UCLA INTERNATIONAL
SPOUSES’ HANDBOOK
a guide for your new life in the united states

www.internationalcenter.ucla.edu
California Identification Card

If you do not want to carry your passport with you all the time and you also are not planning to drive in the US then you can purchase a California ID card for just $26. It looks exactly like a California Driver’s License but you don’t have driving privileges.

This ID is accepted a a legal form of identification if you need it to show proof of identity, to purchase alcohol, etc.

How to apply for or renew an identification (ID) card
To apply for an ID card you will need to do the following:
• Visit a DMV office. You can make an appointment for faster service
• Complete application form DL 44 (we have copies of this form in the Dashew Center office)
• Give a thumb print
• Have your picture taken
• Provide your social security number**
• Verify your birth date and legal presence in the US
• Pay the application fee of $26

**Exception to the SSN requirement:
If you are legally present in the US, but ineligible for an SSN, you are exempt from SSN requirements. However, you must still provide an acceptable birth date/legal presence document for any DL/ID card application

Make sure that you check your address before you leave DMV and tell the DMV representative if your address is incorrect. Your new ID will be mailed to you within 60 days.

If you have not received your ID after 60 days, call 1-800-777-0133 to check the status. Have your receipt and/or old ID card with you to provide information when requested.

Sample Identification Card:

California Driver’s License

How to apply for a driver license if you are over 18
If you are a visitor in California over 18 and have a valid driver license from your home state or country, you may drive in this state without getting a California driver license as long as your home state license remains valid.

If you become a California resident, you must get a California driver license within 10 days. Residency is established by voting in a California election, paying resident tuition, filing for a homeowner’s property tax exemption, or any other privilege or benefit not ordinarily extended to nonresidents.

To apply for an original driver license if you are over 18, you will need to do the following:
• Visit a DMV office (make an Appointment(s) for faster service)
• Complete application form DL 44
• Give a thumb print
• Have your picture taken
• Provide your social security number**
• Verify your birth date and legal presence in the US
• Provide your true full name
• Pay the application fee of $31
• Pass a vision exam
• Pass a traffic laws and sign test. There are 36 questions on the test. You have three chances to pass. (We have driving manuals in the Dashew Center for your convenience)

If you have a license from another country, you will be required to take a driving test. If you have a license from another state, the driving test can be waived.

To take your driving test, you will need to:
• Make a driving test Appointment(s). (Driving tests are not given without an appointment) You may also call 1-800-777-0133 between the hours of 8 a.m. and 5 p.m. Monday-Friday, to make a driving test appointment.
• Provide proof of financial responsibility
• California Insurance Requirements
ENGLISH CONVERSATION PROGRAM

Only $25 per course for dependents of UCLA students. Classes run weekly for 8 weeks and each class is 2 hours. Classes are taught by volunteer instructors and the participants in ECP are spouses, faculty, students, scholars, etc.

Please register on our website: www.internationalcenter.ucla.edu.

CONVERSATION PARTNERS

Get one-on-one practice with a native English speaker who is also learning your language! Meet at least 2 hours per week (one hour in English, one hour in your native language) and improve your English skills in no time!

If you would like to apply, please send an e-mail to intlprograms@saonet.ucla.edu with your name, e-mail address and native language.

ESL GRAMMAR CLASSES

You are eligible to take ESL (English as a Second Language) classes through UCLA Extension or Kaplan Westwood as long you only:

1) Take ONE class per quarter
2) You do NOT enroll in a certificate program
3) You do NOT enroll in a degree program

For more information see the UCLA Extension website: www.uclaextension.edu or Kaplan Westwood website: http://www.kaplaninternational.com/schools/usa/english-courses-los-angeles.aspx
Chase Bank
www.chase.com
Chase Bank is recommended by the Dashew Center because they have many branches all over LA and they have great customer service. See a Personal Finance Advisor at the Westwood Blvd / Wilshire Blvd location to set up a bank account. The staff at that location is very familiar with international visitors' situations and they know how to best serve you.
You can find them here:
Address: 10901 Wilshire Blvd; Phone: (310) 208-0196

Please remember that you DO NOT have to have a Social Security Number to open a bank account.

