



INTERNATIONAL  
STUDENT HOUSE  
*washington, d.c.*

# R e s i d e n t M e m b e r H a n d b o o k

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## Introduction

Welcome to the International Student House of Washington, DC (I-House DC). You have chosen to become a member of a unique residential community which has promoted cultural exchange for 90 years. In our global society, the ability to understand other cultures—and one's own through others' perspectives—is crucial to meeting the challenges of an interdependent world. Each Resident Member of I-House DC brings special talents to this House, and we look forward to your contributions to this vibrant and stimulating intercultural community.

The policies and procedures set forth in this Resident Handbook may be revised or updated from time to time, as determined in the sole discretion of the I-House DC Executive Director. All such revisions and updates are effective upon written notice.

## Mission Statement

I-House DC, is a private, non-profit organization located near Dupont Circle in the heart of Washington, DC. I-House DC provides an exceptional residential experience to a highly diverse international community of university students, interns, young professionals, and visiting scholars. The House promotes intercultural dialogue, encourages life-long connections, and fosters global citizenship.

To achieve this, I-House DC offers residency to 95 international and domestic Resident Members. Resident Members come together by sharing rooms and common spaces, engaging in daily meals, and participating in a variety of programs and activities that foster a strong sense of community. Through these shared experiences, Resident Members build meaningful connections with one another, with staff, and with the broader community, often forming lifelong relationships.

Every Resident Member must make three basic commitments:

- Show consideration and respect for others in behavior, language, and care of one's room.

- Participate in the life of the House.

- Comply with the administrative policies and regulations described in this handbook for the welfare of the whole community.

## Community Life at the International Student House

The Resident Experience (ResX) team comprises Resident Member Ambassador Fellows, a live-in Manager, and a Director. The team oversees Resident Member support and services, and organizes and executes programs and events throughout the year.

All Resident Members are encouraged to participate in the life and mission of the House. We encourage Resident Members to collaborate with the ResX team, to organize and lead activities that are fun and meaningful, develop friendships, foster understanding, and a sense of community.

## Room Assignments

Most rooms in the three buildings of I-House DC are shared rooms. Rooms comprise singles, doubles, and quadruples. Some rooms come with ensuite restrooms. Marpat Hall is a

men's-only dorm, while the Main Building is a women's-only dorm. Van Slyck Hall offers separate men's and women's floors, as well as a gender-neutral floor that includes a gender-neutral room that is available on a first come, first serve basis. I-House DC will make every effort to assign each Resident Member the type of room requested when possible.

Check in hours begin at 3:00 PM on your room assignment start date. You are welcome to arrive any day after the room assignment start date, but you are financially responsible for all dates of the room assignment. If you expect to arrive outside of the hours of 9:00 AM to 8:00 PM, please email [admissions@ishdc.org](mailto:admissions@ishdc.org) so someone can check you in.

## Room Changes

Room changes are strongly discouraged. If you and your roommate(s) face irreconcilable differences, the Resident Experience Manager will decide whether a room change is appropriate. An administrative fee will be applied to any Resident Member initiated change of location made for personal reasons. Resident Members in shared rooms should not switch beds in the same room without staff authorization. Any space designated for a future roommate—including the bed, dresser, desk, desk chair, and closet—must remain free of your personal belongings. This ensures our housekeeping and maintenance teams have full access for cleaning. Please also keep your items clear of common areas, including window access points, so that the crew can perform their duties without obstruction.

## When a Roommate Moves Out

Barring any obstruction, the vacant area in your room will be cleaned by staff within 24 hours after your roommate leaves. Once this area is cleaned, it is not to be used. A fee will be charged to the Resident Member if the area must be cleaned again.

## Subletting

Subletting is not permitted.

# Housekeeping & Maintenance

## Personal Spaces

Resident Members are responsible for cleaning and vacuuming their own room and emptying both trash and recycling bins (in the designated bins in the alley). There are cleaning supplies in the housekeeping closet on each floor of the Main Building and Van Slyck Hall and in the basement of Marpat Hall. A vacuum cleaner is also available on each floor. Routine maintenance requests (light bulbs, room repairs, etc.) can be made via the maintenance request online form ([tinyurl.com/houserequests](http://tinyurl.com/houserequests)). Please note that authorized employees may enter your room to respond to your request.

