



International Exchange Visitor Orientation & Community Resource Information

Consider providing information on the items below to your visitor before they arrive:

Hosting Office Profile

Staff Contact Information – Emergency Contacts

List key staff and contact information or attach a staff directory with emergency cell and home numbers.

Office Hours

Describe office hours and the hours the international visitor is expected to be engaged in program activities.

Program Overview

Describe in detail the international visitor's program activities.

Orientation Materials

List any orientation or briefing materials that will be available to the visitor.

Relevant Policy & Procedures

Explain all important policies and procedures the international visitor must be aware of and abide by during his or her stay. These may relate to computer/internet use, equipment use, safety, office or personal security, office hours, copyright laws, and other unit specific expectations. Please reference manuals or websites where full text of these policies can be found for future reference.

Safety & Security – Emergency Response

List emergency services and contact information (Fire, Police, Ambulance, etc).

Describe Emergency Warnings/Sirens/Systems/Procedures

Describe relevant weather alerts, codes and definitions (tornado warning, flood watch, etc.)

Community Resources

Please provide as much detail as possible about nearby community resources.

- **Banks/Automatic Teller Machines (ATMs)/Fees**
- **Churches and other Places of Worship**
- **Cultural/Social Events – Schedules**
- **Education Opportunities (Recreational, Community)**
- **Day Care/Child Care Providers**
- **English Language Training resources**
- **Health Care Providers/Centers/Hospitals/Pharmacies**
- **History of the area/town/state/region**
- **Housing/Leases/Responsibilities**
- **Information on Population/Local/Indigenous Cultures**
- **International Clubs/Activities**
- **International Spouses and Children (Programs/Support Groups)**
- **Internet Access Sites – Internet Providers**
- **Libraries**

- **Local Terms/Expressions/Acronyms**
- **Newspapers, News Sources, Newsletters, Listservs**
- **Phone Companies (land lines, cell phones) Contact info**
- **Post Offices/UPS/FedEx Locations/Hours**
- **Recreation Centers/opportunities**
- **Family Programs/Resources/Educational Opportunities**
- **Restaurants / Cafeterias**
- **Schools - Primary/Secondary**
- **Telegrams/Cables/faxes** (locations/hours)
- **Transportation Services** – Local / Buses/Taxis/Airport & Airlines / Car rentals
- Describe Transportation Options to and from Program Activity Sites
- **Travel Agents/Tourism/Trips/Excursions**
- **Special Interest Organizations/Services**
- **Supermarkets/Shopping**