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VIPP - Home for Today's Professionals and Tomorrow's Leaders

The Visiting International Professional Program (VIPP) at Michigan State University (MSU) is a world leader in providing executive education, professional development and cultural exchange programs for international audiences. We offer open enrollment non-degree certificate programs and customized short-term workshops for international professionals in any field. We connect you to the expertise of world-class faculty and resources at MSU and beyond. We support you and your family every step of the way to ensure you have a successful visiting program and unforgettable American experience.

Founded in 1991, VIPP has trained over 5,000 professionals from more than 30 countries including China, South Korea, Japan, Mongolia, Thailand, Malaysia, Vietnam, Russia, Brazil, Saudi Arabia, Libya, Turkey, Kenya, and many others.

VIPP is the brainchild of Dr. Gill-Chin Lim, the former Dean of International Studies and Programs (ISP) at MSU. Dr. Lim recognized the need for professionals from around the world to gain access to MSU’s diverse educational resources. To fill that need, Dr. Lim created VIPP as a non-degree professional education program.

Since the first group of eight participants, VIPP has expanded to include a diverse portfolio of professional development programs hosting more than 200 international visiting scholars, students and professionals from around the world. Our alumni are leaders of their professions who work hard every day to advance the common good of our world. We are proud to welcome you to our global Spartan family.

You can find more details about VIPP at our website https://vipp.isp.msu.edu/ and from our program brochure.
VIPP Services
The Visiting International Professional Program (VIPP) offers open enrollment non-degree certificate programs for international professionals in any field. Our program is normally a one-year program, and many participants bring their family with them. We understand moving to a new country for study can be daunting; that is why we provide 360-degree support services, from academic to settlement, to help you and your family transition to the United States smoothly.

Academic Support
We provide individual advising for your academic and professional goals to help you make progress and meet program requirements. In addition to your program curriculum, we provide extra seminars, workshops, field trips, and events all year round to enrich your learning experiences. Our academic support includes but not limited to:
- Skill-based courses with small class size and dedicated instructor.
- Special seminars, workshops, speaker series, local field trips, and events.
- Academic advising and research support.
- Liaison services to connect you to academic and professional resources and opportunities at MSU and in Michigan.
- Opportunities to present and share your work with professional peers.
- Financial support for conference travel within the U.S through VIPP endowments.

Logistic Support
We provide logistic support to you and your family to ensure a smooth transition. We will help with the following (services may vary depending on programs you enroll in):
- Visa processing: DS2019 for J-1 non-degree student visa or J-1 visiting research scholar visa.
- Lansing Capital Regional International Airport transportation to campus.
- MSU ID and computer system authorizations.
- Housing information.
- Health insurance information and enrollment support
- Obtaining Social Security Number (SSN).
- Michigan driver’s license information and translation.
- Family support includes local school enrollment for school aged children.

Visa Type and Requirements
We normally process J-1 non-degree student visa for you and any accompanying family members (restricted to your spouse and unmarried children under the age of 21) as legal dependents. If your study is supported by someone other than yourself (your company, government, or other external agency) and their support is more than 51% of your funding, you are eligible for a J-1 non-degree student visa and we will process DS2019 for yourself and any accompanying family members.

Being on J-1 student visa means you are required to conduct a minimum of 18 hours of academic activities each week throughout your stay at VIPP, including the summer semester. We typically arrange 6-9 hours of classroom study each week, which is likely to be 4-6 courses each semester. (Most VIPP courses are half semester 7 weeks long.) The remaining 9-13 hours of the required
18 hours can be used for independent study and other academic activities, such as observing MSU classes, attending campus public lectures, seminars, conferences, workshops, etc. VIPP informs participants of various academic events going on at MSU and also provides our own additional academic programs such as signature lectures, brown bag seminars, and field trips. Make sure you check https://events.msu.edu/main.php for campus events.

**Fee Structure**
All VIPP programs are fee-based. We cannot provide any financial aid to applicants at this stage. When you apply for admission to a VIPP program, you need to provide a financial document to prove your source of funding: government scholarship, funding from employer, or yourself. The funding (which may be from different financial resources) needs to be sufficient to pay for VIPP program fees, health insurance, and other living expenses for yourself and your accompanying family.

**Paying Program Fees**
Within three weeks of your arrival, you are expected to pay your program fees. You can either pay online at cashnet.com by clicking the button below https://commerce.cashnet.com/cashnetg/static/storefront/msu_3800/catalog or write a check to Michigan State University. For the detailed instruction on how to pay fees online using CashNet, view the document below. If you'd like to pay in-person, please consult with your program coordinator.

**Cashnet Step by Step Instructions**
Welcome to Michigan and MSU

Pure Michigan

Michigan State University is located in East Lansing, Michigan. Michigan is a mid-western U.S. state with a population of 10 million. Nicknamed the “Great Lakes State,” Michigan borders four Great Lakes: Lake Michigan, Lake Superior, Lake Erie, and Lake Huron. Lake Michigan is the largest body of fresh water in the United States and the world’s fifth largest lake. Michigan also has more than 11,000 inland lakes, which spread across its lower and upper peninsulas. Michigan’s lakes provide not only clean and fresh water to its residents but also lots of recreational activities such as swimming, fishing, sailing, and many other water sports.

There are 103 state parks and recreation areas in Michigan, and Michigan residents are never more than an hour away from a state park or recreation area. Michigan’s combined natural wonders of lakes, beaches, forests, waterfalls, and sand dunes attract over one hundred million visitors annually. Pictured Rocks National Lakeshore, Mackinac Island, Sleeping Bear Dune National Lakeshore, Isle Royale National Park, and Tahquamenon Falls are all top vacation destinations in Michigan.

Michigan’s Economy

Michigan’s business climate is stronger than ever, and its automobile industry is booming again. Michigan is number one in automotive-related jobs and businesses and a leader in the global mobility community. As the center of the U.S. automotive industry, it is the home to US’s three major automobile companies - General Motor, Ford and Chrysler. In addition to advanced manufacturing, Michigan has developed a diverse economy including aerospace, agribusiness, cyber-security, and defense. It is a great place to do business and live.

East Lansing Areas - Affordable, Safe Quality Living

Living on campus, or living near MSU in the East Lansing, Okemos, or Haslett areas will offer you and your family affordable and safe quality living. According to Town and Country Magazine, Okemos is the fourth best place to live in America, reflecting several key factors including the quality of local schools, crime rates, housing trends, employment statistics, and access to amenities. Our neighboring K-12 systems (elementary, middle, and high schools) are among the top in Michigan and the U.S. Housing and living costs are moderate compared to big
cities in the U.S. and there are lots of grocery and retail stores, restaurants, banks, libraries, museums, and parks and recreation facilities.

**Excellent Location**
MSU's campus is only six miles away from Lansing, Michigan’s capital city, home to the state government. Capital Region International Airport (LAN) is located in Lansing and provides daily flights to the nation's busiest travel hubs (like Detroit, Chicago, Minneapolis and Washington D.C.). Detroit Metropolitan Airport (DTW) is less than two hours driving distance, and the Michigan Flyer bus provides easy access from DTW to East Lansing. Chicago, the third largest city in the U.S., is only four hours driving distance. Close to the East coast, you can easily visit New York City, Washington D.C. and Florida by car or plane.

**Michigan State University - Go Green, Go White!**
Michigan State University Spartans work to advance the common good with their uncommon will. The nation's pioneer land-grant university, MSU began as a bold experiment that democratized higher education and helped bring science and innovation into everyday life. Today, MSU is one of the top research universities in the world and home to a diverse community of dedicated students and scholars, athletes and artists, scientists and leaders. MSU has one of the biggest, greenest campuses in the U.S.

