

## *Welcome International Students!*



### **Office of International Education**

Derryberry Hall (DBRY) 135

Box 5093

1 William L Jones Dr

Cookeville, TN 38505

### *Contact information*

Phone: 931-372-3634

Email: [Intl\\_adm@tntech.edu](mailto:Intl_adm@tntech.edu)

Office Hours:

Monday – Friday | 8:00 a.m. - 4:30 p.m.



## **International Student Handbook**

## **Tennessee Tech University**

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➤ *Who can be considered as an international student?*

An international student is classified for educational purposes as a person who is a citizen or permanent resident of a country other than the United States. Tennessee Tech is authorized under federal law to enroll non-immigrant students.

➤ *How can I apply for Tennessee Driver License ?*

You will need to come to the International Office first to receive a list of documents that are required to apply for a driving license. Don't forget a copy of your passport.

➤ *What should I do if I got sick?*

If possible try to make an appointment with Tech's Health Services at Eagle Wellness Portal or by calling 931-372-3320

➤ *Can I work on campus?*

Yes, you are eligible to work up to 20 hours a week on campus, if your visa status permits it. First, you will need to stop by the International Office to get employment authorization because international students' employment options are limited.

➤ *Can I participate in a Study Abroad program if I am international?*

Yes, you can. Please come see the Study Abroad Office Staff in Derryberry Hall Room 434, call 931-372-3234 or email [studyabroad@tntech.edu](mailto:studyabroad@tntech.edu)



## Exploring Cookeville Area

- Cookeville Area Transit System (CATS) is a fixed route bus system in Cookeville that picks up and drops off passengers at designated points along the route. Tennessee Tech students can ride the CATS buses for free by presenting their student Eagle ID. You can find more information on the CATS program at <https://www.uchra.com/cats/GrnPurpRoute.htm>
- UCHRA Express - offers an Intercity Express Service from Cookeville to Nashville for \$9.50 each way. To book your trip and see more information, please visit the UCHRA website at <https://www.uchra.com/expressbus.html>



Cookeville has a lot to offer to its visitors and citizens. Besides several museums, numerous cafes and restaurants, Cookeville and Middle Tennessee region are famous for its outdoor experiences as hills, trails, caves, lakes and waterfalls.



To explore more about Cookeville area follow the links: <https://www.tnvacation.com/>  
<https://www.cookeville-tn.gov/>  
<https://visitcookevilletn.com/>



## About Tennessee Tech University

Tennessee Tech University is a nationally ranked university which is listed in the top 300 university in the United States on the US News and World Report. Tennessee Tech produces practical, ready-to-work graduates from a broad range of academic disciplines prepared to compete in a technologically driven world. Here, students have the freedom to discover and pursue their passions, knowing there is a supportive community behind them.





**TTU is RANKED #1**  
for student value of **all public universities** in the state of TN

**100+**  
PROGRAMS  
OF STUDY

MORE THAN  
**10,000**  
STUDENTS

**12%**  
of undergraduates are  
**INTERNATIONAL**  
from countries like Brazil and China



**AVERAGE CLASS SIZE 26**



**Highest return on investment**  
for any public university  
in the state and  
across Tennessee  
*(Payscale 2016)*

**ROAD TRIPS**

Center Hill Lake	30 min.
Gatlinburg/Dollywood	2.5 hrs.
Nashville	1.25 hrs.
Knoxville	1.75 hrs.
Chattanooga	1.75 hrs.
Memphis	4.5 hrs.
Bonnaroo	1.25 hrs.
Atlanta, GA	3.3 hrs.
Pensacola, FL	7.5 hrs.

## Student Clubs and Organizations

Belonging to an organization has many advantages and offers the opportunity for leadership and networking. International students are encouraged to enhance their college experience by getting involved with an organization or club depending on their academic or personal interests.

The student organizations are divided into eight different categories

Departmental DE	Greek (Fraternity or Sorority) GE
Honorary HO	Religious RE
Residence Hall RH	Service SE
Sports SP	Special Interest SI



Some of the organizations that are popular within international students include:

- *International Club* - To promote diversity and integration between students of the international community and with Tennessee Tech students.
- *African Students Union (ASU)* - A group of students interested in promoting cultural and general awareness of Africa and its history.
- *Disney Club* - To help students stand out to the Disney Company with this one of a kind organization and to bring out their kid again.
- *Chinese Student Association* - A student group dedicated to promoting Chinese Culture and fostering friendship in the Chinese Community.
- *Amigos Spanish Club* - To promote interest in the Spanish language and culture.
- *Futuro* - To promote an inclusive community that creates opportunities for growth and professional development, networking and career growth through various workshops and conferences.

