



DEPARTURE GUIDE

CHICAGO

Welcome to Kaplan International Languages. This guide will help you make the most of your chosen course and will give you useful information that you can refer to during your stay.

ADDRESS:

444 N Michigan Ave Mezzanine Level, Chicago,
IL 60611

PHONE:

+1 (312)-962-2460

FAX:

N/A

EMERGENCY CONTACT:

+1 (877)-404-9976

SCHOOL DIRECTOR:

Anthony Osborne

ACCREDITATIONS AND MEMBERSHIPS

This Kaplan International Language school is accredited by ACCET (Accrediting Council for Continuing Education and Training).

 Last updated 02/22/2022



BEFORE YOU LEAVE

Here are some important things you need to know to make your arrival as smooth as possible. Use our checklist to ensure you don't forget anything and are prepared for the exciting times ahead.



POCKET MONEY

Recommend weekly budget: \$250. This should cover expenses, laundry, local travel and activities. You will need additional money if you want to take weekend trips. Bring \$150 with you in cash and a debit or credit card. You will need to check with your financial institution to make sure you will be able to withdraw money from an American ATM. Do not bring foreign currency. It is not wise to carry around large amounts of cash.

BANK ACCOUNT

If you're staying longer than three months, you may wish to open a bank account. If possible, set up your account before you arrive as rules, regulations and policies between banks vary. You may be required to bring personal documentation with you; remember it may take a long time to set up the account, so make sure you still have access to money during this process.

CLOTHING

Most students dress casual for classes, but you should bring nice clothes for going out and active clothes for sports and outdoor activities. The climate is changeable and may be different from your own. The weather in Chicago is always changing. The winter can be very cold with snow and the summer is typically very warm and humid, so you will need to pack accordingly.

ELECTRICAL CURRENT

Standard voltage in the US is 120 volts; remember to bring an adaptor with you or buy one when you arrive.

SCHOOL NOTIFICATIONS

We encourage you to follow the school's Facebook and Instagram account before you arrive and especially during your stay. This will give you an idea of what is happening in the school and help you connect with staff and students. This is also where we will post notification of any unexpected school closures: it is important you check our Facebook or Instagram accounts for any messages while you are attending the school, especially if there is severe weather in the area (e.g. snowstorm, flood, etc.). If the school cannot open or school opening will be delayed, we will post a message as soon as possible (the night before or in the morning) to advise you of this, along with information on how to get further updates and any alternate scheduling (if applicable). KI Chicago can be found at www.facebook.com/kicchicago or [@kaplan_international_chicago](https://www.instagram.com/kaplan_international_chicago)

CHECKLIST

Is everything ready for your first day at Kaplan? Below is a full list of all the items you'll need to bring with you to orientation. Feel free to print this page out and take it with you!

- ☐ Passport
- ☐ Acceptance letter and Kaplan documentation
- ☐ Visa
- ☐ Minor form (for students under 18)
- ☐ Accommodation fact file (provided by your booking agent)
- ☐ Travel and medical insurance
- ☐ \$150 in cash and credit/debit cards
- ☐ Weather-appropriate clothing
- ☐ Adaptor for electrical appliances
- ☐ Deposit if you're staying in residential accommodation
- ☐ Prescription medication and medical records
- ☐ Emergency information
- ☐ Laptop/tablet
- ☐ Insurance for your personal belongings (recommended, but not mandatory)





WHEN YOU ARRIVE

Arriving at the airport in a foreign country can be overwhelming. To better prepare yourself, make sure that you have read the information below about your arrival and how to get to your accommodation. If you get lost or confused upon arrival, don't be afraid to ask the airport staff for help as they will be happy to give assistance.



KAPLAN TRANSFERS

Students should arrive at Chicago O'Hare or Midway Airport. We request that you book your flights according to the starting date of your specific program. You must arrive on the Saturday or Sunday prior to your course start date. If you have booked a transfer service, a greeter holding a Kaplan sign will meet you outside after you have claimed your luggage. Please ensure you arrange and pay the transfer fee in advanced.

TRANSFER SERVICE EMERGENCY CONTACT DETAILS

If you have any flight changes, miss a connecting flight or need help meeting the transfer service, you should call the following emergency number. Please be prepared to tell them your name, school name (Kaplan International) and location.

- Kaplan Emergency Contact Number: +1 (877) 404-9976

INDEPENDENT TRANSFERS

IF YOU CHOOSE NOT TO USE THE KAPLAN TRANSFER SERVICE

Taxis can be taken to your homestay or the school. Subways depart from the airport and will bring you into the center of Chicago. From O'Hare airport, take the Blue Line train. From Midway airport, take the Orange Line train.



FIRST DAY AT SCHOOL

Orientation starts every Monday at 10:30 central time. This includes registration, a placement test, and informative sessions about the school and city. Students will be able to enjoy the city in the early afternoon. Classes start on Tuesdays. On their first day, students are expected to bring their passport, visa, I-20, and proof of medical insurance (if they have no insurance, it can be purchased at the school).



ABOUT THE SCHOOL

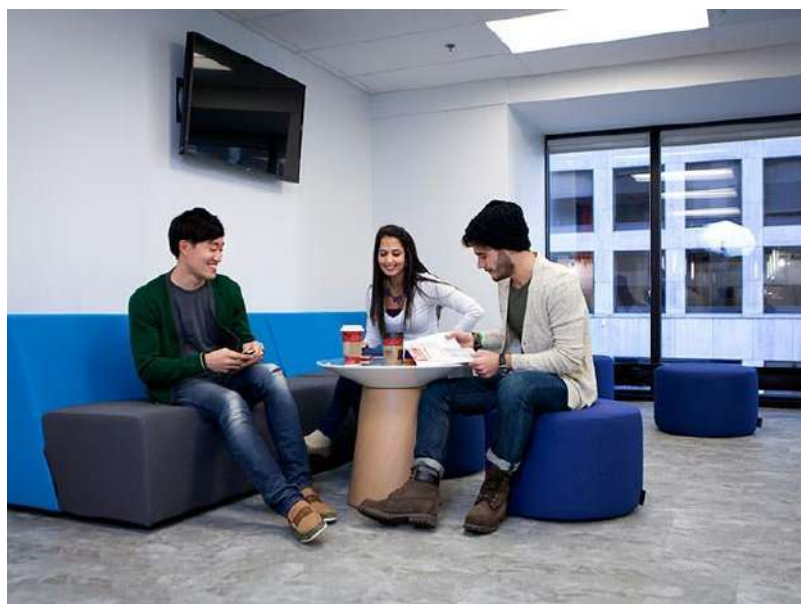
NUMBER OF BUILDINGS:	1
NUMBER OF FLOORS:	1
TOTAL NUMBER OF CLASSROOMS:	15
SCHOOL FACILITIES:	Elevator, air conditioning, heating, Wi-Fi, computer lab/ multimedia center, library, vending machine, prayer room, student lounge/ common room, wheelchair accessible
WHEELCHAIR / DISABLED ACCESS:	Yes
EXTRA COST OF FACILITIES:	No
OTHER SERVICES PROVIDED:	Accommodation, Airport transfer, University Placement Service, Medical Insurance
EXTRA COST OF OTHER SERVICES:	See our price list
NUMBER OF COMPUTERS AVAILABLE:	15
LEVELS OF ENGLISH OFFERED:	All levels

CLASS TIMETABLE

MORNING	AFTERNOON
Class: 08:30 - 10:00	Class: 12:45 - 14:00
Break: 10:00 - 10:15	Break: 14:00 - 14:15
Class: 10:15 - 11:45	Class: 14:15 - 16:00

SPECIFIC SKILLS CLASSES TIMETABLE

MORNING CLASS (MONDAY TO THURSDAY)	AFTERNOON CLASS (MONDAY TO THURSDAY)
10:45 - 12:15	12:30 - 14:00



SCHOOL MATERIALS

MATERIALS PROVIDED FOR STUDENTS:

K+ Course Books, K+ Learning Clubs, K+ Online, K+ Online Extra, Interactive smartboards

IS THERE A BOOK DEPOSIT?

No

IS THERE A MATERIALS FEE?

No



LOCAL INFORMATION

NAME OF LOCATION:	Chicago
TOP 5 REASONS TO CHOOSE THIS CITY:	Full of historic and contemporary architecture, home to an exciting sports culture, one of the best cities for cutting-edge cuisine and a thriving jazz scene, enjoys the diversity of all four seasons
FAMOUS LANDMARKS:	Magnificent Mile, Millennium Park and The Bean, Lake Michigan, Art Institute of Chicago, the Field Museum, Lincoln Park Zoo, and the Shedd Aquarium
CITY PERSONALITY:	Active, architecture, artistic, big city, charming, coffee haven, cosmopolitan, entertainment capital, foodie scene, friendly, iconic landmarks, museums, picturesque, vibrant
WHAT MAKES THIS CITY UNIQUE?	Chicago has all the action and excitement of a big city, but it also offers a uniquely friendly and relaxed atmosphere.
TRANSPORT WITHIN A 10-MINUTE WALK:	Train, buses
CUISINES WITHIN A 20-MINUTE WALK:	Chicago style deep dish pizza, Chinese, French, Indian, Italian, Japanese, Mexican, Middle Eastern, Spanish, Thai, Vegetarian,
ALTERNATIVE THINGS TO DO:	Bike along the lakefront trails on Lake Michigan, Kayak down the Chicago River, Indulge in a variety of food tours



TYPICAL 2-WEEK SOCIAL SCHEDULE

DAY	FIRST WEEK	SECOND WEEK
MON	Welcome new students	Museum visit
TUE	Architecture tour	Game night
WED	Bike ride	Beach volleyball
THU	Visit Millenium Park	Deep dish pizza tasting
FRI	Graduation party	Graduation party
SAT	Boat cruise	Tour of Wrigley Field

REGULAR SOCIAL ACTIVITIES

International day	Free
Sports game	\$10-40
Holiday party	\$20
Architectural boat tour	\$20
Ice skating	\$10
Beach volleyball on Lake Michigan	Free
Number of Social activities per week:	1

EXAMPLES OF NEARBY CITIES TO VISIT

MILWAUKEE

Travel time: 2.25 hours, price of return ticket: \$50

MINNEAPOLIS

Travel time: 1 hour flight

LIVING COSTS

(SAMPLE PRICES FOR ITEMS IN THIS CITY)

Bottle of water: \$1-2

Coffee: \$2-3

Can of coke: \$1

Meal out for two: \$40

Takeaway pizza: \$12

Sandwich: \$8

Local bus ticket: \$2.25

Local train ticket: \$2.50

Bike rental: \$20

Cinema ticket: \$11



ACCOMMODATION



Your new home is an important part of your study experience. Each school has specially chosen options to help make the most out of your stay. Homestay and student residences offer different accommodation experiences, but always meet the highest standards.

HOMESTAY

THINGS STUDENTS NEED TO BRING:

Personal items to make their room feel like home, prescription medication

SERVICES INCLUDED:

Bed linen, towels, laundry once a week (free of charge) – our homes have laundry but most students will be expected to take care of their laundry themselves

EXTRA COST OF SERVICES:

No

MEALS PROVIDED:

Yes (depends on booking type)

ABOUT HOMESTAY MEALS

BREAKFAST:

Breakfast is usually a light meal consisting of cereal, fruit, toast, juice, or coffee. Hosts will usually ask you to prepare your own breakfast.

LUNCH:

You will be responsible for buying your own lunch at school, from a local restaurant, or the local shops.

DINNER:

You will usually eat dinner with your host, or occasionally you may prepare your own meal with food supplied by your host.

RESIDENTIAL ACCOMMODATION

IF YOU HAVE BOOKED RESIDENTIAL ACCOMMODATION

Please refer to the Residence Fact File from your booking agent for more information, including check-in and check-out times and services available.



WILL THE HOMESTAY ARRANGE TO PICK UP THE STUDENT FROM THE AIRPORT?

No

TRANSPORT TO SCHOOL:

Your host will help you plan your way to and from school on your first day and explain how to use public transport.

WHERE ARE THE HOST FAMILIES LOCATED?

Chicago & suburban areas

ADDITIONAL INFORMATION:

Homestays are 45–60 minutes of commute time to the school.



HEALTH AND SAFETY

MEDICAL INSURANCE

All students must have travel and medical insurance for the duration of their stay in the US. Kaplan offers you a low-cost Travel and Medical Insurance Plan that we advise you to take. If you are not taking Kaplan Insurance you are required to show proof of alternative medical insurance. If not taking Kaplan Insurance, please make sure your insurance includes evacuation and repatriation.

IF YOU GET SICK

If you get sick while in the US you should visit a doctor. You can ask the Kaplan staff or your host family where the nearest doctor is. If you have a minor illness you can ask staff at a local pharmacist for advice. Remember to bring any relevant insurance or medical documentation with you. You may be required to register with a doctor.

PROTECTING YOUR BELONGINGS

We strongly recommend you take out insurance for your personal belongings, especially cameras, music players, mobile phones and laptops. Personal items cannot be covered by Kaplan homestay or residence insurance.

PRESCRIPTION MEDICATION

Remember to bring enough of your prescribed medication with you as US pharmacists will not fill a foreign prescription. International customs agents may ask you questions about your medication upon your departure or arrival, so be sure to pack it carefully. Bring any important medical records (blood type, prescriptions, x-rays) that might be useful for medical care abroad as well as contact information for your health care providers at home.

EMERGENCY SERVICES

Call 911 in case of fire, medical emergency or if you need the police.

MEDICAL COSTS

Medical costs are at the discretion of your local doctor or hospital.

Minimum medical costs are as follows

- Consultation with a doctor: \$60
- Prescriptions at a chemist: \$25 per item
- Dental treatment: \$150
- Eye test or new glasses: \$150



LAWS

- No one under the age of 21 in the US may buy or consume tobacco or alcohol, including beer and wine. It is against the law to buy tobacco or alcohol for someone you know is under the age of 21.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- You will need international ID to enter bars, clubs or pubs (e.g. passport, ID card, driving licence).
- Buying, selling and using drugs is illegal.

LOCAL CUSTOMS

- Women in the US are equal to men and should always be treated fairly.
- American people talk to strangers in public areas. This is a great way to practice English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations.
- "Please" and "thank you" are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.
- The US is a culturally diverse nation where people of all ethnic backgrounds are treated equally.
- People in North America leave a tip for good service in restaurants, hair salons and other places. The tip rate at most restaurants is about 15–20% of the bill and is not usually included. Fast-food is not tipped unless it is delivered. Porters in stations, airports and hotels should be tipped approximately \$1 per bag. Taxi drivers are generally given a 15% tip.



KAPLAN INTERNATIONAL LANGUAGES RULES

- If you leave your Kaplan International Languages course, the government may revoke your student visa and advise you to return home.
- You must attend all classes. If you do not attend your classes your representative will be informed. If you do not then improve your attendance you will be sent home.
- Be on time for all your lessons.
- Always tell Kaplan International Languages if you are going to be absent from school for any reason and tell your host family if you are going away overnight.
- If you commit a criminal offence or have to be severely disciplined you will be sent home. We will also inform the immigration authorities.

US PUBLIC HOLIDAYS 2020

New Year's Day	3 January 2022
Martin Luther King Day	17 January 2022
Memorial Day	30 May 2022
Independence Day (Observed)	4 July 2022
Labor Day	5 September 2022
Thanksgiving	24-Nov-22
Day after Thanksgiving	25 November 2022
Christmas Day (Substitute Day)	26 December 2022

* The above dates are observed as holidays in the year. If you arrive on a week where the Monday is a holiday, your first day of school will be a Tuesday.

HOLIDAY POLICY

ACADEMIC YEAR & SEMESTER STUDENTS

There are preset holiday dates for all Academic Year and Semester students. These dates depend on your start date and cannot be changed. Please check with the school if you are not sure when these are.

SCHOOL CLOSURES

The school will be closed from "26 December 2022" to "3 January 2023" with an additional closure for New Years on January 1st

✓ Last updated: 22 February 2022