MetroPCS Cell Phones
www.metropcs.com
MetroPCS offers very affordable phone plans to everyone without a contract! Most cell phone carriers require you to sign a 2-year contract for service but MetroPCS is month-to-month!

They have plans that include unlimited local AND international calling, unlimited local AND international texting and more for only $60 per month! That includes taxes and fees! You won't find a better deal than this. You do not need a SSN to get a phone!
Please note: You will have to purchase your phone but they have many great deals and many of the phones come out to be free after you complete the rebate requirements.

RW Selby & Company Apartments
www.rwselby.com
Want to live in a luxury apartment that's close to UCLA? RW Selby offers affordable apartments that are within walking distance to campus. For a tour or more information please call (310) 820-5151. Mention the Dashew Center when you call and you'll get a $5 Starbucks gift card!

College Storage and Student Services
www.hooplasummerstorage.com
Their services include: summer storage; shipping; study abroad storage, moving supplies, linens, text messaging, gift baskets (2011), and laundry service (2011). Browse their website to learn more about our services and how we can help make campus life a lot easier.
Safety

General Personal Safety Guidelines

- Always lock your door when you leave the house.
- If you have expensive equipment (computers, stereos, etc.) engrave them with your California ID or Driver’s License number. You can borrow the Police Department’s engraver for free; call (310) 825-6111 for details.
- Have your computer software properly licensed. Enter the appropriate names of the owner into the computer when installing. Send your registration card into the software company so that there is a record of your purchase.
- Check your peephole before you open your door. If you can’t see anyone, don’t open the door.
- If you’re on campus call for a Community Safety Officer escort at (310) 794-WALK, or the Evening Van at (310) 825-9800.
- Walk with a friend and stay in well-lit, well-populated areas. Take the safest route, not the fastest route.
- Be aware of your environment. Don’t be afraid to look over your shoulders. It’s not rude to maintain a safe distance between yourself and others.
- Carry your keys in your hands. They may be used as a weapon if necessary.
- Be aware of your surroundings when using ATMs (Automated Teller Machines). Keep track of who is behind you.
- If you are driving a car and you are stopped by a Police officer, DO NOT get out of the car. Stay in the car and wait until the officer comes to you. They will give you instructions on what to do.

Earthquake Safety

If you are indoors:
1. Drop, cover and hold on. Get under a table or bench, hold on to one of the legs and close your eyes.
2. If there is no table or desk, sit against a wall away from things that might fall on you and away from windows, bookcases or tall, heavy furniture.
3. Wait in your safety spot until the shaking stops and then check to see if you are hurt. Check others around you too. Move carefully and look out for fallen things.
4. There may be aftershocks - smaller earthquakes quiet soon after - so be prepared to return to your safety spot.
5. Be on the lookout for fires. Even if there isn’t a fire, alarms and sprinklers may go off! If you have to leave the building after the shaking stops, use the stairs - NEVER use lifts!

If you are outside:
If you are outside... stay outside and move away from buildings, trees, lights and power lines. Crouch down and cover your head!
Public Schools for Children

To enroll your child in a LAUSD (Los Angeles Unified School District) School:

1. **Determine your school of residence**
   This can be done by inputting your address of residence here:
   http://search.lausd.k12.ca.us/cgi-bin/fccgi.exe?w3exec=schfinder

2. **Register your child at the school**
   a. **Must have proof of age (need ONE of the following documents)**
      i. Birth certificate
      ii. Baptismal certificate
      iii. Passport, etc.
   b. **Proof of residence address**
      i. Utility bill, etc.

