarding your rental situation. By doing so you will lose your rights as a tenant. Tom Hartvig Thomsen, Director Office of International Faculty and Scholar Services can provide you with some basic assistance. In addition, there are several resources available:

[Tenant Rights and Responsibility, a Massachusetts Consumer Guide](#)

[The Worcester Housing Court lawyer for the day project.](#)

UTILITIES

Your landlord (apartment's owner) may or may not include the cost of utilities in your rent. Check your lease to know which ones you have to put into service. Contact the offices indicated below if you need any of these services.

ELECTRICITY

To obtain electric service for your apartment, you need to call the electric company (National Grid) and give them your name, address, and some sort of identification. If your apartment currently has electric service, they will transfer the service to your name. If your apartment does not have the service, you will obtain the service in one or two days. You will be billed on a monthly basis.

National Grid:

Customer Service (toll-free): 1-800-322-3223

Emergencies (power outages): 1-800-465-1212

Website: <https://www.nationalgridus.com/MA-Home/Default>



GAS

Gas service is obtained by calling Eversource Gas and providing them your name, address, plus the property owner's name and telephone number. After calling, you will have to wait for about 24 hours to get the service. You will be billed monthly.

Eversource Gas:

Customer Service (toll-free): 1-800-592-2000

Website:

<https://www.eversource.com/Content/ema-c>



WATER

Most property owners provide water and sewer service when renting an apartment. If yours does not, call the Worcester Water Department as soon as you know the date that you will move in. When you call, you must provide the name and address of the property owner.

Worcester Water Department:

Telephone: 508-929-1300

BANKING

OPENING AN ACCOUNT

When you open an account with a bank, most banks require two pieces of identification, such as your passport and a WPI student ID. You may open a checking or savings account at any nearby bank. Upon opening the account, you should also bring the initial deposit. You do not need a Social Security Number to open an account. At the time you open your account, you can complete a W-8BEN Form instead of giving the bank a Social Security Number. You can access this form here: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

CHECKING ACCOUNT

A checking account is convenient for payment of bills and occasional expenses. The initial deposit may take up to two weeks to clear before you can withdraw money from your account. Once you are able to withdraw, you can use a debit card linked to your account to access your money. This can be done either at the bank, at an ATM, or by using the debit card to pay for purchases. You can also use personal checks that are connected to your checking account to pay for things such as utility bills and monthly rent.

SAVINGS ACCOUNT

A savings account enables you to save money and accumulate interest on these savings. These accounts are convenient and safe if you have some extra money that you are not going to use immediately. Most banks pay about 0.01% - 0.05% interest credited annually.

DEBIT CARDS

Many banks issue debit cards that make deposit and withdrawal services available to you 24 hours a day, seven days a week by use of an automated teller machine (ATM). These machines, which are located outside banks and in various locations such as grocery stores and on campus, are very convenient. You can avoid waiting in line at the bank and have access to cash after the

bank closes or in an emergency. Banks that are members of a national ATM network allow you access to your funds throughout the country. Usually, a fee of \$3.00 to \$5.00 is charged for this service if you are not using an ATM supported by your bank. When you are withdrawing cash from an ATM after dark, be aware of your surroundings to prevent an assault. Protect your bankcard and your secret access code (PIN) as you do your cash and credit cards.

CREDIT CARDS







Credit cards can be convenient, especially if you, unexpectedly, have major expenses. However, you must understand that credit cards are seductive, and before you know it you may be in debt. Before you accept a credit card, you must be sure to understand all of your obligations. Most credit cards charge an annual fee. If you are unable to pay your full balance, you will be charged high interest rates (usually 18%-29%) on the remaining balance and any additional charges you make. Being responsible with a credit card can be a great way to begin establishing credit in the United States. Obtaining a credit card requires a Social Security Number.



Credit is usually tied to your “credit score” which is an important number to maintain while you are in the US. Many calculations go into the credit score, and it is used to evaluate your reliability, especially when making large purchases that require a loan, such as a car. If you pay your bills late, or have a large credit card bill that maintains a balance each month, these can contribute to having a bad credit score. If your credit score is very low, it could even affect renting a nice apartment or passing a background check.

