



**OVERSEAS MINISTRIES STUDY CENTER**

**HANDBOOK  
FOR  
RESIDENTS**

**2007–2008**

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## WELCOME TO OMSC

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Welcome to New Haven and to the Overseas Ministries Study Center! It is our hope that OMSC will be the means of spiritual, vocational, and physical renewal, so that you may be better equipped for your ministry when you return to your assigned task and service.

OMSC is dedicated to Christian fellowship, study, and reflection on the Christian world mission. The community is composed of those, like yourself, who serve Jesus Christ in various forms of international and cross-cultural ministries.

All who are admitted to residence at OMSC are expected to abide in Christian fellowship and to cultivate the freedom, richness, and unity of the Spirit, based on our mutual confession of Jesus Christ as Lord and Savior:

*For just as the body is one and has many members, and all members of the body, though many, are one body, so it is with Christ. For by one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and all were made to drink of one spirit. (I Corinthians 12:12–13)*

*That they may all be one; even as thou, Father, are in me, and I in thee, that they also may be in us, so that the world may believe that thou hast sent me. (John 17:21)*

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## ORIENTATION AND WELCOME RECEPTION

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During the first week of September there will be an Orientation for new residents, followed by a welcome reception. **The Orientation is mandatory for all new residents** (except children). During the Orientation, OMSC staff and others from the community will give you an overview of life in the United States and at OMSC.

**All residents, including children, are expected to attend the welcome reception.** At the reception you will have the opportunity to meet other residents, the OMSC staff, and friends and colleagues from the New Haven area. Many residents will want to dress in their national garb for this occasion.

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## OMSC STAFF AND VOLUNTEERS

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On the next two pages you will find a list of OMSC staff and volunteers, with whom you will interact on a regular basis. This brief overview will give some basic information on whom to contact for specific questions or concerns.

NAME AND TITLE	WHEN TO SEE THIS PERSON:
<b>Mrs. Maureen Alonso</b> Study Program Registrar and Administrative Assistant to the Associate Director	<ul style="list-style-type: none"> <li>• Register for seminars</li> <li>• Purchase books from the OMSC bookstore</li> <li>• Information on OMSC-sponsored public lectures and community events</li> </ul>
<b>Dr. Dwight Baker</b> Associate Director	<ul style="list-style-type: none"> <li>• Seminar guidelines</li> <li>• Attendance requirements</li> <li>• Requirements of scholarship recipients</li> <li>• Eligibility for Certificate in Mission Studies</li> </ul>
<b>Mrs. Lois Baker</b> Volunteer	<ul style="list-style-type: none"> <li>• Items for weekly “Prayer and Praise” bulletin</li> <li>• Starr Street residents may ask for instructions on using the washing machine, dryer, stove, and other household appliances</li> </ul>
<b>Mrs. Grace Blum</b> <i>IBMR</i> Circulation Coordinator/Admissions Assistant	<ul style="list-style-type: none"> <li>• Questions about subscriptions to the <i>IBMR</i></li> <li>• Assistance with faxes or postage</li> <li>• Application packets to send to colleagues who wish to apply to OMSC</li> <li>• Visa-related concerns; travel validation</li> </ul>
<b>Mrs. Jean Bonk</b> Volunteer	<ul style="list-style-type: none"> <li>• English-as-a-Second Language classes</li> <li>• English cooking classes</li> </ul>
<b>Dr. Jonathan Bonk</b> Executive Director	<ul style="list-style-type: none"> <li>• Residents Committee issues</li> <li>• Signature and validation on DS-2019 forms before traveling</li> </ul>
<b>Mr. Frank and Dr. Irina Brown</b> Resident Hosts (Doane Hall)	Doane Hall Residents may ask for instructions on or assistance with: <ul style="list-style-type: none"> <li>• Use of the washing machines and dryers, stove and other household appliances</li> <li>• Setting up bank accounts</li> </ul>
<b>Ms. Patricia Dowling</b> Assistant Director of Finance and Housing	<ul style="list-style-type: none"> <li>• Scholarship disbursements</li> </ul>
<b>Mr. David and Dr. Natalie Eastman</b> Resident Hosts (Great Commission Hall)	GCH residents may ask for instructions on or assistance with: <ul style="list-style-type: none"> <li>• Use of the washing machines and dryers, stove and other household appliances</li> <li>• Setting up bank accounts</li> </ul>
<b>Ms. Sandra Garcia</b> Housekeeper	<ul style="list-style-type: none"> <li>• Questions about taking care of your apartment (<i>Sandra cleans only the Administration Building; residents must clean their own apartments.</i>)</li> </ul>

<b>NAME AND TITLE</b>	<b>WHEN TO SEE THIS PERSON:</b>
<b>Mrs. Pamela Huffman</b> Guest Relations/Business Office Assistant	<ul style="list-style-type: none"> <li>• Purchase postage stamps or paper</li> <li>• Pay for faxes or copies</li> <li>• Brief instructions on copy machine usage</li> </ul>
<b>Rev. Daniel Nicholas</b> Director of Communications and Publications	<ul style="list-style-type: none"> <li>• Computer users group at OMSC</li> </ul>
<b>Mrs. Michèle Sigg</b> DACB Project Manager	<ul style="list-style-type: none"> <li>• Project Luke scholars meet with Mrs. Sigg to fulfill their <i>DACB</i> requirements</li> </ul>
<b>Mr. Sam Sigg</b> Art Liaison	<ul style="list-style-type: none"> <li>• For assistance with the Artist in residence program</li> </ul>
<b>Mrs. Pamela Sola</b> Administrative Assistant to the Executive Director	<ul style="list-style-type: none"> <li>• Medical insurance coverage (required)</li> <li>• Visa-related concerns; travel validation</li> <li>• Introduction letters for use at the bank, school, etc.</li> </ul>
<b>Mr. Raymond Sola</b> Property and Facilities Manager	<ul style="list-style-type: none"> <li>• Report maintenance problems through the use of written work orders</li> </ul>
<b>Mrs. Judy Stebbins</b> Director of Finance and Housing	<ul style="list-style-type: none"> <li>• Housing concerns</li> <li>• Payment of monthly assessment</li> <li>• Scholarship disbursements</li> </ul>
<b>Mr. Jeffrey Theriault</b> Student Intern	<ul style="list-style-type: none"> <li>• Assistance or referral when you encounter problems with <i>your own computer</i></li> </ul>
<b>Mr. Bruce Toth</b> Maintenance Caretaker	<ul style="list-style-type: none"> <li>• Report maintenance problems through the use of written work orders</li> </ul>
YDS Student Intern	<ul style="list-style-type: none"> <li>• “Who’s Who at OMSC” biographies of staff and residents</li> </ul>

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### **OMSC’S HOST/HOUSTESS COUPLES**

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As you will see from the staff list above and on the previous page, OMSC has host/hostess couples in both Doane Hall and Great Commission Hall. The Resident Hosts in Doane Hall are **Frank and Irina Brown**. The Resident Hosts in Great Commission Hall are **David and Natalie Eastman**. The Resident Host couples can help you if you lock yourself out of your apartment as well as with emergencies that happen after office hours, such as needing a ride to the emergency room at the hospital.

Residents may also discuss urgent matters directly with the Executive Director or the Director of Finance and Housing. In both cases it is advisable to make an appointment.

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### **SENIOR MISSION SCHOLARS IN RESIDENCE**

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Each semester there are two senior mission scholars in residence. In addition to participating in Missions Research Colloquia and public lectures, these individuals are available to provide you with tutorial consultation (usually one afternoon per week). See the Senior Mission Scholars brochure for information on upcoming scholars in residence.

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## **RESIDENTS COMMITTEE**

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Beyond all the seminars and other activities that take place on this campus, OMSC is a community. Individual residents come from many countries and many church traditions. For many, English is a second or third or even fourth language. Customs vary. Thus OMSC is a rich and vibrant community, centered on faith, nurtured and built up by shared times of worship, prayer, festivity, and relaxation.

In the seminars we study many topics, but in times of sharing our ministries and personal concerns and of prayer together we become knitted to each other in a deeper way. The activities for which the Residents Committee is responsible are vital to building this community spirit.

Community activities for which the Residents Committee is responsible include:

- Thursday morning worship
- A weekly evening community meeting as a time for sharing, fellowship, and prayer
- Monthly community “potluck” suppers
- Community social and sightseeing outings
- Housekeeping for the common areas in the apartment buildings

In addition, the Residents Committee serves as liaison, bringing the needs and concerns of the community to the attention of the OMSC administration.

### **Activities**

#### **Thursday morning worship**

Worship is the heart of the OMSC community. It is the glue that holds us together as it orients us toward God. Community worship is conducted each Tuesday and Thursday morning at 9:00 a.m. throughout the academic year. Worship leaders should be *made* aware that communion and baptism are not normally observed as part of the community worship services.

#### **Weekly community meeting**

A community meeting for sharing, fellowship, and prayer is held one evening each week during the academic year. This meeting, usually lasting less than one hour, gives opportunity for community members to share about her or his ministry or personal testimony, for singing, and for praying particularly about concerns touching members of the community.

