



Fall 2020

## A Newsletter Published by the Office of the Vice President for Student Affairs

**GREETINGS** from all of us in Student Affairs to new and returning GC students. As we commence this academic year together, I want to assure you that The Graduate Center faculty, staff and administration have been planning all summer implementing a thoughtfully crafted plan to provide programs, resources, and services and are eager to engage with you in your studies, teaching and research. Incoming students should make sure to check out our **online orientation** page at <https://www.gc.cuny.edu/Prospective-Current-Students/New-Student-Orientation-2020>.

We are pleased to welcome **Dr. Robin L. Garrell** to her new position as **President of The Graduate Center**. A distinguished scientist and academic leader committed to public higher education, Dr. Garrell comes to The Graduate Center after nine years as vice provost for graduate education and dean of the Graduate Division of UCLA, where she had campus-wide responsibility for nearly 12,000 academic and professional graduate students and postdoctoral scholars. She earned her Ph.D. in macromolecular science and engineering from the University of Michigan. She previously taught at the University of Pittsburgh, where she was the first female faculty member in the Department of Chemistry.

With appreciation to the continuing students who have engaged effectively in the effort to foster an informed, safe community, as part of our initiatives to address **Title IX education, prevention, reporting, and support services for students**, The Graduate Center and other CUNY campuses require new students and student leaders to participate in a new on-line training called **Sexual and Interpersonal Violence Prevention and Response Course** (“SPARC”). Students will be receiving information on how to enroll via their Graduate Center email. The Graduate Center and all of CUNY take very seriously issues of sexual harassment and sexual violence. More information and important Graduate Center contacts can be found at <https://www.gc.cuny.edu/TitleIX>.

If you need to register to vote—or if you wish to sign up as an organ donor, even if you are not registering to vote or changing your address for voter registration purposes—a **voter registration** link and forms are provided by our office each semester. At <http://www2.cuny.edu/register-to-vote/> you can obtain forms and assistance on voter registration as well as citizenship information. Voter registration information and application forms are also available at the website for the State Board of Elections of the State of New York at <http://www.elections.ny.gov/>. Note as well that in connection with the provision of student disability services by the Student Affairs office, we are, under the National Voter Registration Act, an agency-based voter registration site where voter registration application forms and information are available and where students will be offered the opportunity to register to vote. If you would like information, voter registration application forms (which we can mail in for you), or voter registration assistance of any kind, please e-mail our office at [studentaffairs@gc.cuny.edu](mailto:studentaffairs@gc.cuny.edu).

The Graduate Center building remains closed to all except for essential staff. Division of Student Affairs staff members are working remotely and are available to meet the needs of our students in this difficult time. Please do not hesitate to bring to Student Affairs any questions, concerns, or feedback in general. We can be reached at [studentaffairs@gc.cuny.edu](mailto:studentaffairs@gc.cuny.edu) and are committed to addressing the needs of our community as we navigate this challenging time together.

—*Matthew G. Schoengood, V.P. for Student Affairs*

**THE  
GRADUATE  
CENTER**  
CITY UNIVERSITY  
OF NEW YORK

### Inside this issue

Library

Office of Career Planning and Professional Development

Office of International Students

The Ombuds Office

Services for Students with Disabilities

Student Discounts

And More....

### Special points of interest

- The Child Development and Learning Center
- Petrie Emergency Grants
- GC Dissertation and Fellowship Awards
- Doctoral Student Research Grant (DSRG)
- Doctoral Student Parental Accommodation Policies
- And More...

## Updates from The Graduate Center Library

**Chat with a Librarian!** You can use chat for research help any time of day or night through [Ask a Librarian](#) - Graduate Center Librarians are only a click away! The chat feature is live 24/7, with after-hours staffing by an international consortium of qualified librarians. We review all questions closely, so bring your research queries - from the most complex to the simplest - and we'll be happy to help out. <https://library.gc.cuny.edu/ask-a-librarian/>

### **The E-Book Detective Agency: Anatomy of an Ebook Search**

Ebook, oh Ebook, where could you be? We've turned our focus to providing seamless, lightning-quick access to electronic resources. But what if you want to [find out if a book](#) - a whole, specific book - is accessible online? Here's where our team of librarians comes into play, as the Ebook Detective Agency. First, you'll [send in your request](#), providing information about the book you're seeking online.

