Newcomers Assistance Office Website

The Newcomers Assistance Office welcomes you. We are here to help as you relocate to the Chicago area.

On this website we have compiled topics into different sections to meet your needs. As our office originated with helping people relocating here from abroad, much of our information is targeted to someone unfamiliar with the American system.

We'd love to hear from you. Please come and visit us during our office hours. Our office is in Building 223, Room M-176 and we are open Monday afternoons from 1-4 and Wednesday and Thursday mornings from 9:30-12:30. Since our hours are limited, you can also contact us at 630-252-8647 or by email at newcomers@anl.gov if you have any questions about the information you find on the website. Just leave a message and we will get back to you as soon as possible.

We look forward to meeting you.

INDEX

NEWCOMERS ASSISTANCE OFFICE

ARRIVAL AT ARGONNE

GUEST FACILITIES

- On-Site
- Temporary Off-Site
- Apartments

FOOD SERVICES

TRANSPORTATION

- Taxi Service
- Car Rental
- Train
- Bus
- Argonne University Shuttle
- Getting Downtown

CLIMATE

EMERGENCIES

GETTING SETTLED

AUTOMOBILES

- Illinois Driver's License
- Automobile Insurance
- Car Title and Registration
- Village Sticker

BANKING & MONEY

- Banking
- Cash
- Credit & Debit Cards
- Safety Deposit Boxes

GOVERNMENT CONNECTIONS

- Social Security Number
- Mail
- Visas
- Consulates in Chicago

HOUSING

- Finding Housing
- Furnishing
- Utilities

INSURANCE

- Automobile
- Health
- Home
- Life

LEGAL WEBSITES

LIBRARIES

MEDICAL CARE

- Hospitals
- Poison Control
- Medical Clinics
- Pharmaceuticals/Drugs
- Health Care Insurance
- Immunizations

SCHOOLS

- School Districts
- Elementary Schools
- High Schools
- School Schedule
- Colleges and Adult Education
- English as a Second Language

SHOPPING

- Supermarkets
- Shopping Centers
- Discount /Outlet Stores
- Payment Options

TAXES

- Income Tax
- Social Security Tax
- Sales Tax

TELEPHONE

- Telephone Books
- Information (Directory Assistance)
- Long Distance Calls
- Toll-Free Calls

YOUNG CHILDREN'S ACTIVITIES

- Nursery Schools, Preschools & Daycare
- Activities for Children
- Story Hour
- Indoor and Outdoor Activities
- Play Groups

MUSEUMS, ATTRACTIONS & RECREATION

- **Attractions in or near Downtown**
- **Local Attractions**
- **Professional Sports**
- **Sports and Recreational Facilities**
- **Argonne Recreational Facilities**

FAQ's – under developement

APPENDICES

HINTS ABOUT LIFE IN THE UNITED STATES

CONVERSION GUIDELINES

CLOTHING SIZES

NEWCOMERS ASSISTANCE OFFICE

The staff of the Newcomers Assistance Office would like to welcome you to Argonne. This office was created to provide assistance and information to scientists and short-term visitors from abroad. We feel however the information provided by our office is valuable for all newcomers to Argonne. Although our focus is on helping foreign nationals we invite everyone to contact us should the need arise. Many aspects of life in the US will be unfamiliar at first. In addition to making decisions and adjustments, language barriers may present even more difficulties. Perhaps we can put you in touch with someone to address your concerns.

Our main activities include:

- Providing welcome packages with information. Included are:
    - Information sheets on housing, shopping, maps
    - Brochures on area attractions
- Providing information on housing options and profiles of many apartment complexes in the area.
- Sponsoring social events
    - Monthly Coffee Mornings for those accompanying visiting scientists, small children are always welcome
    - Occasional events for visitors and their families
- Providing volunteer- led English as a Second Language (ESL) classes

All foreign nationals arriving at Argonne should have a welcome package from our office waiting for them upon their arrival. If this is not the case, please notify our office and we will be happy to provide one for you. To make our job easier and to ensure that we are meeting the needs of newcomers to Argonne, we ask that you complete and return the questionnaire enclosed in the Welcome Package.

All the contributors to this guide did their best to assure that the information is correct and that the sections cover the most important topics. However, Argonne National Laboratory and its employees cannot be held liable for errors or omissions in this guide. Although the guide is updated periodically, there may be changes to laws, rules, addresses, numbers and procedures at any time. Please check with the appropriate institutions and confirm the information found here.

