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Cultural and Community Centers (CCC) fosters curricular and co-curricular programs and services that link diversity, inclusion, multiculturalism, and intersection of identity to the holistic development of all KSU students.

Located within the Division of Student Affairs, Cultural and Community Centers (CCC) serves as home to a vibrant array of programs and services that focus on academic enrichment, campus and community engagement, and cultural and identity exploration for all KSU students.

CCC carries out its mission through the work of four dynamic student resource centers: Cultural Awareness Resource Center (CARC), Global Village (GV), LGBTQ Resource Center (LGBTQRC), and the Women’s Resource Center (WRC). All CCC Centers are open to all students! 

About Us:

Location: Student Center, Suite 269
Kennesaw Campus

Hours: M-F, 8am-5pm
Email: ccc@kennesaw.edu
The Cultural Awareness and Resource Center uses engaging student programs to create and sustain an inclusive environment that promotes educational excellence through multicultural experiences. The Cultural Awareness and Resource Center sponsors academic, cultural, leadership, and social programs that enrich the educational experience of all Kennesaw State University Students, with an emphasis on topics of race and ethnicity.

The Vision of the Cultural Awareness and Resource Center is to provide a platform for holistic development and success for all students at Kennesaw State University. The Cultural Awareness and Resource Center facilitates holistic development and success for students by offering the following services and resources: Events, Programs, and Activities: African American Student Alliance; KSU African American Male Initiative (AAMI); Heritage Month Celebrations.

Cultural Awareness Resource Center

Hours: M-Th: 8am-7pm, F: 9am-5pm

Location: Student Center, Suite 262, Kennesaw Campus

Phone: 470-578-6512
Email: carc@kennesaw.edu
The GV is an inclusive and welcoming center for KSU’s domestic and international students that is geared to serve their needs and support their holistic development.

**About Our Space**
The GV provides students with access to a resource library collection, with games and book and movie titles related to English as a Second Language, travel, cultural exploration and adaptation, as well graduate exam preparation textbooks; a computer lab; professional and student staff, and informational pamphlets and bulletin boards covering topics of importance to the international community. In addition to these services, the GV also hosts weekly and monthly programming, including Workshops, Discussions, and more.

**Global Village**

**Hours:** M-F: 8am-6pm  
F: 9am-5pm

**Location:** Student Center, Suite 255, Kennesaw Campus

**Phone:** 470-578-4392  
**Email:** globalvillage@kennesaw.edu
The LGBTQ Resource Center uses engaging student programs to create and sustain an inclusive environment that promotes educational excellence through multicultural experiences. The LGBTQ Resource Center sponsors academic, cultural, leadership, and social programs that enrich the educational experience of all Kennesaw State University Students, with an emphasis on topics of gender identity and sexual orientation. This is accomplished through strategic partnerships, the creation and evaluation of campus policies as they relate to student identities, increasing and developing campus programming, and expanding opportunities for educational outreach regarding LGBTQ topics and cultural competency.

The LGBTQ Center hosts weekly and monthly programming for the campus community. Some of these programs include Queer Film Fridays, What's the Tea?, Campus Connections, and much more! See below for information on all of our Center Programming.

### LGBTQ Resource Center

**Hours:** M-Th: 8am-6pm, F: 9am-5pm

**Location:** Student Center, Suite 253, Kennesaw Campus

**Phone:** 470-578-7926  
**Email:** lgbtq@kennesaw.edu

Location: Student Center, Suite 253, Kennesaw Campus
The Women's Resource Center's mission is to enhance academic, personal, and professional performance and empower members of the KSU community to reach their full potential by striving to create an inclusive and supportive environment.

The Women's Resource Center is a supportive space for students to gather and build community. Students can take advantage of various programs that occur weekly in the Center that focus on gender identity and contemporary women's issues.

Women's Resource Center

Hours: M-F: 8am-5pm

Location: Student Center, Suite 164, Kennesaw Campus

Email: wrc@kennesaw.edu
STAY ENGAGED WITH THE GLOBAL VILLAGE

WHAT DOES GLOBAL VILLAGE DO?
LET'S FIND OUT!
BUT FIRST, PLEASE FOLLOW US ON: KSU_GV
CENTER PROGRAMMING
The Global Village hosts weekly and monthly programming for the campus community.