**Read more here:** <https://bit.ly/2Ay2RNa>

### **Dissertations and Theses Year-in-Review, 2019-20**

Each year, as we [celebrate our GC graduates](#), the library's Dissertation Office produces a round-up of dissertations, theses, and capstone projects to highlight the incredible work being done by our students. In a Spring 2020 semester marked by disruption, by the sudden closure of our CUNY campuses and shared spaces, our intellectual work at The Graduate Center has carried on—students defended their dissertations over Skype and Zoom, and after a flurry of emails and electronic approvals they were cleared to deposit their work with the library.

<https://bit.ly/2Y7zzxR>

### **Anti-Racism and #BlackLivesMatter Resources**

Since we shared the [Mina Rees Library statement in support of black lives](#), we heard feedback from a member of our community who urged us to do more. Specifically, they proposed that we use this platform to highlight items from within our collections which focus on anti-racism and Black liberation. Included are the

initial recommendations from our community member (who sent a great starting list), a number of other resources. We also highlight from the wealth of critical works made by our own scholars at The Graduate Center. <https://bit.ly/30PtFmM>

**OER and Open Pedagogy:** Curious about to find and use Open Educational Resources (OER) in your teaching?

Learn more about the Spring 2020 Open Pedagogy Fellowship at <https://openpedagogy.commons.gc.cuny.edu/> Mina Rees Library | Conversation Series

**The Mina Rees Library** | Conversation Series is a lively showcase of ideas, research and active scholarship, from across the CUNY system and beyond. The series is titled in recognition of Mina Spiegel Rees - a renowned mathematician who served both as CUNY's first Dean of Graduate Studies (1961-67) and was named as The Graduate Center's first President in 1971. Check out our full events listing, here: <https://bit.ly/3hByfL1>



## Office of Career Planning and Professional Development

The Office of Career Planning and Professional Development supports The Graduate Center's students in achieving their career goals. The office offers individual career counseling to students, including advice on CV's, resumes, and other job search materials, assistance with preparing for interviews, and discussions of career planning strategies. We work with students on both nonacademic and academic job searches. All conversations with office staff are confidential. Students can connect with the office in several ways: email us at [CareerPlan@gc.cuny.edu](mailto:CareerPlan@gc.cuny.edu); follow us on Twitter [@CareerPlanGC](https://twitter.com/CareerPlanGC); or access our calendar of events and use the many resources on our website <http://cuny.is/careerplan>. We look forward to helping you attain your professional goals!

## Looking for Information on Public Health Insurance and NY Health Resources?

Check out Health Insurance and Selected Resources: A Guide

[https://www.gc.cuny.edu/CUNY\\_GC/media/CUNY-Graduate-Center/Student%20Life/Health-and-Insurance-Guide-August-2020\\_1.pdf?ext=.pdf](https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/Student%20Life/Health-and-Insurance-Guide-August-2020_1.pdf?ext=.pdf)

Questions? Contact [studentaffairs@gc.cuny.edu](mailto:studentaffairs@gc.cuny.edu)

### [Improve Your Academic Tech Knowledge and Skills](#)

as you pursue your doctoral degree! Learn how to use and think critically about academic technology in the classroom and in your research. Make yourself more competitive in the academic job market. The Interactive Technology and Pedagogy Certificate Program is available to all enrolled GC doctoral and MALS students. See <http://www.gc.cuny.edu/itp/> and contact Julie Fuller at 212-817-7289 to register for the program or for more info, email Coordinator Professor Michael Mandiberg at [mmandiberg@gc.cuny.edu](mailto:mmandiberg@gc.cuny.edu).

## The Wellness Center

Robert L. Hatcher, Ph.D., is Director of the Wellness Center. Administrative Coordinator: Cheri Daniels, Office Assistants: Deborah Mandas and Grace Acevedo. **Due to the impact of COVID19, the Wellness Center office is operating remotely. Our Virtual Front Desk is available Monday-Friday, 9am-5pm EST to answer questions via Zoom.**

- [Connect to the Virtual Front Desk on Zoom](#) - Meeting ID: 212 817 7020, Password: 6422
- Connect to the Virtual Front Desk via phone: 1 646 876 9923 US (New York), or [find your local number.](#)

You may also email us at [wellness@gc.cuny.edu](mailto:wellness@gc.cuny.edu) and we will return your message as soon as possible.

