



International Scholar House - Participant Agreement BSU Housing for Visiting Scholars and Guests

Welcome to the Bridgewater State University International Scholar House located at 25 Plymouth Street, Bridgewater, Massachusetts 02325. We at International Student and Scholar Services (ISSS) hope that you find your stay here comfortable. If you have any questions or concerns please do not hesitate to contact our ISSS staff, see below for contact information.

Please make sure to read the entire Scholar House participation agreement below. ***We require that you sign the Statement of Understanding, page 4, and send back to ISSS within two weeks of your arrival date.***

Scholar House Amenities

The International Scholar House is a four bedroom house available free of cost to BSU international visiting guests. The house is shared by guests of all genders and nationalities. Guests are reminded that BSU does not permit pets, overnight guests, or drugs on the premises. Children under the age of 18 are not allowed to stay at the Scholar House. If you wish to have an overnight guest, please notify ISSS at least two weeks in advance. Guests over 18 years of age will be approved on a case by case basis and can stay no more than two weeks at the house. The Scholar House is intended for overseas faculty guests, or partnership staff members, not current BSU employees or students. All guests must be sponsored or have an affiliation with a BSU department and have clear intent of stay. Intent of stay can include academic lectures, teaching of academic courses or research, or academic related professional development.

The first floor consists of a kitchen, living room, dining room, two bedrooms, one shared bathroom and a study. The second floor consists of two bedrooms, one shared bathroom and a common area. The kitchen is equipped with a refrigerator, microwave, stove, oven and dishwasher. In addition, there are many other kitchen items available for you to use including plates, dishes and other commonly used kitchen items. These items are for communal use and should not be removed from the Scholar House for any reason at any time. Please note that food will not be provided for you, however there are several grocery stores, restaurants and five dining halls on campus within walking distance. All guests are responsible for bringing their own food and cleaning supplies such as hand soap, shampoo, dishwashing soap and laundry detergent. There are typically some bath and hand towels in the first floor bathroom, but we do recommend that you bring your own towels as well. Bed linens will be provided; pillow, sheets, comforter and blanket.

The study is located in the front of the house. The telephone number to the International Scholar House is 508-531-3777. The phone is capable of calling BSU departments and offices only, by dialing only the last four digits (For example: 3777). Guests need to use personal mobile phones for all off-campus calls. If you are calling another phone number on campus, you only need to dial the last 4 digits. There is a BSU campus directory at each desk for you to reference as well as other BSU material in the bookcase. There are two desktop computers and two telephones on the first floor of the house.

To log in to the computers and the Scholar House wireless internet please use the below usernames and passwords.

Scholar House computer log-in:

BSU Wireless Connection

Username: SCHOLAR

For short term guests select **BSU_Guest**

Password: Today0305

For long term guests select **BSU_Wireless**

Scholar House Maintenance

Please be aware that a Bridgewater State University maintainer will stop by the Scholar House every Thursday between 1pm-4pm for cleaning. Please do not use the laundry facilities during this time. This will allow them to clean all areas thoroughly. On occasion maintainers and/or ISSS staff will stop by the house (at different dates and times) as needed for additional house work in which case ISSS will email you in advance to tell you the date and time they will be at the house. If there is anything you need from a maintainer or something specific you would like cleaned please leave a note on the outside of your bedroom door for the maintainer on Thursdays from 1-4pm.

Shared Housing

Again, the International Scholar House is a shared facility and unlike a hotel you will be responsible for simple tasks such as emptying trash containers, washing your own dishes and cleaning up after yourself. The trash bins can be emptied into a larger trash barrel outside underneath the deck. The large blue trash container in the back yard will be emptied every 2 weeks. In addition, before you check out of the Scholar House please make sure to take with you all of your personal belongings and discard any food items you may have left in the kitchen. Please be advised that since the International Scholar House is a shared facility all guests are collectively responsible for house rules and informing each other about any health issues that may impact this shared space. Due to U.S. privacy laws, ISSS cannot disclose the medical condition of any guest, so we rely on each guest to inform housemates of their condition and work out an acceptable solution. We trust that you will all identify mutually acceptable solutions to work with information about specific allergies once you have been made aware. If you plan to invite visitors to the Scholar House for any type of social gathering we request that you send ISSS@bridgew.edu a courtesy email prior to their arrival. Out of respect for your house mates, we also request that you inform the other guests living in the Scholar House about any visitors ahead of time. The use of any and all amenities are only for approved guests – please do not allow anyone who is not authorized to live in the Scholar House access to anything within the facility. This is for the safety and comfort of yourself and other approved guests.

Arrival and Key Pick-up/Drop-off

Your host department is your ally and support at BSU. Some of the things that they can assist you with are:

- Assisting with arrival and departure travel to and from BSU.
- Assisting with information and activities related to your visit to BSU.
- Scholar House Key Pick-up:
 - Keys can be picked up during business hours at ISSS in the Minnock Institute for Global Engagement (MIGE) Monday through Friday between 9am-5pm.
 - If you need to pick up the keys outside of business hours you can pick up the keys at the BSU Police Department. ***You MUST inform an ISSS staff member if you choose to pick up keys at Police Department.***

- Scholar House Key Drop-off:
 - Keys can be dropped off during business hours at ISSS in the Minnock Institute for Global Engagement (MIGE) Monday through Friday between 9am-5pm.
 - If you need to drop off keys outside of business hours (or if there is no ISSS staff available) you can drop off the keys in the key box located outside of the Minnock Insitute for Global Engagement (MIGE). The key box will be to the right of the front door attached to the house.

Important: Please be sure to keep your keys with you at all times. Please do not make unauthorized copies and report lost keys to ISSS immediately. If you are locked of the Scholar House outside of MIGE business hours, we strongly recommend that you or your host department contact BSU Police to assist with regaining access to the house. Once you check out of the Scholar House it is your responsibility to hand off the keys to an MIGE staff member, BSU host department or BSU Police. ***Please do not hand off keys to other house tenants or leave keys at the house.***

BSU Contact Information

International Student and Scholar Services, ISSS

Minnock Institute for Global Engagement, MIGE
 25 Park Terrace, Bridgewater, Massachusetts 02325
 Phone Number: 508-531-2730
 Office Hours: 9am-5pm, Monday through Friday

Facilities, Management and Planning (FMP)

508-531-1296

For immediate house maintenance issues, please call FMP, during regular business hours.
 (Broken appliances, cleaning needs, power outages, etc.). Please also contact ISSS to report the issue.

Emergency and assistance during non-business hours

BSU Police Department
 200 Great Hill Drive
 Operations Center
 Phone Number: 508-531-1212



International Scholar House – Statement of Understanding BSU Housing for Visiting Scholars and Guests

By signing this International Scholar House Statement of Understanding I am confirming that I have read and understand the above-mentioned rules and regulations regarding living in this shared facility at BSU.

Please print your name: _____

Please sign your name: _____ Date: _____

Please return this signed International Scholar House Statement of Understanding to the address below or scan and email it to ISSS@bridgew.edu *within two weeks or your arrival at BSU.*

Sincerely,
International Student and Scholar Services

Bridgewater State University
Minnock Institute for Global Engagement
25 Park Terrace
Bridgewater, Massachusetts 02325