#### **Community Dinners**

Community dinners (“potlucks”) are an OMSC tradition. Held in the meeting room of Great Commission Hall, they typically are carefully planned. Room decorations often tie in with an overall theme. A short program following the meal is to be planned so as to highlight the talents, cultures, and interests of different residents and their children. These begin at 6:00 p.m. and end not later than 8:00 p.m.

To avoid conflict with other community activities, the dates for these community dinners have

been set, per the “dates to remember” sheet in the orientation packet.

### **Community Outings**

In addition to occasional on-campus social events or special lectures and attendance at in-city special presentations such as concerts, the community normally plans two special day-long outings each semester. Previous outings have taken community members to Mystic, Connecticut, Sturbridge, Massachusetts, and New York City as well as to sites significant in the life of Jonathan Edwards. The dates for these outings have been suggested so that they do not conflict with other scheduled events, per the “dates to remember” sheet in the orientation packet.

### **Housekeeping**

Residents care for housekeeping of the common areas (vacuuming hallways and stairs, cleaning the laundry rooms, lounges, and building entrances, etc.) in the residences. The host/hostess staff will help the committee prepare a rotating schedule of weekly housekeeping assignments. The Residents Committee is then responsible for following up with the individuals or families assigned for a given week, to make sure that the buildings are kept clean and tidy for the benefit of all. In addition, the host/hostess couples will supervise a “deep-cleaning day” once each semester to thoroughly clean the kitchen, bathrooms, and hallways on the first floor of GCH.

Throughout the year there will be opportunities for residents to assist in various ways with care of the OMSC grounds. These include raking leaves, shoveling snow, raking the lawns in the spring, and sweeping the parking lot, driveway, and walks on occasion. Maintenance personnel can supply rakes, snow shovels, and other equipment as needed. If groups work together, these tasks can be handled quickly and enjoyably.

### **Committee Composition and Roles**

Although members of the committee are selected by the Executive Director, the committee organizes itself, so that officers are designated by mutual agreement among the members. Officers include a Chairperson, Vice Chair, Secretary, Worship Coordinator, and Social Coordinator. A sixth member, designated Member at Large, is designated to provide general assistance to the other members, and to fill in for them in the event of an absence. The Residents Committee should meet at least once each month, or as often as the Committee thinks necessary. Minutes of the meetings are kept and a copy is placed on file with the Executive Director, Director of Finance and Housing, and Associate Director. A member of the OMSC staff will meet with the Residents at the organizational meeting and at any other time by special invitation.

#### **Chairperson**

The Chairperson helps set the tone of community life for the year. He or she chairs the Residents Committee meetings, assigns responsibilities for community functions in consultation with the Committee, and sees that community events are carried out in orderly fashion. The chairperson acts as spokesperson to the administration on behalf of the community.

#### **Vice Chairperson**

The Vice chairperson shares the load of community leadership with the chairperson, chairing meetings, etc., in his or her absence.

### **Secretary/Treasurer**

The secretary records minutes of the Residents Committee meetings; distributes copies to the committee members as well as to Mrs. Judy Stebbins, Dr. Dwight Baker, and Dr. Jonathan Bonk, and posts copies on the residence hall bulletin boards.

As treasurer, the secretary/treasurer keeps track of the Residents Committee income and expenditures.

### **Worship Coordinator**

The worship coordinator schedules speakers/worship leaders for Thursday morning worship from among members of the community. A letter of guidance, prepared by Dr. Bonk, should be given to worship leaders. The worship coordinator also schedules leaders for the evening community meeting each week.

### **Social Coordinator**

The social coordinator draws upon the wider resident community, acting as a chair of the community's social committee and coordinator of the flow of pot luck suppers and other social activities throughout the year.

In addition to organizing and setting up the community dinners and scheduling community outings with the program director, the social coordinator also takes note of birthdays, arrivals and farewells, and special needs such as those in time of sickness.

### **Member at Large**

This member of the committee is available to assist the other members, as needed, and to stand in for absentee members, as necessary.

### **Host-Hostess Couples**

OMSC's host-hostess couples serve as a natural liaison between OMSC residents and staff. As such, they will serve as advisors and consultants to the Residents Committee. One of the host-hostess couples should be represented whenever the Committee has a meeting.

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## ADMINISTRATION BUILDING

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The Administration Building is open to residents Monday through Friday from 9:30 a.m. until 11:00 p.m. **Residents may not enter the building before or after these designated times.** There will be **no** faxing, photocopying, or scanning available to residents at the reception desk. Residents should go to the administrative offices on the second floor for assistance with faxing. A copy machine is located on the main floor. No smoking is allowed in the Administration Building.

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## ENGLISH LIBRARY

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The English Library, named after former OMSC Trustees Conover English and Woodruff English, is located in the administration building and is available for use by the residents between the hours of 9:30 a.m. and 11:00 p.m.

**Children are not allowed to use the computers in the English library at any time.** (See the section on “Computers” located on page 12 of this manual for more information.)

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## ESL AND ENGLISH COOKING CLASSES

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### *Classes offered at OMSC*

Mrs. Jean Bonk teaches English-as-a-Second-Language (ESL) classes. Information about the ESL class schedule can be found in the Monthly Calendar. Classes are open to both men and women and are offered at **no charge**.

Mrs. Bonk also holds an “English cooking” class, which is open to both men and women. Information regarding the class schedule can be found in the Monthly Calendar. Residents interested in attending either the ESL or English cooking classes should contact **Mrs. Jean Bonk** (telephone: 281-6308).

### *Classes offered at Yale and in New Haven*

In addition to the free classes offered at OMSC, there are also a variety of other ESL classes offered in the New Haven area for those who have additional ESL needs.

- English Language Institute: Yales ELI offers English courses throughout the year for members of the Yale community.
- Gateway Community College: Many adult education courses are available. A list of the semester’s courses is available online at [www.gwctc.commnet.edu](http://www.gwctc.commnet.edu).
- New Haven Adult and Continuing Education: A range of courses is available, from survival English to college preparation courses.
- Yale Organizational Development and Learning Center: The Center offers “Refining Speaking and Writing for Speakers of English as a Second Language.”
- Literacy Volunteers of Greater New Haven: Provides **free** English courses at various times and locations. Check out their website at [www.lvagnh.org](http://www.lvagnh.org) and click on the link for “student info.”

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## MAIL AND FAXES

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Each resident/family has two mailboxes. One is in the lobby of the apartment building in which you live (this mailbox requires a key to open). This mailbox is for mail delivered through the United States Postal Service. The second mailbox is located in the lobby of the administration building (next to the reception desk). This mailbox is used primarily for receiving OMSC memos and other internal mail.

Weekdays from 12:00 to 2:00 p.m. and from 4:00 to 5:00 p.m. you may purchase postage stamps from the Guest Relations/Business Office Assistant. You may also place your outgoing mail in the outgoing mailbox at the reception desk. You will need to take packages or items requiring customs forms directly to the post office.

If you need to send a fax, you may ask for assistance from the support staff on the second floor of the administration building. Please be sure to do so during the hours designated. Payment for outgoing faxes should be made at the reception desk.

Prior to your departure you must complete a “change of address” card with the United States Postal Service. **OMSC is not responsible for forwarding mail to you.**

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## THE LIST OF RESIDENTS AND STAFF & THE MONTHLY CALENDAR

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OMSC distributes two handouts to all residents and staff. The List of Residents and Staff includes a listing of residents, their apartment assignments, phone numbers, and e-mail addresses, as well as a listing of the OMSC staff. *This list is only updated as necessary.*

The Monthly Calendar comes out at the beginning of each month and provides you with up-to-date information regarding worship leaders, informal gatherings for fellowship and Bible study, various social and recreational gatherings, and educational and cultural opportunities in the New Haven area.

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## WORSHIP, INTERCESSION, AND BIBLE STUDY

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Worship, intercession, and fellowship around the Scriptures are central in the nurture and maintenance of Christian community. Your participation is needed and desired by your fellow residents.

### Tuesday Morning Worship

A regular worship time is scheduled from 9:00 to 9:25 a.m. each Tuesday during the academic year, conducted under the direction of the OMSC staff. Our Study Program leaders share in this time of worship. Non-residents enrolled in the seminars also are invited to join us. All residents of OMSC are urged to participate regularly in this weekly time of worship, Bible reflection, and prayer.

### Thursday Morning Worship

The resident community takes responsibility for leading the Thursday morning worship time, which also meets from 9:00 to 9:25. The organization and direction of this gathering is delegated to the Residents Committee. Specific intercessions and thanksgivings for persons, ministries, institutions, and areas of the world, etc., are included in the prayers on Tuesday and Thursday mornings. Requests may be given to the leader in advance or shared during the time of prayer.

**The administrative offices are closed during worship services to afford staff members the opportunity to attend services on a regular basis.**

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## LIVING TOGETHER IN COMMUNITY

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Christian fellowship is one of the highlights we enjoy at OMSC. On the following pages you will find some guidelines that will help us all contribute to the harmony of community life at OMSC. If you have questions regarding any of the guidelines, please contact your resident host or hostess.