The Wellness Center offers free health education and counseling services for students. Student Counseling Services (SCS) offers short-term individual and couples counseling (generally 3 to 12 sessions), group counseling, academic consultation and referrals, and a variety of workshops relevant to graduate student life. The SCS is staffed by psychologists, social workers, and psychology fellows. Sessions are individually designed to help each student progress towards personal and professional development as well as to offer useful and practical strategies to move forward in their academic work. All services are confidential and free to matriculated Graduate Center students. Please visit the following link for updated information about the SCS, our workshop schedule and more information about our services <https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Counseling-Services>.

Student Health Services (SHS) provides health and wellness information and education including presentations, workshops, health screening events, and individualized health education consultations. There is also a yearly comprehensive Wellness Festival, which is scheduled during the Spring semester.

Note: This service is for health information and education only. If you are seeking clinical care, please seek an outside provider.

## The Writing Center

In order to create and communicate academic knowledge, scholars in every discipline must cultivate advanced skills and habits not only with respect to their research, but also with respect to their writing. The Writing Center assists current and past graduate students in the cultivation of these writerly skills and habits through individual consultations, workshops, and other programming. As one of the few writing centers in the country that specifically serves the needs of graduate students, we also make it our mission to ask and answer the question of what services a graduate writing center could and should offer. Students can connect with the Writing Center in several ways: email us at [WritingCenter@gc.cuny.edu](mailto:WritingCenter@gc.cuny.edu); follow us on Twitter [@WritingCenterGC](https://twitter.com/WritingCenterGC); or access our calendar of events and use the many resources on our [website](#). We look forward to helping you achieve your writing goals!

## GC Housing

Interested in GC Housing? Students may contact [gchousing@gc.cuny.edu](mailto:gchousing@gc.cuny.edu) or visit our website <http://housing.gc.cuny.edu>. Located at 165 East 118th Street, the eight-story Graduate Center Apartments complex offers bright, modern, airy, and affordable housing, as well as providing an easy commute to The Graduate Center for graduate students, postdoctoral fellows, and members of the faculty. The complex shares the plaza of CUNY's East Harlem Campus with Hunter College's School of Social Work.



## [The Child Development and Learning Center](#)

The GC Child Development and Learning Center provides an excellent educational program for pre-school children. Licensed to serve 27 children ages 2 to 5 years old, it offers on-site, affordable childcare to children of GC students, faculty, and staff. To learn more about the program or placing your child on the center's waiting list, please contact Interim director Molly Polin-Kane [cdlc@gc.cuny.edu](mailto:cdlc@gc.cuny.edu).

<http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Resources/Child-Development-and-Learning-Center/General-Information>.

## [Doctoral and Graduate Students Council \(DGSC\)](#)

The Doctoral and Graduate Students' Council (DGSC) services represent students in doctoral or master's programs at The Graduate Center, who pay a Graduate Center Student Activity Fee. The DGSC offers a number of services including grants, discount movie tickets, storage lockers and legal consultations.

The DGSC administers the money collected from the Student Activity Fee and welcomes suggestions from the student body on how to maximize the use of its resources.

The DGSC is located in the Robert E. Gilleece Student Center on the 5th floor. It houses the student organizations chartered by the DGSC.

For more information please email: [dsc@cunyds.org](mailto:dsc@cunyds.org).

### GC Dissertation Fellowships and Awards:

A variety of dissertation fellowships and awards are available through a competitive review process. Dissertation write-up awards include a number of named fellowships and special focus awards and range in amount from \$2,000 to \$25,000.

All awards are subject to the availability of funds. Students who are advanced to candidacy (level III) and expect to complete the dissertation during the 2021-22 academic year are eligible to apply. Application information will be available from the Provost's Office by November 2020 and the application deadline is January 15, 2021. For further information contact Rachel Sponzo ([rsponzo@gc.cuny.edu](mailto:rsponzo@gc.cuny.edu)), Office of the Associate Provost.

### Doctoral Student Research Grant (DSRG)

Doctoral students in their 2nd to 6th year can apply for up to \$1,500 in funding for uses that include research, travel, and compensation of research subjects. The application period is from November 1 through January 31, annually. The guidelines for the DSRG can be found here: [http://www.gc.cuny.edu/CUNY\\_GC/media/CUNY-Graduate-Center/dsrgguidelines.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/dsrgguidelines.pdf)

Students are not eligible to receive DSRG grants two years in a row, but may apply and be awarded again after a year's lapse. Any questions about the guidelines or eligibility should be directed to [dsrg@gc.cuny.edu](mailto:dsrg@gc.cuny.edu).