**MSU Facts**
- Founded in 1855, MSU was the first-ever land-grant university in the world.
- Located in East Lansing, three miles east of Michigan's capital in Lansing.
- MSU has a 5,300-acre campus with 560 buildings and another 2,100 acres in existing or planned development. Approximately 19,600 acres throughout Michigan used for agricultural and natural resources research and education.
- Member of the prestigious 66-member Association of American Universities.
- The largest single-campus housing systems in the country, with 27 residence halls and 3 apartment communities.
Community
- The Spartan Community consists of about 50,000 students that come from all 82 counties in Michigan, all 50 states in the U.S., and 133 other countries.
- As of Fall 2021, there are 49,659 students enrolled in MSU including 38,574 undergraduate and 11,085 graduate and professional students. 51.6% of undergraduate are women and 56.9% of graduates and professional students are women. MSU is a proud supporter of diversity with 26.9% students of color and 9.0% international students.
- MSU employs approximately 5,703 faculty and academic staff and 6,974 support staff employees.
- There are over 550,000 living alumni worldwide.

Academics and Recognition
- More than 200 programs of undergraduate, graduate, and professional study.
- 38 undergraduate and graduate programs ranked in the top 20 nationally by U.S. News & World Report, including six No. 1-ranked programs in undergraduate supply chain management/logistics and graduate programs in nuclear physics, elementary and secondary education, organizational psychology, and rehabilitation counseling.
- Ranks 77th among the nation’s top 100 universities by U.S. News & World Report 2023.
- Ranks 40th among public universities for in-state students in Kiplinger's 2016 edition of Best Values in Public Colleges.
- More than 275 study abroad programs in more than 60 countries on all continents.
- Ranks No. 7 in the nation for study abroad participation and No. 25 for international student enrollment.
- Ranked among the top 100 global universities in the 2022 World University Rankings by Times Higher Education.
- MSU libraries comprise the 29th largest academic library system in North America with over 4.9 million volumes.
- The MSU Library houses the world's largest comic book collection.

Global Outreach
- Approximately 1,400 faculty and staff members are engaged in international research and teaching.
- There are more than 300 international institutional partnership agreements in 80 countries.
- 30+ internationally focused centers, institutes, and offices.
- Average annual funding of $82 million for international work.
Prep Yourself

Pack lightly as you can buy almost all your daily necessities after you arrive in the U.S. Make sure to check the U.S. Transportation Security Administration (TSA) website, which lists things you can’t bring on the airplane with you.

Weather and Attire
- Michigan has a distinct four-season weather—cold in the winter and warm in the summer. Make your choice of clothing for every season.
- Don't forget your bathing suit! Lake Michigan isn't too far from East Lansing, and there are swimming pools on campus and nearby lakes such as Lake Lansing.
- Michigan winter can be harsh. You can purchase winter coats, hats, gloves etc. after you arrive.
- Most MSU students dress very casually in jeans and t-shirts when they go to class.
- Students may dress up a little more when they go out at night.
- It is recommended you bring at least one semi-formal outfit or professional attire in case you are invited somewhere with a new American friend, or your class requires you to dress formally for a special presentation.

Things from home
- Please bring plug converters for your phone, iPad and laptop chargers. However, there is no need to bring home appliances, for instance, a rice cooker or hairdryer. You can purchase them after your arrival.
- Healthcare and medicine can be rather expensive in the U.S. You may bring some common medicine with you depending on the period that you are going to be abroad. Be sure to check the TSA website (https://www.tsa.gov/travel/security-screening/whatcanibring/all) to make sure that you are not carrying any substance that is considered illegal under federal law.
- A very common occurrence is to bring local food to the U.S. This is unnecessary since almost all kinds of ingredients can be found in local ethnic markets. Seeds in particular are strictly prohibited and will be confiscated at U.S. customs.
### Academic Calendar

<table>
<thead>
<tr>
<th>2022-2023 School Year</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 31</td>
<td>MSU Fall 2022 Semester Begins</td>
<td>Sept. 5</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>VIPP Fall 2022 Semester I Begins</td>
<td>Oct 24 - 25</td>
</tr>
<tr>
<td>Oct. 26</td>
<td>VIPP Fall Semester II Begins</td>
<td>Nov. 24-25</td>
</tr>
<tr>
<td>Dec. 11</td>
<td>Last Day of Classes for MSU &amp; VIPP</td>
<td></td>
</tr>
<tr>
<td>Jan 9, 2023</td>
<td>MSU Spring Semester Begins</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Mar 6-10</td>
<td>MSU Spring Break</td>
<td>Mar 13</td>
</tr>
<tr>
<td>Apr. 3-7</td>
<td>VIPP Spring Break</td>
<td>Apr. 30</td>
</tr>
<tr>
<td>May 15</td>
<td>MSU &amp; VIPP Summer Session I Begins</td>
<td>July 5</td>
</tr>
<tr>
<td>Aug. 18</td>
<td>Summer Session II classes end</td>
<td>Aug. 28</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>VIPP Fall Semester I Begins</td>
<td>Oct. 25</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Last Day of Classes for MSU &amp; VIPP</td>
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VIPP Fall semesters generally begin in the first or second week of September and end the first week of December. VIPP Spring semesters generally begin in mid-January and end the last week of April. VIPP Spring semesters observe two 1-week breaks: MSU Spring Break during the second week of March and the area schools’ spring break in the second week of April.

Participants are encouraged to arrive 1-2 weeks before a Fall, Summer or Spring semester. Click this link for the [MSU Academic Calendar for 2022/23](https://reg.msu.edu/ROInfo/Calendar/academic.aspx).

### Course Registration

In general, you are required to take 2 VIPP courses unless you have arranged to observe other MSU courses in advance. Enrollment is on a first come, first serve basis. Our class size is limited to 22 students. Some English language courses are limited to 16 students.

### VIPP Open Enrollment Course Offering

The following courses are on offer to address a range of key learning outcomes. Course offerings are subject to change each semester.

### Competent Professionalism
• VIP 484  Project Management
• VIP 486  Negotiation Skills
• VIP 488  Personnel Training & Development
• VIP 482  Crafting a Successful Career
• VIP 858  General Research Methodology

**Effective Communication**
• VIP 415A  Conversation A
• VIP 415B  Conversation B
• VIP 414  Idioms
• VIP 420  Media English
• VIP 464  Business English
• VIP 417  Writing Skills for Academic & Business Purpose
• VIP 617  Academic and Professional Writing: Beyond the Basics
• VIP 422  Academic Reading
• VIP 423  Critical Reading Strategies
• VIP 441  Pronunciation & Presentation Skills
• VIP 685  Public Speaking
• VIP 467  Communication Strategies and Social Discourse

**Strong Leadership**
• VIP 472  Critical Thinking
• VIP 473  Innovation Thinking
• VIP 474  Leadership Through Change and Innovation
• VIP 480  Intercultural Communication
• VIP 483  Organizational Behavior
• VIP 854  Global Leadership and Management
• VIP 491  Systems Thinking

**Multicultural & Global Awareness**
• VIP 451A  American Culture: Education, Sports, and Family
• VIP 451B  American Culture: Movies and Music
• VIP 451C  American Culture: Current Event and Society
• VIP 451D  American Culture: History, Race, and Immigration
• VIP 477  U.S. International Relations
• VIP 452  U.S. Legal System and Government
• VIP 454  Discovering MSU
• VIP 455  Discovering Michigan
• VIP 485  Sustainability: Environment, Culture, and Leadership

**Disciplinary Knowledge**
• VIP 476  Introduction to Finance
• VIP 478  International Finance
• VIP 481  International Business
• VIP 487  International Perspective on Educational Psychology and Schools
• VIP 815  Internet Things and E-platforms
Class Attendance and Waiver
To maintain J1 visa status, you are required to take a minimum of 6 to 9 hours per week of VIPP courses or other classroom-based learning. Your course attendance rate must be over 80%. VIPP is obliged to report participants to the Office of International Students and Scholars (OISS) who fail to attend courses two weeks in a row without any legitimate reason. This may result in your visa being revoked, and affect any future visa application to the U.S.

Any class absence must be consulted with Program Coordinator in advance. The VIPP Class Attendance Waiver Application Form should be submitted and approved by the Program Coordinator and Academic Advisor.