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## CULTURALLY ACCEPTABLE PRACTICES IN THE USA FOR PERSONAL HYGIENE (CLEANLINESS)

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Hygiene – the study and observance of health rules such as hand washing, bathing, and the avoidance of eating uncooked meat – is critical to the maintenance of personal and public health. Personal hygiene involves those practices that promote not only your mental, emotional, and physical health, but also good relationships with others. These include:

- Bathing or showering on a daily basis.
- Daily brushing of teeth with toothbrush and toothpaste.
- Daily use of deodorant.
- Frequent change of clean clothes.

If you have questions regarding any of these guidelines, please contact your resident host or hostess.

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## **FAMILIES WITH CHILDREN IN RESIDENCE**

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We warmly welcome you, parents and children, to OMSC! We hope and pray that you will be able to look back on your time here with positive memories, and we will do everything we can to ensure that this is so!

### **Supervision of Children**

You should be aware that the State of Connecticut has certain laws regulating the relationship between parents and children. These laws, which may seem peculiar to some from outside the United States, are intended to ensure that children in this country are always cared for and protected. Briefly, the law, which all of us are obligated to obey, declares that:

1. Children under the age of 16 cannot be left alone overnight. A supervising adult must be present. (Study program participants must also make sure that children not yet in school have adult supervision during the day while you are in the seminars.)
2. Parents who break this law can be charged as felons under Federal law, their children can be forcibly removed from their home, and those who are not American citizens may be deported.
3. Adults who are aware of children left alone by their parents are obligated by law to report this fact to Child and Family Services of Connecticut. Child and Family Services, in turn, is obliged to ask the police to investigate the situation. The police, finally, must file a written report, so that Child and Family Services can take appropriate action.

Should your duties for some reason require you to travel away and leave your children who are less than 16 years old at OMSC, we require that you take the following steps:

1. Make sure there is a duly designated adult who has agreed to be responsible for your children and who will be with them overnight.
2. Leave a notice with the duly designated adult giving them permission to authorize medical care for your children in your absence, should the need arise.
3. Let the OMSC Guest Relations/Business Office Assistant know the name, address, and telephone number of the adult who is responsible for the children in your absence.
4. Leave your contact address and telephone number with your children, with your children's designated supervisor, and with the OMSC Guest Relations/Business Office Assistant.
5. Let the OMSC Guest Relations/Business Office Assistant know the date and time of your anticipated return.

### **Children and Transportation**

The State of Connecticut also has strict laws concerning the safety of children in cars. Parents should note that all children up to age 6 who weigh less than 60 pounds are required by law to ride in a child car seat. This law pertains to children riding in their own family car as well as in the OMSC van.

<p><b>Compliance with these simple instructions will ensure that you and OMSC do not get into trouble with the law!</b></p>
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## UPKEEP OF APARTMENT BUILDINGS

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We recognize that this is the first time for some in an apartment setting. We need you to help us keep the apartments and grounds a pleasant place to live. No smoking is allowed in any of the apartment buildings. Please see that the children do their *active* playing (jumping, running, throwing balls) *outside*. The children's playroom located in Doane Hall is for indoor play and watching television (see next page for more information).

Because of limited OMSC staff we request that the Residents Committee divide up the public areas—such as the laundry rooms, the hallways and stairs, and the lounges—and assign the responsibility of keeping these areas clean to specific people or specific apartments. Assignment sheets will be displayed on the bulletin boards.

OMSC's resident hosts/hostesses are happy to show you how to operate our washing machines, dryers, and vacuum cleaners, and how to use and clean the stoves and refrigerators. They will show you more than one time if you wish. Please cooperate with the following suggestions. **If you have questions, PLEASE ASK!**

- Please take your garbage to the dumpster promptly. Don't disturb your neighbors by keeping food or garbage in your kitchen so long that it smells. This is especially important when the weather is warm. Open food and garbage odors attract insects.
- Each apartment has its own set of dishes, silverware, pots and pans, linens, and chairs. Please make an effort not to mix with other apartments what belongs in your apartment.
- If you clean up the kitchen and stove after **each** meal, the kitchen and stove will not be overwhelmingly dirty when you get ready to leave the apartment. OMSC expects you to leave the apartment as clean as you find it.
- Use warm water with Softscrub to clean the stove top, drip pans, knobs, hood, and cupboard doors. **DO NOT** use abrasives. Soak drip pans overnight. Spills will wash off more easily if wiped up each time you spill. Use baking soda and water to clean the refrigerator.
- Mr. Clean mixed with water is the best and safest to use for washing the kitchen and bathroom floors, bathtubs, and tile walls. Follow the instructions on the bottle. Doing this cleaning once a week will give you a clean and healthy apartment.
- In the laundry room, please clean up the excess soap on the washing machine. Empty the filters in the washing machine **and** the dryer after each use. Wipe the machines clean after each use. Instructions for operating the washers and dryers follow. Please read them **and ask David and Natalie Eastman or Frank and Irina Brown** for help if you need it.
- Brooms, pails, mops, an ironing board, and a vacuum cleaner are stored in the laundry for the use of all apartments. Because space is limited in the apartments, we want you to share the use of these items. Please return the item to the laundry after each use.

**NOTE:** Residents are **not** permitted to install air conditioners in any of the apartments. **If your apartment has an air conditioner, you need to be sure that the windows are closed while the air conditioner is running.**

When you complete your stay at OMSC, put the dirty sheets and towels in a pillowcase. We need to send them to the laundry. Do not make your beds on the day you leave. **Apartments must be cleaned of all personal items prior to your departure, including clothing, publications, books, etc. OMSC will NOT forward your belongings to you.**

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## LOUNGES AND PLAYROOM

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Both Doane Hall and Great Commission Hall are equipped with a lounge with cable TV for the use and enjoyment of the adults and teenagers (13 and older) in the community. Except for special occasions children are not allowed in Great Commission Hall. The Doane Hall lounge is NOT a place for toys. Unless there is a special program that all the family wishes to watch together, children age 12 and under should watch TV in their own playroom in Doane Hall and not in the adult lounge. Smoking is not allowed in the lounges.

The Doane Hall playroom is intended for use by children 12 and under. A variety of books, games, puzzles, cable TV, and videos are available for their use in the room. Children should return all books, games, puzzles, and videos to the shelves when not in use. We also ask for the cooperation and help of all parents to maintain order, cleanliness, and safety in the playroom.

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## VIDEO LIBRARY/THIRD FLOOR LOUNGE

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Videos located in the third floor lounge of the Administration Building are available for use by residents at no charge. When borrowing videos be sure to sign your name in the sign-out book located in the lounge. Return videos within 2 weeks, and sign the date of return in the book. Do not put the items back on the shelf; OMSC staff will do this for you.

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## SECURITY

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New Haven is a typical U.S. city with its share of problems and dangers. We need to take precautions to avoid problems. All outside doors **must** remain closed at all times. The corridor doors in GCH **must** remain locked. Do not prop the corridor doors open. Ground-floor apartments have bars on windows. These bars should be latched at all times. Make sure you know how to work the release on the escape window. Do not give your keys to anyone outside of the OMSC community. Lock your windows if you leave your apartment overnight. Do NOT let strangers into the building. Send them to the Administration Building. After office hours call one of the resident hosts and hostesses.

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## MAINTENANCE

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OMSC needs your help in keeping everything in running order in the apartments. If you find that something in your apartment is not working properly and needs to be fixed, please complete a **Work Order** request for our Maintenance Caretaker. **Do not attempt to make repairs yourself.** Maintenance staff will be checking smoke detectors and safety conditions periodically.

Blank Work Orders are located in the reception area of the Administration Building. <b>A sample Work Order can be found on the next page.</b>
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# PROPERTY MAINTENANCE WORK ORDER



## OVERSEAS MINISTRIES STUDY CENTER

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TO: *Bruce Toth*

FROM: *Anne Occupant*

DATE: *October 30*

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Clearly identify the problem, location, and degree of urgency: *(Please print clearly)*

1. Problem: *There is no heat in our apartment*
2. Location: *Doane Hall, Apartment B*
3. Degree of urgency (check one):
  - a.  Urgent (ASAP)
  - b.  High Priority (Today)
  - c.  Important (This week)
  - d.  Low priority (When there is time)

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### For Maintenance Caretaker's use only

Date completed:

Initials:

(copy – pre-completion and post completion – to Executive Director)

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## **ESTABLISHING TELEPHONE SERVICE IN YOUR APARTMENT**

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Your apartment is wired for telephone service and you will find a telephone in your apartment. The telephone belongs to OMSC and is not to be removed from the apartment. It is for your use while you are in residence here. It is up to you to contact the telephone company (AT&T/SBC) to have the service activated. You will be responsible for paying both the initial start-up cost (this may include a large deposit) and the monthly bill.

The basic one-time charge for activating the service is **approximately \$65**. There is no need for a person to come out to the building to make a connection, but if one comes, you will need to pay the telephone company an additional fee.