3. **More information can be found in the Parent Handbook.**
   It is available in these languages:
   
   a. **English:**
      http://notebook.lausd.net/pls/ptl/ptl_apps.elib_item.show_item?p_item_id=1180232
   
   b. **Spanish:**
      http://notebook.lausd.net/pls/ptl/url/ITEM/89B752CF885CC0DCE0430A000210DC
   
   c. **Korean:**
      http://notebook.lausd.net/pls/ptl/url/ITEM/888A3537A63E00E8E0430A00021000E8
   
   d. **Armenian:**
      http://notebook.lausd.net/pls/ptl/url/ITEM/8CDFA953708A90DCE0430A00021000E8
   
   e. **Chinese:**
      http://notebook.lausd.net/pls/ptl/url/ITEM/89B752CF897EC0DCE0430A000210DC
   
   f. **Russian:**
      http://notebook.lausd.net/pls/ptl/url/ITEM/89B752E144D8490ACE0430A00021090AC
   
   g. **Farsi:**
      http://notebook.lausd.net/pls/ptl/url/ITEM/888A35359AA100E8E0430A00021000E8
Child Care

Olquin Family Childcare
4126 McLaughlin Ave. Los Angeles, CA 90066
(310) 915-0517
https://ofchildcare.webs.com

University Sitters
(877) 417-4883
www.universitysitters.com

Sleeping Angels Co.
1327 S Westgate Ave. Los Angeles, CA 90025
310-478-2829
www.sleepingangelsco.com

Jeanne’s Day Care
8646 Olin Street Los Angeles, CA 90034
310-634-8646
www.jeannesdaycare.com

Esmail Family Childcare
1027 Bay St. Santa Monica, CA 90405
310-452-0322
www.esmaildaycare.com

Sunshine Daydreams
32843 College Avenue Culver City, CA 90232
310-838-8851
www.sunshinedaydreams.org

Lexington Nannies
1223 Wilshire Blvd. Santa Monica, CA 90403
310-855-3444
http://www.lexingtonnannies.com/

Please Note: The Dashew Center does not endorse any of these companies, please use your discretion when choosing a child care service/company.
**Transportation**

**Santa Monica Big Blue Bus**

Cost:
- Regular/Student (age 5-17): $1.00 each way; Transfer: $.50
- Children (age 4 and under): FREE

They have routes that go mainly around West LA, Santa Monica, Venice and Culver City.

For Bus Stop Locations and Route Maps:

**Culver City Bus**

Cost:
- Adult: $1.00 each way, $.25 for transfer
- Child (kindergarten - grade 12): $.75, Transfer: $.25

Routes that go mainly through Culver City.

For Bus Stop Locations and Route Maps:

**LA Metro Bus**

Cost:
- Adult: $1.50 each way

http://www.metro.net/around/fares/

This bus company has the largest amount of routes in LA. Their routes go all over LA — to Santa Monica, Culver City, Downtown, etc.

For Bus Stop Locations and Route Maps:
http://www.metro.net/around/maps/

**UCLA Bruin Bus**

FREE Campus Shuttle
http://www.transportation.ucla.edu/portal/pdf/fleet/shuttieroutemap.pdf

BruinBus University Apartment Shuttle
UCLA Transportation provides shuttle services for residents of select off-campus UCLA apartments.

University Apartment Ridership Eligibility
If you reside at the Keystone/Mentone, Venice/Barry and Clarington apartment complexes you are eligible for a pass. Passes are available at the University Apartments South Rental Office and you must have photo ID to pick one up.

Shuttle Stops and Schedule: http://map.ais.ucla.edu/go/1001490
Transportation

Zipcar

Zipcar is a membership-based car sharing company providing automobile rental to its members, billable by the hour or day.

Generally, you can get a Zipcar for about $8.50/hour which is MUCH cheaper than having to rent a car from the airport for the entire day. Not only is Zipcar cheaper but it’s closer! There are Zipcars all over UCLA campus and throughout Westwood.

You can drive with an international driver’s license as long as you have had the license for at least one year and you have a clean driving record. To find out more how you can get a zipcar membership and see if you are eligible for a Zip card please go here: http://www.zipcar.com/apply/foreign-drivers

Parking

Let’s be honest, parking in LA is one of the most frustrating things you will encounter while living here but there are ways that you can follow the rules and stay out of trouble. Here are some examples of restrictions you will see:

No Parking 9 AM - 12 Noon (Thursday)
Pretty obvious, you can park in that space any time than that

2 Hour Parking from 8 AM - 6 PM, Mon - Fri
You can only park for 2 hours in time frame but for example, if you parked there at 7 PM on Wednesday, you can stay longer than 2 hrs and if you parked there at 10 AM on Saturday, you could stay all day

Vehicles with XXXX Permit Exempted
Only vehicles with a certain permit can park there, usually these are neighborhood permits so if you don’t live there you probably can’t get one. You will see this a lot; especially in Santa Monica.