Download VIPP Class Attendance Waiver Application Form (PDF)

Weekly Time Log
You are required to conduct a minimum of 18 hours of academic activities and submit a weekly time log to record your activities each week throughout your stay at VIPP. Your visa is subject to be revoked if you do not comply with this regulation. It only takes a few minutes to complete the time log and you will receive a copy of the time log once you submit the form. This will help you to build up your portfolio which will be helpful in keeping all your academic endeavor and prepare a final report for your organization or sponsor.

Download a Sample VIPP Weekly Time Log (PDF)

Summer Vacation Eligibility
If you’d like to take a summer vacation, please consult with your VIPP program coordinator about your eligibility during the application process. Your program plan including summer vacation must be approved in advance when you apply for our program.

To be eligible for summer vacation, you must meet the following two requirements.
1) A summer semester should be the participant’s middle semester of the one-year program, not the first or final semester. For example, if your programs started in January and end in June, you are not eligible for summertime off because the summer semester is your end semester.
2) Also, a summer vacation is only allowed if participant’s program start date on the DS2019 form starts within 30 days into the spring semester and ends less than 30 days prior to the end of the fall semester.
Housing Options

MSU Campus Map
VIPP Scholar, Ms. Mengjie Wang ’19 is a university faculty from Jiangsu, China. She decided to use her talents in graphic design to capture the beauty of MSU campus, and also help new Spartans to find their ways around the campus without getting lost. You can learn more about her beautiful work at https://vipp.isp.msu.edu/news_article/22731.

You can find the official MSU map at https://maps.msu.edu/ which also includes an interactive map.

Spartan Village Housing
Spartan Village (SV) is an MSU on-campus apartment popular among MSU new faculty, visiting scholars and families. It is located at the southwest corner of MSU campus. It takes about 30 minutes to walk from Spartan Village to the main campus; however, you can also ride a bike or
take a bus to get to campus. Bus rides are free during the semester and take about 15 minutes. Since there are limited apartment units in SV, please make sure you apply as soon as possible once you make the decision to live there. Application and payment must be made by scholars directly to the SV Leasing Office. VIPP cannot do it for you.

Here is how to apply:

**Step 1: Decide the apartment type you want to live in.**

Spartan Village provides one or two-bedroom apartments. Apartments are furnished with dining room table & chairs, couch, coffee table, desk with chair, bed and dresser. Apartment rates include utilities such as heating, water, electricity, cable, Ethernet and trash removal. Below is the monthly rate of 2022-23 academic year for J1 student visa holders:

- One Bedroom (450 sq. ft: $871/month)
- Two Bedroom (570 sq. ft: $1,028/month)

**Step 2: Fill in the Spartan Village Application Form and Pay Application Fee.**

The Application form can be downloaded at [https://liveon.msu.edu/sites/default/files/2018-09/SVFacStaffApp.pdf](https://liveon.msu.edu/sites/default/files/2018-09/SVFacStaffApp.pdf). You may select the house type and request for a roommate in the application if you wish to share a two-bedroom apartment.

The Apartment shall be occupied solely for residential purposes by Tenant and Other Permitted Occupants. Tenant may accommodate guests for reasonable periods, up to 14 days, during the Term. The maximum occupancy of a 1-bedroom apartment is 2 persons, and the maximum occupancy of a 2-bedroom apartment is 5 persons.

There is a $40 nonrefundable application fee. The payment link is in the application form. Just follow the link to make payment. You will need to provide your PID number which has been sent to you when making online payment. The U.S. billing address is Spartan Village Leasing Office, Michigan State University, 54 Crescent Rd #1622C, East Lansing, MI 48823

Please note, your housing application will not be processed till your application fee is paid.

**Step 3: Send the application form to Spartan Village.**

Email the finished Application Form to liveon@msu.edu.

**Step 4: Pay for the first month's Rent**

Once you get the email response from Spartan Village, which may take up to 10 days, you can pay for the first month rent via the pay method provided by SV to complete the apartment reservation. SV will NOT reserve the apartment for you without receiving the first month's rent, which is refundable if you decide not to come to MSU.
Spartan Village Leasing Office: The leasing office handles general inquiries regarding your lease and can point you in the right direction should you have any questions.
   Address: 54 Crescent Road#1622C, East Lansing, MI 48823.
   Telephone number: 517-884-1746
   Email: liveon@msu.edu

Mailroom: Each apartment will be assigned one mailbox in the mailroom. You should get the mail key when you sign the lease upon arrival. Larger mail items or packages will be stored in larger mail compartments and the key to that compartment will be left in your mailbox. The mailroom is located right next to the leasing office.

Maintenance: If there is anything wrong with the apartment (for example, heating, gas, electricity or water), you can contact the leasing office for the relevant maintenance department’s contact information.

Off-Campus Housing
Here are a couple of MSU websites to help you get started if you would like to live off campus:
https://offcampushousing.msu.edu/
http://www.collegelife.msu.edu/housing-resources
Central Park Apartments
Central Park Apartment is located in Okemos, MI, 20 minutes away from MSU's campus by car. Central Park is close to everything you need - from shopping, restaurants to parks and recreation. They offer 1, 2, & 3-bedroom apartment homes. You can choose from spacious floor plans with fireplaces, private balconies, walk-in closets and additional storage space. For more information, please go to their website at http://www.ampresidential.com/central-park-okemos-mi/.

Knob Hill Apartments
Knob Hill apartments in Okemos, Michigan are just minutes from Michigan State University and offer 1, 2 and 3-bedroom apartments for rent. Their apartments feature large balconies and spacious closets, as well as new kitchen appliances, new flooring and custom cabinetry in select homes. Take a dip in the sparkling pool, work-out at the fitness studio, enjoy a game of sand volleyball or take a stroll on our scenic hiking and biking trail. Knob Hill is in the coveted Okemos School District and close to shopping, restaurants and entertainment with easy highway access and close to shopping and restaurants, with easy access to I-96. Floor plans start at roughly $790 per month and vary based on size, amenities, etc. For more information, please visit http://www.dtnmgt.com/apartments/mi/okemos/knob-hill-apartments/default.aspx#floorPlans-tab.

Club Meridian Apartments
For more information, please contact Club Meridian directly.
4425 Heritage Drive, Okemos, Michigan 48864
Phone: 517-347-1850
Fax: 517-347-8348
Email: clubmeridianapts@gmail.com
Health Insurance

All international students and scholars (both F-1 and J-1 visa) are required to carry health insurance during their program at Michigan State University. Health insurance is a matter of compliance with federal visa regulations. Per federal regulation, sponsors like MSU are required by the US Department of State to terminate any J-1 or J-2 visa holders who “willfully fail to remain in compliance” with health insurance regulations (22CFR62.14 (j)). VIPP is obliged to notify MSU Office of International Students and Scholars (OISS) when any participants and their dependents are not enrolled in MSU required health insurance on arrival and take no active action to enroll. OISS will assess the case and may revoke their DS2019 if it is deemed to “willfully fail to remain in compliance”, in which case their program will be terminated.

From fall 2020, MSU requires all international students/scholars (and their accompanying family members) to enroll in the Michigan Blue Care Network (BCN). Without this insurance can result in the university revoking your DS2019, which would mean that you no longer have the legal status to stay in the U.S. It is in your interest to have adequate health insurance to avoid unmanageable high costs should you or your family fall ill during your time in the U.S.

When your MSU student ID is activated upon arrival, you will be automatically enrolled in BCN (www.bcbsm.com/msu) and the insurance premium cost will be charged to your Student Account (https://student.msu.edu). With this coverage, you’ll have access to quality health care through hospitals, physicians and affiliated health care professionals in the Blue Care Network of Michigan provider network. Providers can be located on the BCN website at www.bcbsm.com. BCN health insurance premium charges for a year or a semester can be found at MSU Human Resources Page. For VIPP participants, international tuition-billed students charges will apply.

Unless you stay for a whole year, purchasing daily BCN insurance is a cheaper option. Costs vary depending on how many people are covered and the length of your stay.

