

INSTITUTE of INTERNATIONAL EDUCATION

Incorporated

2 WEST 45th STREET
VANDERBILT 6-1471



NEW YORK CITY
CABLE ADDRESS "INTERED"

BOARD OF TRUSTEES

L. H. BAEKELAND	STEPHEN DUGGAN
WILLIAM W. BISHOP	JOHN FOSTER DULLES
SAMUEL P. CAPEN	VIRGINIA GILDERSLEEVE
HARRY J. CARMAN	WALTER A. JESSUP
JOSEPH P. CHAMBERLAIN	ALVIN JOHNSON

STEPHEN DUGGAN, Ph.D., LL.D., Litt.D.
DIRECTOR
EDGAR J. FISHER, Ph.D.
ASSISTANT DIRECTOR

BOARD OF TRUSTEES

THOMAS W. LAMONT	EDWARD R. MURROW
WALDO G. LELAND	WILLIAM A. NEILSON
PAUL MONROE	ARTHUR W. PACKARD
JOHN BASSETT MOORE	LELAND REX ROBINSON
HENRY MORGENTHAU	MARY E. WOOLLEY

August 20, 1943.

Dear Sir:

Because of your deep interest in inter-American relations, I believe you will be glad to have at hand the attached copies of material prepared for young men and women from the other American republics who desire to come to the United States for advanced study. The several enclosures include: (1) a statement of procedure to be followed in applying for scholarships to study in the United States, (2) a memorandum of essential information for students who receive scholarships administered by the Institute of International Education, and (3) a brief statement outlining the resources at the disposal of all students from the other American republics through the Counsel and Guidance Center at the Institute.

Under separate cover we are also sending you: (1) a copy of the Handbook of Information for Latin American Students in the United States, which describes in some detail college and university life in the United States and other data of particular interest to these students; and (2) a pamphlet recently written by Dr. Edgar J. Fisher, Assistant Director of the Institute of International Education and Chairman of the State Department's Advisory Committee on the Adjustment of Foreign Students in the United States, describing the work of counselors who have been especially designated in most of the leading colleges and universities to help foreign students with academic or personal problems they might encounter during their stay in the United States.

We shall appreciate your making these publications available to any students who you know expect to come to the United States in the near future. I believe that, with this information at hand, you will be able to answer virtually all questions that the students may have about their work and life here. It is our hope that, in this way, we may facilitate somewhat the valuable work you are doing, and may contribute most effectively to the success of students from other parts of the Western Hemisphere.

Yours sincerely,

A. Randle Elliott, Chief
Counsel & Guidance Center

ARCHIVO HISTÓRICO
PONTIFICIA
UNIVERSIDAD
CATÓLICA DE CHILE
ARE:mb

INSTITUTE OF INTERNATIONAL EDUCATION

2 WEST 45th STREET,

NEW YORK 19, N. Y.

MEMORANDUM FOR FOREIGN STUDENTS

(To be kept for future reference)

The Institute of International Education looks forward to welcoming you to the United States and has prepared this memorandum of important information to assist you with preparations for your trip and adjustment at your college or university in the United States. Therefore *please study it carefully and keep it for future reference.*

ARRIVAL IN THE UNITED STATES. In case of need the representatives of the Travelers Aid Society, the steamship company or airways will assist students. It is suggested that students take a taxi from the pier or airport to the railroad station from which they will depart for their college or university. If arriving in New York or coming to New York for the conference, it is suggested that students take a taxi from the railroad station to International House, 500 Riverside Drive, New York (at West 124th Street). Taxi fares from Grand Central or Pennsylvania railroad station will average about \$1.50. An additional charge of 50 cents each is made for baggage carried outside the taxi. Note the taxi driver's license number in case of any question.

ACCOMMODATIONS AT INTERNATIONAL HOUSE, 500 Riverside Drive, New York. During their sojourn in New York City, the Institute recommends that students stay at International House, which is a fine residence center for students.

Students coming to the United States under the auspices of the Institute of International Education, who stay at International House for three or more nights during the first three weeks of September, will not have to pay for their rooms *the last night* that they are there. Students must pay for their own meals at all times and for the entire cost of their rooms if they stay in the House only one or two days. There is a cafeteria in the House where meals can be obtained. Transient room rates at International House are \$1.75 per night. International House can be reached (1) by Interborough West Side Subway train marked Van Cortlandt Express to 125th Street Station, (2) by Fifth Avenue bus going via Riverside Drive (bus number 4, 5, or 19).