INTERNSHIP EXCURSIONS
An educational, career, and networking opportunity for students to learn about companies with global focus, tour their facility, and learn about what qualities these employers are looking for in potential candidates, as well as establish connections and build relationships with off-campus partners.

"_"AROUND THE WORLD
A series of campus events that explore various topics from a global perspective and with a focus on global learning.
Past events:
- Race Around the World
- Music Around the World
- Food Around the World
- Colors Around the World

GV WORKSHOP
Workshops aimed at providing students with the opportunity to enhance their skills in various areas and create connections with various on- and off-campus partners.
THE WORLD IN A WEEK DISCUSSION SERIES

The World in a Week are weekly discussions on current US and international events held in the Global Village. The topics explore happenings in the areas of culture, politics, art, sports, society, and business/economics.

FOREIGN FILM FRIDAY

Foreign Film Friday is an opportunity to not only allow the viewers to immerse themselves into a foreign culture through film, but also discuss new perspectives and the way in which international identities are represented.

CULTURAL ADJUSTMENT WORKSHOP

Peer Leader-Facilitated Workshops on topics of interest to international students about their adjustment and adaptation to American Culture and the American Collegiate System at KSU.
International Education Week (IEW), November 18-22, 2019, is an opportunity to celebrate the benefits of international education and exchange worldwide. This joint initiative of the U.S. Department of State and the U.S. Department of Education is part of our efforts to promote programs that prepare Americans for a global environment and attract future leaders from abroad to study, learn, and exchange experiences.

International Education Week is a result of collaboration between several departments, students organizations at KSU, and external partners. 

- KSU’s International Student and Scholar Services Office
- KSU’s Education Abroad Office
- KSU’s Department of Foreign Languages
- The German Club at KSU
- The French Club at KSU
- The Korean Language Club at KSU
- The International Student Association at KSU
- General Consulate of Germany in Atlanta
- Goethe-Zentrum/German Cultural Center
- General Consulate of Mexico in Atlanta
- General Consulate of Costa Rica in Atlanta
- General Consulate of Brazil in Atlanta
- General Consulate of Japan in Atlanta
- General Consulate of South Korea in Atlanta

2019 Events

01. Parade of Flags
02. German Culture Day
03. Latin American Fair
04. K-pop Festival
05. Paint N' Sip
06. Taste of Africa & Talent Show
07. South Asian Culture
08. Asian Festival
09. Cruise the World: South Korea
10. Foreign Film Friday: The Royal Tailor
The Global Village would like to extend a warm welcome to you as you embark on your academic career at Kennesaw State University.

The International Student Orientation is MANDATORY (REQUIRED) for all NEW KSU international students, even if you are transferring from another institution in the United States. This orientation is different from the KSU IGNITION orientation, so even if you attended those sessions, you will still need to attend the International Student Orientation. This orientation is specifically designed to give international students pertinent information about immigration status, KSU involvement, and academic success.

YOUR OWL EXPERIENCE BEGINS HERE!

HOOTY HOO!
The International Peer Leader Program (IPLP) at KSU consists of high achieving KSU students who are recruited to come and share their experiences and expertise with new international students, particularly during orientation. As student leaders, Peer Leaders train hard and volunteer at the International Student Orientation to help the new students acclimate. Peer Leaders also mentor our new students and share tips to becoming successful at KSU. Additionally, they keep in touch with new students throughout their first semester at KSU and provide support for additional questions, comments, and concerns.

**Requirements:**
- Be in good academic standing;
- Be a returning, full-time KSU student;
- Be available for Training through International Student Orientation Week;
- Host at least one workshop on American Culture at the Global Village;
- Commit to the Program for the full semester;
- Attend several on-campus events throughout the semester and encourage the new students to attend and/or get involved on campus as well!

**Benefits:**
- Make new friends;
- Learn about different cultures; Enhance teamwork & leadership experience;
- Develop organizational & interpersonal skills;
- Have a positive impact as a mentor;
- Become a Globally Competent student.
The International Student Association’s (ISA) mission is to encourage intercultural, educational, social, and global exchange among diverse students attending Kennesaw State University. ISA plans and implements programs that provide opportunities for students, faculty, and staff to engage in global learning, which enriches the entire Kennesaw State University community.