Daily health insurance policy must cover the actual period of your stay in the U.S. from arrival date to departure date (not your program date on the DS2019 or the date you enroll and pay your insurance). The daily cost is $6 per day per person as of fall 2022.

Based on $6 daily rate per person, your monthly MSU BCN Insurance Cost will be:
   a. Participant only: $186
   b. Participant + Spouse/Domestic Partner: $372
   c. Participant + Spouse/Domestic Partner + One Child: $558
   d. Scholar + Spouse/Dom. Partner + Two or More Children: $744
For more information on health insurance such as a member guidebook and summary of benefits, please consult with your program coordinator.

Please note that before you arrive in the US you must make a decision on your health insurance choice, sign the VIP Health Insurance Information form and send it to us. If you choose the daily insurance plan, you must fill out the Health Insurance Enrollment Form [https://hr.msu.edu/benefits/students/documents/22-23-msu-ef-visiting-scholars.pdf](https://hr.msu.edu/benefits/students/documents/22-23-msu-ef-visiting-scholars.pdf), and submit it directly to Michelle Fewless fewless@msu.edu (Phone: 517-884-0170) in MSU HR before departure. Please do this as soon as you know your arrival date in the US. Coverage should begin from your actual arrival date (not the program start date on DS 2019) and end on August 15 (because August 15 is the last fiscal day). After August 15, you will need to fill out a new form that covers from August 16 to the last day of your stay in the U.S. Your program coordinator will direct you on this matter. Please note that even if you purchase the insurance after you arrive at MSU, the charge will still be from the date you arrive. Once you are enrolled in the daily insurance, Michelle will take care of removing semester coverage charges on your student account.

This video below teaches international students how to prepare for their arrival in the US, how the US healthcare system works and how students should seek medical care appropriately if they become sick or injured: [http://www.internationalstudentinsurance.com/explained/us-healthcare-system-video.php](http://www.internationalstudentinsurance.com/explained/us-healthcare-system-video.php)

**Health Services**

You are able to choose your own physician, known as Primary Care Physician (PCP), within your network. Physicians outside of your network may cost more. After you enroll in the BCN plan, you can choose your PCP based on gender, distance, specialty, language, etc. on [www.bcbsm.com](http://www.bcbsm.com). If you have any questions, you can consult with your program coordinator, visit MSU HR (just across from Spartan Village), or contact Blue Care Network of Michigan (different language phone services available).

MSU Human Resources  
1407 S. Harrison Road., Suite 110  
East Lansing, MI 48823  
Phone: 517-353-4434  
*(Please check online to see opening hours during the pandemic)*

**Where should I go if I am sick or hurt?**

It all depends on what kind of sickness or hurt you have. Always bring your insurance card or take a picture of your enrollee ID.

- **Normal Sickness or Minor Emergency**
Call to schedule an appointment with your PCP.

- **Minor Emergency if PCP clinic is closed**

  Go to urgent care centers. They are walk-in clinics with longer opening hours including the evenings and weekends. Doctors are on-site, no need for appointments.

  **Lansing Urgent Care (Frandor location)**
  505 N Clippert St.
  Lansing, MI 48912
  517-999-2273

  **Pediatric Urgent Care**
  6110 Abbot Rd.
  East Lansing, MI 48823-1410
  517-332-5342

  **Sparrow Urgent Care**
  2682 E. Grand River Ave.
  East Lansing, MI 48823
  517-333-6562

  **Lansing Urgent Care (Okemos)**
  2289 W Grand River Rd
  Okemos, MI 48864
  517-999-2273

- **Major Emergency (but not life threatening!)**

  Go to the emergency room (ER) of one of the two major hospitals in the Greater Lansing area:
  1. **Sparrow Hospital** - 1215 E. Michigan Avenue, Lansing, MI 48912
  2. **Ingham Regional Medical Center** - 401 W. Greenlawn, Lansing, MI 48910

  Go to the emergency room for major emergencies only! The insurance company may not cover your ER visit if it is not a major emergency! Life threatening situations include gunshots, major knife cut, severe cardiovascular disease.

- **Life Threatening Emergency**

  **Dial 911!** An ambulance will be sent to your location.

**TB Awareness**

When you first register as an international student at MSU, you will be automatically enrolled in a short “course” called TB Awareness on [www.D2L.msu.edu](http://www.D2L.msu.edu). It’s required that all international
students complete the course and survey. Failing to do so will result in a hold on your student account and you will not be able to register until the hold is lifted.

Tuberculosis (TB) is caused by a bacterium called Mycobacterium tuberculosis. The bacterium usually attacks the lungs, but TB bacteria can attack any part of the body such as the kidney, spine, and brain. Not everyone infected with TB bacteria becomes sick. As a result, two TB-related conditions exist: latent TB infection (LTBI) and TB disease. If not treated properly, TB disease can be fatal.
Check-In

The Important Role of OISS
OISS stands for The Office of International Students and Scholars. Their services include:
- Advising on and facilitating compliance with U.S. immigration regulations.
- Conducting orientations and other special programming that help international students and scholars integrate into and adjust to the academic, cultural, and social life of MSU.
- Serving as a liaison with U.S. government agencies, foreign embassies, sponsors and educational foundations that support international students and scholars.
- Contributing to the internationalization of MSU by providing opportunities for growth through cross-cultural interactions.

To consult with OISS, either make an appointment over the phone at 517-353-1720 or go to OISS office located in the International Center on North Shaw Lane during OISS walk-in hours:
Fall and Spring: Monday – Friday
1:00 pm – 3:00 pm

OISS Check-In and Orientation
After your arrival, you should complete the government check-in process via MyOISS at https://myoiss.msu.edu. Log in to your MyOISS system with your PID number and password that were previously provided to you by VIPP. After logging in, you can fill in your personal information and upload documents including passport copy, I-94 copy, visa page on your passport, and the port of entry stamp page. You will also need to update your U.S. address (e.g., Spartan Village address), U.S. phone number (optional) and emergency contact information.

If this government check-in is not completed within 28 days of the program start date written on your DS-2019 form, your SEVIS record will indicate "No Show" and you will not be in valid visa status.

Following the check-in, you must also attend OISS J-1 Scholar and Student Orientation.
**Program Extension Request Form**

You must apply for an extension of your program of study prior to the expiration date on your DS-2019 if you cannot complete your program by that date. Requests for extensions should be submitted 30-60 days prior to the expiration date of the DS-2019 so the extension process can be completed prior to the expiration date on the document. Please discuss with your program coordinator as soon as you feel that an extension is needed. Program extension fee and course fee apply.


**Travel Information**

Valid DS-2019 recently endorsed with signature from OISS is needed for traveling. You must bring your DS-2019 to OISS for travel signature. Travel signatures take 24 hours, so plan ahead. Please be aware of the documents below before you travel:

- Valid visa stamp in passport. Check the expiration date. If expired, you must renew at a U.S. Consulate or Embassy. (Please note, if you have been outside of the United States for 5 months or longer and your J-1 visa is still valid, i.e., unexpired, you may need a NEW visa according to a recent State Department rule. Please check with the nearest U.S. Consulate to determine if your visa is still valid for entry to the U.S.)
- Valid passport: Passport must be valid for at least 6 months from the intended date of entry into the U.S. If your passport is valid for less than 6 months, then we recommend that you renew your passport or run the risk of being denied entry into the U.S.
- Beginning April 30, 2013 U.S. Customs and Border Protection (CBP) no longer provides paper I-94 cards at the Port of Entry (except in limited circumstances).