Contact us at 630-252-8647 or by email at newcomers@anl.gov. Our hours are limited, so just leave a message and we will get back to you as soon as possible. We are open Mondays from 2-5 PM and Wednesday and Thursday mornings from 9:30-12:30.

ARRIVAL AT ARGONNE

In your employment letter you will find mentioned that you should stop at the Argonne Visitor Reception Center to pick up a gate pass. Everyone entering the Argonne Grounds must have a gate pass. For foreign nationals it may take up to two weeks to arrange for the gate pass. If you will be accompanied by a family member or friend, make sure that your host division is aware so proper arrangements can be made. If you are staying in on-site housing, please notify your host division of your arrival date, so that they can ensure that the gate pass will be waiting for you. If you arrive between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, you can stop and pick up your pass at the Argonne Visitor Reception Center outside the Northgate entrance to the Laboratory. You must present your passport as identification. If you are arriving when the Visitor Reception Center is closed, your gate pass can be held for you at the main gate. Advance notification is necessary for this service. An employee badge will be prepared for you during your New Employee Orientation Program.

GUEST FACILITIES

On-Site Housing

On-site housing is available (by prior arrangement) at one of the lodging facilities. However, these facilities are limited in number as much of the housing is occupied by participants in various experimental, educational and training programs. Requests should be made well in advance to the division you will be working with at the Laboratory. You should know that because of the Laboratory's remote location, a car is a necessity if you plan to stay on site for any length of time.

There are two housing facilities at the Laboratory. The Argonne Guest House (www.aps.anl.gov/travel/anlghhome.html) is a 156 room hotel centrally located on the Argonne campus (Building 460). It has a restaurant, laundry, exercise room, meeting rooms and internet access in each room.

The older Lodging Facility is located in a wooded area on the outer edges of the Argonne grounds. Units are in four single story buildings. Each room has its own outside entrance. Linens, dishes and kitchen utensils and laundry facilities are provided.

Temporary Off-Site Housing

There are several hotels in the area for those not wishing to say on-site. Prices and amenities vary.

Holiday Inn
7800 South Kingery Highway
Willowbrook, IL 60521
Tel. 630-325-6400
e-mail: hiwillowbrook@aol.com
Website: www.ichotelsgroup.com

La Quinta Inn - Willowbrook
855 West 79th Street
Willowbrook, IL 60527
Tel. 630-654-0077
Fax: (630) 654-0181
Website: www.lq.com

Red Roof Inn
7535 Kingery Highway
Willowbrook, IL 60527
Tel. 630-323-8811
Website: www.redroof.com

Oaks Hotel and Conference Center
300 South Frontage Road
Burr Ridge, IL 60527
Tel. 630-325-2900
800-425-4005
Fax: 630-325-8907
Website: www.theoaksatburrridge.com

Ramada Limited Bolingbrook
520 S Bolingbrook Dr
Bolingbrook, IL 60440
Tel. 630-972-9797
Website: www.ramada.com

Extended stay hotels offer larger rooms with a sitting area and a small kitchen including a refrigerator and microwave oven. There are many in the area, but the closest are listed below:

Extended Stay America

2345 Sokol Court
Darien, IL 60561
630-985-4708
e-mail: dar@extendedstay.com
Website: www.extendedstayamerica.com

Extended Stay America
15 W 122 South Frontage Road
Burr Ridge, IL 60527
630-323-6630
Email: brr@extendedstay.com
Website: www.extendedstayamerica.com

InTown Suites
2540 Ogden Ave.
Downers Grove, IL 60515
630- 241-4754
Website: www.intownsuites.com

Apartments

Many rental opportunities exist around the Argonne Laboratory. It is our experience that most newcomers who are seeking apartments are able to find suitable housing within a week of their arrival and therefore we do not advise renting, or having someone rent for you, prior to your arrival. For more information consult the sections on Housing.

FOOD SERVICES

Cafeteria

Argonne has a large self-service cafeteria located in Building 213 in the Laboratory's Inner Circle. The weekly menu is published on the Argonne Intranet, which you can access once you have computer access on site. The cafeteria is open Monday through Friday serving breakfast for $4-6 and lunch between $5-7.

Argonne Guest House Restaurant

Operated by Sodhexo for Argonne National Laboratory the Guest House, Building 460, located on the Outer Circle Drive has a restaurant that serves a daily breakfast buffet and wait-service lunch ($6-10) and dinner ($6-12) Monday through Friday. Check out the menus on the web: lunch menu (www.anlgh.org/menu/agh-lunch-menu.html) dinner menu (www.anlgh.org/menu/agh-dinner-menu.html).

