

## Quick Reference Guide

### On Campus Resources

- **Bringing A Dependent**
  - Information on a dependent request form can be found on the International Center website at: <http://louisville.edu/internationalcenter/iss/current-f1-j1-students/forms-and-documents>
  - The form is under the link: [Dependent Request Form I-20/DS-2019](#)
- **Bursar's Office** (tuition payment): <http://louisville.edu/finance/bursar> Houchens Bldg., Rm. 101, Lower Level Phone: 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. 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 labs, depending on your major
- **Campus Card (University's I.D)**
  - Cardinal Card (University's I.D.)- <http://louisville.edu/cardinalcard> Contact the Cardinal Card Office at 502.852.7520 for questions
  - The cardinal card office is located in the lower level of the Houchens Building in Room LL05. Hours of operation are Monday - Friday from 8:30am-5:00pm
  - The HSC campus cardinal card office is located in the Chestnut Street Parking Garage, 414 E. Chestnut St. This office is open on Tuesdays from 9:30am - 11:30am.
  - Students must be registered for classes 24 hours before being issued a campus ID card. Students must also present a photo ID (passport)
- **Campus Resources**
  - **Career Development Center:** is available to assist you in your search for full or part time employment. <http://louisville.edu/career>; Phone: 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 or the School of Nursing, K Wing, Rm. 2029 on Health Science Center, Wednesdays 10am-3pm and Friday 1-6 pm.
  - **REACH** (Resources for Academic Achievement): <http://www.reach.louisville.edu>; Ph.: 502.852.6706 located at Strickler Hall 126
  - **IT Connect:** is available to assist you with password issues and security software. Contact Karen Johnson if you have questions. Phone: 852.1099 Email: [karen.johnson@louisville.edu](mailto:karen.johnson@louisville.edu)
- **Food Services**
  - The food service waiver may be found on the University website at: <http://louisville.edu/dos/students/studentpoliciesandprocedures/meal-plan-waiver>
  - You may contact Cori Bibelhauser in Food Services by email at: [mpwaiver@louisville.edu](mailto:mpwaiver@louisville.edu)
- **Health Insurance**
  - You may contact Tony Logsdon in Campus Health Services at: 502.852.7058 or by email at: [awlogs01@louisville.edu](mailto:awlogs01@louisville.edu)
  - Information about waiving health insurance may be found on the University website at: <http://louisville.edu/campushealth/files/international-insurance-waiver-requirements>  
For information regarding the AHP health plan, please visit: <http://www.ahpcare.com/>  
HSC: Medical outpatient care center, first floor, Chestnut and Preston
- **Housing and Residence – Student Mail**
  - You may contact Arielle Clark, Assignments Coordinator at: 502.854.3734 or by email at: [arielle.clark@louisville.edu](mailto:arielle.clark@louisville.edu)
  - Student Mail Information: <http://louisville.edu/postal/studentmail>
- **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
- **Registrar's Office** (registration process, transcripts, etc.)
  - <http://louisville.edu/registrar> Houchens Bldg., Rm. 31, Phone: 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
- **Residency Status**
  - You may contact Stephanie Reibert, Program Manager in Enrollment Management in Houchens Bldg., Rm. LL33A at: 502.852.6528 or by email at: [stephanie.salings@louisville.edu](mailto:stephanie.salings@louisville.edu)
- **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://www.louisville.edu>
  - On the homepage, Click on **My Accounts**, you will get all the accounts, click on ULink.
  - Under the Login section there is a link called: **For First-time Users**
  - Follow the Instructions to create a password and account

- You may contact the IT helpdesk for questions at: 502.852.7997

## Off Campus Resources

- **English As a Second Language (ESL) and Conversational English Opportunities Off Campus**
  - The Louisville Public Library offers Conversation Clubs for English learners to practice.
    - *Louisville Free Public Library--Main branch—Wednesdays 7-8:30pm. Located at 301 York Street. Louisville KY 40203. Phone: 502. 574.1611*
    - More schedules are available in Louisville Public Library branches. **Visit***
  - 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, 10:00am-12pm and 6:30pm-8:30pm. 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*
- **Local Immigration Attorney's**
  - <http://louisville.edu/internationalcenter/iss/documents-and-forms/immigration-attorneys>
- **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. The bank is easily accessible on Belknap Campus and is accustomed to working with International Students
  - For scholars and students living or working downtown, you may want to use Republic, Chase or Fifth Third. These banks all have convenient office locations to the Medical Dental Area.
- **Customs and Border Protection (CBP) Office at the Airport**
  - The CBP Office located at the Airport handles I-94 card issues Monday-Friday from 8:00-3:30. From the international Center, University of Louisville, take a left on Third Street. Drive to the red-light and turn left on to Eastern Parkway. Enter I-65 South from the right lane. Take exit 131B from I-65 S and follow signs for the Airport. Follow Terminal Drive (arrival flights) until you reach the end of Terminal Drive and then take a right on Administration Dr. Park in the parking lot of the only two story building (CBP Office). The office is on the second floor of the building.
- **Cellphone**
  - You may contact Terry Hayes and Robert Reimensnyder @ T-Mobile service at: 502.969.6084 and 502.425.7888
  - You may contact Carrie Cooper for AT&T at: 502.759.6983
- **Child Care**
  - A list of local childcare services can be obtained at the International Center
- **Driver's License**
  - Information on obtaining a Kentucky Driver License can be found on the International Center website at: <http://louisville.edu/internationalcenter/iss/life-uofl/drivers-license>
  - The form is under the link: [Kentucky Driver's License Information](#)
- **Enterprise Car Share**
  - More info on their website at: <http://www.wecar.com/join-wecar/program-details/louisville>
- **Public transportation**
  - The public transportation in Louisville is TARC. TARC buses 18 & 4 make stops at Belknap and HSC campuses. See [www.ridetarc.org](http://www.ridetarc.org) for more information.
- **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
  - Must provide copies of immigration documents to the ISSS Office and be registered in SEVIS prior to going to SS
  - You can ride the TARC bus to get there. It is **free** with a UofL ID card. For Belknap students, 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