There are many banking options available in Worcester. Some banks are local, which others have branches all over the United States. When selecting a bank, you should compare services and service charges. Banks most commonly used by International Students at WPI include:

LOCAL BANKS

 <p>Bank of America 255 Park Ave Worcester, MA 01609 www.bankofamerica.com</p>	 <p>TD Bank America's Most Convenient Bank® 295 Park Ave Worcester, MA 01609 www.tdbank.com</p>	 <p>Santander Bank 446 Main St Worcester, MA 01608 www.santanderbank.com</p>
 <p>Berkshire Bank Life is exciting. Let us help. 386 Main Street Worcester, MA 01608 www.berkshirebank.com</p>	 <p>People's United Bank 75 Gold Star Boulevard Worcester, MA 01605 www.peoples.com</p>	 <p>Webster Five Bank 266 Chandler Street Worcester, MA 01602 www.web5.com</p>

CHILD CARE AND WORCESTER SCHOOLS

There are three main types of childcare available: private, family, and in-home. Each type addresses different needs. Each type is described here to assist you in deciding which type of care is best for your child.



Private Childcare

Also referred to as day care centers, these facilities are privately operated centers featuring a trained staff. Such centers primarily offer educational and developmental programs for children of varying ages. They must be licensed by [the Massachusetts Department of Early Education and Care](#) (EEC). This is a good way to form a community for working parents, reinforce good child-rearing practices, and for children to gain playmates.

Family Day Care Homes

This type of childcare encompasses any private residence, which provides care for children during part, or all of the day. The total number of children in such a facility cannot exceed six. Such care is not a cooperative arrangement among neighbors. These day care homes must also be licensed by the EEC . In this type of childcare, children can interact and learn from one another.

In-Home Care

Childcare provided by a "sitter" or nanny can be considered in-home. This type of care can include relatives. Such services are usually organized individually and participants are not required to have licensing or special training. This type of care is good for small babies because of the familiar environment.

Local Worcester Childcare Centers

- Apple-A-Day Care Center, 18 Oxford St., 508-755-0030
- Children's Garden, VNA Care Network, 120 Thomas St. 508-756-7176.
- First Friends Early Care and Educational Center, 111 Park Ave, 508-791-4884
- Elm Park, 284 Highland St., 508-752-1201
- YWCA, 1 Salem Square, 508-791-3181
- YMCA, Central Branch, 766 Main Street, 508-755-6101

Worcester Public Schools

The Worcester Public School System operates elementary schools for kindergarten through grade six, middle schools for grades seven and eight, and high schools for grades nine-twelve. Which public school your child will attend depends to a large degree on your Worcester address, although the school system operates a number of so-called magnet schools with a specific academic focus. Your child can apply for a spot at one of these schools and bussing will be provided. The best source of information is the Parent Information Center. They can answer all your questions about your child's education and options from kindergarten through high school. The [Parent Information Center](#) is located at 768 Main St., 508-799-3194.

In addition to the Worcester Public Schools, you have the choice of charter schools, private schools and religious schools.

DRIVING IN WORCESTER

You are required to obtain a Massachusetts driver's license if you plan to get a car. If you have a driver's license from another state in the US which has not expired (or expired less than a year ago), you can simply pay the required fees for conversion to a Massachusetts license. You can make the conversion after showing proof of residence in Massachusetts, given that you do not have any physical disability or prior criminal record.

If you have a foreign driver's license from Canada, Mexico, South Korea, Germany, France, Taiwan, or one of the U.S. Territories, you may convert your foreign license upon becoming a Massachusetts resident without taking the written or road test. If you are not from one of these countries, you will be required to pass a Massachusetts written test and a road test in order to obtain your Massachusetts license.

A list with the [acceptable documents](#) required for the Massachusetts Driver's license application is available on our website. Here you can also find [the instructions on how to apply for a Massachusetts Driver's license](#).

Parking your car on the WPI Campus requires a [WPI Parking Permit](#). Application and information is available on the WPI Police homepage. Also, notice the traffic regulations for the campus posted on the homepage.