ANNUAL STUDENT CONFERENCE AT INTERNATIONAL HOUSE, September 10-12. The Institute of International Education has the generous cooperation of the Director and staff of International House in the use of this center for its annual orientation conference. During the week-end there is opportunity for students to meet the members of the staff of the Institute for important group meetings, and for informal consultation, discussion, and social activities. On one evening during the conference the Institute entertains the students and other invited guests for dinner at International House. Other social functions will be held. Excursions and sight-seeing trips, at moderate cost, will be arranged for students who desire to join them. Students are urged and expected to reserve this week-end in New York City for the conference, the program of which will be available about a week before the conference begins.

If you are due at your college or university before or during the conference dates, please consult the Institute of International Education as to the advisability of being in New York for this week-end.

OTHER REASONABLE ACCOMMODATIONS IN NEW YORK. For the benefit of any student who will arrive when it may not be possible to secure rooms at International House, the following addresses are given:

William Sloane House (Y.M.C.A.), 356 West 34th Street, near 9th Avenue. For men only. Double rooms, \$1.50 (75 cents per person), \$2.00 (\$1.00 per person); single rooms, 75 cents (for men under 35 years), \$1.00 and \$1.25. Coffee shop and cafeteria service for meals. Telephone BRyant 9-9870.

Y.M.C.A., West Side Branch, 5 West 63rd Street, near Central Park. For men only. Rooms \$1.25 and \$1.50 per night; \$7.25 to \$10.25 weekly. Cafeteria and lunch counter service for meals. Telephone SUsquahanna 7-4400.

Tatham House (Y.W.C.A.), 138 East 38th Street. Single rooms for women \$1.50, \$1.75 and \$2.00 per night; there is a deposit of \$1.00 required. Cafeteria service for meals. Telephone CAledonia 5-5142.

Midston House, 22 East 38th Street. Single rooms for men or women from \$2.25 up per night. Double rooms for married couples, \$4.00 and \$5.00 per night. Hotel service. Restaurant and coffee shop. Telephone CAledonia 5-3700.

INSTITUTE OF INTERNATIONAL EDUCATION OFFICE, 2 West 45th Street, New York City. It is important for students to get in touch with the Institute as soon as possible after arrival and to let the Institute know where they are staying. Office hours are from 9 to 5 o'clock on week days and from 9 to 1 on Saturdays, except during the summer months, when the Institute closes daily at 4 o'clock and is closed all day on Saturdays. Telephone VANDerbilt 6-1471. *Staff:* Dr. Stephen Duggan, Director; Dr. Edgar J. Fisher, Assistant Director. Latin American Division: Miss Edna Duge, Secretary; Miss Emily Donick, Associate Secretary; Miss Eleanor Middleditch, Miss Nuvart Parseghian, and Miss Marjorie Rush, Assistant Secretaries. Counsel and Guidance Center: Mr. A. Randle Elliott, Chief; Miss Catherine Sands, Secretary. European and Oriental Division: Miss Ruth Hubbard, Secretary.

VISA AND PASSPORT. Students are advised not to come on visitor's visas, unless absolutely necessary, but to come on student visas. The certificates of admission which have been sent to you are for a student visa (4e), valid for a temporary residence in the United States, and granted on condition that you will return to your home country upon the completion of your studies. Since office hours and practices vary in the different Consulates of the United States, it is important for

the student to communicate with the nearest Consulate of the United States well in advance to secure all necessary information concerning the documents required for the student visa. Pages 49-53 of the *Guía del Estudiante Hispanoamericano en los Estados Unidos* (pages 61-63 of the English edition of the *Guide Book for Foreign Students in the United States*) should be studied carefully.

The office of the United States Immigration and Naturalization Service is now at 15th and Chestnut Streets, Philadelphia, Pennsylvania. Both Guide Books have the old address: Washington, D. C.

Your passport should be *valid for at least one year*, preferably for a longer period if possible. The student visa (4e) will be valid only to within 60 days of the expiration of your passport. It is therefore important that your passport be valid for as long a period as possible. Passport can be prolonged and extension of stay can be arranged if necessary while in the United States. The immigration official on arrival will stamp your passport with a date indicating the period for which you are admitted; he will retain the student visa certificate. After arrival, *please notify the Institute* with regard to (1) the date to which you have been admitted and (2) the date of expiration of your passport. You should also inform the Institute of (3) the date and (4) point of arrival in the United States, as well as (5) the mode of transportation (ship, airplane, train, or bus) used in coming to this country. The Institute will send to you, at your college or university, a reply postal card on which you may send this information immediately after arriving at your place of study.