## Petrie Emergency Grants

The Carroll and Milton Petrie Student Emergency Grant Fund, made possible by generous support from the Petrie Foundation, provides quick-response grants typically up to \$2,000 to Graduate Center students who are facing current short-term financial emergencies. With the fund, The Graduate Center seeks to assist students to complete their education, rather than take a leave of absence or withdraw from school. Some examples of these emergencies include overdue utilities bills, rent in arrears at risk for eviction, housing assistance for homelessness, medical and dental bills for uninsured non-elective procedures, destruction of living quarters, due to fire or other natural

disaster, theft of computer or other essential belongings, assistance in paying for basic necessities due to recent financial difficulty, emergency child care for legal dependents, and travel home for illness or death in the immediate family.

Matriculated students in good standing, who are experiencing a current and unforeseen financial emergency, are eligible to apply for emergency fund assistance once per year. The application form can be found at <https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Fellowships-and-Financial-Aid/Student-Emergency-Grant-Fund>.

---

*“The Graduate Center seeks to assist students to complete their education,”*

---

## Doctoral Student Parental Accommodation Policies

In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, The Graduate Center's Doctoral Student Parental Accommodation are intended to further The Graduate Center's commitment to supporting programs and services to help graduate students to meet their family care obligations while they pursue their academic goals. For specific policy information and the procedures for requesting parental accommodations, refer to The Graduate Center's Student Handbook section “Doctoral Student Parental Accommodation Policy” online at <http://www.gc.cuny.edu/News/GC-News/Detail?id=25206>

## Pregnancy Non-Discrimination Policy

The Graduate School and University Center does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from accessibility services within the Student Affairs office or from Vice President for Student Affairs Matthew G. Schoengood. (Contact information for both resources: [erivera@gc.cuny.edu](mailto:erivera@gc.cuny.edu))

## The Ombuds Office

The Ombuds Office is always here for you! It offers a safe and neutral place for students, along with other members of the GC community, to voice concerns, evaluate situations, organize their thoughts, and explore options for handling problems that arise - all in strict confidence. The ombuds officer can gather information, serve as a “shuttle diplomat,” or mediate, as well as provide referrals to relevant authorities. The office has been established outside the existing administrative and academic structures and is completely independent. The most important job of the ombuds officer is to listen. Concerns that people bring to this office include feelings of stress, disagreements about grades, problems with tuition charges, interpersonal conflicts, professional misconduct, academic dishonesty, safety concerns, ethics and whistle-blowing, and intellectual property issues. Students should feel free to visit this office. Contact Dr. Martin Gitterman Ombuds Officer, [ombuds@gc.cuny.edu](mailto:ombuds@gc.cuny.edu), <http://web.gc.cuny.edu/ombuds/>



*“The most important job of the ombuds officer is to listen.”*

## CUNY Human Research Protection Program (HRPP)

CUNY Human Research Protection Program (HRPP) is responsible for the protection of the rights and welfare of human subjects in research projects conducted at CUNY or by CUNY faculty, staff and students and RF CUNY staff. The program provides oversight, administrative support and educational training to ensure that CUNY research complies with federal and State regulations, University policy and the highest ethical standards. The CUNY HRPP comprises of 3 University Integrated Institutional Review Boards (IRBs) and 21 on-site HRPP offices.

### When is CUNY HRPP or IRB review required?

CUNY HRPP or IRB review is required when ALL of the following criteria are met:

a. The investigator is conducting research or clinical investigation;