If you are in doubt then you probably shouldn’t park there. Its better to drive around for 10 more minutes then get a $50 parking fine.

Rental Cars

Rental Cars are available all throughout LA but they tend to be the cheapest if you get them at the airport. There are many companies to choose from but the only major difference between them are the amount of cars they have available for rent; otherwise they are all about the same.

You do have to be at least 25 years old to drive (or there is an extra per day charge applied). We highly recommend that you ask for extra insurance from the rental company in case you get in an accident.

To the right is an example of some of the most popular rental car companies in the US and you should be able to find all of them at the LAX airport and possibly even closer to your apartment/house.
Immediate family members (over the age of eighteen) of UCLA faculty and staff are eligible for free library cards. They will only be issued to individuals with current, government-issued photographic identification and appropriate proof of status. Unfortunately, dependents of UCLA Students are NOT eligible to apply for a library card.

Those eligible for free cards can obtain them at the circulation desks of the Arts, Louise M. Darling Biomedical, College, Hugh and Hazel Darling Law, Eugene and Maxine Rosenfeld Management, Music, Charles E. Young Research, and Science and Engineering (all locations) libraries.

LOS ANGELES COUNTY LIBRARIES

- Check out books, magazines, DVDs and CDs
- Place holds and access your account online
- Access library databases from home
- Download audiobooks and ebooks
- Use the Library’s public computers and Internet
- Connect to wireless Internet at all 85 County Libraries

How to Get a Library Card
To get a library card, fill out an application and bring it to a County Library along with a valid ID. Library cards are valid for three years and can be renewed by calling or visiting a County Library. You can also view our privacy policy.

If your library card is lost or stolen, report it immediately to a County Library. Replacement cards cost $3.00.

Application for a Library Card:

To find your closest library:
http://www.colapublib.org/ibs/
Dependents (under the age of 17), spouses and roommates of UCLA Students or UCLA Recreation cardholders are eligible for a discounted recreation membership at through UCLA!

This is one of the cheapest memberships that you will find in L.A. It is $50 per quarter for spouses and $40 per quarter for dependents (children). That’s only $5 per week!

This is a great way to stay in shape and have some fun! Depending which membership package you choose, you will have access to:

**John Wooden Center**
- Treadmills, weights, basketball courts, group classes, etc.

**Sunset Canyon Recreation Center**
- Volleyball courts, swimming pools, tennis courts, etc.

**Marina Aquatic Center**
- Provides small sailboats, kayaks, surfboards, etc.

And so much more!
How do checks work?!

Checks are generally not used very often anymore in the US but occasionally you will have to use them. Most likely you will use them only to pay rent or pay a utility bill but you can also use them to pay for Dashew Center events!

Sample:

1. **Date** - the date the check is written (cannot be a future date);
2. **Maker** - person/business who writes the check (this will be YOUR name & address);
3. **Payee** - who you are writing the check to;
4. **Signature line or lines** - this is where you sign YOUR signature;
5. **Written amount** - the amount written in numbers;
6. **Legal amount** - the amount written in words;
7. **Check number** - which is printed on the check and appears in the MICR line on the bottom of the check;
8. **Banking information** - the contact information for YOUR bank;
9. **Account and routing numbers** - appear on the bottom of the check in MICR line. The routing number is always 9 digits long.
IKEA
IKEA is a home furnishing store that provides furniture and home decoration at pretty reasonable prices. Most of the furniture you have to put together yourself (which is what keeps the price low) but it's fairly simple to do.

You can shop online at www.ikea.com or you can shop in person at the following locations:

IKEA Burbank
600 N. San Fernando Blvd.
Burbank, CA 91502

IKEA Carson
20700 South Avalon Blvd.
Carson, CA 90746

For an extra charge, IKEA does provide delivery services.