401 Grill

Located on the ground level of the APS Conference Center, Building 401, the Grill serves a variety of sandwiches, soups, salads, and beverages at very reasonable prices. Check out the menu (www.anlgh.org/Dining/401_Grill/menu.htm). The 401 Grill is open Monday through Friday from 4:30 p.m. - 8:00 p.m. and on weekends from 11:30 a.m. - 5:00 p.m.

Coffee Shop

A Coffee Shop can be found in the lobby of the Administration Building, 201. It is open Monday through Friday 7 a.m. to 11 a.m. and 1 p.m. to 2:30 p.m. A new coffee shop recently opened in the Advanced Photon Source Building (401). The Bean Line is open daily from 2 to 4 p.m.

TRANSPORTATION

No public transportation is available directly to the laboratory from downtown Chicago, O'Hare or Midway Airports. There is a local commuter bus that provides limited service to Argonne on weekdays, and a shuttle service between Argonne and the University of Chicago. On your initial arrival at Argonne you will likely need to reserve a rental car in advance or arrange for taxi service. The Argonne National Laboratory website (www.anl.gov/Visiting/anlil.html) provides directions and maps to assist you in arriving by car.

Taxi Service

Flat rate service is available from both airports and downtown to Argonne and the surrounding suburbs.

O'Hare Airport - From O'Hare Airport all rides must be prearranged. This can be done prior to your departure from home, or by placing a call with a toll free number from the baggage claim area. We do not recommend that on your first arrival in Chicago that you prearrange a ride from home as there could be delays with customs or immigration. Even if you have made a reservation for a taxi from your home, you will need to telephone the company using the toll-free number and tell them you have arrived and wish to be picked up. You will need to provide information about your arrival terminal and destination. The agent will assign you a taxi number and an approximate time for its arrival and tell you exactly where to stand and wait for the taxi (door and aisle number). The fare from the airport to communities near Argonne is about $50.00 with a surcharge of $2.00 for each additional person over 12 years of age.

Midway Airport - Taxi cabs at Chicago Midway Airport are available at all times from door M5. Although Midway airport is closer to Argonne, about a 30-minute drive, the cost of taxi service is about the same as from O'Hare.

Car Rental

Car rental companies have agencies in the airports and suburban areas. When arriving by plane, renting a car at the airport is the most convenient. The car must however then be returned to the airport agency from which the car was rented. A substantial "drop-off" fee will be charged if you return the car to a different location of the same company. Alternatively, you may wish to rent a car after you have arrived at the Argonne site. There are several local companies in addition to the well known national and international companies. We also suggest asking the secretary in your division or group for a recommendation as some companies do give preferential rates to Laboratory employees. It is a good idea to compare the prices of

several companies and it is often possible to find better rates when reserving on the internet.

To rent a car, you must have a valid driver's license from any state in the United States, or a driver's license from your own country. You must be at least 21 years old (many agencies require 25 years). You must have either a major credit card (i.e. MasterCard, Visa, and American Express) or leave a cash deposit.

Before signing the contract, be certain of what you are getting! A reputable car rental agency should automatically provide basic liability (covers damage done to others and their property) and standard comprehensive insurance (reimburse for damage to the vehicle) when the rental agreement is signed. Make sure to check whether this insurance covers you, as the driver, as well as the owner of the car. Usually car rental agencies offer a full range of coverage that includes you and your passenger. Although extra insurance may cost more, it is advisable. Many credit card companies cover the extra insurance if the card is used to pay for the rental. Most Americans are covered by their own car insurance when they rent a car within the United States.

Tips:

- Before taking the car, look it over carefully to check for scratches or dents, and point out any problems to the rental agent. This is to ensure you will not be charged for damage that occurred prior to you renting the car.
- Ask about the specific time the car must be returned without penalty charges.
- Before returning the car, fill the gasoline tank. Gas charges will be more if the car rental agency fills the tank.

Train

The train station nearest to Argonne is the Burlington Northern Railroad Station in downtown Westmont near Cass Avenue. The train takes you to Union Station (Canal at Adams Street) in Chicago in about 55 minutes. Express service, taking about 30 minutes is available weekdays during commuter hours from Westmont and from the Downers Grove Station (at Main and Burlington Streets). Schedule and fare information is available on the web site (www.metrarail.com). Schedules are also available at the train stations and at the Newcomers Assistance Office. Limited and restricted parking is available near the train stations. Some suburban towns offer commuter bus service to the local train stations. Check posted signs or with your village or town hall for information about commuter bus service and parking near the train station.