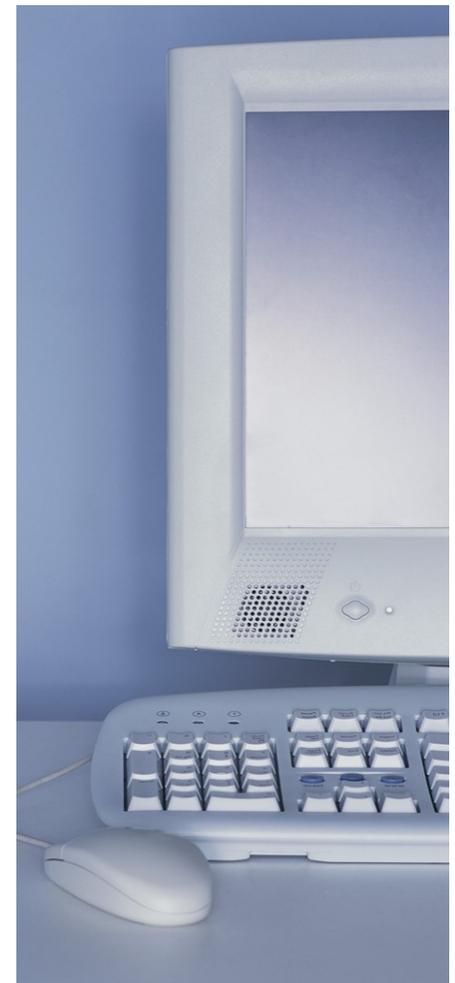
b. The proposed research or clinical investigation involves human subjects; AND

c. CUNY is engaged in the research or clinical investigation involving human subjects.

**Note:** CUNY applies OHRP Guidance on Engagement of Institutions to determine CUNY’s engagement in all research, regardless of funding.

For further information about the CUNY Human Research Protection Program, please visit: <http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/>

For further information about the GC HRPP, please visit: [https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Subjects-Research-Protection-Program-\(HRPP\)](https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Subjects-Research-Protection-Program-(HRPP))



## Services for Students With Disabilities

The provision of student disability services is a function of the Office of the Vice President for Student Affairs (the Student Affairs office). The mission of Student Affairs student disability services is to provide and support equal access to all programs, services, and activities of The Graduate Center and the University for Graduate Center students with disabilities. Non-discriminatory, or equal, access for students with disabilities is achieved through a process of accommodation. It is the policy of The Graduate Center and CUNY to provide auxiliary aids and services and to make appropriate academic accommodations needed by students with disabilities.

A disability is any physical or mental impairment visible or invisible, permanent or temporary that substantially limits one or more major life activities. A person is considered to be a person with a disability if the individual has the disability, has a record of the disability, or is regarded as having the disability.

It is the student's responsibility to initiate services. To do so, contact the manager of Student Disability Services, either in person, by phone, or by email. SDS works closely with faculty and the academic program offices to arrange for accommodated exam administration and other types of academic modifications. Discussions and information regarding a student's disability will be kept confidential unless a student requests other-

wise. Documentation appropriate to the requested accommodations is required to be provided to the Student Affairs office; it is kept on file and not shared with any faculty by Student Affairs unless necessary and agreed to by the student. This documentation must come from a qualified professional and provide information on diagnosis/specific disability conditions, functional limitations in the higher education setting, and recommended accommodations. .

Assistive Technology aids and services are coordinated by Student Affairs in collaboration with the GC's Information Technology services as well as with CUNY's Assistive Technology Services office. The Graduate Center provides readers/library assistants, real-time captioning, sign-language interpreters, note-takers, scribes, assistive technology, and other auxiliary aids and services as needed. Possible academic accommodations include extended or divided time for taking an examination, use of a computer or other auxiliary aid during an examination, adjustments in course load when appropriate, and recording of classes. Adaptive equipment and computer software available at The Graduate Center include screen-character enlargement, text-to-speech, and optical character-recognition scan-and-read software, a closed-circuit television, and voice recognition soft-

ware.

The Graduate Center website, <http://cuny.is/disabilityservices>, and The Graduate Center Student Handbook, [http://www.gc.cuny.edu/CUNY\\_GC/media/CUNY-Graduate-Center/PDF/Publications/Student\\_Handbook\\_web.pdf?ext=.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf), provide further details regarding the accommodation process, documentation requirements, and available resources.

The 504 / ADA Compliance Coordinator for persons with disabilities is the Vice President for Student Affairs. For more information (with confidentiality) and to request accommodations, contact the Manager of Student Disability Services, Clare Wilson, Director of Student Affairs, or the Vice President for Student Affairs [disabilityservices@gc.cuny.edu](mailto:disabilityservices@gc.cuny.edu)) and consult the website or Student Handbook (links above).