CRAIGSLIST
http://losangeles.craigslist.org/

Please use your judgment when using this website -- there are a lot of scams but there are also some really great deals on used household items!

Usually you have to be able to pick up the item you purchase so you should plan on renting a car if it is something big. Also, negotiation is expected so you won't offend anyone if you ask for a lower price.

WALMART
www.walmart.com

Walmart is the go-to place for anything and everything. They have furniture, bedding, towels, soap, food, detergent, everything you need! Usually the prices are much lower at Walmart than other general purpose stores so we suggest you start here when you start looking for items for your apartment.

It is cheaper to pick up the items from the store but for most items Walmart now provides shipping to your home.

The closest Walmart store is about 8 miles away:

4101 Crenshaw Blvd
Los Angeles, CA 90008

So again, you might need to rent a car for the day.
Volunteering

UCLA Volunteer Center
The Volunteer Center has many opportunities where you can get involved everyday!
http://volunteer.ucla.edu/volunteer/alumni/
For more information, please contact volunteer@ucla.edu

L.A. Works
L.A. Works offers a variety of ways for volunteers to get involved, whether for just a couple of hours or as an ongoing commitment to service.
You must register on their website: www.laworks.com

After you register with LA Works you can check their Volunteer Calendar to find one-time volunteer opportunities for individuals or groups. Most calendar projects take place on evenings during the week or during the day on the weekends and only require a few hours. The majority of these projects are managed by LA. Works for our non-profit partners and are led by a trained volunteer Project Leader.

Volunteer Center of Los Angeles
Interested in serving LA and making a difference in your community? Become a member of the VCLA volunteer network and help our communities transform into more healthy and hopeful places to live and work.

HandsOn offers a variety of programs and flexible opportunities that make it easy to volunteer and make a difference in communities across Los Angeles, regardless of how busy you are. Projects include:

- Community Grapevine and Skills Bank
- Emergency Response and Disaster Preparedness
- Community Service Sentencing:
  - Court Referred Service
  - Community Court
- Juvenile Community Service
For more information about the VCLA’s projects: www.weservela.com

More Volunteer Agencies
Please see this website for more places to volunteer in LA: http://volunteer.ucla.edu/volunteer/community/
J-2 Visa Holders

Work Eligibility:
The spouse or unmarried child (under 21 years of age) of an Exchange Visitor holding a valid J-2 visa status may work in the United States with authorization from the United States Citizenship and Immigration Services (USCIS).

To obtain employment authorization, the J-2 visa holder needs to show the USCIS that the J-1 principal’s income is insufficient to cover the J-2 living expenses while in the United States. If permission is granted, the J-2 person may work anywhere in the U.S., for any number of hours, in any occupation, and at any wage/salary rate. Employers must deduct Social Security tax from his/her earnings.

When and where to apply:
The law specifies no other requirements other than those above. It is advisable however, to apply at least 2-3 months after entering the U.S. on a J-2 visa. Applications must be sent to the USCIS Service Center. Please see instructions below.

Documents needed:
1. Form I-765 (available at DCPSS), plus a check/money order for $340.00 payable to the Bureau of Citizenship and Immigration Services, stapled to the application.
2. Letter itemizing the family’s expenses in the U.S. Please see sample on the reverse side.
4. Two passport size photos with a white background taken no earlier than 30 days before submission to USCIS (contact any photo studio familiar with passport-type photos). Write your name on the back of the photos and put them in a small envelope and staple to the application.
5. Copy of marriage certificate.
6. Copy of last EAD if the applicant has previously been issued an EAD.

Mail to: USCIS, PO Box 21281, Phoenix, AZ 85036

Places to Look for Jobs:
http://www.ucla.edu/employment.html
www.monster.com
www.careerbuilder.com
www.craigslist.org
(please be cautious when using this website)
www.higheredjobs.com

For more questions about employment as a J-2 Visa Holder:
intl@soonet.ucla.edu

Also, please see the rules & regulations here: