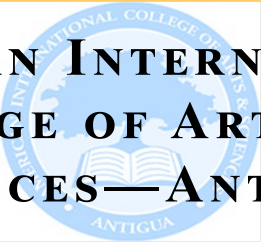


AMERICAN INTERNATIONAL COLLEGE OF ARTS AND SCIENCES—ANTIGUA



Independent Housing Booklet



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Directions from airport to AUA Main

Campus

- Turn right coming out of airport
- Drive until you reach an intersection by ABIIT (Antigua & Barbuda International Institute of Technology)
- Turn left and follow the **paved** road (the road makes a bend to the right)
- The first building on the right of the road is the AUA Health Centre
- The second building on the right is the AICASA Campus
- Drive further down the road and the main AUA campus is located on the right.



AUA/AICASA Bus Transportation Regulations

Subsidized transportation is provided between each housing dorm and campus at a cost of USD 450. This service includes a weekly Supermarket shuttle.

Transportation may be purchased at any time but once purchased, is neither pro-ratable nor refundable.

The semester-long pass is part of the student ID. Unauthorized changes to the ID invalidate both the ID and the pass and may result in disciplinary action against the holder.



PARKING RULES & GUIDELINES

To obtain a parking decal, students must present and/or upload the following information:

- A VALID** Antigua and Barbuda driver's license
- A valid vehicle registration card from the Antigua and Barbuda Transport Board
- a copy of payment receipt from AUA bursar.

Any vehicle, including rentals, parked on any campus without a valid or visible permit, will be towed, and/or ticketed

If a vehicle is sold or no longer in use, the permit holder must remove the permit and return it to campus security. Any violations issued to the vehicle will be the responsibility of the original permit holder.

Enforcement Policy:

Campus security officers are empowered to enforce the university's rules and regulations

- * Tickets are issued by campus security when rules and regulations are broken
- * Once a ticket is written, a security officer is not permitted to void, erase or destroy the ticket. It must be com-

pleted

- * Campus security officers are under specific instructions not to speak to anyone while in the process of writing a ticket.
- * Insulting a security officer while performing his/her duties is unacceptable behavior and may result in further action and charges against the community member
- * Anyone charged with behavior disobedient to authority will be automatically referred to the Grievance and Disciplinary Committee.
- * Any flagrant offence, multiple offenses and/or 3 or more violations of the same offense in a semester will result in an automatic referral to the Grievance and Disciplinary committee.

Bicycles

students who park bicycles on campus must do so at the bike racks located inside the various parking lot. Please note that bicycles are not allowed in academic buildings and must not be secured/parked in hallways, stairwells, lobbies or against posts, trees, fences, benches, signs, railings, gates or other objects. Bicycles which are not parked at designated bike racks often constitute a hazard and will be removed or immobilized by Campus Security. Students will need to provide proof of ownership to Campus Security to claim a bike which has been immobilized or removed.

Fine Policy

Fines are payable within 10 calendar days of receipt of the

ticket. A ticket will be deemed to have been received when it is placed under the windshield wiper of the car or handed to the driver.

Students must pay fines by the end of the semester in order to have grades released and to be permitted to register for the next semester.

Students who believe that they receive a ticket in error have seven (7) days from the date of the ticket to file an appeal.

Fine Schedule

Fine ranges from USD \$50.00 to USD \$200.00 for any of the following:

- * Driving or parking on campus without a valid student parking permit permanently affixed to the windshield.
- * Exhibiting rude behavior towards campus security officers while performing their duties
- * Excessive speed
- * Riding a motorcycle on campus without a helmet.
- * Parking in a handicap designated area while not displaying a handicap permit
- * Parking in 2 parking spots
- * Parking in faculty, staff, visitor's or Dean's designated spaces.

***** FAILURE TO DISPLAY AUA STUDENT ID BADGE WILL PREVENT YOU ENTERING CAMPUS AND TAKING EXAMS.**

Antigua Immigration Process

All students upon enrollment at AUA are required to complete the Immigration Process in order to have the required extension of time affixed to their passport. This process is mandatory for all new students and returning students whose time in Antigua has expired or will expire before the end of the semester. Please note the process below.

Step 1: Students are required to go to the Student Portal using the following link to complete the Immigration application. This can be found in the 'Application' section, under 'Immigration Information.'

<http://portal.auamed.org>

Step 2: Students must gather the required documents below. Scan and upload these via the portal. If documents are accepted, students will receive email confirmation. If the incorrect documents are uploaded, these will be **rejected** and student will be instructed to return to the portal and resubmit the correct document.

Required documents:

1. Copy of **Bio-Data** page of passport
2. Passport size photograph (2x2 or standard passport size) **new applicants ONLY**
3. Copy of page with entry stamp on arrival at the **airport**
4. Copy of E-Visa or Visa on Arrival receipt (paid at the airport). **ONLY** for students who required a visa to enter Antigua and Barbuda. A visa allows student to enter a country
5. Copy of page with the **last issued stamp** from **Immigration Headquarters** (date stamped)

while attending AUA DD/MM/YY) **returning students ONLY**

6. [Copy of Return Ticket](#)

Step 3: The Immigration application along with all documents will be assessed by the Residential Services office who will advise on any further steps. Completed applications will then be submitted to the Immigration Headquarters for processing.

Students who fail to complete this process with us will be required to make independent arrangements with the Immigration Office and be responsible for all associated fees and charges. Students with spouse, children, parents and other family members **MUST** contact the Extension department of the Immigration Department to book an appointment to have their extension of time processed.

Please note that the time granted on arrival to the island is issued based on a Visitor status. Enrolled students are required by the state of Antigua and Barbuda to complete this immigration application process to extend their time based on a student status.



Important Numbers

GENERAL

POLICE	462 0125
HOSPITAL	484 2700
EMERGENCY (Ambulance)	911
Manager, Residential Services	764-0417
AUA EMERGENCY	764 0164
Campus Security WhatsApp	764-4591
AUA General Line	484-8900



Safety in Antigua

SAFETY TIPS

- **Travel with a group.** If you think you're in a high-risk location, you can lower your chances of being mugged by exercising with a group. Muggers are much less likely to approach a group of people when they can target an individual.
- **Give the mugger what they want.** If you can't run, give the mugger what they want. Your life is worth much more than your wallet or watch; don't fight back.
- **Maintain situational awareness.** Do your best to maintain situational awareness. Remember important details about your mugger's appearance for the police report: height, clothing, hair color, race, tattoos, etc.
- **Fight back only as a last resort.** The basic guideline is to cooperate with your attacker and give him what he wants. Unless your attacker is getting close to you or is actually about to cause you bodily harm, stay calm to help defuse the situation.
- **Exercise on Campus.** AUA provides a fitness center fully equipped with treadmills, exercise machines, yoga mats, and weights. There are showers and changing rooms available as well. Access is free for all AUA students. The gym is open Monday-Friday 6am-9:45pm; Saturday 10am- 6pm; Sunday 10am-6pm



IN AN EMERGENCY DIAL 911
AND (268) 764-0164 (AFTER HOURS EMERGENCY HOTLINE)

American University of Antigua | College of Medicine