FUNDS. It is wise to have about forty dollars (\$40.00) in United States money (travelers checks, two-dollar bills, or small change—no other currency) on arrival to show the immigration officials, if necessary. Be careful to have some United States money in small change when you land for tips, fares, etc.—five-cent pieces (nickels), ten-cent pieces (dimes) and twenty-five cent pieces (quarters). It is customary to tip a porter about ten cents for each bag he carries.

Travelers checks are advisable. After arrival at college or university inquire at the bursar's office with regard to banking facilities. There may be a student bank in which your funds could be deposited; if not, the bursar's office can recommend one.

In addition to the usual traveling costs, the student should have, for the academic year, a minimum of \$200 in United States money for incidental and personal expenditures, books, fees that are not remitted, and the cost of the Christmas and spring vacations when the college or university is usually closed. Students should not count on being able to earn much money in the United States.

CUSTOMS DECLARATION. A special sheet for the purpose will be given you on arrival. *Keep the small slip of paper, as you will need it when your baggage is examined.* Non-residents may import without payment of duty only personal effects owned at least one year prior to departure for the United States and household effects if actually used abroad for a period of at least one year. There is a high duty on microscopes and scientific instruments. Gifts are subject to customs duty.

PICTURES AND COSTUMES. The college or university to which you are going will be interested in anything which is characteristic of your native country. If, therefore, you have pictures, costumes and other items of interest, you should bring them with you if possible. Such articles, if not new, need not be declared on arrival for customs purposes, as they are included in "personal effects." New items should not be

brought, as they are subject to customs duty. If you know someone who has previously studied in the United States, it would be helpful to discuss with that person the question of what to bring with you, as well as other points mentioned in this memorandum.

CLOTHES. Warm clothing will be necessary for the winter months except in California and states in the extreme southern part of the country.

BAGGAGE. Immediately after arriving in the United States you should purchase your railroad or bus ticket — if you do not already have one by then — through to the college or university town to which you are going. Your trunks and other large pieces of baggage can be checked through on that ticket. If the trunk is a small one, take it by taxi to the railroad or bus station; if a large one, send it by express to the railroad or bus station, for which there is a charge of about \$1.00.

Trunks and other heavy baggage up to 150 pounds are sent free on the railroad ticket or the bus ticket. If traveling by train, and the trunk arrives at its destination before you do, it will be stored at the railroad station (with a charge for storage) until you are ready to have it transferred to your residence. Bus stations other than in large cities do not have facilities for storing trunks. Baggage is insured without charge by the transportation company to the value of \$100. If contents are worth more, it is necessary to pay for additional insurance. Keep carefully the receipt given you for your baggage ("baggage check").

It is not advisable to take trunks or heavy baggage to any temporary quarters on account of the expense involved.

Please do not have any baggage sent to the office of the Institute. We do not have facilities for keeping it and cannot be responsible for it.

TRAVEL IN THE UNITED STATES. (Railroad and bus rates are subject to change and there is a ten per cent tax on all tickets costing more than 35 cents.)

By Railroad. Railroad coach fare is 2.2 cents a mile in the East and West; south of Washington, D. C., it is approximately 2 cents a mile. In the Pullman section it is 3.3 cents a mile, plus charge for sleeping berth or day chair. An upper berth costs slightly less than a lower. In the Tourist sleeper section, which is operated west of Chicago, the fare is approximately 2.5 cents a mile, plus charge for berth. Seats are not reserved in the coaches, except in some of the new special all-coach trains between certain large cities. One sits up all night in the coach trains. The air-conditioned coaches are recommended. Pullman and Tourist sleeper accommodations, or special all-coach train seats must be reserved in advance. When purchasing railroad tickets, inquire about round-trip rates on tickets good for 60 days.

By Bus: Bus fare averages a little less than railroad coach fare, but the trip takes longer than by train. Buses travel by night as well as by day. A few bus lines have sleeping berths for which an extra charge is made. It is necessary to reserve a seat in the bus (the front section is best) in advance. It should be noted that seats are usually reserved to the first major stop (for instance, Chicago, Pittsburgh, etc.) where buses are changed. A new seat must be secured when changing buses, since reservations are not usually made through to distant points unless one takes a "Limited." If desired, students can "break" a long bus trip by stopping off overnight at different places en route. When purchasing bus tickets, inquire about round-trip rates.

Under wartime conditions time schedules are sometimes disrupted and trains and buses are often crowded. In case

students encounter unforeseen difficulties of any kind, they may find friendly assistance through the Travelers Aid Society. The Society has representatives at special desks in large railroad stations and in some bus depots.