## Resident Member Rooms

I-House DC staff or contractors may enter Resident Member rooms during business hours for various purposes, including but not limited to cleaning, inventory, repairs, inspections. House staff may also enter your room in response to any unexpected noise or movements.

### **A l t e r a t i o n s p a c e**

To maintain the integrity of the rooms, please use materials that do not cause significant damage to the spaces (i.e. use command strips to attach items to your walls instead of nails and painters (blue) tape instead of regular scotch tape). If you have questions regarding alterations to your living space, please contact an Ambassador Fellow.

### **P u b l i c S h a r e d r o o m s**

Public restrooms will be spot cleaned once daily and thoroughly cleaned once a week. Private restrooms will be cleaned thoroughly once a week. Please utilize the maintenance request online form if this is not the case. Please leave the restrooms clean, sanitary, and orderly.

### **S t o r a g e**

Resident Members are to store luggage and all personal belongings in their respective rooms. There is no other designated storage space at the House. Please do not leave your luggage in any common spaces.

### **P e s t c o n t r o l**

The House has regularly scheduled inspections of common spaces and rooms by pest control professionals. If you have any concerns about pests in the House, please inform the housekeeping and maintenance team.

## **Facilities**

Resident Members are housed either in the Main Building, Van Slyck Hall, or Marpat Hall.

### **B u i l d i n g A c c e s s**

New Resident Members are issued one key fob to the outside entrances of the House and are expected to always carry it with them to gain access. The key fob must not be given to anyone else. There is a fee for replacing a lost key fob. Please report any lost key fobs to a member of the ResX team as soon as possible so we can disable the key fob and give you a new one. Key fobs that are lost and not reported create a serious security risk to all Resident Members.

Doors to Resident Member rooms use a push button combination lock. You will find the key code on your portal and the welcome packet you receive upon arrival.

The front door of the Main Building serves as the main access for Resident Members, staff and visitors. The alley door of Van Slyck Hall and the Marpat Hall back door also provide 24-hour access. The garden door is locked and alarmed between 10:00 PM and 7:00 AM. All fire doors are for emergencies only.

### **C o m m o n r e a s**

Common spaces including the dining room, Great Hall, library, study, foyer, lounges, lobby, and garden, are for your use and enjoyment. Occasionally, one or more of these rooms are closed for maintenance or external use, and you will be notified. Please do not leave your personal belongings or food items in these spaces.

## Q u i e t H o u r s

In accordance with DC's noise ordinance, quiet hours begin at 10:00 PM and end at 7:00 AM. In addition, creating noise that unreasonably disrupts Resident Members or neighboring community members at any time is unacceptable. If you are being disturbed by unreasonably disruptive noise, you may contact the Resident Experience Manager. Noise offenders will receive an initial advisory from the Resident Experience Manager and repeated offenses may lead to dismissal from the House.

## K i t c h e n & D i n i n g H a l l

The kitchen area is off-limits to Resident Members due to health and safety regulations. Resident Members are allowed in the serving area during mealtimes. You are expected to always clean up after yourself. Filtered water, coffee, and tea are available together with a toaster and microwave. The dining hall is always accessible except for when it is closed for servicing or events.

The refrigerators in the dining hall are not for personal use and any personal items stored in them will be discarded without notice. Please label each item with your name and date.

Please ensure that all open food items are stored in sealed containers to discourage pests, including mice and roaches.

The following items will be removed immediately:

- Items without a name and date
- Items with an expired date
- Items labeled by a checked-out Resident Member
- Food that has gone bad, is moldy, is leaking
- Alcohol

There are refrigerators and microwaves in each building for Resident Member use.

## E l B a r & R e c t o r y H a l l

The Great Hall is available for Resident Member use every day. Please use special care to protect the fine fabrics, paintings, tapestries, carpets, and furniture. Over the years the antique furniture has become fragile and is not to be moved unless by the maintenance staff. The refectory table in the Hall is over 300 years old and should not be used for any activities, unless it is a scheduled event.

## S t u d y

The study is available for quiet study day or night. Talking should be kept to a minimum. Please do not leave any personal items unattended in the study. The House is not responsible for personal items left in the study. Such items, if left unattended in the study, may be removed and discarded.

## L i b r a r y

A TV is in the library. The choice of programs and videos is to be made by compromise and consensus. Please be mindful of the TV volume so as it does not disturb Resident Members in the study next door or on the floor above.

## G a r d e n

The garden is a shared outdoor space for all to enjoy. Resident Members are welcome to enjoy meals here but are not to leave any food in the garden as food attracts insects and rodents. All personal and dining hall items should be brought back into the House. The garden is closed between 10:00 PM and 7:00 AM.

## V a s i l y B a s e m e n t R e a r t o o m

This is a space for visiting friends, playing table tennis, games, etc. A karaoke machine and large screen TV are located here.

## M a r p l a o t u n g e

This is also a space for visiting with friends, playing games, watching TV., etc. A kitchenette with garbage disposal, microwave, and refrigerator are available for use. Please always be aware of your cleanliness, and of your sound level at night, as it is adjacent to Resident Member rooms.

## S h a r e d S t r o l l i n g W e a r s D o i l e t s

Please leave these facilities clean and dry. Please submit any maintenance or repair concerns via the maintenance request online form. Please call the on-site Resident Experience Manager in case of emergencies like restroom overflows or the bursting of pipes.

## R e c y c l i n g , W a t e r C o n s e r v a t i o n

I-House DC encourages each member of the community to take an active role in energy and water conservation in your daily routines. Please consider turning off the lights and TV whenever you leave a room and cutting back on the amount of water you use, especially in the shower. Turn the heat and A/C down or off before leaving the room for the day. Recycling containers are available in all buildings. Please place all bottles, cans, and newspapers in the appropriate container.

## C o n s t r u c t i o n

Construction and repairs may take place at any time at the House. While every effort will be made to minimize the impact of the construction, some noise and inconvenience are inevitable.

## F o o d S e r v i c e

I-House DC provides two food options – a non-plant based/meat option and a vegan option. Please let a member of the ResX team know if you have any severe food allergies.

## M e a l a n d M e n u

On weekdays, breakfast and dinner are provided between 7:00 AM to 9:00 AM and 6:00 PM to 8:00 PM, respectively. On weekends, brunch is served between 12:00 PM (noon) and 2:00 PM. On Federal Holidays, only one meal is served, which is typically brunch, between 12:00 PM and 2:00 PM. Meals are to be eaten only in the dining room or garden. Your cooperation here will help keep the House rodent and pest free. Please do not remove any food, dishware, cutlery, glassware, or any other non-disposable items from the dining room. Please take your tray and dishes to the dishwashing area after you finish each meal. Meals are included for overnight guests.



## L a t e D i n n e r s

Resident Members unable to attend dinner hours between 6:00 PM to 8:00 PM, Monday to Friday due to work or class schedules may sign up for late dinner meals at [bit.ly/houselatemeal](http://bit.ly/houselatemeal). The weekly form closes every week on Monday at 9:00 AM to give the kitchen team enough time to prepare and plan accordingly. Late dinners should be consumed for dinner, not stored and used for a later meal.

## M i s s e d M e a l s

I-House DC provides 12 meals per week for Resident Members, with some holiday exceptions. There will be no adjustments for missed meals.

## Resident Member Services

### W i F i

I-House, DC provides WiFi in common areas and wired Internet in all rooms. The WiFi access code is provided in the Resident Member's welcome packet.

### M a i l

Mailboxes are in the lobby of the Main Hall and are arranged alphabetically by last name. The House mailing address is:

International Student House  
1825 R Street NW  
Washington, DC 20009

A collection box for outgoing mail is located at the Front Desk.

### P a c k a g e s

Packages are placed securely behind the Front Desk and must be signed for. You are the only person who can sign for your package.

### E x e r c i s e E q u i p m e n t

Basic workout equipment is available in Van Slyck Hall.

### L a u n d r y

Laundry rooms with washers and dryers are available for Resident Member use 24 hours a day. They are in the Marpat and Van Slyck basements. Instructions for use are on the machines. Laundry detergent is required for these machines. The House does not provide laundry supplies. An iron and ironing board are available in Marpat lounge and on the 4th floor extension between the Main Building and Van Slyck Hall. In the interest of energy conservation, Resident Members are urged to wash and dry full loads at a time.

### B i c y c l e / S c o o t e r S t o r a g e

Bicycles and scooters should be stored in the garden bike shed. Please hang your bike or store it on the rack with the front wheel up. Bicycles or scooters left in other areas may create a safety hazard and may be removed.

## Vehi P l a e k i n g

Parking is not available for Resident Members at the House.

## Full Time House Staff

### O f f i H o e r s

Full-time staff offices are located on the first floor of the Main Building. Business hours are from 9:00 AM to 5:00 PM, Monday through Friday. Resident Members will receive notice for any office closures. The House has one live-in full time staff member as well as a team of Resident Member leaders.

## Housing Policies & Procedures

### M o n t P l a y m e n t s

Resident Members will receive an invoice via the Resident Member portal on the first or fifteenth of each month, according to your move in date.

For first of the month move-ins: payments are due on the first of each month and if that payment is not made by the fifth of that month, a 5% late payment surcharge will be added to your account, and you will be given until the tenth of that month to make the full payment. If the payment is not made by the tenth, an additional 5% penalty will be added to your account. For fifteenth of the month move-ins: payments are due on the fifteenth of each month and if that payment is not made by the twentieth of that month, a 5% late payment surcharge will be added to your account, and you will be given until the twenty-fifth of that month to make the payment. If the payment is not made by the twenty-fifth, an additional 5% penalty will be added to your account.

Resident Members may be dismissed from the House for unpaid room fees.

If you have any problems or concerns with your bill, or your ability to pay on time, please speak to the Resident Experience Manager immediately.

There is a fee for bounced checks.

## Guest Policy

### O v e r n G h t s

Guests are welcome, following this policy:

You and your guest must be in good standing with the House. Any Resident Member in poor standing with the House will be denied the privilege to host a guest as a precautionary measure.

Your guest may stay in your room for a night fee. This fee includes meals in the dining hall, a foldable futon, and linen packet. The futon will be delivered to your room on the day your guest arrives. Please drop off the futon and linens at the Front Desk upon your guest's departure. Requests received after 4:00 PM on Friday will not be reviewed until the following Monday (or business day when these days fall on holidays).

Resident Members must complete the Overnight Guest form through the Resident Member portal 3 business days in advance of the visit.

There is a maximum stay of three nights, with no exceptions.

Only one overnight guest is allowed at a time.

You must inform your roommate(s) of any guest visits.

Unless you are in the gender-neutral room, you must make alternative arrangements for your guests of the opposite sex, as men and women are not housed together in any of our rooms.

Resident Members hosting a guest must be present in the House for the duration of the guest's stay.

Anyone found in the House who is not a Resident Member and who has not been signed in by a Resident Member will be treated as a trespasser.

Resident Members who have guests for overnight stays without completing the Overnight Guest form will be fined accordingly and be subject to disciplinary action.

## Visitors

Any visitors, whether a friend, relative, or Alumni, must comply with the following rules for the safety and security of all Resident Members. Each Resident Member can sign in and bring in no more than five guests at any given time. This number is subject to change for Resident Activities and House Events. Visiting hours are from 9:00 AM to 10:00 PM. All guests must leave the House by 10:00 PM.

Guests must always be escorted by a Resident Member.

No guests, including Alumni, are allowed in Residential areas unless accompanied by a Resident Member. All visitors must leave the property by 10:00 PM, unless an overnight approval was submitted in advance.

Your guests are your responsibility while they are at the House. People of the opposite sex may visit in rooms if roommates agree but are not allowed to stay overnight. If it is inconvenient for your roommate(s), please visit in the common spaces.

Guests should use restrooms that correspond with the closest gender they identify with.

There are also public gender-neutral restrooms in the Main Hall and Van Slyck Hall.

If guests cause any disruption or disturbance, they will be asked to leave. Any damage to property or any charges accrued shall be the hosting Resident Member's responsibility.

## Check Out Procedures

Resident Members will receive an email notification of their departure date prior to leaving.

### Prior to Departure:

If your departure date is different from the date listed on the Check Out Notification email, please email [admissions@ishdc.org](mailto:admissions@ishdc.org) with the correct date of departure.

You may arrange for mail to be forwarded to your new address at a US Postal Service Office or online. After you have checked out, all mail addressed to you will either be returned to the post office or sender or be disposed of.

If you have any billing or room credit concerns, please be sure to contact [billing@ishdc.org](mailto:billing@ishdc.org) or see the Manager of Office and Facilities Operations.