Before they will activate the service (i.e., establish a dial tone), AT&T/SBC will need information from you. If you have recently had an account with a phone company in the United States, you should tell them your former phone number and they will look up your credit record. If you have not had a telephone in the U.S.A. recently, they will want credit references. They will also want to see your Social Security number or passport and your landlord's name (this is OMSC). OMSC will write a letter of introduction. If you have a photo International Drivers License with your name in English, take it as a form of identification. They will also ask for a deposit of **approximately \$120**. This deposit is refundable with interest when you have terminated your telephone service and paid your last bill. Use your apartment address, so the telephone bills will come directly to you.

The number to call to activate your telephone service is 811. You will find directions in the front pages of the telephone book in your apartment.

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## **PUBLIC TELEPHONES**

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There are public telephones located in Doane Hall, Great Commission Hall, and the Administration Building. Residents may use these phones for making local calls or calls with a calling card.

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## PUBLIC COMPUTERS

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The OMSC staff cannot provide assistance for problems with residents' personal computers. Please seek assistance from a knowledgeable resident or contact a computer technician for an hourly fee. We suggest Bill Rothbard of Connecticut PC Repair in Hamden (288-8770) since he is familiar with OMSC, or check the yellow pages in a telephone book for other computer repair services. We suggest Donn Hayden of CompUSA in Orange (799-4838) for consultations about purchasing new computers, software, or parts, and there are many other options online. Hayden will lead a hands-on computer users' group at OMSC two or three times each semester.

OMSC provides residents with the use of four computers in the administration building—two in the English Library and two in the third-floor children's computer room. We ask that residents report hardware or software problems on these computers by completing the form for this purpose with as much detail as possible. The computer repair forms are kept at the reception desk. (A sample form follows on the next page.)

Children of residents are not allowed to use the computers in the English library and parents are responsible for supervising their children when they use the children's computer room. Children have priority for use of the third-floor computers. Others may use these computers when no children are present.

**OMSC allows residents to download and save a limited number of e-mail and other files onto a server, NOT the hard drives of these public computers. These computers are currently protected by "Child Lock," a content filtering software.** Web browsing is encouraged on the public computers. Some of the sites of interest to residents are the Overseas Ministries Study Center ([www.OMSC.org](http://www.OMSC.org)), the *Dictionary of African Christian Biography* ([www.DACB.org](http://www.DACB.org)), and the Yale Divinity School Library ([www.library.yale.edu/div](http://www.library.yale.edu/div)).

OMSC offers high-speed DSL on all public computers and on a wireless network for the exclusive use of residents and guests. To access the wireless network you will need to know the following:

1. SSID (1040net)
2. encryption (64-bit)
3. WEP key (currently 7373EEBD7A).

**Do not share this information with persons who are not OMSC residents or guests.**

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# Computer Update Report

TO: Dan or Jeffrey (circle one)

DATE:

FROM:

COMPUTER LOCATION:

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**Clearly identify the problem, location, and degree of urgency:**

Problem to repair or upgrade:

When will this be needed?

- Today
  - Tomorrow
  - This week
  - Low priority
- 

Action taken:

by:

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## HOUSEKEEPING

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Each apartment building has a laundry room. These rooms are available for use by all residents of that building and include both washing machines and dryers. **Be sure to observe the hours of operation as posted in each laundry room.** Listed on the next two pages are guides for using the washing machines and dryers. If you have any questions, contact your resident host/hostess.

### GUIDE TO USING THE WASHING MACHINES

<b>STEP 1</b>	<p>Sort articles to be washed carefully. Be sure to <b>empty all pockets.</b></p> <p>Sort according to:</p> <p><b>Color</b> - Separate whites from colors. Wash black and brown clothes by themselves. Bold colors such as red or bright pink should also be washed separately from light colors.</p> <p><b>Fabric</b> - Some fabrics require hot water and vigorous washing; others require cold water and short wash times. <b>Read labels in the clothes.</b> <u><i>Don't wash wool items in the machine.</i></u></p> <p><b>Surface Texture</b> - Some fabrics attract lint. Therefore, don't wash a black sweater with a white fuzzy sock. Make sure all tissues and pieces of paper are removed from pockets before you begin the wash.</p> <p><b>Construction</b> - Loosely knit items, articles with lace trim, sheer fabrics, and special interfacing and linings may require the delicate cycle or hand washing.</p> <p><b>Degree of soil</b> - Heavily soiled, moderately soiled, and lightly soiled articles go into separate loads. Heavy soil can make light-colored clothes look gray.</p>
<b>STEP 2</b>	<p>Pre-treat spots, stains, and heavily soiled areas, if necessary. Pre-wash sprays like Spray N' Wash may be sprayed directly on collars, sleeve cuffs, and other stains before washing. Hand washing is another pre-treatment.</p>
<b>STEP 3</b>	<p>Before filling the machine with clothes, do the following in sequence.</p> <ol style="list-style-type: none"> <li>1. Raise or lower the <b>water level</b> button to fit the size of the wash load. It is <b>important</b> that the clothes circulate freely in the wash basket during washing and rinsing. Use enough water to more than cover the clothes when they are wet.</li> <li>2. Push in the button for the desired water temperature. <b>Hot</b> water is most effective for most white or heavily soiled clothes. <b>Warm</b> is effective for normally soiled articles. <b>Cold</b> minimizes shrinkage and is desirable to give best color retention for bright or intense colors.</li> <li>3. Select the wash cycle. <b>Always turn the dial to the right.</b> The full wash time is not necessary for lightly soiled clothes. Cottons qualify as Regular; curtains, 'Sunday' blouses and dresses qualify as Delicate. Trousers and blue jeans can be washed as Permanent Press or Regular. <b>Push in the dial to set for washing. <u>Pull out the dial to turn on the machine.</u></b></li> </ol>

<b>STEP 4</b>	Put in the detergent and turn on the water before putting in the clothes. <b>Do not use liquid bleach.</b>
<b>STEP 5</b>	Add the clothes. The machine will fill but it will <u>not</u> agitate until the lid is closed. As long as the lid is down the machine is washing and rinsing. When the dial reaches OFF the clothes are ready to be put in the dryer. <b>Do NOT over-fill the washing machine.</b>
<b>STEP 6</b>	When the wash cycle has finished and the clothes are removed, please clean the filter that is in the center of the agitator and wipe up the excess soap, lint, and dirt.

### **GUIDE TO USING THE DRYERS**

Any garment that is labeled “Tumble Dry” can be safely dried using the appropriate cycle. We do **NOT** advise using the dryer for anything with wool. In Doane Hall hang such things as wool and silk on the wooden drying rack. Just remember to collect them when they are dry.

<b>STEP 1</b>	Prepare the machine by checking the lint filter. The filter is in the base of the opening to the dryer. Remove any lint before and after each use. Please treat the filter with care.
<b>STEP 2</b>	<b>Always</b> turn the dial to the right. Choose your cycle. Permanent Press and Air fluff use <u>little</u> or no heat. Setting the dial to “more or less dry” seems to be the best cycle for drying regular clothes. The dryer shuts itself off when the clothes are dry. If one wants things not too dry, set the dial for less dry.
<b>STEP 3</b>	Put the wet clothes in the dryer. <b>Shut</b> the door. To get the dryer to begin its cycle, push in the square black button. While the door is shut the clothes will spin until the dial has moved to “off.” <b>Do NOT over-fill the dryer.</b>
<b>STEP 4</b>	A buzzer will sound before the end of the cycle. This means some of the clothes are dry. It is best to remove the dry things. Then close the door and push the button again so the rest of the clothes may dry. Folding the clothes while they are warm eliminates much of the need for ironing later.
<b>STEP 5</b>	When you have finished your laundry, please wipe the lint and dust from the machine and clean the lint from the filter as a courtesy to your neighbors. Also do not leave your clothes in the laundry overnight.

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## BANKING

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OMSC deals with Wachovia Bank in the Spring Glen section of Hamden, located 3 miles north of OMSC on Whitney Avenue. There is also a branch of Wachovia Bank at the corner of Church and Elm Street in downtown New Haven. OMSC will provide residents wishing to open a bank account with a letter of introduction to Wachovia Bank, along with the required bank forms. Once the forms have been completed, residents should check with the host/hostess couple in their building to make an appointment with a bank representative.

In addition, the Stop & Shop market also contains a People's Bank with an automated teller machine (ATM).

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## OMSC IDENTIFICATION CARD

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Each resident of OMSC who holds a J-1 or J-2 visa may obtain an OMSC ID card at no charge. The OMSC ID card will provide you with photo identification and verification of your Connecticut residency. This card will be provided to you as soon as possible after your arrival at OMSC. The OMSC ID card may be helpful in obtaining other services, such as the Connecticut ID card, or in establishing banking or telephone services.