Temporary Lodging: The local Y.M.C.A. or Y.W.C.A. is suggested as a place to stay en route. If no rooms for transients are available, you will be directed to a suitable hotel. The Travelers Aid representative may be consulted for other suggestions. In Miami, Florida, the Y.M.C.A. is at 40 North-east Third Avenue and the Y.W.C.A. at 108 Southeast First Avenue. Students who arrive by plane in Miami may find it helpful to communicate with Mrs. Clark Stearns, President, the Pan American League, Ingraham Building. In New Orleans, Louisiana, the Y.M.C.A. is at 936 St. Charles Street and the Y.W.C.A. at 929 Gravier Street. Helpful contacts in New Orleans are (1) Mr. A. E. Pradillo, New Orleans Association of Commerce, 315 Camp Street, and (2) Mr. W. P. Flower, Pan American Airways, 217 Carondelet Street. In Brownsville, Texas, students may obtain assistance in finding suitable living quarters or in other matters, through Mrs. Volney W. Taylor of the Pan American Round Table, Quinta La Paz.

INSURANCE. Students who are recipients of fellowships administered by the Institute of International Education are required to participate in the Students' Health Plan, the group insurance policy which has been taken out by the Institute for the protection of its students and the institutions which they attend. This insurance has been found a necessary precaution, and the premium of \$12.00 must be paid by each member for the protection of the group. At many colleges and universities there is a fee covering infirmary care for minor illness, but this does not include protection against accidents and operations as afforded by the Institute's group policy.

Checks or money orders should be made payable to the Institute of International Education, unless the student has been informed that the amount of the premium will be deducted from his fellowship stipend. The entire premium of \$12.00 is forwarded by the Institute to the insurance company; the Institute merely serves without charge as representative of the students in dealings with the company.

A leaflet outlining the terms of the insurance policy will be sent to each student. The period of coverage for each student is for the period of his fellowship, usually the academic year, including a reasonable time for his arrival at and his departure for abroad from the college or university to which he has been assigned. Students wishing to be insured during the summer vacation months when not studying can be covered under the Students' Health Plan by paying an extra premium of \$2.00 a month.

In case a student resigns from his fellowship or leaves the institution where he is registered before the end of the academic year, insurance coverage ceases and no rebate of premium is made. However, the student would be covered for the return journey home, if he is proceeding direct from the college to his home, immediately after resignation or leaving the institution.

The terms of the insurance as outlined in the leaflet should be carefully noted. Attention is called to the fact that the Company is not liable for the first \$10.00 of medical or hospital expenses, or for payment of claims amounting to less than \$10.00, and especially to Section No. 5, entitled "Limitations." Owing to the war, the underwriters have been obliged to add another limitation to the policy: The Company will not be liable for any loss caused by war or any act of war. An

important point to remember is that written notice of injury, disease or illness must be given the Institute within 15 days after the date of the accident causing such injury or after the beginning of such illness. All claims must be filed through the Institute.

YOUR AMERICAN COLLEGE OR UNIVERSITY, A catalog of courses of the institution to which each student is going will be sent to the student by the college or university, and the Institute is sending its *Guide Book for Foreign Students in the United States* and other information. Because of international mail delays, in some cases these publications will be given to the student after arrival in the United States. All this material should be read and studied carefully. It is helpful if students secure advice and suggestions from United States students now abroad and from students from their own country who have studied in the United States under the auspices of the Institute, and read the reports of the latter filed at the office where you submitted your fellowship application. The fellowship award presupposes that the student has an adequate command of English. This means the ability to speak, to understand the lectures and class discussions, and to fulfill the usual academic requirements. The Consul of the United States may refuse to grant a visa to a student whose knowledge of English is insufficient to begin academic studies. It is essential, therefore, that students concentrate on improving their knowledge of English during the months preceding their departure for the United States.

One of the most striking differences between the academic life in institutions in the United States and universities abroad is the requirement of regular attendance at lectures. Required also are considerable outside reading and writing of papers, as well as examinations and tests during each semester. Students as guests of the college or university should be particularly careful to conform to the regulations. It is expected by the Institute as well as by the colleges and universities that the students will be primarily concerned with their academic work, and that they will devote the major part of their time to their studies. It is assumed, however, that they will also endeavor to become familiar with social life and general conditions in the United States. To comply with the immigration law regarding student visas, a student must register for twelve points of courses or the equivalent in graduate studies. Fuller details are found in the *Guide Book for Foreign Students in the United States*.

On entering your college or university, you should consult the Dean to discover whether it is advisable for you to take courses which shall count toward a degree, and whether (in the case of undergraduate colleges) you have been assigned to any special class, as junior or senior. You will probably find that there is a foreign student counselor who will be glad to assist you. Secure the counselor's name and address from the Dean and introduce yourself to him or her as soon as possible.