**Important Documents**

During your stay in MSU, the documents below may be useful to you. They can be found on the OISS website: [https://oiss.isp.msu.edu/forms/](https://oiss.isp.msu.edu/forms/) or go to the following links:

- J-1 Student Departure Form (PDF)
- Social Security Handout (PDF)
- Driver’s License Translation (PDF)
- Visa Comparison: F-1 versus J1 Status (PDF)

**Driver’s License**

All Michigan residents must obtain a Michigan driver’s license as soon as possible after arrival in order to legally drive. Driver’s license serves as the official ID. **Students and scholars and dependents who do not plan to drive while in Michigan may apply for the State Identification (ID) Card.** A state ID Card allows you to prove your identity, name, age, and address without showing your passport.
It is also required by Michigan law that all drivers have no-fault insurance on their vehicle. Every owner of a car must buy certain basic coverages in order to get license plates. It is against the law to drive or let your car be driven without no-fault insurance. If you have an auto accident, no-fault insurance pays for your medical expenses, wage loss benefits, replacement services, and the damage you do to other people’s property. It does not matter who caused the accident.

Short-term visitors who will be in Michigan for less than one semester are not considered to be Michigan residents and are therefore not eligible for a Michigan Driver’s License or Identification Card. However, you are eligible to drive in Michigan with your home country’s driver’s license and a certified English translation as long as your country appears on the “International Drivers’ Licenses and Reciprocity Update” (PDF)* list. The International Driving Permit by itself does not grant permission to drive in Michigan; however, the combination of the home country’s driver’s license and the International Driving Permit does indeed grant permission to drive in Michigan for your short-term visit.

To apply for a driver’s license, see [http://oiss.isp.msu.edu/life-us-greater-lansing/life-us/driving-michigan/](http://oiss.isp.msu.edu/life-us-greater-lansing/life-us/driving-michigan/)
Step 1: Present your identification at the Secretary of State Branch Office.
Step 2: Take tests on written knowledge, road signs, and vision.
Step 3: Take the driving skills test.
Step 4: Return to the branch office to finalize your license application.

If you already have a driver’s license from your home country, an English translation can make the Michigan licensing process 30 days faster.
Step 1: Find a translator. You cannot do your own translation. Your translator must be someone who is a graduate student or a faculty member at MSU who can speak your language.
Step 2: Your translator must type the translation into the following PDF template: [https://oiss.isp.msu.edu/files/4016/3111/5152/Drivers_License_Translation.pdf](https://oiss.isp.msu.edu/files/4016/3111/5152/Drivers_License_Translation.pdf)
Step 3: Your translator must print the translation and sign it in the lower left corner.
Step 4: Bring the translation to OISS. OISS will verify your status and your translator’s position at MSU, then sign the translation in the lower right corner.

**Social Security Number (SSN)**
A Social Security Number (SSN) is a unique, 9-digit identification number, issued by the U.S. Social Security Administration (SSA) to U.S. citizens, permanent residents, and qualified foreign nationals—including those in F and J status who meet the requirements.

After you complete the OISS check-in and health insurance enrollment are completed, you can apply for an SSN. You need to log in to the MyOISS website and request an OISS-signed SSN letter under “Request a Letter”. It may take up to a few business days to obtain the letter. OISS will inform you via email to pick up the letter when it is ready.

VIPP will arrange transportation for you to SSA in Lansing. You will need to bring your passport, DS-2019, and the OISS-signed SSN letter.
Once your application has been approved, the SSA will send a Social Security card to the address you provided when you submitted your application. Usual processing time is 2-4 weeks. If additional security procedures are necessary, processing times may range from 4-6 weeks. If your card takes longer than 6 weeks to process, please contact OISS.

You should not carry your Social Security card with you, but instead, keep it in a safe place. Your SSN should be given out only as needed to guard against "identity theft." See http://www.consumer.gov/idtheft for more information on identity theft, or the SSA’s information on Social Security fraud at: http://www.ssa.gov.

WHAT IF MY NAME IS INCORRECT ON MY SOCIAL SECURITY CARD?
If your name is incorrect, please return to the SSA office with your passport and related documents to request a correction. If you experience difficulty correcting your name, please contact OISS.

WHAT IF I LOSE MY SOCIAL SECURITY CARD?
Applications for replacement Social Security cards are exactly the same, as applying for a new SSN, except you must disclose your existing SSN. All documents required for a new SSN application are also required for a replacement card application.

Document Link: SSN - Applying at the SSA Branch Office
Managing Your MSU Student Account
Once you are admitted to our program, we activate your MSU student account prior to your arrival in the U.S. Our program coordinator will send you your MSU net ID and temporary password information. You should login to https://netid.msu.edu/ to change your password. Then you should log in to your student information system at https://student.msu.edu using your NetID and password and Okta authentication code. You can update your current US domestic address (if already known) and your emergency contact information.

Follow instructions below:
1. After logging in, you click on the “My Profile” title and select “Address” from the navigation and fill in the relevant information;
2. Then you select “Student Emergency Contacts” from the navigation and add or edit emergency contacts. The relevant program coordinator’s contact is the participant’s U.S. emergency contact.

Obtaining your MSU ID
After OISS check-in, you go to the MSU ID office to get your MSU student ID, which we usually call Spartan Card.

The MSU ID Office is responsible for issuing Spartan Cards and MSU NetIDs. In addition, this office troubleshoots problems with Spartan Cards and MSU NetIDs and sells student bus passes, Spartan Cash and dining plans.

The Spartan Card serves as an identification card, which distinguishes you as a member of the MSU community. It also serves as an electronic key card and provides access to some buildings and parking gates, MSU Library services, Spartan Cash, admittance to athletic events, and dining plans.

MSU ID office is conveniently located in the International Center: 427 N. Shaw Lane Room 170, East Lansing, MI 48824, (517) 355-4500, idoffice@msu.edu Due to COVID-19, the ID Office has modified hours of operation. Please check to see their hours before you go in. After OISS check-in, we will go to the MSU ID Office to get your MSU ID card.

Your ID Benefits
There are a lot of perks being a Spartan. Your ID will help you save money on events and activities happening around campus. MSU offers hundreds of performances, exhibitions, academic lectures, and special programs each year. As a fellow Spartan, you have access to all of these things with your MSU ID.

Make sure you're getting all the perks. Use your MSU ID to:
- Attend movies for free at Campus Cinema Centers
- Watch shows and concerts at a discounted price at Wharton Center
- Purchase student/faculty dining plan and enjoy healthy meals at MSU cafeterias
- Receive discounts at any MSU intramural sports location
- Receive discounts for MSU sports games (https://msuspartans.com/)
For details, visit our blog post about it.

**MSU NetID**

MSU NetIDs provide access to the official MSU network and many other online services on campus. MSU NetIDs are assigned to all current faculty, staff, students and retirees. A NetID is a unique alphanumeric identifier auto-generated from the user’s name.

Your NetID is your personal identifier at MSU and serves as your login to many university computing and networking services. Your NetID also determines your MSU email address which is netid@msu.edu (e.g. the NetID “sparty” would have the email address sparty@msu.edu).

If you need immediate assistance, please contact the MSU IT Service Desk at 517-432-6200. For information regarding MSU NetIDs, please visit the NetID website at [https://netid.msu.edu/](https://netid.msu.edu/)
Arriving at MSU

Once you decide on your travel plans, please make sure to send your arrival information to your program coordinator and VIPP’s office email vipp@msu.edu.

Our most recommended way of getting to MSU is to fly to Detroit Metropolitan Airport (DTW) and take the Michigan Flyer to campus or fly to Lansing Region International Airport (LAN) via Chicago (ORD) or other major US cities.

If You Fly to Detroit

After arriving at the Detroit Metro Airport (DTW) and picking up your luggage, you will use the Michigan Flyer bus to travel to East Lansing. East Lansing will be the last stop the bus makes after leaving the airport. There are two Michigan Flyer stops at DTW: McNamara Terminal and North Terminal. It is very important that you know which terminal you are arriving and find out the correct pick-up time in that terminal.

Visit http://www.metroairport.com/TravelerInfo/Arriving.aspx for further information. For example, if you are flying with Delta Airlines, you will be arriving at McNamara Terminal. Locate Michigan Flyer's stop in the McNamara Terminal below and find out exact pick up time. If you are flying with United Airlines you will be landing in North Terminal. Find Michigan Flyer's stop and the pick-up time in the North Terminal below.