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## CONNECTICUT IDENTIFICATION CARD

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Residents who do not plan to obtain a Connecticut driver's license may wish to obtain a Connecticut identification card. (These ID cards are optional.) Connecticut ID cards are issued by the Department of Motor Vehicles, located at 1985 State Street in Hamden. For a non-United States citizen to obtain a Connecticut ID Card, the following forms of identification must be presented. **No photocopies are accepted.** Persons with a J-1 visa must present:

- INS Document DS-2019
- Passport/Visa
- Letter from OMSC showing housing assignment (available from OMSC reception desk)
- An addressed letter received by the resident showing the 490 Prospect Street address
- \$10 payment in cash

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## CARS/DRIVER'S LICENSES

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Some residents may wish to have a car while in residence at OMSC. It is best to have a valid international driver's license. If you wish to apply for a Connecticut driver's license, you may do so at the Department of Motor Vehicles located at 1985 State Street in Hamden. (They are closed on Mondays.)

Listed below are the requirements for those who plan to *purchase* cars:

- All cars **MUST** be registered with the State of Connecticut. You can do this at the Department of Motor Vehicles.
- In order to register your car you must obtain, and maintain, automobile insurance.
- When you obtain a car and it is registered, you **MUST** provide a copy of your automobile registration and the license plate number to the Director of Finance and Housing. You must also provide her with a copy of your driver's license and your car insurance information.
- You will be responsible to pay taxes on your car to the city of New Haven. Tax bills are sent in July each year, **so you need to make arrangements to pay for this bill prior to the time you leave OMSC.**
- When you leave OMSC **no cars are to be left behind under any circumstances!** Please make arrangements to dispose of your car before your departure date.

For general information call the Department of Motor Vehicles at (800) 842-8222; for a driver's test appointment call (800) 762-3926.

**The information listed below is from the Department of Motor Vehicles Web site, located at: [www.ct.gov/dmv](http://www.ct.gov/dmv)**

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### REQUIREMENTS FOR FOREIGNERS OBTAINING A CONNECTICUT DRIVERS LICENSE

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You must be a resident of Connecticut in order to obtain a driver's license in this state. If you currently hold a valid out-of-state license, once you have established residency, you have 30 days to obtain a Connecticut license. If you are 16 or 17 years of age you must obtain a learner's permit prior to obtaining a driver's license. Please see Learner's Permits for 16 or 17 year olds for detailed information on how to obtain a learner's permit. If you do not currently hold a valid out-of-state license, you must schedule an appointment for a driver's license test. At the time of your appointment, you must show the following items:

1. **Verification of Connecticut residence address.** Verification may be in the form of your appointment confirmation letter, a utility bill, mortgage, rental or lease agreement or postmarked mail such as magazines, letters, etc.
2. **Two forms of identification from list of Acceptable Forms of Identifications.** One of these forms of identification must be from the Primary list. It will be required that the social security number of any applicant applying for a new driver's license be recorded on the Application for a Non-Commercial Driver's License (form R-229).

**Note: If you are not a citizen of the United States, you will be required to show proof of your legal status in this country.**

- Holders of a B1 or B2 Visitor's Visa are not eligible for a driver's license or identification card unless a valid Employment Authorization Card (EAC) and verification of an application pending for Lawful Permanent Residence is provided.
- Foreign students with an F1 Visa status must show Immigration and Naturalization Service (INS) document I-20 and verification of current enrollment in a Connecticut school.
- J1 Visa holders are required to show INS document DS-2019 (formerly the IAP-66).
- All applicants will be verified through INS for legal status before a driver's license/identification card will be issued.

**3. A recent photograph of yourself without a hat or dark glasses.**

**4. Properly registered and insured vehicle** appropriate for the type of test you are taking. Daily rentals are not allowed on road tests.

**5. Motor Vehicle Registration Certificate.**

**6. Connecticut Insurance card.**

**7. The fee for your license**, which can vary from \$49.25 to \$61.25, depending on the number of years the license will be valid (five and one-half to seven years), which depends on your date of birth.

The test to receive your license is in three parts. The first part is the eye test, the second part is the law test (16-question knowledge test) and the third part is the road test.

**Eye Test:**

The eye test evaluates:

- a. Acuity (how clearly you see).
- b. Peripheral vision (how far you can see to either side while looking straight ahead).
- c. Depth and color perception.

The minimal vision requirement for all classes of license is at least 20/40 in each eye with or without glasses or contact lenses. But if the applicant is blind in one eye, the other eye must be at least 20/30.

**Law (Knowledge) Test:**

The law test consists of 16 questions; answering 12 correctly is considered passing. The test is based on the information contained in the Connecticut Driver's Manual.

**Road Test (Behind-the-Wheel Evaluation):**

This test is given after successfully passing the eye and 16-question knowledge test. You must supply a vehicle for the road test. This vehicle must be appropriate for the license class for which you are applying, be mechanically safe, and have a proper registration, emission sticker, and insurance card. There is no limit to the number of individuals who can be tested in the same vehicle; however driving schools are limited to four per vehicle. A non-licensed operator cannot drive to the test location unless accompanied by a licensed operator. Individuals using an out-of-

state registered test vehicle must bring a copy of the vehicle's insurance policy (meeting Connecticut minimum requirements for insurance):

- \$20,000 bodily injury per person
- \$40,000 bodily injury per accident
- \$10,000 property damage per accident

If the test vehicle is found to be in an unsafe operating condition, no behind-the-wheel evaluation will be conducted, the owner may be issued a warning ticket for defective equipment and the applicant will be given a no fee card for a re-test at a future date. Road tests may be conducted if minor defects are found, even if a warning ticket is issued.

The road test evaluates:

- safe condition of the test vehicle
- ability to properly adjust seat, mirror, seat belts (“preparing to drive”)
- response to traffic control signs and signals, signaling, interaction with other motorists (yielding right-of-way, response to emergency vehicles)
- backing and/or parking
- proficiency in basic driving skills such as turns
- other driving maneuvers at the direction of the inspector

The road test generally takes 15 to 20 minutes. If you fail you can retake the test after a 2-week waiting period from the date of the failure. If you fail the law test you must wait at least until the next business day to re-test. In either case, a \$36 examination fee must be paid and a mutually convenient date and time will be scheduled.

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### Exceptions:

- **Visitors** from another country are permitted to use their valid out-of-country license here in Connecticut for a period of one year with an **International Driver Permit** obtained from your home country.
- Full-time students, on a student visa, maintaining an out-of-country residency do not have to obtain a Connecticut license as long as full-time student status is in effect and are permitted to use their valid out-of-country license here in Connecticut with an **International Driver Permit** obtained from your home country.
- A valid license from Germany or France is the same as an out-of-state license.

**Note:** Your out-of-country license does not have to be surrendered once you have successfully obtained your Connecticut driver's license. A license from American Samoa, Guam, Puerto Rico or the U.S. Virgin Islands is not considered an out-of-country license but rather an out-of-state license and must be surrendered when a Connecticut driver's license is obtained and you must obtain an abstract of your driver record from your home territory prior to transferring your license to Connecticut.

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## LIBRARIES

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### *Yale Divinity School Library*

As part of your arrival packet, each OMSC resident will receive a letter of introduction to the YDS library. Residents should present your letter of introduction to the circulation desk to receive your library card. The library card entitles you to borrow books from the library and to use the computers. **There is no charge for this library card.**

### *Sterling Memorial Library*

Residents are allowed to obtain passes to use the Sterling Memorial Library, however, most of the passes require pre-payment. The types of passes available are listed below:

Desk pass: This pass is free and may be used a maximum of **seven times** over the course of one year. This pass allows you to request library materials online, which you may pick up at the library circulation desk and then use in the public areas of the library. This pass **does not** allow access to the stacks, nor does it allow you to check items out.

Day pass: This pass costs **\$10.00** and allows you access into the SML book stacks, as well as all Yale Libraries, except Beinecke and the Law Library. It is **valid for one day**, and **does not** allow you to check books out.

Stack pass: This pass must be purchased by the month, at a cost of **\$27.00 per month**. It allows you the same stack-access as the “day pass” described above, with the added ability to request books online, to be picked up at the library circulation desk. Again, this pass **does not** allow you to check items out.

Stack and borrowing pass: Borrowing privileges cost **\$65.00 per month, and you must buy three months consecutively, for a total of \$195.00**. This pass also allows you to request library materials online, which you may pick up at the library circulation desk. The borrowing period of library books varies from two months to three weeks, depending on which library the book is from.

Residents interested in obtaining one of these passes must go to the Sterling Memorial Library circulation desk and present two forms of identification (ID). Payment is accepted in cash, check, or credit card.

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## RECREATION - ALBERTUS MAGNUS COLLEGE SWIMMING POOL

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For a small annual fee, residents may use the swimming pool and Jacuzzi at Albertus Magnus College, 700 Prospect Street. The pool schedule can be found on their web site at [www.albertus.edu/athletics/pdfs/poolschedule.pdf](http://www.albertus.edu/athletics/pdfs/poolschedule.pdf).

The pool is located on the Albertus Magnus campus in the Cosgrove Marcus Messer Athletic Center. To use the pool, residents must pre-pay OMSC at the following rates: Individuals – \$50 per year; Families – \$100 per year. [Families are defined as husband, wife, and children.] Additional guidelines are as follows:

1. Payments may be made out to OMSC and given to Pam Huffman at the reception desk. (Scholarship recipients may elect to have \$5 per month deducted from their stipend to pay for this. Scholarship recipients should contact Patti Dowling for more information.)
2. When you are ready to use the pool, sign out a pool pass from the host/hostess couple in your building. (On weekends, check with the host/hostess couple on duty.) Only those who have pre-paid will be eligible to borrow the pool pass. Since there is only one pass per building, you must return the pass to the host/hostess couple **immediately** upon your return from the pool so that it will be available without delay for someone else.
3. Anyone wishing to bring a guest with them must pay an additional \$10 per guest directly to Albertus Magnus.
4. Children **MUST** be accompanied by an adult.
5. Seminar leaders and OMSC staff wishing to use the pool facilities should contact Judy Stebbins or Pam Huffman for further details.

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## CHURCHES / RESTAURANTS

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A listing of local churches is found in the **green** supplement at the back of this handbook. A listing of restaurants is found in the **yellow** supplement at the back of this handbook. Additional listings for both may be found in the local telephone directory.

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## SHOPPING

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### ***Food Shopping:***

Each Friday afternoon, OMSC will take residents without cars of their own on a shopping trip to the Super Stop & Shop at Skiff and Dixwell. At this intersection there are several services, including banks, cleaners, florist, beautician, and dentist. OMSC allows two and one-half hours for this trip.

### ***Stop & Shop Card:***

To receive **discounts**, residents who will be shopping at Stop & Shop on a regular basis will want to apply for a **Stop & Shop Card**. You may apply for the card at the store's **service desk at no cost**. After you receive your card, show it to the cashier each time you shop to receive store discounts.

For milk, juice, bread, and snacks between shopping trips the following stores are within walking distance of OMSC.

Hong Kong Grocery  
67 Whitney Avenue  
Telephone: 777-8988 / 777-8886 (*Restaurant*)  
Hours: 10:30 a.m.–10:00 p.m.

Romeo & Caesare's Market  
771 Orange Street  
Telephone: 776-1614  
Hours: 7:00 a.m.–7:00 p.m.

Nica's Market  
603 Orange Street  
Telephone/fax: 787-5919  
Hours: 7:00 a.m.–7:00 p.m.

The Oriental Pantry Grocery & Gifts  
486 Orange Street  
Telephone: 865-2849  
Hours: 7:00 a.m.–7:00 p.m.

If you have special needs, please ask our Guest Relations/Business Office Assistant for help. **As you become more familiar with the New Haven area, please pass along your suggestions for shopping, ethnic restaurants, physicians, etc., as they could be helpful to future residents.**

The large shopping centers contain stores such as Marshall's, Stop & Shop, Staples, WalMart, JoAnn Fabrics and Crafts, Dress Barn, Radio Shack, and Pier 1.

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## YALE SHUTTLE / NEW HAVEN CITY BUS SERVICE

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Residents may ride the Yale shuttle bus without charge. The service provides transportation between Yale's central, science, and medical school campuses, which includes stops in downtown New Haven and in front of OMSC. Those wishing to use this service must sign up for a bus pass with OMSC's Director of Finance and Housing. Visit [www.yale.edu/shuttle](http://www.yale.edu/shuttle) for schedules and route maps.

Those without cars can also use the city bus service. The "O" Bus goes to the Green in downtown New Haven. The Chapel Square Mall (across from the southeast corner of the Green) as well as the surrounding streets have many of the same stores found at the shopping centers. Staples (office supplies), CVS Pharmacy, and Shaws Grocery Store can be found on Whalley Avenue.

To take the bus one needs the exact change (\$1.00). Many people walk down the hill and take the bus back to OMSC. If you want to take the "O" bus to the Green, it can be caught on the south corner of Division and Prospect. Check the bus signs downtown for the place to catch the returning bus. Also note: The 'O' bus returns on Mansfield Street so one needs to get off at Division and Mansfield, turn right and walk up to Prospect Street and then left (north) to OMSC. A bus schedule is available at OMSC's reception desk.

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## TAXIS AND TRAVEL

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There are several taxi services serving the New Haven area. One service familiar with OMSC can be reached by calling: 777-7777.

*Travel arrangements are the sole responsibility of the resident. OMSC staff are not able to assist you with this, so please do not ask them.*

**If you have a J-1 or J-2 visa and plan to travel outside of the United States while you are in residence at OMSC, you and any family members traveling with you must have your DS-2019 forms signed and validated by the Responsible Officer of OMSC, Executive Director Jonathan Bonk.** If Dr. Bonk is not available, your forms may be signed by an Alternate Responsible Officer (Pamela Sola or Matthew Kustenbauder).

If you leave OMSC during your period of residence for any reason, whether traveling outside of the United States or within the United States, please be sure to notify the Guest Relations/Business Office Assistant of the date you plan to leave, the date you plan to return, and information on how you can be reached (address, telephone number, and e-mail) should any emergency arise.

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## **TRAVEL GRACE PERIOD**

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If you are here on a J-1 or J-2 visa, there is a “program end date” indicated on your DS-2019 form and your visa. Following this date you will have a 30-day grace period to arrange for your travel back to your home country or country of service. For example, if your visa expires on May 30, you will have until June 30 to leave the United States. **Keep in mind that during this 30-day period, you are no longer in valid program participation at OMSC and will be under the jurisdiction of United States Immigration and Customs Enforcement.**

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## **REQUESTS FOR EXTENSIONS**

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Exchange visitors should be aware that OMSC is only allowed to grant extensions under special circumstances for persons who are continuing their work at OMSC. No extension requests will be considered for persons who wish to remain in the United States to pursue other educational goals. We are strictly regulated by the United States government and must adhere to their requirements.

Should you require an extension for a special circumstance, you must put your request in writing at least 60 days prior to the end of your program date as listed on your DS-2019 form. Written requests may be submitted to Jonathan Bonk, Grace Blum, or Pamela Sola. Requests will be reviewed by the Applications Review Committee.

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## HOSPITALS AND DOCTORS

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For the sake of the health and well being of all in the community, all residents should “register” with a personal physician. This doctor will become the primary caregiver in case of illness or need throughout the year. “Registration” consists of an initial office visit during which the doctor obtains information on the resident’s health needs and medical background and does a minor physical exam. After this exam the resident becomes a “patient” of that doctor and may make an appointment to see him or her in case of illness.

Because **Dr. Babu Kumar** is familiar with our residents and his office is nearby, OMSC has made arrangements with him for these initial medical exams. The office visits should be scheduled during residents’ first two weeks at OMSC.

Residents who will be using Dr. Babu Kumar as their primary physician will want to be sure to obtain a letter of introduction which will enable them to receive a special OMSC resident rate.

Listed below are the names of doctors and dentists recommended by former residents. Additional information regarding hospitals and doctors can be found in the yellow pages section of the phone book.

### **IMPORTANT REMINDERS:**

1. If you require prescription medication, please note that the local pharmacies will not be able to honor prescriptions from outside of the United States. If you need a prescription refilled, you should plan to make an appointment with a doctor here in the United States **prior to the expiration of your current prescription** so that you can get a new prescription from the doctor and continue your medication uninterrupted.
2. If you purchase a medical insurance policy after your arrival at OMSC, keep in mind that there are certain conditions that will not be covered by your policy. Please read the insurance information very carefully. **Be sure to bring your insurance identification (ID card) with you to all doctor’s appointments.** (See next page for more information.)
3. If you call “911” for an ambulance, you will be charged a fee by the ambulance service. **You should call “911” only in a true medical emergency.**

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## DIRECTIONS TO HOSPITALS IN NEW HAVEN

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Directions to Hospital of St. Raphael—1450 Chapel Street, New Haven. Telephone: 789–3000

1. From the OMSC parking lot, turn RIGHT onto PROSPECT STREET.
2. Turn RIGHT onto HILLSIDE PLACE.
3. HILLSIDE PLACE becomes MUNSON STREET.
4. Stay straight to go onto HENRY STREET.
5. Turn LEFT onto ORCHARD STREET.
6. Turn RIGHT onto CT-34 W/ CHAPEL STREET.

*Total estimated driving time: 5 minutes*

Directions to Yale-New Haven Hospital—20 York Street, New Haven. Telephone: 688–4242

1. From the OMSC parking lot, turn RIGHT onto PROSPECT STREET.
2. PROSPECT STREET becomes COLLEGE STREET.
3. Turn SLIGHT RIGHT onto CONGRESS AVENUE.
4. Turn RIGHT onto CEDAR STREET.
5. Turn RIGHT onto YORK STREET.