TRANSPORTATION

TAXI SERVICE

- **Red Cab** 508-792-9999
- **Yellow Cab** 508-754-3211

TRAIN SERVICE

- **Amtrak (across the US)**
Union Station, 2 Washington Square, 508-755-0356 www.amtrak.com
- **MBTA Commuter Rail (Framingham/Worcester Line) to Boston**
Union Station, 617-222-3200 <http://www.mbta.com/>

BUS/LIMOUSINE SERVICE

- **Worcester Regional Transit Authority (City Bus)**
508-791-9782, 60 Foster Street, www.therta.com
- **Greyhound Bus Lines**
508-754-1102, Union Station Bus Terminal, www.greyhound.com/home/
- **Peter Pan Bus Lines**
800-343-9999, Union Station Bus Terminal, <http://www.peterpanbus.com/>
- **Knights Airport Limousine Service (to/from Boston Logan Airport)**
1-800-822-5456, Shrewsbury, MA <http://www.knightslimo.com/>

AIRPORT INFORMATION

- **Bradley International Airport**
Windsor Locks, CT, 1-860-292-2000,
1-888-624-1533, www.bradleyairport.com/
- **Logan International Airport**
Boston, MA 1-800-235-6426,
<https://www.massport.com/logan-airport/>

- **T.F. Green Airport**
Warwick, RI, 1-888-268-7222 or 401-691-2471, <http://www.pvdairport.com/>
- **Worcester Regional Airport**
Worcester, MA,
<http://www.massport.com/worcester-airport/>
Worcester has a limited number of daily flights available, including to JFK in New York, Fort Lauderdale Florida, and to Philadelphia, PA.



ENTERTAINMENT

Worcester has a rich cultural life. The best sources of information are the weekly calendars published by Worcester Magazine or the Worcester Telegram & Gazette Newspaper.

THEATERS



Hanover Theatre for the Performing Arts: 2 Southbridge St, Worcester, 877-571-7469 or 508-831-0800 (Ticket Office).

The Hanover Theatre regularly has performances of musicals, Broadway shows, comedians, and more. Don't forget WPI has theater options as well! WPI offers several shows a year available for students to attend (or even participate in!).

PERFORMANCE CENTERS

DCU Center, 50 Foster St., 508-755-6800 (Ticket Office). The DCU Center is the area's most popular entertainment center attracting top names in music, sports, and entertainment. It is also home to the Worcester Railers of the American Hockey League.

Mechanics Hall, 321 Main St., 508-752-5608 (Ticket Office). This National Historic Landmark serves as a performing arts center hosting a wide variety of concerts and cultural events. Among these are the unique free "Brown Bag" lunch concerts, the International Artist Series, the Travel Film Series, and the Worcester Music Festival.

Tuckerman Hall. 10 Tuckerman St, Worcester, MA 01609. Tuckerman Hall is a concert hall in Worcester. Built in 1902 and renovated in 1999, it is the home of the Massachusetts Symphony Orchestra

MUSEUMS



Worcester Art Museum, 55 Salisbury St, 508-799-4406. The Worcester Art Museum has more than 35,000 works of art from all over the world. Classes are available for all ages, and exhibits are constantly changing. Free admission to students with a WPI ID.

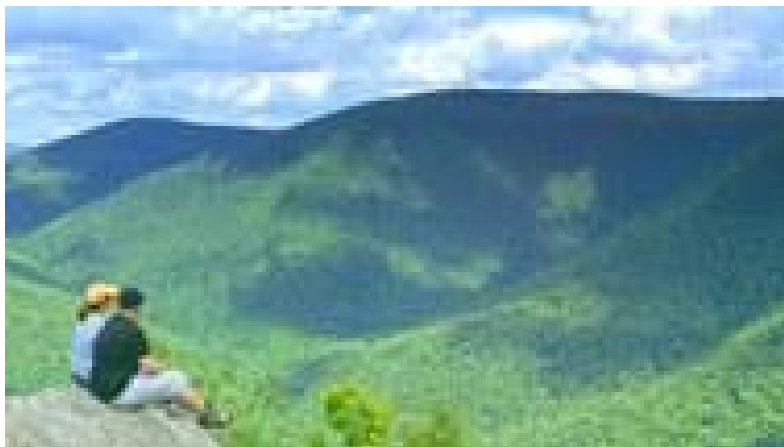
Worcester Historical Museum, 30 Elm St, 508-753-8278. This museum is full of local history and artifacts. Learn about Worcester's Industrial history, or check out the Salisbury Mansion off of Institute Road.