You can save money by pre-paying and booking online in advance. You don't have to print the ticket. When you arrive at the terminal, go to the bus stop, and just tell the driver your name. They will check you in electronically. If you choose to pay with cash, the fares are slightly higher and you will need exact change. It is best to pay in advance online through the link above. Make sure to arrive to your terminal before your departure time to ensure you don't miss the bus. For more information and a departure timetables, refer to the Michigan Flyer schedule at www.michiganflyer.com/ScheduleRoute.aspx.

At McNamara Terminal, Michigan Flyer stop is located at the south end of Ground Transportation/Public Transit parking garage Level 4. After you pick up your luggage, follow the signs for Ground Transportation/Public Transit. Cross the bridge walk and take an elevator or escalator down to the Ground Transportation Center.

At North Terminal, Michigan Flyer picks up passengers in the Ground Transportation Center (GTC). Once you come down the stairs or elevator to the GTC, exit the door to your left and proceed to Stall #1. Look for the small Michigan Flyer/AirRide sign.

Train

Amtrak has a stop in East Lansing minutes from campus: https://www.amtrak.com/home.

Bus to Campus
Michigan Flyer provides an excellent and affordable service to campus from the Detroit Airport at $30 one-way and $50 round trip ticket: https://www.michiganflyer.com.


**On Campus**

VIPP’s settlement team will pick you up at the Lansing Airport, Amtrak Station or Michigan Flyer stop and shuttle you to campus or reserved hotels.

**OISS Check-in and Orientation with OISS** (see above)

**VIPP Orientation**
Each semester VIPP offers orientation to newly arriving participants and provides essential information related to academic and cultural life.

**Safety and Security**
We take your and your family’s safety and security seriously. We encourage you to sign up for MSU Alert in order to receive quick and easy notification in the event of an emergency at campus. Sign up at http://alert.msu.edu.

**Bank Account**
Opening a U.S. bank account is also one of the first things you should take care of once you arrive. There are many bank options in the area, and one of them is the MSU Federal Credit Union (FCU). There are many MSU Credit Union ATMs on campus and several branches nearby. Other banks include Chase, Huntington etc.

**Cell Phone**
There are several major providers of mobile services in the U.S., including AT&T, T-Mobile, Verizon, Sprint, and so on. They all have local branches to help you set up your mobile service. You can also buy SIM cards and plans from these providers’ websites or in some big grocery stores like Meijer and Walmart. There is an AT&T branch office close to Spartan Village in the Fresh Thyme plaza.

If you already have a phone, you can purchase a SIM card and purchase Prepaid plans. If not, you can buy a phone and a phone plan together. You can choose plans based on your phone, budget, talk time, text amount, data, coverage etc. Here are some of AT&T's Prepaid plans: https://www.att.com/prepaid/

MSU offers free Wi-Fi on most parts of the main campus for its community and guests.

**Shopping**
There are several grocery stores in the area. Meijer, Kroger, Walmart, Fresh Thyme Market, and Whole Foods are all within reach. The closest one to Spartan Village is Fresh Thyme, which takes about 10 minutes on foot. Kroger in Frandor shopping center takes about 20-30 minutes by bus. Other grocery shopping places include ALDI and Costco (membership needed).
Shopping malls include Frandor shopping center in Lansing, Meridian Mall in Okemos, Eastwood Towne Center in Lansing. The biggest shopping outlets is Tanger Outlets in Howell, located 30 minutes away from campus.

**Dining**
There are 11 residence dining halls and 6 retail dining options on campus. No matter where you live, work, study, or play, there is a residence dining hall nearby. You can find more at [https://eatatstate.msu.edu/campus-dining](https://eatatstate.msu.edu/campus-dining)

Some of the closest dining halls near Spartan Village are Holden Hall (summer 2021 only), Case Hall (Fall 2021 onwards) and Brody Hall (Fall 2021 onwards). With your ID, you can purchase meals online at the above website or at the ID Office, or at some of the dining halls. There is a dining hall map for Fall 2021 at the end of this handbook.

**DineOn 10+ | $7.75 per meal plus tax**

Save up to $4.25 off the standard door rate when visiting our all-you-care-to-eat locations with a faculty/staff plan! A minimum of 10 meals must be purchased. Meal accesses can be used at all-you-care-to-eat locations or as a Combo-X-Change at participating locations. Guests with faculty/staff plans can use multiple Combo-X-Changes per day (one meal access is deducted for each combo). Meal accesses can also be used to bring guests to eat with you in the dining halls.

Faculty/staff plans remain active as long as you have your ID card and use at least one meal per academic year from July 1-June 30. Dining plans not used during this time frame will be deactivated. Faculty/staff dining plans are non-transferable and non-refundable. You can learn more at [https://eatatstate.msu.edu/faculty-staff-dining-plans](https://eatatstate.msu.edu/faculty-staff-dining-plans)

Scholars can also get a taste of home by preparing their own meals or by dining out at local restaurants. There are a wide variety of restaurants which offers all sorts of authentic food in the area. Simply start walking along Grand River Ave next to campus and you’ll find food from all around the world.
Campus Bus System

CATA’s Spartan Service operates seven days a week during fall and spring semesters. Nine dedicated free-fare campus routes serve university apartments, residence halls, commuter lots and main campus facilities throughout the day and evening, with over 100 bus stops for convenient access. You do not need to show your MSU ID to ride on these free buses.

Spartan Service Dates:
- August 29 – December 18, 2022
- January 9 – May 7, 2023 (no Spartan Service during Spring Break)

Spartan service concluded for summer at the end of service Sunday, May 7. Most campus services will not operate until Spartan Service returns Monday, August 29.

Lot Link and Night Owl, demand-response services, operate late at night and early in the morning when campus routes are not in service. A discounted student fare of 60 cents, a regular fare of $1.25 or a bus pass is required to ride these services. To request a ride, call 517-432-8888. A bus will be at your location within 20 minutes of your call. Rides are restricted to campus. Lot Link transports passengers between Lots 80, 83, Commuter Lot 89 or 91 and any MSU campus location. Lot Link also serves Spartan Village Monday-Friday.

CATA bus passes can be purchased in the following locations in the table below as well as online at www.cata.org. Bus pass pricing is $6.00 for a 10-ride pass, $18.00 for a 31-day pass (unlimited rides for 31 days), and $50.00 for a semester pass (unlimited rides for a semester). You can also download the Transit App to track your bus, plan trips, and view alerts. The table below summarizes the different bus passes.

<table>
<thead>
<tr>
<th>Location/Address</th>
<th>Fixed-Route Tokens</th>
<th>Fixed-Route 31-Day Passes</th>
<th>Fixed-Route 10-Ride Cards</th>
<th>Spec-Tran Passes &amp; Tokens</th>
<th>Other Fixed-Route, CRS, Redi-Ride Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU ID Office International Center, Room 170</td>
<td>No</td>
<td>Student</td>
<td>No</td>
<td>No</td>
<td>Student Semester</td>
</tr>
<tr>
<td>Student Book Store 421 E Grand River Ave, East Lansing</td>
<td>Yes</td>
<td>Adult, Student, Value</td>
<td>Adult, Student, Value</td>
<td>No</td>
<td>Student Semester</td>
</tr>
<tr>
<td>CATA Transportation Center (CTC) 420 South Grand Ave, Lansing</td>
<td>Yes</td>
<td>Adult, Student, Value</td>
<td>Adult, Student, Value</td>
<td>4-Punch, 10-Punch, Blue Tokens</td>
<td>Student Semester, MSU Commuter Lot, CRS Punch, Redi-Ride Punch</td>
</tr>
<tr>
<td>Meijer Lansing</td>
<td>Yes</td>
<td>Adult, Student, Value</td>
<td>Adult, Student, Value</td>
<td>4-Punch, 10-Punch</td>
<td>Student Semester, Redi-Ride Punch</td>
</tr>
</tbody>
</table>
6200 South Pennsylvania Ave, Lansing

Meijer East Lansing
1350 W. Lake Lansing Rd, East Lansing

Yes | Adult, Student, Value | Adult, Student, Value | 4-Punch, 10-Punch | Student Semester, CRS#5 (Redi-ride discount), CRS#6 (Redi-ride regular)

For details on schedules, bus fares, and maps, please visit https://www.cata.org/Portals/0/OUTLINES%20MASTER_MSU_Campus_Map_2022%20%281%29.svg

**Replacement of Passes:** MSU students who lose their semester bus pass are allowed one replacement pass at no cost per semester **only if** the original pass is linked to their student ID at the time of purchase or at the MSU ID Office in the International Center. Replacement passes are issued through the MSU ID Office.

