

The Office of International Law and Policy will issue Administrative Memos throughout the term. Please consult Dean Harris or the OILP staff if you have any questions about information and instructions in the memos. Please click the links below to jump to a specific topic.

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1. HEALTH INSURANCE CARDS

From the Student Services Record page:

Health insurance cards have been mailed to your home address. It is the address that is listed as your local address within the IIT system. Many of you may also have received cards even if you waived the Student Health Insurance. Please check your student account to make sure that the Health Insurance Fee has been removed. If you have received an insurance card and have waived the insurance, you can dispose of the insurance card.

If you do not receive your insurance card at your current address, additional cards will be mailed to IIT Chicago-Kent directly after September 15, 2010. When they arrive, we will let you know when and where you may pick them up.

If you have any questions, please contact the Student Health Center Directly at 312-567-7550.

2. GRADUATION PHOTO SIGN UP

Graduation photos will be taken on Tuesday, October 19, Wednesday, October 20 from 10:00 AM to 7:00 PM in room 325. You must go to the Alumni Office, room 310, by October 15 to sign up for an appointment time. If you are able to take a daytime slot, please do so. We ask that you reserve the slots from 5:00 - 7:00 p.m. for evening students

3. U-PASS PROBLEMS

If you have problems with your U-Pass, please see the directions below from Student Services:

Lost or Stolen: If you lose your U-Pass or it is stolen, you need to go to CTA Headquarters at 567 West Lake Street, 2nd Floor. Replacement cards cost \$50.00 (cash, credit card, or money order only) and you will need to bring a valid Chicago-Kent student ID card. Replacement passes are sent to Chicago-Kent five to seven

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days after you apply. You will be notified by email once it arrives. *Please note:* CTA will replace lost or stolen U-Pass cards only one time per academic year.

On a Bus: If your U-Pass is captured in bus equipment, the bus operator will ask you to complete a customer service card and allow you to ride free. If needed, a free transfer will be provided. You must bring the customer service card, along with your valid Chicago-Kent student ID card, to CTA Headquarters at 567 West Lake Street, 2nd Floor to apply for a replacement. Replacement passes are sent to Chicago-Kent five to seven days after you apply. You will be notified by email once it arrives. If you fail to get the customer service card, it can take up to two weeks to replace your U-Pass.

On the El: If your U-Pass is captured in rail station equipment, locate a customer assistant and inform him or her of your problem. The customer assistant will have you complete a fare discrepancy report (FDR) and issue you a free transit card valued at \$3.60. You must bring a copy of the FDR, along with your valid Chicago-Kent student ID card, to CTA Headquarters at 567 West Lake Street, 2nd Floor to apply for a replacement. Replacement passes are sent to Chicago-Kent five to seven days after you apply. You will be notified by email once it arrives. If you fail to get the FDR, it can take up to two weeks to replace your U-Pass.

4. INTERNATIONAL CENTER HOURS AND TRAVEL SIGNATURES

Reminder: The International Center has advising hours at the Downtown Campus on Thursdays from 9:00am to 4pm in room 656. Please call 312-567-3680 by Wednesday at 4:30 pm to make an appointment.

If you are planning to travel outside of the U.S., you are required by SEVIS to have a travel signature. To obtain a travel signature on your I-20, please bring it to the International Center. The International Center recommends that you bring your I-20 to them at least one week in advance. We advise that you get your travel signature well in advance. A travel signature is valid for 12 months; however, we strongly advise that you obtain a new signature if the previous travel signature is more than 6 months old. For more information on travel, please see:

http://www.iit.edu/~internat/forms/Travel_Handout_F1.pdf

5. COUNSELING RESOURCES

As we get further into the school year, the OILP office would like to remind all students that there are free resources available to you for counseling. You can always see either Dean Harris or the OILP staff Monday through Friday 9am-5pm if you need assistance.

Further, IIT's Counseling Center will have a staff psychologist at the Law School on Mondays throughout the academic year. She will be available by appointment only. To schedule an appointment, call (312) 808-7132. There is no charge for these counseling services.

6. NEW YORK JOB FAIR IN JANUARY 2011--INFO SESSION ON FRIDAY OCTOBER 1, 2010

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On October 1 at 12 noon in room 510, there will be a presentation concerning the NY Job Fair in January 2011. All LL.M. students are encouraged to attend this information session to learn how to apply for consideration by the employers who will review resumes that are submitted through their online application system.

7. ENGLISH CONVERSATION PROGRAM AT IIT

This is a cross cultural dialogue between international students and domestic native English speakers at IIT including American students, faculty, and staff. The members of the English Conversation Program can attend informal meetings called "Talk Time" that will discuss diversity and cultural issues throughout the academic year. The goal of this program is to provide meaningful interaction between the US and international students.

It's a great way to:

To learn first-hand about American life

To share your culture with an American

To improve your conversational English ability

Come to join the casual meetings where you can discuss a variety of cultural issues with native English speakers to brush up your conversational language skills!

Socialize with other students, faculty and staff at IIT.

Bring your own lunch. Light snacks or drinks will be provided.

Talk Time schedule, Fall 2010 (located in Herman Hall, IIT Main Campus)

September 28, 12:50-1:50 pm, HH Alumni Lounge, Manners

October 12, 12:50-1:50 pm, HH Armour Dining, All about money

October 26, 12:50-1:50 pm, HH Alumni Lounge, Body Language/signs etc

November 9, 12:50-1:50 pm, HH Alumni Lounge, Food and eating out

November 23, 12:50-1:50 pm, HH Ballroom, Religious Faith

* You must sign-up for the English Conversation Program to participate in these gatherings.

Sign up here: http://www.iit.edu/~internat/ecpp/ECPP_fillform_international.php

8. STAY CONNECTED THE OILP!

With LLM Connect being deactivated at the end of September, where can you stay connected? On the Chicago-Kent International LL.M. Programs Facebook Fan Page

How do you join?

1.) Join Facebook, at www.facebook.com

2.) Under the search box in the upper right-hand side of your profile, search for: Chicago-Kent International LL.M. Programs

3.) Become a fan and join!

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Once you join, you will be able to connect with both current Chicago-Kent international LL.M. students and recent alums!

9. MISS A MEMO?

You can always find past administrative memos online here:

<http://www.kentlaw.edu/international/news/adminmemos.html>

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