Full list of TTU Student Organizations and contact information can be found at <https://www.tntech.edu/studentlife/orgs/list.php>

## Cultural Adjustment

Being exposed to a cultural environment you may not be very familiar with can lead to a *culture shock*, which is a sense of loss and disorientation caused by a need to adapt to a new culture. There are four commonly recognized phases of culture shock:

**honeymoon stage** - students are fascinated by the novelty and feel excited about coming experiences

**culture shock stage** - characterized by feelings of disillusionment, frustration, and homesickness

**adjustment stage** - students adapt to a new culture and realistic understanding of the circumstances

**mastery stage** - students can function effectively in a new culture and appreciate it

Tips for smoothening cultural adaptation process:

- ✓ remember that classroom culture in the United States characterized by informality; do not be shy to ask questions, engage in discussions, and express your thoughts
- ✓ develop intercultural competence
- ✓ spend time with representatives of the host culture (e.g. Tech buddies program or find a Host Family through Study Abroad Office)
- ✓ share your own experiences of adaptation with newly arrived students (e.g. volunteer at new international students orientation)
- ✓ learn how to manage your time efficiently
- ✓ maintain an interest or activity that you had in your home country or find a new one



Tennessee Tech University international student body shared what they consider to be the best things about Tennessee Tech and the Cookeville region. Here are some of the things they said:



The Southern region of the USA is known for its "Southern Hospitality"

TNTECH offers more than 50 undergraduate majors, 120 concentrations

TNTECH offers many Fastrack programs which allows students to continue post Bachelors into their Master's program without taking the GRE or GMAT

TNTECH is located in Cookeville which has one of the lowest crime rates in the USA; we find it very refreshing to feel on and off campus

TOEFL or IELTS waivers available for many ESL programs throughout the USA, like Kaplan, EF, Bridge, ILSC, ELS Language Centers, etc.

TNTECH has over 100 student clubs, which includes the Japanese club, many clubs which are about TV shows like Star Trek, Game of Thrones, many intramural clubs like the Rugby, Soccer, Baseball clubs

TNTECH offers many tutoring staff, class mentors, writing labs, math help and academic support



## Office of International Education

One of our goals here at Tennessee Tech is to improve institutional performance on behalf of internationalization and intercultural relations and to ensure that all Tennessee Tech University undergraduates and graduates gain the knowledge, perspectives and skills necessary to succeed in today's complex, pluralistic world.

The Office of International Education provides admissions services and assistance throughout the academic year for all international and permanent resident undergraduates. We also provide international students and visiting scholars with immigration services.

### Meet International Education Office

Charles Wilkerson, Director  
Email: [CWilkerson@tntech.edu](mailto:CWilkerson@tntech.edu)  
Phone: 931-372-3634

Andrew Bleignier, Assistant Director  
Email: [ABleignier@tntech.edu](mailto:ABleignier@tntech.edu)  
Phone: 931-372-3634

Ashley Watson, Assistant Director,  
International Recruitment  
Email: [anwatson@tntech.edu](mailto:anwatson@tntech.edu)  
Phone: 931-372-6834

Gayla Green,  
Administrative Associate 2  
Email: [GDonnell@tntech.edu](mailto:GDonnell@tntech.edu)  
Phone: 931-372-3634

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Email: [Intl\\_adm@tntech.edu](mailto:Intl_adm@tntech.edu)

Web: <https://www.tntech.edu/international/>



Office Hours: Monday – Friday | 8:00 a.m. - 4:30 p.m.

## Academic Integrity

The Tennessee Tech community requires work produced by students in the course of their studies represents their personal efforts and requires that students properly acknowledge the intellectual contributions of others. Being unaware of academic integrity requirements does not protect from being subject to disciplinary actions for its violation. In case if students commit academic misconduct, course instructors are authorized to assign “F” or zero for the assignment or an “F” for the course.