Here is a bus map for campus:
Academic Policy and Support

**Required Academic Activities – J1 student (Minimum 18 hours/week)**

1) As J-1 students, participants need to fulfill the requirement of a minimum 18 hours study per week to comply with J1 student visa regulation. Your visa may be revoked if you do not comply with this regulation. Normally, VIPP students take 2-3 VIPP classes, engage in supplementary instructions and conduct independent study.

Here is the example of all academic activities you can engage.

<table>
<thead>
<tr>
<th>Classes (VIPP, ELC or MSU)</th>
<th>6 – 9 hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplement instruction*</td>
<td>3 – 6 hours per week</td>
</tr>
<tr>
<td>Independent project**</td>
<td>9 – 3 hours per week</td>
</tr>
</tbody>
</table>

* Supplement instruction includes
  - VIPP Signature Lectures
  - Brownbag lunch seminars
  - VIPP Business Expo
  - Academic forums
  - End-of-year presentation
  - Seminars offered in different schools (e.g., academic units, the area centers in ISP).
  - Community services.
  - Exchange with MSU faculty
  - Field visits to local school, company, and government office.

** Independent project:

Independent projects will be overseen by VIPP program coordinators. Participants are required to meet their coordinators individually or in small groups on a weekly basis to discuss their project progress. The coordinators provide academic advice and support, and often connect participants to relevant MSU faculty, local organizations and communities for their project.

2) Final report on independent project is compulsory. It can be done via one of following venues:

- Research paper/essay submission
- In-class presentation
- Public presentation (Academic Forum, End-of-Year presentation, or VIPP business Expo)

**Weekly Tim Log**
• You are required to submit a weekly time log to report your academic activities. For example, if you take three courses (9 hours) during summer session, you will need to spend minimum 9 hours for your supplement instruction and independent study.
• The issuance of your certificate will be delayed until you have submitted this form.
• It only takes a few minutes to complete the time log and it will help build your portfolio, which may be useful in your final report for your organization and sponsor.
• The following link is a sample Weekly Time Log for school year 2022-2023: https://form.jotform.com/222236120975957

Note: If you want to get credits for your professional activities, you should report those activities accordingly via the weekly time log.

**D2L (Desire-to-Learn)**
• D2L is MSU’s main supported online learning management system which allows access to course materials, collaboration, submission of assignment, online testing, grades, and other resources from a single interface.
• Participants can log in to their D2L system at https://d2l.msu.edu with two-factor authentication.

**Evaluation Form**
• You will be asked to complete a VIPP course evaluation form during the last 2 weeks each semester. Your feedback will help us in future course design and teaching delivery.
• A link for each course you enroll in will be emailed to you.

**Conference Travel Grant**
Through its Endowments, VIPP is able to provide small travel grants to support GPEP and SGPEP program participants and help them attend academic or professional conferences, workshops or other relevant events held in the U.S. during your program in MSU VIPP. If you are currently a VIPP participant (only those whose program is more than 6 months long are eligible) and are planning to attend a conference or professional activity directly related to your professional development, we invite you to apply for funding from the VIPP Endowments. Note that travel must remain domestic.
• If you plan to travel and participate officially in a professional conference as a presenter where your paper is published in the conference proceedings with an ISBN number, relevant VIPP Endowment may provide up to $600 in travel grants. This grant award is valid to participants who submit their paper during the 12 months of their VIPP program, the conference can be during or after the program. Paper must acknowledge MSU VIPP to qualify.
• If you plan to travel and attend a professional conference as a presenter where there is no formal publication, or you will chair a session or act as a panelist, relevant VIPP Endowment may provide up to $300 in travel grants.
• If you plan to travel and attend a professional conference, or any event that directly relates to your professional development, VIPP relevant Endowment may provide up to $200 in travel grants.
• VIPP participants may apply more than once for Conference Travel Grants, but priority is given to those participants who are applying for the first time.
• Application form is available at VIPP website. Completed applications must be submitted electronically to Dr. Xiaoqing Chen (chenxia6@msu.edu) at least four weeks before the travel takes place. Evidence of conference acceptance or copy of email communications must also be submitted.
• VIPP's Academic Committee will review all applications and will award funding based upon (a) availability of the funds; (b) relevance of the travel to professional development.
• Approved funding will be paid to the participant upon return from the travel subject to evidence of conference or event registration with a short report, which should be submitted to Dr. Xiaoqing Chen.
**Things to Do at MSU**

You can learn about resources on things to do at MSU, dining, sports, art, culture and so on at https://vipp.isp.msu.edu/resources/msu-resources/.

**Wharton Center**
- Home of the Lansing Symphony Orchestra
- Broadway at Wharton Center series
- Concerts by local, national, and international acts

**Gyms**
- IM East, West & Circle
- Outdoor and indoor pool

**Munn Ice Arena**
- Public Skating

**Forest Akers Golf Courses**
- Golfing

**Demmer Center**
- Archery and Shooting Ranges

**Lending Center and Surplus Store**
- Spartan Village Lending Center loans used household items in good condition to MSU international students and scholars. It is located next to the Spartan Village leasing office and opens during certain time periods on Tuesdays and Thursdays. Please check most updated opening hours with the leasing office.
- MSU Surplus Store sells used household and office items from coffee machines, printers to bikes and sofas. You can learn more at https://msusurplusstore.com/
Learning Opportunity

**Signature Lectures**
For VIPP's Signature Lecture series, we invite renowned MSU scholars and community leaders to deliver a lecture on important topics relevant to our scholars. Our signature lectures provide an intellectually stimulating discussion and will push your thinking beyond your current boundaries.

**Culture Events**
VIPP believes learning should be fun! We offer many cultural events to participants where they can learn more about American cultures and lifestyles simply by having fun. Our year-round cultural events are also family-friendly: all VIPP participants and their families are welcome to join and make friends. Our cultural events include cross-country skiing, a maple syrup festival, Thanksgiving potluck, and football tailgating. Local field trips are often organized by either VIPP instructors or VIPP staff for hands-on learning and socializing. Destinations include the MSU facilities that may not be accessible otherwise, including the Michigan Capital, Michigan Supreme Court Learning Center, Michigan Historical Museum, Library of Michigan, Fenner Nature Center, and local K-12 schools. VIPP is always working to develop exciting field trips that will take participants to popular destinations in Michigan and in the U.S. for cultural and historical learning. Additional charges may apply.

**Brown Bag Lunch Seminar**
A brown bag seminar is an American practice in which people gather during the lunch hour and learn something new while eating. VIPP provides two or three brown bag seminars each semester to provide casual learning opportunities to our participants. Brown bag seminar topics are pertinent to safe and healthy living at MSU and in Michigan. The seminars help our participants smoothly transition to American life. Topics we have covered include US K-12 Education, MSU Police, How to Drive Safely in Michigan, Michigan Tourism, Relationship Violence and Sexual Misconduct Policy, etc. Brown bag seminar may not be offered in 2021-22 as the campus is recovering from the pandemic.

**Other Learning Opportunities**

**Free Language Courses**
In addition to VIPP's language courses, there are several opportunities in the East Lansing area for you to improve your English language skills. If you visit the [Volunteer English Tutoring Program](http://www.volunteerenglishtutoringprogram.com) website you can find Lansing community resources for free language courses. Make sure to check the time and place before you start attending any class.