*Total estimated driving time: 6 minutes*

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## DOCTORS AND DENTISTS RECOMMENDED BY FORMER RESIDENTS

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### **General Practice:**

Dr. Babu Kumar  
99A Circular Drive, Hamden  
Phone: 230-4160  
Fax: 230-4169

### **Walk in Clinic:**

GPH – General Practitioners of Hamden P.C.  
1100 Dixwell Avenue, Hamden  
Telephone: 787-7191

*Additional doctors and dentists are listed in the yellow pages of the telephone book.*

**For medical emergencies, residents may dial “911” on their telephone for medical assistance via ambulance.**

### **Dentist:**

Dr. Moon S. Lee, DDS\*  
Family Dentistry  
2397 Black Rock Turnpike  
Fairfield, CT 06430  
Phone/fax: (203) 372-8961

*\*Dr. Lee provides free dental care to OMSC residents—you must provide your own transportation*

### **Dermatologist:**

Dr. Frank Castiglione, Jr.  
1844 Whitney Avenue, Hamden  
Telephone: 281- 5445

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## **MEDICAL INSURANCE (REQUIRED)**

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**All residents** must show proof that they have medical insurance coverage in order to remain in residence at OMSC. Those of you who are living at OMSC as **Exchange Visitors** (J1/J2 visas) are required by the United States government to maintain \$50,000 worth of coverage, per person, for the entire time you are in residence. **(Please refer to your “Exchange Visitor” brochure for complete details.)**

Residents coming to OMSC from Yale or from sources other than the Exchange Visitor program, must provide us with a copy of their medical insurance ID card and information indicating the effective dates of the policy.

### **HOW TO USE YOUR MEDICAL INSURANCE ID CARD**

Whenever you visit a doctor or purchase prescription medications, be sure to show the doctor or pharmacist your insurance identification (ID) card. They may or may not be familiar with your insurance company; however, they should make a photocopy of your insurance ID card for your medical file. That way, if any questions arise as to what is covered or who is responsible for payment, the doctor or pharmacist will know whom to contact.

### **IF YOU PURCHASED MEDICAL INSURANCE AFTER YOU ARRIVED IN THE UNITED STATES**

If you purchased a medical insurance policy **after** you arrived in the United States, please be aware of the following:

- Your policy has what is called a “deductible” of \$150. What this means is that you are responsible to pay for the first \$150 in medical expenses you incur while you are in residence. After that, the insurance company *may* help you to pay for some of your medical care. *(If the condition for which you are being treated is something for which you were previously treated in your home country, the insurance company will not pay for the treatment.)*
- In order to notify the insurance company that you have incurred medical expenses, you must complete a “claim form” for every doctor’s visit or purchase of prescription medications. The claim form is mailed to the insurance company for their files.
- Residents needing assistance in completing a claim form may see Pamela Sola.

### **PAYING FOR DOCTOR’S VISITS AND PRESCRIPTION MEDICATION**

Remember to always show your medical insurance ID card to the doctor or pharmacist! You should also be prepared to pay for your office visit or prescription medication. The doctor’s office or pharmacist will let you know how much you owe. It is generally acceptable to pay by cash, check, or credit card. If paying by check or credit card, they may ask you for additional identification, such as a Connecticut ID card or driver’s license. If they do ask for this identification, they will either write down some of the information for your file or make a photocopy.

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## SCHOOLING CHOICES IN NEW HAVEN

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Making arrangements for children's schooling is the responsibility of the parents; OMSC cannot register children for school or contact schools on behalf of residents. The following information is offered to assist parents in making these arrangements. *Because details are subject to change, parents should always contact schools directly.*

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### SCHOOL REGISTRATION

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**The New Haven Public Schools** use a centralized registration system. Early registration is encouraged to insure a smooth and timely start to the school year. Regardless of where the student is to enroll, parents must register **in person** at:

**Registration Office**

1st floor, Gateway Center, 54 Meadow Street, New Haven  
Phone: 946-8501

The following documents are required to register for school:

- Child's birth certificate or passport
- Recent Physical\* -- current year
- Proof of the following inoculations:
  - First (of 3) DPT (diphtheria, pertussion, and tetanus)
  - First (of 3) oral polio vaccine
  - First (of 3) MMR (measles, mumps, and rubella)
- Proof of residency in New Haven. (OMSC will provide a letter of introduction and confirmation of address.)

*\*You can obtain physicals and inoculations free of charge at the Public Health Department at Gateway Center, 54 Meadow Street, every Thursday from 1:00 to 3:30 p.m. (Bring proof of New Haven residency.) The Health Department Telephone is 946-6999. The New Haven Board of Education and the New Haven Public Health Department are located in the same building.*

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### 1. PUBLIC EDUCATION: NEIGHBORHOOD SCHOOLS

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The New Haven Public School System ([www.nhps.net](http://www.nhps.net)) provides free public education for children ages 5 through 18 who live in New Haven. The neighborhood schools serving OMSC are:

**Worthington Hooker School (Kindergarten–Grade 4)**

180 Canner Street

New Haven, CT 06511

Phone: 946-8654 / Phone: 946-8655

Fax: 946-6623

Principal: Carol Kennedy

Web site: <http://www.nhps.net/worthingtonhooker/>

**Worthington Hooker Middle School (Grades 5–8).** Phone: 946-6610. Students are transported from the grade school location on Canner Street to the middle school location on State Street. Contact the registration office listed above for registration information.

**East Rock Middle School (Grades 5–8)**

133 Nash Street  
New Haven, CT 06511  
Phone: 946-8867 / Phone: 946-8866  
Fax: 946-7310  
Principal: Salvatore Punzo  
Web site: <http://www.eastrock.org>

**Wilbur Cross High School (Grades 9–12)**

181 Mitchell Drive  
New Haven, CT 06511  
Phone: 946-8728 / Phone: 946-8748  
Fax: 946-6932  
Principal: Dr. Judy Falaro  
Web site: <http://www.nhps.net/wcross/>

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**2. PUBLIC EDUCATION: MAGNET SCHOOLS AND OTHER**

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The New Haven Public School System also operates a system of alternative schools based on interests (such as the arts, business, health-related fields, and marine sciences) called magnet schools ([www.nhps.net/magnet/](http://www.nhps.net/magnet/); e-mail: [magnetschs@aol.com](mailto:magnetschs@aol.com)). Magnet schools are available for all grade levels. There are often more students interested in a particular school than there are spaces available; when this is the case, admission is determined by random drawing (February deadline), and a waiting list is kept. Visit the magnet school Web site or contact the New Haven Public Schools address, above, for more information and an application.

**Celentano School (Special Education; Pre-Kindergarten–Grade 8)**

400 Canner Street  
New Haven, CT 06511  
Phone: 203-946-8646  
Phone: 203-946-8647  
Fax: 203-946-7758  
Principal: Laura Russo

Celentano School, across the street from OMSC, is a public school, providing special education for disabled students in New Haven. It also has traditional classrooms serving grades Pre-K through grade 8. Unlike the neighborhood schools listed above, Celentano has no geographically defined attendance area. Students may be assigned to Celentano if Worthington-Hooker is full. Parents interested in enrolling their child at Celentano should contact the school or ask about the possibility when they register their children.

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### **3. PRIVATE SCHOOLS**

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There are a variety of private schools available in the greater New Haven area, including an extensive system of Catholic schools, a few Protestant schools, and a number of nonsectarian schools. All private schools charge tuition; many have financial aid available. Admission for some schools is competitive and may require advance application and an on-site interview. However, in some cases, such schools may entertain applications out of their regular timeline if they have space available in a class.

For additional lists of schools, see [www.kids.state.ct.us/schools.htm](http://www.kids.state.ct.us/schools.htm) (public and private schools) and/or [www.state.ct.us/sde/Nonpublic\\_schools.pdf](http://www.state.ct.us/sde/Nonpublic_schools.pdf) (private schools only; Adobe Acrobat Reader required). The Connecticut Association of Independent Schools ([www.caisct.org](http://www.caisct.org)) offers general information about private schooling and links to information about member schools, several of which are in the New Haven area.

#### **SELECTED PRIVATE SCHOOLS**

Hamden Hall Country Day School  
(Nonsectarian, Pre-Kindergarten–Grade 12)  
1108 Whitney Ave.  
Hamden, Connecticut  
Phone: 203-865-6158  
E-mail: [kharris@hamdenhall.org](mailto:kharris@hamdenhall.org) (Pre-K–6 Inquiries)  
[admissionsoffice@hamdenhall.org](mailto:admissionsoffice@hamdenhall.org) (Grades 7–12)  
Web site: [www.hamdenhall.org](http://www.hamdenhall.org)

Harris and Tucker Adventist School  
(Pre-Kindergarten–Grade 8)  
P.O. Box 6122  
Hamden, Connecticut 06517  
Phone: 203-787-5087  
Contact: Mrs. Margaret Tucker  
E-mail: [harrisandtucker@aol.com](mailto:harrisandtucker@aol.com)  
(No Web site)

Heritage Baptist Academy  
(K3–12; grades 6–12 reserved for Baptist students)  
161 South Whittlesey Ave.  
Wallingford, Connecticut 06492 (about 12 miles from OMSC)  
Phone: 203-265-7170  
Administrator: Mr. Earl Held  
Web site: [www.heritagebaptistofct.com](http://www.heritagebaptistofct.com)