### On the Day of Departure:

The House checkout time is 10:00 AM. Resident Members must vacate their room no later than 10:00 AM. Resident Members who do not vacate their rooms along with all their belongings by 10:00 AM will be billed for an extra day.

Luggage may be left temporarily in the lobby on the day of check out. Please note that the House is not responsible for any items left in rooms or common areas.

Please remove all trash and recycling.

Please leave your room in as clean of conditions as possible. There should be nothing left in the room other than the original furnishings. Charges may be assessed for loss or damage to House premises, equipment or furnishings for which the Resident Member is responsible, or for failure to properly clean the room. Damage charges may be subtracted from the deposit, or in some cases charged to the Resident Member's credit card after check-out.

Items that are in good condition can be donated to the House. Clothes can be left in the Van Slyck basement rack and other items can be left in the cabinet on the ground floor of Van Slyck Hall (next to the refrigerator by Room 13).

### Lost and Found

Items that have been misplaced and found by other Resident Members or staff members are in a cabinet at the Front Desk. Please report any lost items to the Front Desk.

### Solicitation

As a protection to Resident Members, I-House DC does not permit salespersons, peddlers, agents or unauthorized advertising on House property. Resident Members should not solicit other Resident Members for sales or commercial purposes without prior authorization of I-House DC staff.

## Resident Member Health and Safety

### Smoking and Tobacco

Use of tobacco products, including smoking and vaping, is not allowed in or on I-House DC property or within 20 ft. of any entrance to the House.

### Pets

Subject to applicable law, Resident Members are not permitted to have animals of any sort in the building at any time. Resident Members violating the pet policy will be subject to disciplinary action and be liable for any costs incurred by the House for damages, fumigation, carpet shampooing, or furniture repair.

### Medical Attention

If you have a serious medical condition or need on-going care by medical personnel, please inform the Resident Engagement Manager. I-House DC is not responsible for any medical care for Resident Members or guests. If you have a medical emergency, please dial 911 immediately. The House does not have trained medical emergency staff. An Urgent Care Clinic is located a few blocks from the House at 1700 17th St NW.

### Neighborhood

Washington, DC is a large urban city, and you should take an active role in ensuring your own safety and that of your community.

## H o u s e s e c u r i t y

All outsiders will be stopped at the Front Desk to identify themselves. Persons who do not live or work in the House are not allowed beyond the lobby unless accompanied by a Resident Member or staff member.

The House is not responsible for any loss, theft, or damage to any Resident Member belongings.

Resident Members are encouraged to keep their rooms locked when vacant. All entrance doors, both in the front and in the back of the buildings, should always be closed tightly. If you notice someone or something suspicious around the House, please notify staff immediately.

In case of an emergency, call 911 immediately and then contact the Resident Engagement Manager and/or the closest staff member on site. Emergency phone numbers can be found in the Appendix.

## F i r e s a f e t y

The following rules must be observed:

No open flames are permitted in the rooms. This includes, but is not limited to candles, incense, and the burning of any materials or other flame emitting articles.

Halogen lamps are prohibited because they contain high intensity light bulbs that can be flammable.

Refrigerators, hot plates, toaster ovens, rice cookers, and other electric heating and cooking appliances of any kind are also prohibited from use in Resident Member rooms.

Microwaves and refrigerators are available for use in the dining room and Marpat lounge only.

Marpat, Van Slyck and the Main Halls are all equipped with manual fire alarm pulls, hard wired smoke detectors in individual rooms, fire extinguishers, fire doors, signs, and lights that indicate exit doors, routes of escape, and location of fire escapes. The systems are checked routinely.

## S e x u a l s a f e t y p o l i c y

I-House DC maintains a zero-tolerance policy toward sexual assault. Sexual assault includes any type of sexual contact that is unwanted and occurs without the explicit consent of the recipient, including behavior such as unwanted kissing, touching of someone in a sexual manner, or attempted rape.

## Standards of Behavior

### E x p e c t a t i o n s o f n e w c o m m u n i t y m e m b e r s

Open and clear communication, empathy, understanding, tolerance, and flexibility are keys to successful group living in a shared living environment, or in interactions of all kinds. Always strive to keep communication channels open. Be honest and tactful when discussing your concerns and/or feelings with your roommates or other Resident Members. If you are finding it difficult to express your feelings or are unable to come to direct resolutions with your roommate or other Resident Members, please reach out to any member of the ResX team.