### Academic misconduct activities include but are not limited to:

- cheating
- completing someone else’s assignments or tests
- plagiarizing including self-plagiarizing
- submitting the same assignment for more than one class without instructors approval
- copying or sharing answers from others during an exam
- using unauthorized materials during an exam

### Tips:

- ✓ Always carefully read your syllabus
- ✓ Get help from library writing center and tutors
- ✓ Perceive learning how to follow standards of citation as one of the academic skills that will benefit you throughout your studies
- ✓ Learn how to use APA citation
- ✓ Learn more about plagiarism in order to avoid it
- ✓ Watch five short videos on copyright, fair use, plagiarism, and academic integrity at <https://www.tntech.edu/library/copyright-plagiarism.php>



## Important Things to Do After Arrival

- Know your T-number: Your T-Number is your Personal Identification Number at Tennessee Tech. It is used for everything. Start memorizing it now! What If I do not know my T-Number? You should have received this from International Education (email: Intl\_adm@tntech.edu).
- You will also need to set up and activate your email account. To set up your Tech student email, visit: <https://its.tntech.edu/display/MON/New+Student+To-Do+List>

If you need additional assistance, contact the MyTech Help Desk at 931-372-3975.

### Post-arrival check list

	Move into the dorm (if living on campus)
	Check-in at the International Education Office
	Get access to Eagle online
	Make sure you don't have any holds on your student account
	Meet with your advisor
	Register for classes (if have not done so)
	Get your Eagle card
	Purchase your health insurance (if have not done so)
	Submit your immunization form (if have not done so)
	Attend new international student orientation
	Check your student email regularly

## Scholarships at Tennessee Tech University

Tennessee Tech University scholarships and grants are awarded to students based upon their academic performance, community service, residency, financial need, leadership experience, and other criteria as defined by the requirements of each award.

- For detailed information about scholarships, please go to <https://www.tntech.edu/scholarships/>
- Please note there are NO FULL SCHOLARSHIPS at Tennessee Tech University
- If you are an athlete go to [www.Tntechsports.com](http://www.Tntechsports.com) to review the sports available and you can contact the coaches about trying out
- If you have been awarded a Tennessee Tech scholarship, you need to accept it online via the ScholarWeb portal within the specified time frame, otherwise it may be revoked or canceled
- A list of Scholarship Frequently Asked Questions (FAQ) can be found at <https://www.tntech.edu/scholarships/faq.php>



TNTECH offers International Undergraduate scholarships in 3 categories (listed first) and other opportunities academic, honors, departmental and athletic scholarships

Name of scholarship	Requirements to qualify	Amount
<b>International Undergraduate Merit Scholarship</b>	3.3 GPA at your last school of attendance, F-1 student visa holder, in legal status, register full time, may not combine with Honors, athletic or Students who have governmental scholarships. Student must apply to International Education directly or online at <a href="http://www.tntech.edu/scholarships">www.tntech.edu/scholarships</a>	Approximately \$4450 USD per semester or \$8910 for an academic year
<b>International Undergraduate Multinational Scholarship</b>	3.0 GPA at your last school of attendance, F-1 student visa holder, in legal status, register full time, may not combine with Honors, athletic or Students who have governmental scholarships. Student must apply to International Education directly or online at <a href="http://www.tntech.edu/scholarships">www.tntech.edu/scholarships</a>	Approximately \$1000 USD per semester or \$2000 for an academic year
<b>International Undergraduate Legacy Scholarship</b>	Family member must have attended TNTECH (parents, grandparents, siblings, spouse or children are eligible). 3.0 GPA at your last school of attendance, F-1 student visa holder, in legal status, register full time, may not combine with Honor's, athletic or Students who have governmental scholarships. Student must apply to International Education directly or online at <a href="http://www.tntech.edu/scholarships">www.tntech.edu/scholarships</a>	\$500 USD per semester or \$1000 for an academic year
<b>Honor's Scholarship</b>	Must have a 3.5 GPA and a 1200 composite on the SAT or 26 composite on the ACT. Requires student to be Accepted to the Honor's college and students must attend the required Honor's courses and do 75 hours of volunteer work each semester. Deadline is typically May 15 <sup>th</sup> , each year. Students must apply directly to the Honors Department. <a href="http://www.tntech.edu/honors/">www.tntech.edu/honors/</a>	\$8000 USD per semester or \$16,000 for an academic year
<b>Academic &amp; Department Major scholarships</b>	Student must apply to TNTECH's Scholarship department online at <a href="http://www.tntech.edu/scholarships">www.tntech.edu/scholarships</a> ; every department has different criteria. Please go to the scholarship website to review the various scholarships. The deadline for these scholarships is December 15 <sup>th</sup> annually.	Varies \$100 to \$5000 USD per semester