Laurel Oaks Adventist School  
(Grades 1–8)  
14 West Shepard Avenue  
Hamden, Connecticut 06514  
Phone: 203-248-3251  
E-mail: [laurel.oaks@snet.net](mailto:laurel.oaks@snet.net)  
Web site: <http://www.tagnet.org/newhaven/LOAS.html>

West Woods Christian Academy  
(Nondenominational; Kindergarten–Grade 12)  
2105 State Street  
Hamden, Connecticut 06517  
Phone: 203-562-9922  
Fax: 203-786-4730  
(No Web site)

The Foote School  
(Nonsectarian, Kindergarten–Grade 9)  
50 Loomis Place  
New Haven, CT  
Phone: 203-777-3464  
E-mail: [laura\\_altshul@footeschool.org](mailto:laura_altshul@footeschool.org) (Director of Admissions)  
Web site: <http://www.foote.pvt.k12.ct.us>  
(Application deadline is February prior to enrollment)

St. Thomas's Day School  
(Episcopal, Jr. Kindergarten–Grade 6)  
830 Whitney Avenue  
New Haven, Connecticut  
Phone: 203-776-2123  
Fax: 203-776-3467  
E-mail: [stthomasday@snet.net](mailto:stthomasday@snet.net)  
Web site: <http://www.stthomasday.org/>  
(Application deadline is December prior to enrollment)

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#### **4. HOME SCHOOLING**

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As of March 2002, parents in Connecticut were permitted to instruct their children at home rather than send them to a school, as long as they provide education “in reading, writing, spelling, English grammar, geography, arithmetic and United States history and in citizenship, including a study of the town, state and federal governments.” Regulations and procedures related to home schooling are subject to change. Parents considering home schooling should contact one of the state home schooling associations, such as The Education Association of Christian Homeschoolers in Connecticut ([www.teachct.org](http://www.teachct.org); E-mail: [teach.info@pobox.com](mailto:teach.info@pobox.com); Phone: 860-793-9968) or the Connecticut Home Educators Association ([www.cthomeschoolers.com](http://www.cthomeschoolers.com); Phone: 203-781-8569) for the most current information.

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## **DIRECTIONS TO PUBLIC SCHOOLS IN NEW HAVEN**

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### **To Gateway Center—54 Meadow Street (*Department of Health & New Haven Public Schools*):**

1. From the OMSC parking lot, turn RIGHT onto PROSPECT STREET.
2. Turn LEFT onto EDWARDS STREET.
3. Turn RIGHT onto WHITNEY AVENUE.
4. Turn LEFT onto TRUMBULL STREET.
5. Turn RIGHT onto STATE STREET/U.S.-5 SOUTH. Continue to follow STATE STREET.
6. STATE STREET becomes UNION AVENUE/US-1.
7. Turn RIGHT onto W. WATER STREET.
8. Turn LEFT onto MEADOW STREET.

*Total estimated driving time: 5 minutes*

### **To Wilbur Cross High School—181 Mitchell Drive:**

1. From the OMSC parking lot, go diagonally across PROSPECT STREET and turn LEFT onto CANNER STREET.
2. From Canner Street turn LEFT onto ORANGE STREET.
3. Turn RIGHT onto MITCHELL DRIVE.

*Total estimated driving time: 2 minutes*

### **To Worthington Hooker Elementary School—180 Canner Street:**

1. From the OMSC parking lot, go diagonally across PROSPECT STREET and turn LEFT onto CANNER STREET.
2. The Elementary School is located at #180.

### **To East Rock Middle School—133 Nash Street:**

1. From the OMSC parking lot, go diagonally across PROSPECT STREET and turn LEFT onto CANNER STREET.
2. Turn RIGHT onto WHITNEY AVENUE.
3. Turn LEFT onto WILLOW STREET.
4. Turn RIGHT onto NASH STREET.

*Total estimated driving time: 3 minutes*

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## YALE UNIVERSITY

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**Yale University Visitor Center**  
149 Elm Street  
New Haven, CT 06520

**Telephone: (203) 432-2300**  
[www.yale.edu/visitor](http://www.yale.edu/visitor)

The visitor center is open Monday through Friday from 9:00 a.m. to 4:30 p.m., and on Saturday and Sunday from 11:00 a.m. to 4:00 p.m.

Guided tours of the Yale campus are offered Monday through Friday at 10:30 a.m. and 2:00 p.m., and on Saturday and Sunday at 1:30 p.m.

Yale students provide a glimpse into the history and architecture of the University. The tours start at the Visitor Center at 149 Elm Street. Visitors will learn about Yale's rich 300-year history and aspects of student life at several of Yale's twelve residential colleges. The tour also includes the Gothic Sterling Memorial Library, and a view of the Gutenberg Bible at the Beinecke Rare Book and Manuscript Library.

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## CITY OF NEW HAVEN

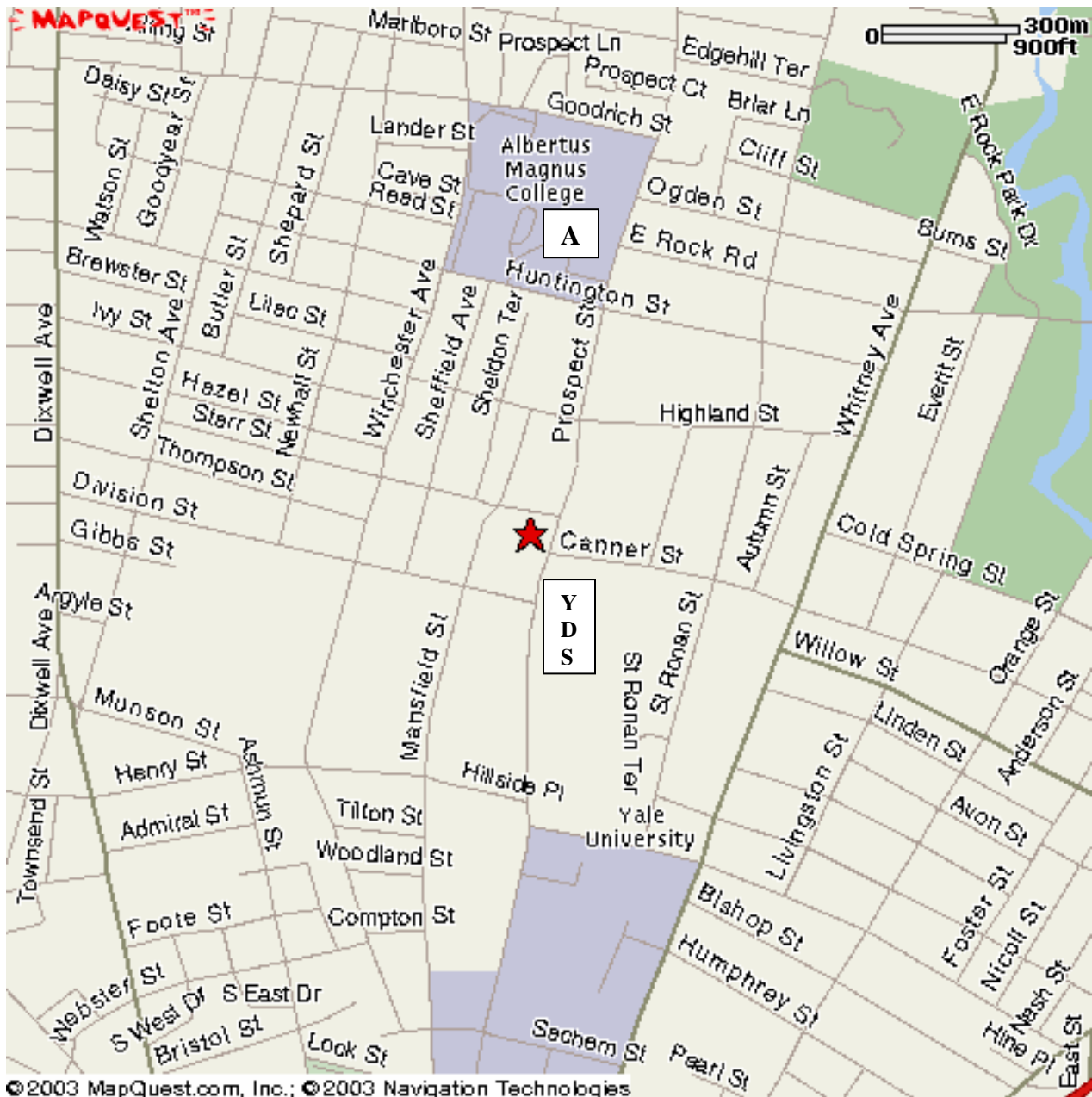
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**[www.cityofnewhaven.com](http://www.cityofnewhaven.com)**

This site has links to the police and fire departments, as well as information about the public library, and parks and recreation.

Click on the "guide to New Haven" button for information on cultural attractions, entertainment, lodging, transportation, and maps.

## MAP 1: NEW HAVEN AREA



### ON THIS MAP:

★ OMSC

A—Albertus Magnus College (700 Prospect Street)

YDS—Yale Divinity School (409 Prospect Street)