



International Student and Scholar Services | 2200 S. Josephine | Ph: 303.871.4912 | iss@du.edu | www.du.edu/intl/iss

Inside this issue:

- I-House Job Opening* 2
- Bollywood Dance Night* 3

Enjoy the Break!
The Globe will return
on January 6, 2010.

Fall and Winter Break
Advising Hours

- M W F 10:00 a.m. - 12:00 p.m.*
- M - F 1:00 p.m. - 4:00 p.m.*

Upcoming Events

- 11/18/09
Travel Signature Day
- 11/30/09
Deadline for Diversity Visa
Lottery
- 1/12/10
International Luncheon -
Middle Eastern Cuisine

ISSS/DU Closures

- 11/26/09 - 11/29/09
Thanksgiving
- 12/25/09 - 1/3/10
Winter Break

Checking Your DU Email Account

International student advisors communicate with students primarily through their DU email account.

You should check your DU email regularly so you do not miss important messages from our office.

Advisors use email to:

- Notify students about changes in immigration regulations.
- Remind students about immigration reporting requirements.
- Notify students about potential violations of status.

Why Check Email?

Failure to respond to an advisor in a timely fashion may result in the loss of your immigration status.

Academic advisors may also contact you by email to discuss important information about your degree program.

International student advisors will make every effort to contact you when necessary, but it is **your** responsibility to check your email and respond when requested.

If you prefer to use your personal email account, you must forward your DU email to that account.



Forwarding DU Email

To forward your DU email to another account, visit:

<https://taurus.cair.du.edu/cgi-bin/emam/login>

Log in using your DU ID and passcode, then follow the instructions on the left for forwarding incoming email.

Before You Leave ... Get a Travel Signature!

If you will be traveling outside the United States during Winter break, make sure you have a valid travel signature before you leave.

The travel signature is found on page 3 of the I-20 and on page 1 of the DS-2019. Travel signatures are valid for one year (6 months while on OPT).

You will need an unexpired

travel signature in order to re-enter the United States after traveling abroad.

You can get a travel signature quickly during our next Travel Signature Day on Thursday, November 19th at the International House.

Bring your current I-20 or DS-2019, as well as those for any dependents traveling with you.

Check Your Document

You **do not** need a travel signature if your current one was issued on or after **April 1, 2009.**

Next Travel Signature Day

Thurs., November 19th
1:00 - 4:00 p.m.

Student Computer Assistant Needed

Job Details

Job Type:	On-Campus International Student Worker	Start Date:	As soon as possible
Employer:	Office of Internationalization	End Date:	June 30, 2010
Hours:	10 - 20 hours per week	Hourly Rate:	\$9.50 - \$13.50 per hour

Summary of Duties:

The Student Computer assistant will provide general office and technical support to the Office of Internationalization by meeting the following responsibilities:

- Updating, redesigning, and supporting all departmental websites.
- Maintaining and setting up computers for the office, including networked printers and PC's; installing new hardware and software; and providing technical support for the overall office.
- Maintaining the student computer lab by maintaining the hardware and software and helping student users with the systems.
- Managing the DU web calendar (information, events, and deadlines of interest to international and study abroad students).
- Coordinating with UTS on I-House network issues, the I-House wireless network, and other technical matters.
- Answering telephones at the front desk and assisting the Office Manager with general office duties.

Skills, Knowledge, and Ability

Required:

- Strong knowledge of Microsoft Office, Adobe Dreamweaver and/or Contribute, and demonstrated proficiency designing and managing websites.
- Strong knowledge of computer and printer hardware and software setup and maintenance.

Preferred:

- Previous working relationship with UTS or other technical support offices.
- Excellent customer service skills, including answering telephones and responding to visitors in person.
- Excellent written and verbal skills, including the ability to work with visitors with limited English proficiency.

How to Apply

Mail, e-mail, or drop off a resume and cover letter to Orla McInerney, Office Manager - Office of Internationalization:

Address:	Office of Internationalization	E-mail:	orla.mcinerney@du.edu
	2200 S. Josephine St.		
	Denver, CO 80208		

Please submit your resume and cover letter by **December 4, 2009**.

Bollywood Dance Night



ISSS hosts and co-sponsors a number of cultural activities throughout the year.

If you are interested in hosting an event at the I-House, or if you have an idea for an activity, please contact us!

E-mail: intloutreach@du.edu



International Student and Scholar Services

About International Student and Scholar Services

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We strive to provide timely, accurate, and effective advising and assistance to international students, faculty, and staff in matters of immigration, communication, and cultural adjustment.

Our goal is to support the international community on campus so that each international student and scholar has a productive and fulfilling experience at DU. We aim to promote international awareness and understanding by working to support the positive impact international students and scholars have on the University.

Visit us online:

www.du.edu/intl/iss

Submit a Story

If you have an idea for a story, or if you would like to advertise an event at DU, please email us at intloutreach@du.edu.

Please note that not all stories will be published and content may be edited for style and space.

Submit Your Photos

ISSS is seeking photos that document the experience of international students and scholars at DU and in the Denver community. Selected photos may be featured in *The Globe* or on the new ISSS website at www.du.edu/intl/iss. Please email your photos to intloutreach@du.edu.



Upcoming Events at DU

DU Bookstore Holiday Sale

The DU Bookstore is holding its annual Holiday Sale now through **Saturday, November 21st**. All clothing and gift items will be **20% off!**

Textbook BuyBack

The DU bookstore will be holding its Textbook Buyback Program from **Wednesday, November 18th**, through **Tuesday, November 24th**.

The buyback program allows students to sell textbooks they no longer want or need to the bookstore.

You must bring your DU ID card with you to sell your textbooks back.

Belliston's Ballet's "The Nutcracker"

Belliston's *Nutcracker* has enthralled audiences for over 16 years, and this month it comes to DU's Newman Center for the Performing Arts!

The production has a way of gently warming the heart while inspiring its audience to find the magic of the holiday season.

Get your tickets now for one of several performances:

November 28th

2:00 p.m. and 7:00 p.m.

November 29th

1:00 p.m. and 4:00 p.m.

For ticket information call 303-933-4889 or visit the [Belliston Ballet website](#).