Bus

Pace Suburban Bus (a division of the RTA -Regional Transportation Authority), provides reliable but limited bus transportation. Only one Pace route, # 715, provides transportation on weekdays to and from Argonne in the early morning and late in the afternoon. The bus stops at the Laboratory's Northgate. The route goes through the towns of Darien and Westmont north of the Laboratory and continues to other suburbs further north and west including the Yorktown Shopping Mall and the College of DuPage. Connections with the Burlington Northern Railroad can be made on weekdays at the Westmont railroad station. Route maps, schedules and fare information are available at www.pacebus.com

Argonne University of Chicago Shuttle

A free shuttle bus makes round trips between Argonne National Laboratory and The University of Chicago.

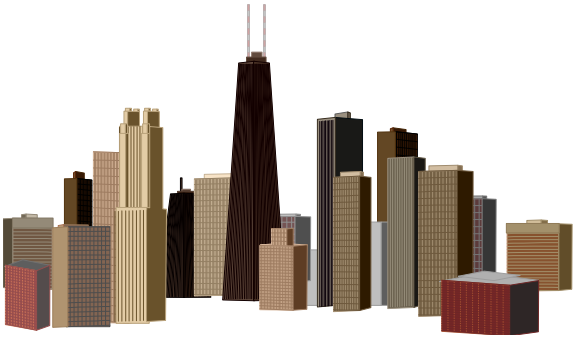
• Shuttle service will be provided on Mondays, Wednesdays and Fridays only from September through April.

• From May through August, the shuttle will operate every weekday to accommodate the increase in student riders.

The shuttle does not run on laboratory holidays. For more information, please contact Patricia Moonier (pmoonier@anl.gov or 630/252-5555) at Argonne.

Important: The shuttle **may not** be used for the purpose of commuting to work. The purpose of the shuttle is to promote collaboration between colleagues at the University of Chicago and Argonne by making it easier for them to visit one another and attend seminars, conference and other events at both campuses.

Getting to Downtown Chicago



A taxi from Argonne to the center of Chicago, often referred to as the loop, a 45 minute drive, will cost approximately $60. Make sure you get a price quote from the taxi office or the driver before you board the taxi. A more economical method of reaching Chicago from Argonne involves the combined use of a taxi and the Burlington Railroad. Take a taxi to the nearest commuter railroad station (Westmont) and from there take the Metra train to Union Station. The cost of the taxi will be approximately $14.00, and the round trip fare for the train $7.60 If you are returning to Argonne the same day, especially if

it is late at night, be sure to make a reservation with the taxi company for your return.

When requesting a taxi to pick you up on-site, you must notify the Visitors Reception Center (630-252-5755). If you will be going after hours or on the weekend you may call the Reception Center ahead of time and a pass will be left at the Northgate. For last minute arrangements call Security at 2-5730 and they will notify the gate. Local taxi companies that provide service to the train station are Alliance Taxi (630-968-1323) or Area Taxi Inc (630-515-0448) in Downers Grove. Other companies such as American Taxi (630-305-0700 or www.americantaxi.com) and 303 Taxi (630-368-0303 or www.303taxi.com) provide flat rates to the downtown loop.

Certainly the most convenient way to reach downtown is to drive your own car. Taking I-55 north and merging onto Lakeshore Drive north takes you directly by Museum Campus and to the loop area. Although there are many parking garages in the downtown area likely the easiest one to access from this route is the city operated Millennium Parking Garage (West side - $19 daily rate) and East Monroe Garage (East side - $14 daily rate) underneath Millennium Park. These large garages can be accessed from North Columbus Dr. at Munroe and provides easy access to all downtown attractions including Millennium Park, the Art Institute of Chicago and the Magnificent Mile. For more information about downtown Chicago Parking options check out this website (www.chicagoparkingmap.com/) which lets you search by location or pinpoint an area on the map.

CLIMATE

Check out www.wunderground.com for information about current weather in the Chicago area.

Our winters are clear and cold. Temperatures go down to 0°F (-18°C) every year, and in some years they drop down to -15°F (-26°C) for a day or two. Strong winds can accentuate the discomfort. The annual snowfall varies from 0.5 to 1.0 meters with periods of thaw.

Temperatures during the spring season fluctuate by 55°F (15°C) within days. May and June are pleasant.