### Student Discounts

Check out the student discount webpage, where students can take advantage of student discount rates and prices on items, services, venues and more across NYC. Follow the link below for current offers: <https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Student-Activities-Discounts>

### Do You Know How to Avoid Plagiarism?

Make sure to read the booklet *Avoiding and Detecting Plagiarism*, available online at [http://www.gc.cuny.edu/CUNY\\_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf?ext=.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf?ext=.pdf)

## The City University of New York Policy on Equal Opportunity and Non-Discrimination

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

CUNY's Policy on Equal Opportunity and Non-Discrimination, which also prohibits retaliation, is available at: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPolicy-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf>

If you believe you have experienced discrimination and/or retaliation and you would like to discuss your concerns, with or without filing a complaint, please contact:

Interim Vice President of Institutional Equity and Human Resources/ Chief Diversity Officer/Title IX Coordinator: Pinar Ozgu, [pozgu@gc.cuny.edu](mailto:pozgu@gc.cuny.edu)



## Resources For Combating Sexual Harassment/ Sexual Assault (Title IX)

Sexual harassment of students, which includes acts of sexual violence, is a form of gender discrimination prohibited by Title IX. The U.S. Department of Education's Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, as well as acts of sexual violence. Harassing conduct creates a "hostile environment" when sufficiently severe or pervasive to limit a student's ability to participate in educational activities.

If you believe you are being subjected to sexual harassment, domestic violence, sexual or dating violence, or stalking, call public safety or 911. You may also contact one of The Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to end the harassment or violence:

- **Interim Vice President of Institutional Equity and Human Resources/  
Chief Diversity Officer/Title IX Coordinator:** Pinar Ozgu, [pozgu@gc.cuny.edu](mailto:pozgu@gc.cuny.edu)
- **Chief Student Affairs Officer/ Vice President of Student Affairs:** Matthew G. Schoengood, [mschoengood@gc.cuny.edu](mailto:mschoengood@gc.cuny.edu)
- **Director of Public Safety:** John Flaherty, [jflaherty@gc.cuny.edu](mailto:jflaherty@gc.cuny.edu)
- **Executive Director of Human Resources:** David Boxill, [dboxill@gc.cuny.edu](mailto:dboxill@gc.cuny.edu)

For additional information and resources, please see

<https://www1.cuny.edu/sites/title-ix/campus-websites/cuny-policies/>

### [The Teaching & Learning Center](#)

The Graduate Center's Teaching Center (GCTL) supports Graduate Center students who are beginning and evolving as college teachers, and develops programming that asserts and explores the centrality of pedagogy to the modern university. TLC staff provide individual consultations and workshops for students on course and assignment design, syllabus construction, classroom management, the role of technology in the classroom, assessment, preparing for the job market, and the scholarship of teaching and learning. The TLC also partners with sister units on special projects at The Graduate Center and across CUNY. Members of the GC community can stay abreast of the TLC's activities by joining its group on the CUNY Academic Commons, located at <https://commons.gc.cuny.edu/groups/teaching-and-learning-center/>. For more information please visit: [cuny.is/teaching](http://cuny.is/teaching)

### [Follow The Graduate Center!](#)

The Office of Communications and Marketing is responsible for maintaining the following social media accounts:

Twitter: [@GC\\_CUNY](https://twitter.com/GC_CUNY)

Facebook: [@theGraduateCenter](https://www.facebook.com/theGraduateCenter)

Instagram: [@thegraduatecenter](https://www.instagram.com/thegraduatecenter)

LinkedIn: [@/school/thegraduatecenter](https://www.linkedin.com/school/thegraduatecenter)

YouTube: [@gradcentercuny](https://www.youtube.com/@gradcentercuny)



# The Office of International Students

**The Office of International Students (OIS)** assists international students at The Graduate Center with maintaining legal status in the United States, applying for benefits of status, and providing support with adjustment to the U.S., New York City, and a new academic system.

**SEVIS (the Student and Exchange Visitor Information System)** is the official record of an international student's immigration status activities. For an international student to maintain valid F-1 or J-1 Immigration Status in the United States, the student's SEVIS record must be kept up-to-date and in active status.

**SEVIS Reporting Requirements:** The principal items that international students in F-1 or J-1 Status must report to the Office of International Students are:

**1. Change of US Address and of Legal Name** (as it appears in the student's Passport) must be reported to the Office of International Students within 10 days of the change. The "SEVIS Data Sheet" should be used to report the change. The form is available on our website, under the current students section. You may complete the form and submit it to the Office of International Students at the Graduate Center via email or in person.

**2. Applications for Extension of F-1 or J-1 Status** must be submitted to the Office of International Students no later than 30 days before the completion date on Form I-20 or DS-2019. Students should consult the Office of International Students 1 to 2 months in advance. The extension of program application form is available on our website, under the current students section.

**3. Applications for a new I-20 or DS-2019 form for a Change of Major or Change of Degree Level between Master's and Ph.D.** must be submitted to the Office of International Students before a student begins the new program. Students must receive the new I-20 or DS-2019 form before they may begin classes in the new program.

**4. On-Campus Employment Authorization for J-1 students. J-1 students** must apply for on-campus employment authorization before beginning any job on any CUNY campus. The employment authorization is for one specific on-campus job and is valid for one year. The On-Campus Employment Request form for J-1 students is available on our website, under the current students section.

**5. Applications for Off-Campus (non-CUNY) Employment** must be submitted to

the Office of International Students and approved in SEVIS before a student begins any job off-campus, paid or unpaid. Students must receive employment authorization before they may begin working for any paid or unpaid positions. Information about Curricular Practical Training (F-1 students) and Academic Training (J-1 students) is available on our website, under the current students section.

**6. Applications for post-completion Optional Practical Training (OPT in F-1 Status) or Academic Training (AT in J-1 Status)** must be made before a student deposits the thesis or dissertation. Students must contact an International Student Counselor at the beginning of the semester in which they plan to defend and deposit their Dissertation or Thesis. Information regarding OPT and Academic Training is available on our website.

**7. Transfer of SEVIS Record to another school** must be processed in SEVIS before a student leaves the Graduate Center and before departing the United States, if applicable.

## Maintaining Valid Immigration Status

1. Confirm that all immigration documentation are up-to-date.

2. Make copies of Passport, Visa, I-94, and I-20 or DS-2019 forms for your own records to protect in case of loss. Keep all of your I-20 or DS-2019 forms for your records.

3. Maintain Full-Time Registration at the Graduate Center each semester. Apply for a reduced course load authorization, if eligible, for any semester you plan to enroll less than full-time. Students must receive the reduced course load authorization before enrolling less than full-time.

4. Obtain employment authorization for any Off-Campus Employment (non-CUNY) before beginning any employment (paid or unpaid).

**5. J-1 Students Only:** Obtain on-campus employment authorization for any On-Campus Employment (CUNY) before beginning the employment.

**6. J-1 Students Only:** Maintain health insurance coverage that meets the minimum health insurance coverage requirements per the J-1 regulations. J-1 students must submit a J-1 Health Insurance Verification form to the Office of International Students. Information regarding the coverage requirements are available on our website.

7. Four months before a student plans to graduate, the student should contact an International Student Counselor so that we may discuss post-graduation plans and review immigration status options.

8. File yearly U.S. tax return reports. The Office of International Students provides information and holds workshops to assist Non-Resident Alien Tax Status students in February and March, following the end of the tax-calendar year. We will announce these over our INTSTU-L Email List, on our Facebook page, and on our Twitter account.

9. Contact the Office of International Students before beginning a change of Status to any other US immigration status (e.g., H-1B, Permanent Residency, etc.).

## Traveling Outside the United States

1. Before travel outside the US, students must always check with our Office to verify that their passport, visa, and I-20 or DS-2019 will allow them to reenter. We will advise you of the travel and reentry regulations and update your documents, if necessary, before you depart the US.

2. After reentering the US, a student must bring to our office or submit via email at [intstu@gc.cuny.edu](mailto:intstu@gc.cuny.edu) the following documents: Passport, I-94 Admission Record, and I-20 or DS-2019 Form.

## Validating E-mail Address

Students should report their current/active e-mail address to the Office of International Students. The Office of International Students must enter your valid email address in your SEVIS record. The Office of International Students uses email as the principal means of informing international students of important immigration status requirements and policy changes. Please inform us of any change in email address by completing the "SEVIS Data Sheet" available on our website.

## Office Visits

A student must bring all original immigration status documents whenever they comes to our office. We need to verify that there have been no additions or changes since a previous visit or after a reentry to the United States from travel. You may contact the Office of International Students at (212) 817-7490 or by email at [intstu@gc.cuny.edu](mailto:intstu@gc.cuny.edu).