## Orientation for New International Students

- ❖ Arrival for all Undergraduate Degree students is two weeks before the term begins for Fall terms and one week during Spring and Summer sessions.
- ❖ Orientation for exchange students begins one week before the term begins.

Please contact the Office of International Education for more information.

- ❖ Orientation for new Graduate and Ph.D. students is conducted by the College of Graduate Studies. You will receive an email about the exact dates of orientation before classes start.

*Contact information*

Email: [gradstudies@tntech.edu](mailto:gradstudies@tntech.edu)

Phone: 931-372-3233



**EVERY STUDENT (exchange, undergraduate, graduate, Ph.D.) MUST ATTEND THE IMMIGRATION ORIENTATION.**





## Meal Plans and Dining Options

Dining Services <https://www.tntech.edu/aux/dining/index.php>

TNTECH's Chartwells Dining Services provides complete dining services. You can use your meals at both Swoops and in the RUC Marketplace. You can use meals anytime during the day at the Marketplace. At Swoops you can meals anytime except between 10:30am-1:00pm, at these times you can still use your Dining Dollars.







Meal Plan	Pricing		
	Campus Resident	Non-Campus Resident	
Gold Plus*	Anytime 7 day dining + \$225 dining dollars +8 guest meals**+ 1 daily meal exchange option	\$2,410.00	\$2,644.98
Gold *	Anytime 7 day dining + \$225 dining dollars +6 guest meals**	\$2,338.00	\$2,565.96
Purple Plus*	Anytime 5 day dining + \$225 dining dollars +6 guest meals**+1 daily meal exchange option (M-F)	\$2,338.00	\$2,565.96
Purple *	Anytime 5 day dining + \$225 dining dollars +6 guest meals** (M-F)	\$2,259.00	\$2,479.25
Eagle 10	10 meals/week +\$300 dining dollars + 4 guest meals**	\$2,082.00	\$2,285.00
Eagle 7	7 meals/week +\$400 dining dollars +4 guest meals**	\$2,068.00	\$2,269.63
Tech 95	95 meals/semester +\$400 dining dollars	\$1,362.00	\$1,494.80
Tech 65	65 meals/semester +\$200 dining dollars	\$896.00	\$983.36
Tech 40	40 meals/semester +\$100 dining dollars	\$529.00	\$580.58
Eagle 300 Dining Dollars	\$300 dining dollars	\$300.00	\$329.25

## Campus Resources and Facilities

TNTECH international students can find needed assistance from any of the following resources available on campus:

University Police Department <a href="https://www.tntech.edu/polic/e/">https://www.tntech.edu/polic/e/</a>	Committed to providing the highest quality professional law enforcement and public safety services to the campus community	Foundation Hall (FNDH) 931-372-3234
Tennessee Tech Official Bookstore <a href="https://tenn-tech.bncollege.com/shop/tenn-tech/home">https://tenn-tech.bncollege.com/shop/tenn-tech/home</a>	Offers textbooks required for university courses as well TTU apparel, gift, school supplies, electronics, and accessories.	Ground floor of the Roaden University Center (RUC) 931-372-3131
Awesome Mail & Print <a href="https://www.tntech.edu/aux/mail.php">https://www.tntech.edu/aux/mail.php</a>	Provides the best possible service in printing and also sending, receiving and delivery of mail and packages	Ground floor of the Roaden University Center (RUC) 931-372-3282
Recreation & Fitness Center <a href="https://www.tntech.edu/recreation/fitnesscenter/index.php">https://www.tntech.edu/recreation/fitnesscenter/index.php</a>	Houses intramural sports, aerobics classes, a swimming pool, cardiovascular equipment, cable machines, free-weights and much more	1150 McGee Blvd 931 - 372 - 6212