You may find that study and living conditions at your college or university have been greatly altered in recent months owing to the many wartime services being rendered by United States institutions of higher learning. You may discover, for example, that certain courses which you wish to take are not being offered for the coming academic year because the professors who ordinarily give these courses in your institution have been assigned to other and more urgent tasks directly connected with the war effort. Rooming accommodations have also become difficult to find in some localities, because Army and Navy men being trained on university campuses have been lodged in dormitories and international houses which were formerly open to civilian students.

It is not always possible for a visiting student in the United States to get a degree in one or two years. Students who have been granted degrees or passed examinations at their home university subsequent to the filing of their application should send official notification of such degrees or examinations to the Institute. (See questionnaire.) *Soon after your arrival at your college or university, send the Institute your address and a list of courses for which you have registered.* If you have any difficulties or questions, please let us know.

REPORTS. Every student under the auspices of the Institute of International Education is required to prepare two reports during the year. Instructions concerning these reports will be sent to each student after his arrival at place of study.

MAIL. Students may have their mail addressed in care of the Institute of International Education, 2 West 45th Street, New York 19, New York, where it will be kept until their arrival. It is customary in the United States to use only the father's name as the family name, so students from the other American Republics may find it advisable to *hyphenate their father's and mother's names* when they register for classes and list themselves at dormitory or college and university post offices. This system should help them avoid the confusion of being called by their mother's name, and should avoid delays which might otherwise occur in the delivery of mail. It is well, however, to inquire periodically about mail which might be incorrectly held at the post office under only the mother's name.

RATIONING. Owing to wartime conditions in the United States, you will encounter a few inconveniences which result from national sacrifices being made to bring the war to a successful conclusion as soon as possible. These inconveniences range from dim-outs in seacoast cities to disrupted train schedules throughout the country and include also rationing of certain foods and of shoes (each person allowed three pairs a year). You will need to obtain ration books from a local board in order to purchase rationed goods. You should inquire about the procedure to be followed in securing these books soon after arriving in your college or university community.

ALIEN REGISTRATION. The Alien Registration Act of 1940 requires all aliens coming to the United States to register at a Consulate of the United States abroad before being granted a visa. A registration receipt card will be sent to you after your arrival in the United States by the Alien Registration Division. You are required to report to the Alien Registration Division, Department of Justice, 15th and Chestnut Streets, Philadelphia 2, Pennsylvania (1) each change of

address within five days of such change and (2) your present address every three months, whether it changes or not. Printed cards for use in reporting addresses may be obtained at any United States post office. (These cards should not be confused with the ordinary postal notice of change of address forms.)

SELECTIVE SERVICE. Men coming for temporary stay in the United States as bona fide students are required, at least *within 90 days of arrival* in this country, and preferably as soon as they reach their definite place of study, to file an "application for determination of residence" with the local draft board of the Selective Service System in the community where they are temporarily residing, in order to obtain a certificate of non-residence for the purpose of exemption from registration for military service. This certificate *must be renewed periodically*, so students should note carefully its date of expiration.

Two types of special students are exempt from the requirements of registering or filing application for a certificate of non-residence. They are: (1) officials or employees of a foreign government who are nationals thereof, who have been "notified" to the Department of State and declared by the Department to be non-resident; and (2) special students or visitors from other countries who are to be in the United States *less than 90 days*.

Students should carry with them at all times the certificate of non-residence (or the State Department blue card of "notification"). It must be surrendered to the United States Immigration Service officials at point of departure when leaving the country.

The Institute of International Education has prepared a memorandum outlining Selective Service regulations in detail for men students from other countries; a copy is being sent to you at your college or university in care of the foreign student advisor there. You should read the memorandum immediately after arrival in the community, and show it to the local Selective Service board when filing your application for determination of residence. You should notify the Institute as soon as the certificate of non-residence is obtained, and indicate the date on which it will expire. Feel free to consult the Institute in case of any further questions.

QUESTIONNAIRE. The questionnaire should be filled out (on the typewriter preferably) and returned to the Institute as soon as possible.

Suggestions for future memorandums will be welcomed.

SPECIAL NOTICE

The Institute of International Education (2 West 45th Street, New York City—Telephone VAnDerbilt 6-1471) and International House (500 Riverside Drive, New York City—Telephone MOnument 2-8500) are separate organizations with different staff and should not be confused. The first is the one which arranged your fellowship and to which you are responsible.

ARCHIVO HISTÓRICO
PONTIFICIA
UNIVERSIDAD
CATÓLICA DE CHILE
July, 1943.