ISA’s programming efforts are aimed at strengthening and developing the multicultural and international diversity and the mission of the university. Specifically, ISA events focus on international and diversity programming with a cultural, educational and social context. The programs and initiatives serve the purpose of allowing for respectful dialogue and interaction around global issues and current affairs. These efforts help students at KSU to overcome intercultural barriers and to facilitate social harmony. The programs play a significant role in the university’s mission, vision, and strategic plan to facilitate active student learning centered on diversity and multiculturalism.

**Contact Information**
Address: 395 Cobb Ave., Kennesaw, GA 30144
Email: kennesawisa@kennesaw.edu
Phone: (470) 578-2203

“HOME AWAY FROM HOME”
JOIN ISA

How to join:
- Go to owllife.kennesaw.edu
- Find International Student Association and join!

ISA hosts many events throughout the school year such as:
- Welcome back BBQ
- Mr & Mrs KSU International
- International Bazaar
- Cruise the World series
- AND MANY MORE!
GILC

GEORGIA INTERNATIONAL LEADERSHIP CONFERENCE

GILC is a weekend long conference for international, study abroad, and students with a general international focus from institutions of higher education to come together in one place to share ideas, network, and above all, develop their leadership qualities. GILC is open to all institutions of higher education in the state of Georgia. The International Student Association of KSU offers, every year, paid registration (including lodging and food) and transportation to active international students.

GOALS:
- Enhance leadership skills of international and study abroad students
- Encourage friendships and networks among international and study abroad student leaders
- Promote international understanding and global awareness on Georgia’s college campuses
- Challenge students in their concepts of selves as leaders in global stewardship
- Recognize and understand the responsibility all countries share in preserving our planet
- TO HAVE FUN!

INTERCULTURAL COMMUNICATION

Conference activities include:
- Interactive student-led workshops
- Alumni keynote speakers
- Networking with different universities
- Cultural simulation activities
- International talent & Fashion show
- Community service project
- Outdoor & Social activities
- FUN!
Graduation Sashes

Each semester, the International Student Association awards its active members with a graduation sash that represents their home country. This sash is given to express appreciation for all the help that the student has provided to the organization during their time at Kennesaw State University.

GUIDELINES:

- Applicant must be a registered Kennesaw State University student
- Applicant must be graduating from Kennesaw State University
- Applicant must be a registered member of the International Student Association (ISA) via Owl Life.
- Applicant must be an ACTIVE member of the International Student Association throughout their career at KSU:
  - ACTIVE means meeting two or more of the following criteria:
    - Attends at minimum of 50% of ISA’s events per semester.
    - Helps out with ISA events.
    - Volunteers as a participant in ISA events.
    - Frequently visits the Global Village and helps out and interacts with other students in the GV and/or the GV staff.
- Students can only receive ONE sash, regardless of the number or different levels of graduations at Kennesaw State University.
- Student should apply via request Form on Owl Life.
- Sashes are granted in the student’s graduation semester at Kennesaw State University.
An university experience is about more than teaching students the skills to succeed in their professional lives. It is also about helping them become more complete individuals and better global citizens. At the Division of Global Affairs, we believe that exposure to other cultures is a crucial piece of accomplishing that goal.

The Division of Global Affairs is a multi-departmental organization that spearheads programs designed to connect Kennesaw State University students to the world, and vice versa.
ABOUT

The staff of ISSSO is here to help F-1 visa and J-1 visa students and scholars transition to Kennesaw State to begin or continue their academic path. The dedicated professionals in ISSS are highly knowledgeable in their areas and their only goal is to make your stay at KSU everything that you have dreamed it would be.

KENNESAW CAMPUS

Town Point Building
3391 Town Point Drive
Suite 1700
Kennesaw, GA 30144

EMAIL

isss@kennesaw.edu

MARIETTA CAMPUS

Lower Administration (B) Building
900 Hornet Loop Road
Suite 20
Marietta, GA 30060

MAIN OFFICE PHONE #

470 - 578 - 6336
FAQ
INTERNATIONAL STUDENT AND SCHOLAR SERVICES OFFICE

REASONS TO VISIT THE ISSS OFFICE

If you have questions concerning:

• How to proceed before traveling abroad?
• How to renew your student visa?
• What are the work options for F-1 or J-1 students?