## Student Services

<p><b>Volpe Library</b></p> 	<p>A great place to do your homework, study alone or with a study group, get tutors' help, find books and other helpful resources, borrow a laptop or just hang out with friends over a cup of coffee!  <a href="https://www.tntech.edu/library/about.php">https://www.tntech.edu/library/about.php</a></p>	
<p><b>Health Services</b></p> 	<p>Offer acute, urgent care, preventive care, immunizations, and allergy shots. Health care providers as a physician, family nurse practitioners (FNP), nurses, and pharmacist are experienced in treating various medical problems.  <a href="https://www.tntech.edu/healthservices/">https://www.tntech.edu/healthservices/</a></p>	<p>Bell Hall 105            931-372-3320            healthservices@tntech.edu</p>
<p><b>Counseling Center</b></p> 	<p>The Counseling Center provides free and confidential services for TTU students assisting them with their personal and social concerns.  <a href="https://www.tntech.edu/counsel/index.php">https://www.tntech.edu/counsel/index.php</a></p>	<p>RUC, Room 307            931-372-3331            counsel@tntech.edu</p>
<p><b>Study Abroad Office</b></p> 	<p>Can help you to find a local host family and Tech buddies as well as assist in studying abroad programs if you are a full-time student.  <a href="https://www.tntech.edu/studyabroad/saprograms.php">https://www.tntech.edu/studyabroad/saprograms.php</a></p>	<p>Derryberry Hall, Room 434            931-372-3659            studyabroad@tntech.edu</p>
<p><b>Center for Career Development</b></p> 	<p>Connects students and alumni with employers by offering the Career Readiness Certificate, hosting workshops, conducting on-campus interviews, annual career fairs, and coordinating the cooperative (Co-op) education program.  <a href="https://www.tntech.edu/career/index.php">https://www.tntech.edu/career/index.php</a></p>	<p>RUC, Room 328            931-372-3232            career@tntech.edu</p>
<p><b>Campus Transportation</b></p> 	<p>There are free campus shuttles running around Tech. Check the schedule and the routes at the link. Also there you can find information about students' parking on campus regulations.  <a href="https://www.tntech.edu/parking/shuttles.php">https://www.tntech.edu/parking/shuttles.php</a></p>	<p>RUC, Room 122            931-372-6428            parking@tntech.edu</p>

## Health Insurance

All international students are required to have health insurance, which meets the TTU requirements, during the time that they are in the U.S. Students may elect to purchase their own insurance coverage or purchase the Tennessee Tech student insurance plan offered by international student protection. International students will receive an email before the start of the semester about the required amount of the insurance coverage.



It is mandatory for all F-1, & J-1 visa holders as mandated by the Tennessee Board of Regents. If you will be buying personal insurance, the Office of International Education needs to have a copy of your policy in English to assist in the event of an emergency and to verify you have adequate coverage. The policy must provide medical evaluation and repatriation.

If you have any additional questions regarding health insurance, please contact the Office of International Education at 931-372-3634.



## Campus Housing

Be sure to reserve a room early if you plan to live on-campus. You can fill out an online application at [www.tntech.edu/reslife/](http://www.tntech.edu/reslife/)

