

## Quick Reference Guide

- **Campus Card (University's I.D.)-** <http://louisville.edu/campuscard>. Contact Robin Stewart at 502.852.7520 for questions
  - The campus cardinal card office is located in the lower level of the Houchens Building in Room 08K. Open Monday to Friday 8:30 AM - 5:00 PM.
  - The HSC campus cardinal card office is located in the Abell Building. Open Tuesday, 11:00 AM – 1:00 PM.
  - Students must be registered for classes 24 hours before being issued a campus ID card. Students must also present a photo ID (passport)
- **Registrar's office** (registration process, transcripts, etc.) <http://louisville.edu/registrar> Houchens Building, Room 31, Ph: 502.852.6522
  - Hours: Monday through Friday 9 AM-5 PM. Open Until 5:30 PM on Tuesdays and Wednesday in the fall and spring
- **Bursar's office** (tuition payment): <http://louisville.edu/finance/bursar> Houchens Building, Room 101. Ph: 502.852.6503
  - Hours: Monday through Friday 9 AM-5 PM
  - Review your account throughout the semester to ensure that you have health insurance coverage (\$1,008). Your account will also show the following fees: International Student fee (\$50), recreation fee (\$98 pro-rated per credit hour) and other fees such as lab, depending on your major
- **Campus Resources**
  - **Career Development Center:** is available to assist you in your search for full or part time employment. <http://louisville.edu/career>; Ph: 502.852.6701. Located in the lower level of the Houchens Building.
  - **Writing Center:** <http://louisville.edu/writingcenter/>; Ph: 502.852.2173. email: [writing@louisville.edu](mailto:writing@louisville.edu) located at Ekstrom Library, room 312
  - **REACH** (Resources for Academic Achievement): <http://www.reach.louisville.edu>; Ph: 502.852.6706 located at Strickler Hall 126
  - **Student Advocate:** ph: 502.852.8113 email: [advocate@louisville.edu](mailto:advocate@louisville.edu). <http://louisville.edu/studentadvocate/> Dr. Prafula Sheth is the student advocate and is available to assist you with any problems you may be experiencing on campus
  - **IT Connect:** is available to assist you with password issues and security software. Contact Karen Johnson if you have questions. Ph: 852.1099. Email: [karen.johnson@louisville.edu](mailto:karen.johnson@louisville.edu)
- **Contact Family, Airport Pickup and Housing-**
  - Bonnie LeCompte with InterVarsity helps students with airport pickups, temporary or permanent housing shopping, ESL and dinner groups. She can be contacted via email at: [ivcfoasis@gmail.com](mailto:ivcfoasis@gmail.com)
  - Kristi Peterson helps international students locate Contact Families in Louisville. She can be contacted via email at: [uoflcontactfamily@gmail.com](mailto:uoflcontactfamily@gmail.com)
  - For a more detailed description of these services, you can view the International Center website at: <http://louisville.edu/internationalcenter/iss/newstudent>
- **Food Services-**
  - The food service waiver may be found on the University website at: <http://louisville.edu/dos/mealplan/mealplanwaiverpolicy.html>
  - You may contact Matti Verder in Food Services at: 502.852.8310 or by email at: [mrverd01@gwise.louisville.edu](mailto:mrverd01@gwise.louisville.edu)
- **On-campus English As a Second Language (ESL) and Conversational English Opportunities-**
  - The Intensive English office is located in Strickler Hall, Room 207 (West Wing). For more information, please contact Barbara Brown or Nancy Henry at 502.852.5901, or email [iesl@louisville.edu](mailto:iesl@louisville.edu). The IESL classes are described below:
    - Intensive ESL Full time. Registration form and more information at <http://louisville.edu/english/iesl>
    - Communication in English (CIE). Registration form and more information at <http://louisville.edu/english/iesl/CIE/cie.htm>
  - Bonnie LeCompte with InterVarsity holds several opportunities for UofL International Students to meet and have friendly conversations with other international students and local volunteers. Contact information: [ivcfoasis@gmail.com](mailto:ivcfoasis@gmail.com)
  - Baptist Campus Ministries also offers local opportunities for International Students to meet and converse with other international students and local volunteers. Please contact Riley Byers at: 502.852.6595 for more information
- **Off-campus English As a Second Language (ESL) and Conversational English Opportunities-**
  - Walnut Street Baptist Church offers FREE on-going part time ESL classes. Wednesdays 9-12 PM. Contact Shirley Burba or Ralph Hopkins at 502.896.6186. Located at 1143 S. Third St. Suite A.
  - The Louisville Public Library offers ESL opportunities in the following locations:
    - *Louisville Free Public Library--Main branch--* Tuesdays and Thursdays, 6:30pm - 8:30pm. Located at 301 York Street. Louisville KY 40203. Ph: 502. 574.1611
    - *Iroquois Branch of the Louisville Free Public Library System* offers an English Language Conversation Club. These meetings are free and meet several times a month. Located at 601 W. Woodlawn Louisville, KY, 40215. Contact the library for more information at: 502.574.1720
  - JCPS Adult Education offers free ESL classes for people under F2, J1 and J2 visas. **Students under F1 visas are not allowed to register for these classes.** Some of JCPS' ESL programs are listed below. To begin an ESL class, you **must register** at the location where you want to attend. Please call to ask about current dates for registration. For questions call 502.485.3400 or go to [www.esl4u.org](http://www.esl4u.org):
    - *Americana Community Center* – Mondays, Tuesdays, Wednesdays & Thursdays, 9:00am-11:00am and 6:30pm-9pm. Located at 4801 Southside Drive, Louisville KY 40214. Ph: 502.366.7813
    - *Ahrens Learning Center* -- Mondays, Tuesdays, Wednesdays & Thursdays, 9:00am-11:30am. Located at 546 South First Street, Louisville KY 40202. Ph: 502.485.8636

- **Health Insurance-**
  - You may contact Linda Westenhofer in Campus Health Services at: 502.852.6519 or by email at: [Lawest02@louisville.edu](mailto:Lawest02@louisville.edu)
  - Information about waiving health insurance may be found on the University website at: <https://louisville.edu/campushealth/insurance/international-health-insurance-waiver-warning.html>
  - For information regarding the AHP health plan, please contact Judith Baxter-Aung at: [Judith.baxter-aung@ahpcare.com](mailto:Judith.baxter-aung@ahpcare.com)
  
- **Public Safety-**
  - Belknap Campus – Floyd Street Parking Garage Suite 100      502.852.6111
  - Health Sciences Campus – Abell Building Suite 120            502.852.2403
  - 24 Hour escort Service available                                      502.852.6111
  
- **University of Louisville General Information-**
  - <http://www.louisville.edu> – Future Students
  - Links for: Graduate, Undergraduate Admissions, Bursar's office, tuition prices, Registrar's office, class schedule and catalogs, and much more
  
- **ULink Access-**
  - Visit the University of Louisville's website at: <http://louisville.edu>
  - Click on ULink under Academics on the homepage
  - Under the Login section there is a link called: **For First-time Users**
  - Follow the Instruction to create the password and account
  - You may contact the IT helpdesk for questions at: 502.852.7997
  
- **Banking-**
  - PNC bank is located on campus at 1900 South 3rd Street, Louisville, KY 40208 (it is on the corner of 3<sup>rd</sup> street and Cardinal Blvd). Phone: 502.212.6180. Laura Puckett works with our office
  - The bank is easily accessible and is accustomed to working with International Students
  
- **Bringing A Dependent-**
  - Information on a dependent request form can be found on the International Center website at: <http://louisville.edu/internationalcenter/iss/forms>
  - The form is under the link: [DependentI-20/DS-2019 Request Form \(PDF\)](#)
  
- **Child Care-**
  - A brochure for local childcare services can be obtained at the International Center
  - Any questions or help can be directed to the International Center
  
- **Drivers License-**
  - Information on obtaining a Kentucky Drivers License can be found on the International Center website at: <http://louisville.edu/internationalcenter/iss/resources>
  - The form is under the link: [Obtaining A Kentucky Driver's License\(PDF\)](#)
  
- **School Aged Children-**
  - Children that are of school age may be eligible to attend the Jefferson County Public School (JCPS) system
  - If you have children that are of school age – (5-17 years old), then you may contact Berta at JCPS: 502.485.3623 for more information
  - The JCPS website is: <http://www.jefferson.k12.ky.us/>
  
- **Social Security Card-** Social Security Office: 601 West Broadway, Louisville, KY 40202.
  - You must be in the country for **7 business days** before applying for a Social Security Card
  - You can ride the TARC bus to get there. It is **free** with a student ID card. Take the number **4** TARC bus (**northbound**). It can be boarded on 4<sup>th</sup> Street on the University of Louisville's Belknap campus. Exit at 5<sup>th</sup> street and Broadway. Then walk one block west until you come to the Gene Snyder Courthouse on your right. Enter through the doors facing Broadway