Off-campus and community resources include:

- [East Lansing Public Library](http://www.elpl.org)
- [Friendship House](http://www.friendshiphouse.org)

Other volunteer English programs can be found at local churches such as Trinity Church and University Lutheran Church.
Coursera
MSU has been advancing the common good with uncommon will for more than 150 years. MSU now offers free online courses through a website called “Coursera.” All of the courses found on this site are non-degree, completely online, and free! These courses act as supplemental material for a class you may already be taking or as a trial run for a subject or field you may be interested in. The goal of this website is to encourage students and young professionals to step out of their comfort zone and try something new at no extra cost. Here’s a small list of some of the courses offered by MSU through Coursera:

- Business of Games and Entrepreneurship
- Principles of Game Design
- Photography Techniques: Light, Content, and Sharing
- Music Theory
- Script Writing

All of the courses offered on this website have a start and end date, but users are welcome to work through material at their own pace. Once you enroll, you’ll have access to all videos, quizzes, and programming assignments (if applicable). Peer review assignments can only be submitted and reviewed once your session has begun.

If you need additional time to complete a course – not a problem. Course schedules are flexible and you will be provided 180 days of full course access and Certificate eligibility (see terms and conditions for each course). Self-paced courses have suggested deadlines, but you won’t be penalized for missing deadlines as long as you earn Certificate within 180 days.

If you complete a course successfully, your electronic Certificate will be added to your “Accomplishments” page – from there you can print your certificate or add it to your LinkedIn profile. Note that the Course Certificate does not represent official academic credit from the university.

There are already more than 20 courses offered through this site taught by professors in the Communication Arts and Sciences College, the MSU College of Music, the MSU School of Journalism, the Broad College of Business, as well as the MSU Innovation Hub. If you would like to enroll in classes or if you'd like to learn more make sure to visit https://www.coursera.org/michstate for more information. There are also other universities that offer courses on Coursera or websites like EdX, which may also give you free access using your MSU email address.
Children and School

Child Care and Admission
Children aged six and above can be admitted to your local public schools. Make sure to bring the child’s immunization record with an English translation. Official transcripts are needed if the children are attending high school.

Vaccination Information for Families
A list of school vaccination requirement by age can be found at https://www.michigan.gov/-/media/Project/Websites/mdhhs/Folder2/Folder37/Folder1/Folder137/School_Req_for_Schools.pdf?rev=b70ed1664017443191b00cad854eeaad. You can learn more about vaccination information on the website of Michigan Department of Health and Human Services at https://www.michigan.gov/mdhhs/0,5885,7-339-73971_4911_4914_68359--.00.html as well as at Center for Disease Control and Prevention at https://www.cdc.gov/vaccines/parents/schedules/index.html

K-12 School Enrollment
K-12 public schools are open for free enrollment for scholars’ children. Usually elementary school is from kindergarten to sixth grade (K-6th); middle school is from seventh to eighth grade (6-8th), high school is from ninth to twelfth grade (9-12th). Each city has its own independent public schools. Residents in the city are eligible for enrollment in local public schools. Residents cannot enroll their children in other schools out of their residence city unless “School of Choice” application is approved by a school. However, we do not encourage families to go through this process.

School Districts
East Lansing, Okemos and Haslett schools all provide excellent education experience for k-12 students. Scholars that stay at Spartan Village belong to the East Lansing School District. Parents are encouraged to visit school website to learn about curriculum and extra-curricular opportunities for their children. Below is the school district’s website: https://elps.us/. Scholars who choose to live in Okemos belong to the Okemos School District. Below is Okemos school district: https://www.okemosk12.net.

Public schools in East Lansing:
Red Cedar Elementary School
Website: https://elps.us/our-schools/red-cedar-elementary-school/
Telephone: 517-333-5061

MacDonald Middle School:
Website: https://elps.us/our-schools/macdonald-middle-school/
Telephone: 517-333-7600

East Lansing High School
Website: https://elps.us/our-schools/east-lansing-high-school/
Telephone: 517-333-7500
Public Schools in Okemos (Register online):
Cornell Elementary School
  Website: https://www.okemosk12.net/Domain/10
  Telephone: 517-706-5300

Hiawatha Elementary School
  Website: https://www.okemosk12.net/Domain/12
  Telephone: 517-706-4500

Kinawa 5-6 School
  Website: https://www.okemosk12.net/Domain/13

Chippewa 7-8 School
  Website: https://www.okemosk12.net/Domain/9
  Telephone: 517-706-4802

Okemos High School
  Website: https://www.okemosk12.net/Domain/14

Online Registration:

Enrollment
Participants need to bring their children to school for enrollment. They also need to bring the following documents:
  • Child Immunization Record
  • Parent Passport
  • Apartment lease or utility bills (Proof of residency)
  • DS-2019 forms

Pre-school information
You can send your kids under the age of 5 to pre-schools. Preschools are often open only during the school year, for only part of the day.

East Lansing KinderCare
  Ages: 6 weeks to 5 years
  Website: https://www.kindericare.com
  Telephone: 517-351-6166

Okemos KinderCare
  Ages: 6 weeks to 5 years
  Website: https://www.kindericare.com
  Telephone: 517-347-1919

Peoples Church Preschool
Website: https://www.thepeopleschurch.com/preschool-home
Telephone: 517-332-5073

Apple Tree & Gilden Woods Early Care & Pre School-Okemos
Ages: 6 weeks to 10 years
Website: https://gildenwoods.com
Telephone: 517-574-4159
Law and Personal Safety

**Michigan’s Child Passenger Safety Law Requires**: Children younger than age 4 to ride in a car seat in the rear seat if the vehicle has a rear seat. If all available rear seats are occupied by children under 4, then a child under 4 may ride in a car seat in the front seat. A child in a rear-facing car seat may only ride in the front seat if the airbag is turned off.

Children must be properly buckled in a car seat or booster seat until they are 8 years old or 4-feet-9-inches tall. Children must ride in a seat until they reach the age requirement or the height requirement, whichever comes first.

You can learn more at [https://www.michigan.gov/msp/0,4643,7-123-72297_64773_22774---00.html](https://www.michigan.gov/msp/0,4643,7-123-72297_64773_22774---00.html)

**Safety Laws Against Leaving a Child Unattended in a Car**
Depending on the area, there are penalties for leaving your child alone in a car. It is not recommended that you leave your child unattended in any public area and under no circumstances do you leave a child under the age of six unattended in a car.

**“Home Alone” Laws**
Most states do not have laws specifying when kids are old enough to stay at home alone. In Michigan, a rule of thumb: a child under 10 years old is NOT responsible enough to be left home alone. However, age is not the only factor to consider! Consider your child’s maturity as well.

**What Should I Do If I Am Stopped or Contacted by the Police?**
Departing from MSU

Notice of Departure with OISS
When you are ready to leave MSU and your program is close to being finished, you must complete a Departure Form for OISS. OISS is required to report your program end date to the federal government. This could be the end date on your DS-2019 or it could be a prior date if you complete your program early.

If you have J-2 dependents, and if you and your dependents will be departing separately, you must also submit a J-2 Notice of Departure form. Failure to submit the form prior to your departure may create difficulties when applying for future U.S. visas.

Spartan Village Move Out

Spartan Village Early Move Out Procedures/Policies
It is important to follow this procedure if you move out from SV early before your original signed lease terminates.

Notice of Intent to Vacate Form – should be returned to the Spartan Village Leasing Office at your earliest convenience. This form is due 45 days prior to move out. This form is available from SV Leasing Office. Please make sure that you provide the accurate address so that you can receive the refund check after leaving SV.

If you are leaving before the end of your lease, you will need to include a letter from their department (on MSU Letterhead) that verifies the end of your association with MSU (graduation, program end, termination, or transfer).

We ask for a letter from you if you are leaving prior to the end of your lease. This letter releases you from your lease.

Payment is expected by the first of the month for the entire month, there is a $25 late fee after the 1st of the month.

When the key for the apartment is returned the rent is prorated and the appropriate credit is added to the account. The following month a refund check will be sent to the forwarding domestic address on file.

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