### ALL POTENTIAL RESIDENTS WILL NEED TO BE ADMITTED TO THE UNIVERSITY BEFORE APPLYING FOR HOUSING:

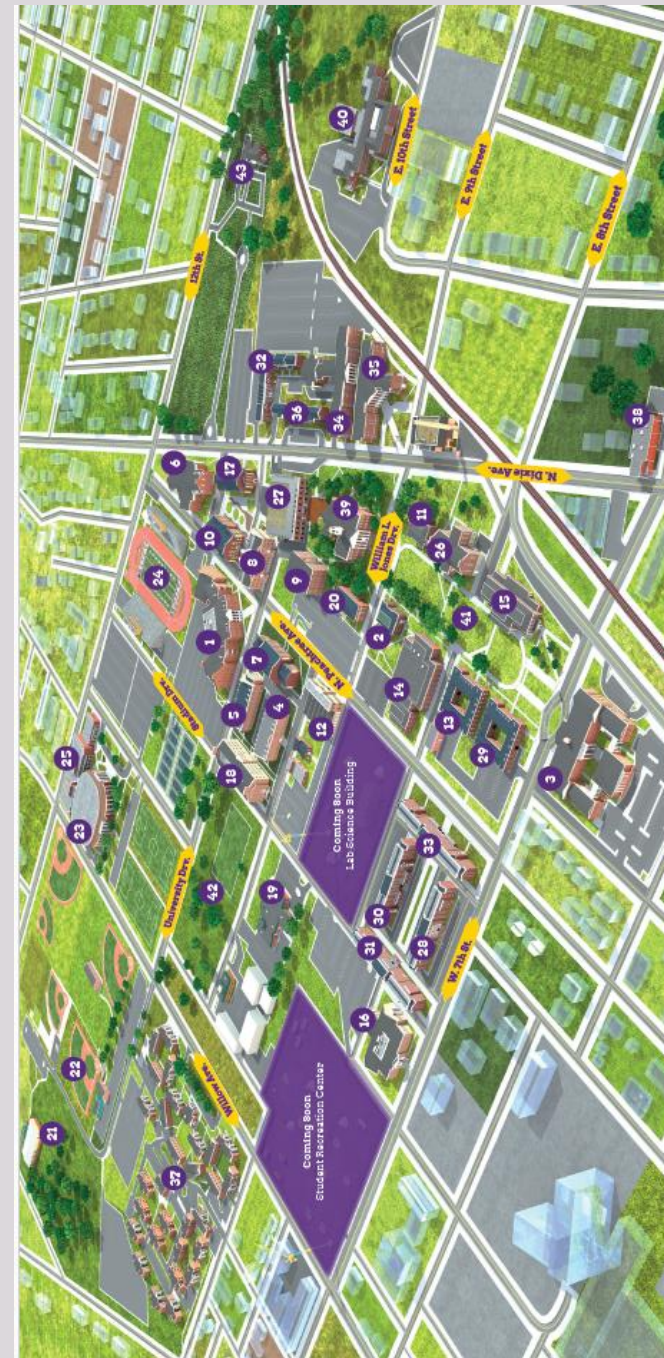
- You will need your Tech ID Number (T-Number)
- You will need to set up your email account. Your email account (@students.tntech.edu) is given to you once you are **ADMITTED**. Once you have your email account, you will need to activate and set it up properly. Please visit [HERE](#) for instructions on how to setup your TNTECH email account.



Once you have your Tech ID Number (T-Number) and your email account set up properly, you can then go to our [ONLINE HOUSING APPLICATION PORTAL](https://www.tntech.edu/reslife/applications.php) page <https://www.tntech.edu/reslife/applications.php>

- On the application page, in the account login box, please enter your Tech ID Number (T-Number) in the Student Number block and click "Forgot Housing Password?" and your housing password immediately will be sent to your tech email address (@students.tntech.edu). You can login to your email [HERE](#).
- Once you have retrieved your housing password, come back to the online portal page and enter your T-Number in the Student Number block and your password in the Housing Password block and click Log In and you should gain access.

## Campus Maps



### ACADEMIC

1. Angelo and Jennette Voipe Library
2. Barbo Hall
3. Bell Hall
4. Brown Hall
5. Bruner Hall
6. Bryan Fine Arts Building
7. Clement Hall
8. Foster Hall
9. Henderson Hall
10. Johnson Hall
11. Kittrell Hall
12. Lewis Hall

### ATHLETICS

13. Matthew-Daniels Hall
14. Memorial Gym
15. Oakley Hall
16. Oakley STEM Center
17. Pennebaker Hall
18. Prescott Hall
19. Southwest Hall
20. T.J. Farr Building
21. Athletic Performance Center
22. Baseball Field
23. Hooper Eblen Center
24. Tucker Stadium

### STUDENT

25. Fitness Center
26. Jere Whitson Building
27. Roaden University Center

### HOUSING

28. Cooper Hall - Dunn Hall
29. Crawford Hall
30. Ellington Hall - Warf Hall
31. Evans Hall
32. Jobe Hall - Murphy Hall
33. McCord Hall
34. Maddux Hall

### OTHER

35. New Hall South
36. Pinkerton Hall
37. Tech Village
38. Alumni Building
39. Derryberry Hall
40. Foundation Hall
41. The Quad
42. Sherlock Park
43. Walton House