PARKS, HIKING, AND SKIING

Wachusett Mountain State Reservation and **Wachusett Mountain Ski Area**, Wachusett Mountain is only about 30 minutes from campus and is a great place for hiking in the summer and fall, and skiing in the winter. The State Reservation allows various hiking trail access to the summit and picnic areas (345 Mountain Rd, Princeton MA), while Wachusett Mountain Ski Area has chair lifts, ski rentals, and lodge for winter skiing (499 Mountain Rd, Princeton MA)

Ski Ward Ski Area, 1000 Main St, Shrewsbury MA, <https://www.skiward.com/> a local place to go skiing, summer and winter tubing, and other activities

Additional Hiking in Central Massachusetts: If you are interested in getting off campus and into nature, there are many great hiking trails in Massachusetts and greater New England, for a start check out Broad Meadow Brook Wildlife Sanctuary, Cascades Trail System, East Side Trail, Gates Pond, and Midstate Trail. More information can be found here: <http://www.golocalworchester.com/lifestyle/six-great-hiking-trails-in-central-mass>



SHOPPING

There are many stores in the immediate Worcester area to satisfy all of your shopping needs. The following lists include the most common locations to shop for groceries, furniture, clothing, and electronics. For a larger selection, it is recommended to go to one of the malls in the greater Worcester area.

GROCERY STORES AND MALLS

- Price Chopper: 221 Park Ave, 508-798-5178
- Shaw's Supermarket: 14 West Boylston St, 508-852-5833
- Big Y: 100 Mayfield St, 508-793-9011
- Trader Joes: 77 Boston Turnpike in Shrewsbury, MA, 508-755-9560
- Whole Foods: 193 Boston Turnpike in Shrewsbury, MA, 508-749-5520
- Wegmans: 9102 Shops Way, Northborough Crossing in Northborough, MA, 508-936-1900
- Auburn Mall: 385 Southbridge St in Auburn, MA, 508-832-2314
- Natick Mall, 1245 Worcester St, Natick MA, 508-655-4800
- The Shoppes at Blackstone Valley: 70 Worcester-Providence Turnpike in Millbury, MA, 617-232-8900
- Solomon Pond Mall: 601 Donald Lynch Blvd in Marlborough MA, 508-303-6255
- Wrentham Village Premium Outlets: 1 Premium Outlet Blvd in Wrentham, MA, 508-384-0600



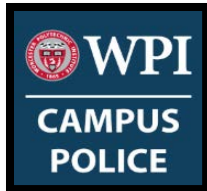
FURNITURE

- IKEA: 1 Ikea Way in Stoughton, MA, 888-888-4532
- Rainbow Furniture: 112 Grove St, 508-752-9143
- TARGET, Lincoln Plaza
- Rotmans, 725 Southbridge St 508-755-5276
- The Goodwill Store, 25 Park Ave, 508 752-4042

WPI RESOURCES

WPI CAMPUS POLICE

Campus police provide services such as protection of life and property; criminal investigations and assistance in case of illness or accidents. Parking and traffic control is the most visible function of the WPI Police, but they can also help you with:



- Transportation to the hospital in case of emergency sickness
- Crime prevention programs
- Engravers (to permanently imprint your name/I.D. on your property)
- Assistance with theft or break-ins

The office is located at 26 Boynton Street, Founders Hall, Lower Level. You can reach them 24 hours a day/7 days a week at:

Campus Police (Emergency): 1-508-831-5555

Campus Police (Non-Emergency): 1-508-831-5433

GORDON LIBRARY AND IT SERVICES

The services at the George C. Gordon Library are available to all students, faculty, staff, alumni, and members of the Worcester community. The library has several departments to help you in your research and teaching, or personal needs. The WPI library provides access to library services and resources from anywhere via the library web page: <https://www.wpi.edu/library>

The IT Helpdesk, located on the main level of Gordon Library, is open Monday through Thursday, 8:00 a.m. to 10:00 p.m., Friday 8:00 a.m. to 7:00 p.m., and Sunday 2:00 p.m. to 10:00 p.m. during the academic year. During the summer, the Helpdesk working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Other areas supported by Information Technology will have hours posted on location.



- Software, such as Microsoft Office, antivirus, and Windows are available for students to download on their personal devices through Campus License Agreements.

The Circulation Desk lends books for a period of four weeks for undergraduates and graduate students.. A reading area is available with current local, national, and international newspapers, journals, and magazines. For those who get hungry as they browse the library, the Class of 1970 Café offers students food and drink options while they are in the library.

The Library is typically open the following hours during the academic year:



- Monday-Thursday 8:00 a.m. - 1:00 a.m.
- Friday 8:00 a.m. - 11:00 p.m.
- Saturday 11:00 a.m. - 9:00 p.m.
- Sunday 11:00 a.m. - 1:00 a.m.

Library Hours occasionally vary during the academic year, especially towards the end of an academic term, and it is always best to double check on the library's website before visiting the library.

DIVISION OF TALENT AND INCLUSION

HUMAN RESOURCES

Within the Division of Talent & Inclusion, you will find traditional human resources tools and programs—but our strategic focus is expanding. WPI is dedicated to the recruitment, engagement, retention, and on-going development of diverse faculty and staff who are personally invested in the university's continuing success. This welcoming and respectful community creates an energy that allows our employees and our students to thrive.

On the [Human Resources website](#), you can find information about employee benefits and policies in addition to information on professional development.

RECREATIONAL FACILITIES

All of the sports facilities on campus are available for you to use according to posted hours. These facilities include an enclosed swimming pool located in Sports and Recreation Center. Other facilities that you can find in the gym and other places on campus are: tennis, squash, racquetball, badminton, basketball, volleyball courts, table-tennis, baseball, football, soccer, track fields, a fitness center, dance studio, and a rowing tank. All faculty and staff must complete a release form the first time they use the Sports and Recreation Center. You should consult the [WPI Sports & Recreation Center Membership Handbook](#) for more information on cost and eligibility.



APPENDIX A: RESTAURANTS AND CAFES

Afghan:

Pomir Grill: 119 Shrewsbury St, 508-755-7333

African:

Accra Girls Restaurant (Ghanian), 1280 Grafton St, 508-459-0054

Anokye Krom (Ghanian): 687 Millbury St, 508-753-8471

Fatima's Café (East African): 43 W Boylston St, 508-762-9797

American:

Addie Lee's Soul Food: 596 Main St, 508-752-0569

Armsby Abbey: 144 Main St, 508-795-1012

Bagel Time (Breakfast or Lunch): 194 Park Ave, 508-798-0440

B. Good: 120 Boston Turnpike in Shrewsbury, MA/Shoppes at Blackstone Valley in Millbury, MA

The Boynton: 119 Highland St, 508-756-8458

Coney Island (Hot Dogs): 158 Southbridge St, 508-753-4362

Corner Grille (Thin Crust Gourmet Pizza): 806 Pleasant St, 508-754-8884

Deadhorse Hill (Co-Owned by a WPI Alumni): 281 Main St, 774-420-7107

The Fix Burger Bar (Gourmet Burgers): 108 Grove St, 774-823-3327

Herbie's: 1030 Southbridge St, 508-757-5083

Hot Dog Annie's: 244 Paxton St in Leicester, MA, 508-892-9059

Joey's Grill: 344 Chandler St, 508-797-3800

Lock 50: 50 Water St, 508-379-3400

Ralph's Rock Diner (Hamburgers): 148 Grove St, 508-753-9543

Smokestack Urban Barbecue (Southern BBQ): 139 Green St, 508-363-1111

Brazilian:

Miranda Bread (Bakery): 140 Shrewsbury St, 508-791-2030

Pampas Churrascaria: 145 E Central St, 508-757-1070

Terra Brasilis Restaurant: 480 Shrewsbury St, 508-752-0390

Chinese:

Chuan Shabu (Hot Pot): 301 Park Ave, 508-762-9213

Dragon Dynasty: 104 Highland St, 508-755-5588

Ming House: 217 Chandler St, 508-756-6888

Nancy Chang: 372 Chandler St, 508-752-8899

Red Lantern Restaurant: 235 Shrewsbury St, 508-795-0500
Red Pepper (Most "Authentic" in Town): 1083 Main St, 774-243-6488
The Loving Hut (Vegetarian/Vegan): 415 Chandler St, 508-459-0367

Greek:

Meze Greek Tapas Bar & Grill: 156 Shrewsbury St, 508-926-8115
Zorba's: 97 Stafford St, 508-796-5828

Indian:

Bollywood Grill: 97 Boston Turnpike (Rte 9) in Shrewsbury MA, 508-793-9888
D'tandoor (Chinese/Indian): 98 Boston Turnpike in Shrewsbury, MA, 774-481-5158
Mayuri Indian Restaurant: 30 Lyman St in Westborough, MA, 508-898-1888
Mirchi: 291 Turnpike Road in Westborough MA, 508-366-0090
Momo and Curry (Nepali): 431 Somerville Ave in Somerville, MA 617-7643
Royal Indian Bistro: 7 Merian St in Lexington, MA, 781-861-7350
Udupi (Vegetarian): 378 Maple Ave (off Rte 9) in Shrewsbury MA, 508-459-5099
Welcome India Cuisine: 770 Worcester Rd in Framingham, MA, 508-370-9977

Irish:

O'Connor's Restaurant: 1160 W Boylston St, 508-853-0789

Italian:

Antonio's Pizza By the Slice: 268 Chandler St, 774-530-6000
Dino's Ristorante: 13 Lord St, 508-753-9978
La Scala Ristorante: 183 Shrewsbury St, 508-753-9912
La Cucina Italiana: 294 Hamilton St, 508-797-3354
Leo's Ristorante: 11 Leo Turo Way, 508-753-9490
Mare E Monti: Wall St, 508-767-1800
Nuovo: 97 Shrewsbury St, 508-796-5915
Olis Italian Eatery: 33, West Boylston St, 508-854-1500
Pepe's Pizza: 274 Franklin St, 508-755-1978
Pizzeria Delight: 522 Cambridge St, 508-753-3335
Via Italian Table: 89 Shrewsbury St, 508-754-4842
Volturno: 72 Shrewsbury St, 508-756-8658

Jamaican:

Belmont Vegetarian: 157 Belmont St, 508-798-8898

Home Style: 82 Harrison St, 774-420-2999

Jamaica Thymes: 169 Lincoln St, 508-868-1511

Japanese:

Baba Sushi: 309 Park Ave, 508-752-8822

Broth (American/Japanese Fusion Ramen): 106 Green St, 508-459-1511

Kyoto: 535 Lincoln St, 508-852-5788

Oishi Japanese Restaurant: 8 Franklin St, 508-758-1688

Sake Bomb Bistro (Sushi): 258 Park Ave, 508-754-2426

Yama Zakura: 369 W Main St in Northborough, MA, 508-393-4187

Korean:

Healthy Food Choose and Mix (Korean and Japanese): 5 East Mountain St, 774-530-6123

Koreana: 158 Prospect St in Cambridge, MA, 617-576-8661

Sapporo Korean BBQ: 50 E Main St in Westborough, MA, 508-898-1880

Simjang: 72 Shrewsbury St, 774-243-7750

Westborough Korean Restaurant: 7 E Main St in Westborough MA, 508-366-8898

Latin American:

Café Reyes (Cuban): 421 Shrewsbury St, 508-762-9900

Fuente De Vida (Salvadorian): 1159 Main St, 508-929-3266

Hacienda Don Juan (Salvadorian and Mexican): 875 Main St, 508-756-2076

Los Andes (Bolivian/Peruvian): 904 Chalkstone Ave in Providence RI, 401-649-4911

Lebanese/Middle Eastern:

Bay State Shawarma & Grill (Halal): 96 Water St, 508-753-6000

El Basha: 256 Park Ave, 508-795-0222

Sahara Café: 143 Highland St, 508-798-2181

Shawarma Palace: 3 Pleasant St, 508-755-6500

Tandoori Halal Food: 560 Lincoln St, 774-243-7474

Zaytoon (Halal): 72 High St in Clinton, MA, 978-733-4258

Mexican:

Casa Vallarta: 45 Belmont St in Northborough, MA, 508-366-2153

El Patron: 192 Harding St, 508-757-8000

Hola Restaurante: 154 Turnpike Rd in Southborough, MA, 508-460-2058

La Terraza: 591 Park Ave, 774-530-6360

Mexicali Fresh Mex Grill: 700 Main St in Holden, MA, 508-829-7700

Mezcal Cantina: 30 Major Taylor Blvd, 508-926-8308

Tacos Mexico: 7 Nepanset St (Greendale Mall Food Court), 508-579-3283

Seafood:

Eggroll Lady: 609 W Boylston St, 508-755-4451

Scales Seafood & Ice Cream: 45 River St in Millbury, MA, 508-865-3377

Sole Proprietor: 118 Highland St, 508-798-3474

West Boylston Seafood: 321 W Boylston St in West Boylston, MA, 508-853-3655

Spanish:

Bocado Tapas Bar: 82 Winter St, 508-797-1011

Thai:

Basil n' Spice: 299 Shrewsbury St, 774-317-9986

Brown Rice Thai Cuisine: 26 Boylston St in West Boylston, MA, 774-261-8322

Racha Thai: 545 Southwest Cutoff (Rte 20), 508-757-8884

Thai Place: 50 Boston Turnpike (Rte 9) in Shrewsbury, MA, 508-425-3595

Thai Time: 107 Highland St, 508-756-7267

Vietnamese:

Anh Thu II: 91 Stafford St, 508-796-5333

Dalat Restaurant: 425 Park Ave, 508-753-6036

Pho Bowl: 580 Park Ave, 508-757-2695

Pho Dakao: 593 Park Ave, 508-756-7555

Pho Sure: 114 Boston Turnpike in Shrewsbury, MA, 508-425-3314

Saigon Restaurant: 976 Main St, 508-799-5250

CAFÉS, COFFEE HOUSES, AND BAKERIES

Acoustic Java: 932 Main St, 508-756-9446 (Plus a new roastery and tasting room: 6 Brussels St)

Bean Counter: 113 Highland St, 508-754-3125

Birch Tree Bread Company: 138 Green St, 774-243-6944

Crust Bakery: 118 Main St, 774-823-3355

Espress Yourself Coffee: 2 Richmond Ave, 508-755-3300

In-House Coffee: 225 Shrewsbury St, 508-363-1212

Lucky's Café: 102 Grove St, 508-756, 5014

Miranda Bread (Brazilian Bakery): 140 Shrewsbury St, 508-791-2030

NU Kitchen: 335 Chandler St, 508-926-8800

On the Rise Baking, 1120 Pleasant Street, 508-752-3809
Worcester Art Museum Café: 55 Salisbury St, 508-799-4406, ext. 3068

DINERS

Worcester is a "living diner museum" partly because the famed Worcester Lunch Car Company manufactured diners in Worcester. Today, Worcester's diners serve good food to customers from every corner of the city. Eating in a diner is a must for any visitor to Worcester.



Art's Diner: 541 West Boylston St, 508-853-9705
Boulevard Diner: 155 Shrewsbury St, 508-791-4535
The Broadway: 100 Water St, 508-753-3233
Corner Lunch: 133 Lamartine St, 508-799-9866
Gold Star Diner: 68 W. Boylston Dr, 508-852-7900
Kenmore Diner: 250 Franklin St, 508-792-5125
Lou Roc's Diner: 1074 W Boylston St, 508-852-6888 (Cash Only)
*Miss Worcester Diner: 300 Southbridge St, 508-753-5600
Parkway Diner: 148 Shrewsbury St, 508-753-9968

*The Miss Worcester Diner was the original "showroom" lunch car (Lunch Car #812) from the Worcester Lunch Car Company. It was built in 1948 and is in the register of historic place

APPENDIX B: CONVERSIONS

1 inch	25.4 millimeters
1 foot (12 inches)	3.048 decimeters
1 yard (3 feet)	0.9144 meter
1 mile (5,280 feet)	1.6093 kilometers
0.03937 inches	1 millimeter
3.2808 feet	1 meter
1.0936 yards	1 meter
1 kilogram	2.21 pounds
1 quart	1.1012 liters
1 peck	8.8098 liters
1 bushel	35.239 liters
1 fluid ounce	29.573 milliliters
1 quart	0.94635 liters
1 gallon	3.7854 liters
0.033814 fl. Oz.	1 milliliter
1.0567 quarts	1 liter
0.26417 gallon	1 liter

Fahrenheit °F Centigrade °C (Celsius)

32	0
35	1.6
40	4.4
45	7.2
50	10.0
55	12.7
60	15.5
65	18.3
75	23.8
80	26.6
85	29.4
90	32.2
100	37.3

APPENDIX C: CHECKLIST

Checklist for newly arrived international Scholars, Faculty and Non-degree students

✓ Indicates which information pertains to you

___ Complete the onboarding process on line

___ Get your WPI ID card **ID Services, East Hall**

___ Register lap top, I-pad etc. **IT Services, Gordon Library**

___ Sign up for health insurance

___ Open bank account

___ Apply for Social Security Number **Get application from Tom H Thomsen**

___ Get Parking Permit from Campus Police

___ Apply for Massachusetts Driver's license

___ Get cell phone/SIM Card

___ Other _____