## Responsibility of I-House Staff

Each Resident Member is required to follow all directives of House staff and act in an appropriate and civil manner. Threats, harassment, shouting, and any other mistreatment of staff are grounds for dismissal.

## Alcohol

The possession, sale, manufacture, distribution or consumption of alcohol by persons under the age of 21 is prohibited and illegal under both state and federal laws. Violators are subject to disciplinary action, criminal prosecution, and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21.

A Resident Member who is 21 years of age or older who chooses to consume alcohol in his or her own room may do so with the door closed. No parties are allowed in Resident Member rooms and no more than four guests plus the Resident Members of the room are permitted at one time.

Resident Members who are 21 years of age or older are not permitted to provide any alcohol to Resident Members who are under 21 years of age.

Possession, transportation, or excessive consumption of alcohol is discouraged at the House.

Individual possession of large quantities of alcohol is prohibited. Large quantities include kegs, tap systems, trashcans, funnels, and similar large volume containers.

The inability to exercise care and judgment for one's own safety or the safety of others due in whole or in part to alcohol consumption is considered a violation of policy.

Alcoholic beverages may be served at official House Events and Public Programs.

Resident Members who are under 21 years of age are not permitted to consume any alcohol served.

Except for House events, alcohol may not be consumed in the public spaces of the House (dining room, garden, lobby, TV lounges, the Great Hall, or library).

Any disruptive or abusive behavior or damage resulting from the use of alcoholic beverages is a policy violation and could result in dismissal from the House, or criminal prosecution, and imprisonment.

## Controlled Substances

Possession, use, transfer, manufacture, sale, distribution or consumption of illegal controlled substances that are illegal under DC or federal law, or misuse or lawful controlled substances is prohibited. Possession of paraphernalia containing controlled substances, or residue of controlled substances, is prohibited. Violation of any other policy while under the influence of a controlled substance is considered an additional violation. The inability to care for one's safety or the safety of others in whole or in part while under the influence of a controlled substance is considered a violation of policy. Resident Members in violation of any of the above drug policies may be subject to dismissal from the House, or criminal prosecution and imprisonment.

## Weapons

Firearms, ammunition, fireworks, knives having a blade longer than 3 inches, martial arts equipment, instruments which pose a risk of damage or injury, gasoline, naphtha, benzene, and toxic chemicals are strictly prohibited and a violation of law. Resident Members are prohibited from maintaining, storing, or discharging any firearms on I-House DC property.

## Disagreements / Disputes

All Resident Members and guests are expected to resolve differences in a mature, respectful, and constructive manner, in the spirit of the mission of the House.

In the case of unresolved disputes that threaten the security, property and/or harmony of the House and its Resident Members, the Executive Director has the authority, at his/her/their discretion, to terminate the occupancy of the individual(s) without notice. These individuals are not allowed to return to live at the House or return as guests in future years.

### H a r a s s m e n t & t h r e a t E n d g c t

Harassment or threatening conduct towards any person on I-House DC property is strictly prohibited.

I-House DC strives to create an environment that fosters the values of mutual respect and tolerance and is free from discrimination based on race, ethnicity, sex, religion, sexual orientation, disability, and other personal characteristics. Harassment is one form of discrimination that works against those values and often corrodes a person's sense of worth and interferes with one's ability to participate in House programs and activities. While the House is committed to the free exchange of ideas and the full protection of free expression, the House also recognizes that words can be used in such a way that they no longer express an idea, but rather injure and intimidate, thus undermining the ability of Resident Members to participate fully in the community.

I-House DC prohibits harassment on the basis of any protected category. Prohibited harassment includes unwelcome sexual advances, requests for sexual favors, and unwelcome verbal or physical conduct of a sexual nature. Prohibited harassment also includes verbal or physical conduct that shows hostility or aversion towards a protected group or an individual because of their membership in such a group, when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment. Harassment through in-person interactions, or through text, email, social media, or any other form is prohibited and will result in immediate dismissal from the House.

I-House DC also prohibits physical harm or violence to any person on I-House DC property, including sexual assault/battery, malicious pranks and physical fighting. Any such conduct will result in immediate dismissal from the House.

Any complaints of a violation or potential violation of this policy should be reported to any member of the ResX team. Complaints will be promptly investigated. Confidentiality will be maintained to the fullest extent possible, while also allowing for an effective investigation.

### T h e f t

Theft, tampering, and misuse of personal or House property, including but not limited to vending machines, furniture, locks, or laundry equipment, is prohibited and subject to dismissal from the House.

If a theft occurs in your room, please contact the DC Police Department and inform the Resident Experience Manager. Criminal charges may be filed. I-House DC is not responsible for loss, theft, or damage to any personal property.

### T r e s p a s s i n g

An individual may be charged with criminal trespassing if they knowingly enter or remain unlawfully in a Resident Member's room or is found in any restricted area of the buildings. Uninvited individuals may be instructed to leave accordingly.

## Programs and Events

In addition to programs organized by the House, many programs at the House are Resident Member driven. Individuals and groups who have an idea for a program or activity are encouraged to work with the ResX team.



## Appendix 1: Directory

### D i r e c t o r y

International Student House  
1825 R Street NW  
Washington, DC 20009  
Main Phone: 202-232-4007  
Fax Phone: 202-387-4115

### E m e r g e n c y I n f o r m a t i o n

#### Police, Fire, Ambulance

General Emergency	911
Non-Emergency	311

#### Emergency Response Team (ERT)

Oshin Bista, Manager, ResX	(202) 731-4284
Jose Barillas Manager, Office and Facilities Operations	(202) 232-4007 Ext. 206
Valerie Ong, Director, ResX and Strategic Operations	(202) 731-4587
Daniel Bremer-Wirtig, Executive Director	(202) 232-4007 Ext. 201

#### General House Info

International Student House Front Desk	(202) 232-4007
Main Building/Van Slyck Hall Address	1825 R St., NW, Washington, DC 20009
Marpat Hall Address	1824 Riggs Pl., NW, Washington, DC 20009

## Appendix 2: Payment Schedule

### Room Changes

A \$100 administrative fee will be applied to any Resident Member-initiated change of location made for personal reasons.

### When a Roommate Moves Out

A \$100 fee will be charged to the Resident Member if the area must be cleaned again.

### Building Room Access

A \$75 fee applies for replacing a lost key fob.

### Overnight Guests

The fee for an overnight guest is \$75 per night. Resident Members who have guests for overnight stays without completing the Overnight Guest form will be billed the maximum daily rate of \$100 for each night and a \$60 administrative fee.

### Late Check out

Resident Members who do not vacate their rooms along with all their belongings by 10:00 AM will be billed for one extra day.

## Appendix 3: Timely Considerations

Below are some important considerations for immigration compliance guidance (updated September 2025).

### Immigration Compliance

We are currently facing unprecedented times relating to immigration in the United States. There are new stories, updates, and changes daily, and what is applicable today may not be applicable tomorrow. Regardless, below are some general suggestions for I-House DC Resident Members regarding specific issues and requirements for travel in the United States and internationally, as well as guidance for any encounters with immigration enforcement officials.

Please note that this guidance is intended for informational purposes and to provide suggestions that may be helpful in navigating complicated immigration law compliance issues. This guidance is not intended as, and should not be construed as, legal advice.

#### A. Suggestions for International Travel

##### 1. Travel with the following items:

- a. For all travelers, including US citizens, a valid passport, ideally (but not always required) valid for 6 months beyond the date of your trip.
  - b. For foreign nationals, a valid visa to return to the United States. Note that the expiration date for your underlying visa status may be reflected in the Annotation Section on the visa and is not necessarily the expiration date of the visa stamp).
  - c. For foreign nationals, Form I-94 – when you enter the United States using a visa or ESTA Visa Waiver, Customs and Border Protection (CBP) will issue an electronic Form I-94, which you must review and download from the CBP's website (<https://i94.cbp.dhs.gov/home>) to confirm the terms of your entry into the United States. It is the Form I-94 which governs the terms and conditions of your stay in the United States, not your actual visa stamp. Be sure to confirm the details of your newly issued Form I-94 upon entering the United States after each admission. If there is an error, it can generally be fixed, but you should request fixes immediately after admission by CBP to avoid further issues.
  - d. If applicable, your Form I-797 USCIS Notice of Action approving your extension of stay or change of status. Your most recently issued Form I-797 Approval Notice may contain a new Form I-94 on the bottom right corner of the first page.
2. When traveling out of or back into the United States, always tell the truth to U.S. officials (i.e., CBP Officers and/or Consular Officers). If you have a fact in your personal history that is concerning, speak with an immigration lawyer about how to best present such information if and when needed.
  3. If you have been or get arrested, speak with an immigration lawyer. An arrest can result in a revocation or denial of a visa or denial of entry into the United States depending upon the specific facts and offense. If you are trying to enter the United States and the CBP Officer is

questioning your eligibility to enter the United States and/or it appears that he or she is going to deny your entry, request a withdrawal of admission into the United States and obtain whatever information the CBP Officer needs. If the CBP Officer believes you are trying to enter the United States to engage in activities inconsistent with your visa type or that you have or are engaging in any misrepresentation or fraud, you could be barred from entering the United States for years. Remember that the CBP Officer has access to all your data, including criminal offenses and arrests, visa applications, social media, prior admissions, and all visa petitions and applications filed with USCIS, as well as details regarding any prior overstay.

4. Consider what items you choose to travel with. CBP is authorized to search your bags and electronic devices at the border. For more details, you can review <https://www.cbp.gov/travel/cbp-search-authority/border-search-electronic-devices> and <https://tinyurl.com/88zt3wb>.
5. If you have any prior immigration law violations, speak with an immigration lawyer. Any request for admission to the United States allows the CBP Officer to review your nonimmigrant visa status or green card status and prior entries and activities, and you can be held liable for any prior violations upon any entry into the United States.
6. Pay attention to changes implemented by the current administration, including travel bans that may be implemented in the spring or early summer.
7. When traveling outside the United States, consider returning during normal business hours between Monday and Friday, when there are more experienced CBP Officers working.

#### B. Suggestions for Domestic Travel Within the US

1. All foreign nationals should carry a copy of their immigration status and registration documents on their person (not on their phone) while in the United States (i.e., copy of the biographic page of their passport, United States visa, registration confirmation, USCIS filing receipt, Form I-94, etc.). Do not rely on photos on your phone because, if stopped on the street in the United States, you want to present physical documents to the agent rather than provide Immigration and Customs Enforcement (ICE) or other authorities access to your phone. Failure to carry your registration documents is a Class B federal misdemeanor carrying up to a \$5,000 fine and/or 30 days in jail for those aged 18 and older.
2. Understand your rights with respect to searches and inspections. Generally speaking, unless ICE or other government authority has a valid search warrant or reasonable suspicion of a violation of law, you are not obligated to turn over your phone or other electronic devices for inspection while in the United States. Note that this is not the case at the border.
3. If you are a foreign national in the United States that received an electronic Form I-94 upon entry into the United States, go to the CBP's website upon every entry (<https://i94.cbp.dhs.gov/home>) and check that your newly issued Form I-94 details are accurate and make note of the expiration of your authorized period of stay.

C. General Compliance Suggestions:

1. In the unlikely event an immigration enforcement official comes to I-House DC, you are not required to answer their questions or provide them with any information. If they request entry, you should let the official know that you are not authorized to permit them access to the House, but that you will find someone who has authority to speak with them. You should then promptly find a member of the I-House DC staff who can engage with the official.
2. Consider your social media activity. USCIS, Consular Officers, and CBP are actively reviewing social media pages and postings looking for activities against United States foreign policy, including anti-semitism and antisemitic activities, and related interests.
3. Understand your change of address obligations. If you change your address in the United States, you are required to file a Form AR-11 online with USCIS through its website ([www.uscis.gov](http://www.uscis.gov)) within 10 days of moving and changing your address. Print out and keep a copy of all Forms AR-11 that you file. If you fail to notify USCIS of your change of address, it is considered a Class B misdemeanor and grounds for your visa being revoked, deportation from the United States, fines up to \$5,000 and a jail sentence up to 30 days.
4. Follow the law. Under the current administration, any violation of any law could harm your immigration status in the United States.
5. As stated above, if you are arrested, or have been arrested in the past, speak with an immigration lawyer. If you are subject to a criminal arrest, it is possible you will subsequently be deemed inadmissible to the United States and you will have your United States visa revoked. Based upon the nature of the crime, you could lose your green card. Any arrest, however, can result in the loss of your current visa and/or status.
6. Ensure that you know and understand the terms and conditions of your stay in the United States, as reflected in your most recently issued Form I-94, and take steps to extend your stay prior to expiration of your admitted stay.