You can visit https://dga.kennesaw.edu/isss/ to request an advising appointment.

THINGS TO REMEMBER:

• Always enroll full-time
• Always talk to an ISSSO advisor before traveling internationally
• If your address, major or other information changes, tell the ISSSO
• Students need special permission to work off campus and J-1 students need special permission to work on campus
• The ISSSO is here to help! If we can't answer your question, we'll help you find someone who can
• Call the KSU Department of Public Safety & University Police at (470-578-6666) to reach ISSSO staff after hours in case of emergency.
ISSSO STAFF

KATHRYN GAYLORD-MILES
Director, International Student and Scholar Services
Phone: (470) 578-4514
Email: kgaylor3@kennesaw.edu
Location: TP 1721

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Email: fvirgile@kennesaw.edu
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ISSSO STAFF

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LI SUN
Assistant Director, International Articulation Programs

Phone: (470) 578-4513
Email: lsun6@kennesaw.edu
Location: B 020B
ON-CAMPUS RESOURCES
CAREER SERVICES
DEPARTMENT OF CAREER PLANNING AND DEVELOPMENT

JOB FAIR

- Job fairs throughout Fall, Spring, Summer semesters
- All-majors Job Fair
- STEM Majors Job Fairs
- Accounting & Finance Job Fair
- Jobs, Internships, & Co-op
- Campus Jobs & Volunteer Fairs

- Workshops
- Career Prep events

HANDSHAKE

Students and Alumni at KSU use Handshake for career resources, advising, and finding job postings for internships, co-ops, full-time, & on-campus positions.

COLLEGE-SPECIFIC RESOURCES

Every college at KSU has a dedicated Career & Internship Advisor ready to assist you. Those advisors also compile resources like resume & cover letter templates, industry association links, internship & co-op requirements and more on their individual college pages.

OWL JOB SHADOW PROGRAM

Kennesaw State University strives to provide students with an array of experiential education opportunities outside of the classroom. The Owl Job Shadow Program provides students with a one-day shadow experience to help them explore different career opportunities and see what it is like to work after graduation.
At our Student Health Services primary care clinics, our medical staff partner with you to manage your routine and specialized healthcare needs.

SERVICES

- Illness diagnosis and care: colds, flu, sore throat, infections, etc.
- Chronic disease management: asthma, diabetes, and hypertension, etc.
- Routine exams, including physicals, women’s and men’s health, STD testing and treatment, etc.
- Immunizations: routine and travel immunizations.

PSYCHIATRY

- Location:
  - Kennesaw campus: Kennesaw Hall
  - Marietta Campus: the Joe Mack Wilson Student Center
- Appointment:
  - counseling.kennesaw.edu

LOCATION & APPOINTMENT

- Location
  - Kennesaw Campus
    - Campus Loop Road Clinic
    - University Village Clinic
  - Marietta Campus
    - Recreation & Wellness Center (Building S1)
- Hours:
  - Monday - Friday, 8:30AM - 5 PM
- To Schedule an Appointment:
  - Call 470 - 578 - 6644
STUDENT HEALTH INSURANCE

ABOUT

All international students in the F and J visa categories at Kennesaw State University are required to have adequate health insurance at all times during their study in the U.S.

INSURANCE REQUIREMENTS

- Both accident and sickness coverage
- Minimum benefit $250,000 per policy year**
- A deductible of $500 or less and/or co-pay per individual, per year*
- In-patient and outpatient, mental and nervous disorder benefits
- Prescription Drug Coverage
- Pay benefits worldwide
- Medical evacuation to one’s home country and family reunification of not less than $50,000*
- Provision for repatriation of remains of not less than $25,000*
- All Georgia mandated requirements+

HOW

- You can choose to
  ○ Enroll in the KSU Student Health Insurance Plan
  ○ or Waive it if you hold adequate insurance that meets or exceeds ALL of the requirements
- Visit dga.kennesaw.edu/isss/insurance.php for more information
To promote a greater awareness and understanding of the rules of the student code of conduct and address issues of student academic misconduct and disruption of campus life so that an environment conducive to learning and individual growth can be maintained at Kennesaw State University.

STUDENT CONDUCT QUESTIONS

What is the most common forms of academic misconduct?
SCAI receives far more cases of cheating and plagiarism than all other academic violations combined.

What is cheating?
Simply put, cheating is helping someone else with graded work without permission or doing anything to get an unfair advantage on your own graded work.

Does the university still charge students with cheating even if no one ended up with any actual advantage?
Yes. If a professor catches a student with a cheat sheet before he has a chance to use it, the attempt to cheat is still an offense under KSU policy.

How do you expect me to know these rules?
The KSU Student Code of Conduct is published on the SCAI website and in each year’s student handbook. In addition, faculty must include the plagiarism and cheating regulations in the syllabus of every class taught at this University. In practice, many of these rules are common sense. Don’t take credit for something that you didn’t do and don’t give yourself (or anyone else) an unfair advantage.
Student Life is responsible for all registered student organizations, student media, intramural sports and recreation services, and Greek life.

Student involvement on campus is important for students and helps them to get involved in student organizations that offer leadership opportunities, experience with event planning and implementation, and also offers opportunities to work in teams with diverse groups of students.

Owl Life is the web-based organizations and events platform used to access all 300 Registered Student Organizations, explore various on-campus departments’ services, voice your opinion in campus wide votes & discover events to enhance your student experience at KSU

- Use NetID & Password
- owllife.kennesaw.edu
Whether you're a business major working on a proposal, a graduate student writing your dissertation, or an engineering student composing a report, your writing will be judged by instructors now and by potential employers later. The KSU Writing Center is here to support your development as a writer so that you become a more articulate and fluent communicator at the university and beyond.

**LOCATION**

- **Kennesaw Campus**
  - English Building, Room 242
  - Fall/Spring
    - M-Th: 9Am - 8PM
    - F: 9AM - 5PM
    - Sa: Closed
    - Su: 1PM - 5PM
  - Summer
    - Closed
  - Phone
    - (470) 578 - 6380

- **Marietta Campus**
  - Johnson Library, Room 121
  - Fall/Spring
    - M-Th: 9Am - 7PM
    - F: Su: Closed
  - Summer
    - Closed
  - Phone
    - (470) 578 - 5005

**MORE**

- **Online**
  - writingcenter@kennesaw.edu
- **More info**
  - writingcenter.kennesaw.edu
HOUSING

ABOUT

Housing and Residence Life offers several residential housing options nestled in the heart of campus. Resident Assistants live in the halls and are able to assist students in successfully navigating and maximizing their on-campus college experience.

For students seeking a more specific living community, we offer a variety of living-learning communities where students with similar academic, personal, or lifestyle interests live together.

OPTIONS

- First-Year Student Housing
- Transfer Student Housing
- Upper Class Student Housing
- Others
  - Off-Campus Housing options

CONTACT

- Talon One Service Center
  - Phone: 470-578-8663 (T-ONE)
  - Fax: 770-424-4429
  - Email: talonone@kennesaw.edu
  - Website: talon.kennesaw.edu
  - Office Hours: Monday - Friday 8:00 AM - 5:00 PM
- Talon One Service Center (Kennesaw Campus): James V. Carmichael Student Center - 1st Floor
- Talon One Service Center (Marietta Campus): Joe Mack Wilson Student Center - 2nd Floor
- Housing Website
  - ksuhousing.kennesaw.edu
ESL - LANGUAGE PARTNER PROGRAM

ABOUT

At the ESL Center, KSU IEP, undergraduate, and graduate international students can receive tutoring in writing, grammar, reading, pronunciation, conversation, and public speaking, as well as advising for their general education (core) requirements and mentoring.

CONTACT

- Kennesaw Campus
  - Sturgis Library Room 442
  - (470) 578 - 6377
  - dschmidt@kennesaw.edu
- Marietta Campus
  - Norton Hall, Bldg. R2, Room 164
  - (470) 578 - 4915
  - katherine@kennesaw.edu
- email
  - esl@kennesaw.edu

SERVICES

- Tutoring
  - in-person and online tutoring in writing, grammar, reading, pronunciation, conversation, and public speaking
- Advising
  - for international students who have questions about their general education requirements or need help registering for classes
- Mentoring
  - ESL Center faculty and staff often serve as mentors for international students
- Conversation Partners Program
  - International participants are paired with native English-speaking partners in a mutual exchange of languages, cultures, and friendship.
COUNSELING & PSYCHOLOGICAL SERVICES

ABOUT

Counseling and Psychological Services supports the academic mission of Kennesaw State University by enhancing students’ educational, career, personal and interpersonal development. We provide a wide range of service, including psychoeducational workshops aimed at helping students develop skills for managing the stress of college, group counseling focused on helping student better manage emotions and navigate their relationships, individual counseling for a wide range of mental wellness concerns, as well as psychiatric medication evaluation and treatment.

CONTACT

- Kennesaw Campus
  - Kennesaw Hall, room 2401
  - Phone: 470-578-6600
  - Office Hours M-f - 8am-5pm
  - Let’s Hoot Walk-in Hours for new clients Mon-Thur, 10a-4p
- Marietta Office
  - Joe Mack Wilson Student Center, A170
  - Phone: 470-578-7391
  - Office Hours Monday - Friday, 8am-5pm
  - Let’s Hoot Walk-in Hours for new clients Tues-Thurs, 12a-4p

SERVICES

- Group Counseling
- Individual Counseling
- Couple/Relationship Counseling
- Psychiatric Services
- Case Management and Referrals
- Healthy Eating and Living (HEAL)
- Outreach

NEW CLIENTS:

We are scheduling new client appointments. If you are interested in counseling services, please email counseling@kennesaw.edu

Services are available to any KSU student who is currently enrolled for summer semester or attended Spring semester and is registered for fall.

ALL SERVICES are free to students.
F-1 STUDENT OUT-OF-STATE TUITION WAIVERS

ABOUT
Only visa students who have been admitted to the University may apply for a F-1 student Out-of-State Tuition Waiver. The waiver reduces the cost of KSU tuition to the amount paid by in-state students. A limited number of waivers are available each year, and are awarded on a rolling, first-come, first-served basis. Waivers are renewable for students who maintain the required GPA per semester. DEADLINE for the tuition waiver application is one week after Drop/Add.

ELIGIBILITY:
- You must be accepted to Kennesaw State University and be an active F-1 student.
- Undergraduate students must achieve and maintain a minimum academic 3.25 adjusted GPA.
- Graduate students must achieve and maintain a minimum academic 3.5 adjusted GPA.
- Graduate students who have the opportunity and receive a GRA will not be able to receive the out-of-state tuition waiver.
- Graduate students who are enrolled in a premium program are not eligible to receive the F-1 student out-of-state tuition waiver.

APPLICATION:
- Complete the F-1 Student Out-of-State Tuition Waiver Application
- Submit with the application:
  - A copy of the following documents for Verification:
    - Current I-20
    - Current passport
    - F-1 student visa
    - I-94

RENEWALS:
- no longer meets requirements?
  - the waiver may be removed
- Limited to one degree
  - undergraduate: 123 hours
  - graduate: 35 hours
- More Questions?
  - Transfer Services
    - 470 - 578 - 3002
    - transfer@kennesaw.edu
COMMUNITY RESOURCES

GEORGIA DRIVER'S LICENSE
ON CAMPUS EMPLOYMENT - HANDSHAKE
SOCIAL SECURITY NUMBERS
Who needs a Georgia Driver's License?

You must have a valid, (not expired) driver's license to drive in the United States.

It is recommended that international students obtain a Georgia Driver's License if you will be driving in Georgia extensively during your stay at KSU, especially if you plan on buying a car. Insurance premiums will be higher without a Georgia Driver's License, and generally vehicle registration requires a valid Georgia Driver's License. Law enforcement officers will also be more familiar with a U.S. license.

Updated information about Georgia driving laws and procedures is available at the Georgia Department of Driver Services, where you can find detailed information about applying for a license, as well as the Driver's License Manual.

- Georgia Department of Driver Services: http://www.dds.ga.gov/
APPLYING FOR A GEORGIA DRIVER'S LICENSE

You can apply for a Georgia Driver's License at any of the Georgia Department of Driver Services locations throughout the state. In Cobb County there are two Driver's License Offices located at:

1605 County Services Pkwy
Marietta, GA 30008
678-413-8400

Tuesday - Friday: 07:30 am - 06:30 pm
Saturday: 07:30 am - 12:00 pm

3690 Old 41 Hwy NW
Kennesaw, GA 30144
678-413-8400

Tuesday - Friday: 07:30 am - 06:30 pm
Saturday: 07:30 am - 12:00 pm

Identification card
Applicants must first pass a road signs and road rules test. (NOTE: You can take a practice test online at the GA DDS website.) After successfully passing the rules test, you must make an appointment for a driving test.

You will need to bring the following documents:

- A Social Security Number (NOTE: If you are not eligible for a SS#, you need to go to the local Social Security Office to obtain a Form SSA-L676 "SSN CARD DENIAL NOTICE")
- Proof of identification (valid passport is acceptable)
- Proof of legal status in the United States (original passport, I-94 card and I-20 card or DS-2019)
- $20 (cash, money order, check, Visa or MasterCard credit/debit card)
- Current Driver’s License (NOTE: Applicants will be asked to present any other driver’s licenses issued to them from any other state or country.

Proof of residence in Georgia by one of the following:
  - Utility bill with valid Georgia residence address issued within the past 60 days
  - Bank statement with valid Georgia residence address issued within the past 60 days
  - Rental contracts and/or receipts
  - Employer Verification
  - Georgia License issued to parent, guardian or spouse
  - If you are unable to obtain one of these documents, a letter from SEVIS office verifying your address should suffice.
ON-CAMPUS EMPLOYMENT

Handshake

https://careers.kennesaw.edu/students/handshakeinfo.php

This page has student assistant jobs listed by different departments. They all pay at least the minimum wage - $8.00 an hour, but most will pay more (between $8.25 and $10.00 per hour).

International students can apply for all student assistant openings unless they are reserved for Federal Work Study students (FWS).

You may also check with individual departments to ask about jobs. Some departments include:
- The Library
- The Foreign Language Lab, Pilcher Building (470-528-6366)
- Dining Hall, The Commons, (http://www.kennesaw.edu/dining)
- The Math Lab (470-578-6044)
- The Writing Center (470-578-6380, www.ksuwritingcenter.com for appointments)
- The Recreation Center (470-578-3207)
- The Wellness Center (470-578-6394)

International Students cannot obtain a Social Security Number until they have a job on campus. If a potential employer on campus asks for your SSN, let them know that as an international student, you must have proof of employment before you can apply for the SSN card. This proof of employment will constitute a letter of hire/employment from the department in which you have been hired stating your duties, number of hours per week you will be working, and how much you will be paid. The letter must be on official department letterhead and must be signed by your hiring supervisor. Bring this letter by the SEVIS office to receive further instructions on applying for a Social Security number.
SOCIAL SECURITY NUMBERS

International Students

Are you temporarily in the United States to attend a college, language, vocational, or nonacademic school with a nonimmigrant F-1, M-1 or J-1 student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you do not have a Social Security number, the college or school should be able to give you another identification number. Social Security numbers are generally assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. Social Security will not assign you a number just to enroll in a college or school.

WHAT DO I HAVE TO DO TO WORK IN THE UNITED STATES?

If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you are eligible to work on campus and give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations.

If your school has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements described in the next section, you can get a Social Security number.
SOCIAL SECURITY NUMBER

HOW DO I APPLY FOR A SOCIAL SECURITY NUMBER?

In general, only noncitizens that have permission to work from DHS can apply for a Social Security number. We suggest you wait until you are in the United States for at least 10 days before you apply for a Social Security number.

Complete an Application For A Social Security Card (Form SS-5); and show us original documents proving your:
- Immigration status
- Work eligibility
- Age
- Identity

CONTACTING SOCIAL SECURITY

For more information and to find copies of our publications, visit our website at www.socialsecurity.gov or call toll-free, 1-800-772-1213 (for the deaf or hard of hearing, call our TTY number, 1-800-325-0778).

We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide information by automated phone service 24 hours a day. We treat all calls confidentially. We also want to make sure you receive accurate and courteous service.
CAMPUS MAP
KENNESAW CAMPUS
MARIETTA CAMPUS