July and August are hot and often humid. Temperatures usually rise above 90°F (32°C) for a week or two.

Autumn is typically clear and pleasant with

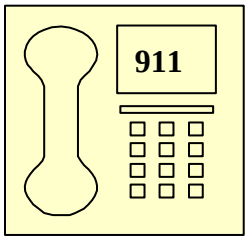
temperatures around 68°F (20°C). Often, the days become unseasonably warm for a short period at some time between mid-September and October, which is called "Indian Summer."

A substantial part of our rain, especially in the spring and summer months, comes in the form of thunderstorms with frequent gusts of wind. If the atmosphere indicates severe weather conditions, radio and TV stations will constantly give detailed information about where the most severe incidents are currently occurring. You should keep yourself informed and have a battery- powered radio ready in case of a power outage. If conditions become life-threatening due to a tornado in your area, sirens will warn you. The sirens are tested every first Tuesday of the month at 10 a.m.

If you hear sirens in severe weather you should immediately seek shelter. If you are on-site at Argonne, go to the designated shelter areas. Everywhere else, where shelter areas are not specifically designated, seek shelter inside the basement of a building or a room on the lowest floor facing inside without any windows, perhaps the bathroom. The bathtub and the surrounding plumbing usually provide the best protection.

Month	**Average Maximum Temperature**		**Average Minimum Temperature**		**Average Precipitation**		**Average Snow**	
	°F	**°C**	**°F**	**°C**	**inches**	**mm**	**inches**	**mm**
January	**30**	-1	**15**	-9	**1.9**	48	**8.2**	208
February	**34**	1	**19**	-7	**1.6**	42	**5.6**	142
March	**46**	8	**30**	-1	**2.8**	72	**3.2**	81
April	**59**	15	**40**	4	**3.8**	97	**1.0**	25
May	**71**	21	**50**	10	**3.2**	82	**trace**	trace
June	**81**	27	**60**	16	**4.1**	103	**--**	--
July	**84**	29	**66**	19	**4.0**	103	**--**	--
August	**82**	28	**64**	18	**3.5**	89	**--**	--
September	**75**	24	**56**	14	**3.1**	79	**--**	--
October	**64**	18	**45**	7	**2.7**	70	**trace**	trace
November	**49**	9	**34**	1	**2.9**	73	**2.1**	53
December	**35**	2	**21**	-6	**2.6**	65	**7.1**	180

EMERGENCIES



Both at the Laboratory and in surrounding communities, all minor and major emergencies should be reported by dialing 911. Non-emergency telephone numbers for fire and police departments can be found on the first two pages of local telephone directories.

GETTING SETTLED

AUTOMOBILES

Automobiles

As noted before, public transportation around Argonne is limited. If you are staying any length of time, you will need a car for your stay in the Chicago area. Depending on the projected length of your stay, you may wish to buy a new car, buy a used car or rent a car. Car pooling (sharing a ride with another Argonne employee) is also an option for getting back and forth to work.

If you are bringing a car into the country be sure to check with the Illinois Secretary of State (www.cyberdriveillinois.com) to make sure that it meets Illinois and US standards. You may need to contact the car manufacturer to obtain a letter stating that it meets the safety and environmental requirements in Illinois. This letter will then make it easy for you to bring the car into the country. If you buy a car abroad and ship it here intending to sell it later, little if any profit may be made from the sale if your stay here is less than one year. Be careful to check all aspects of the U.S. import taxes. Also most cars purchased outside of the United States will have the speedometer and odometer in kilometers rather than miles which may considerably reduce its re-sale value. As a rule, buying a new car here will cost you more than $13,000. As a general guideline, the resale value of a car (new or used) after one year is approximately two-thirds of the purchase price.

A used car that is likely to give you reliable service for a year costs about half the price of a new car. If you stay here only a few months, you may find an older car at a much lower price which will be very serviceable for the duration of your stay. Prices vary greatly depending on the year and model of the car, its condition and the number of miles it has been driven. For short periods of a few weeks, rented or leased cars are often a good alternative because their costs cover insurance, taxes, etc.

Considerations for selecting a vehicle include:

- What will the car be used for? What size and style is needed?
- How much are you willing to spend? Cash or financing?
- How much will insurance cost? Insurance rates vary with age of driver, size and style of car.

You can find a lot of information on the internet about the various makes of cars, their features and their reliability. Check out websites such as auto.consumerguide.com, edmunds.com, and consumerreports.org for ratings on cars and average price in this area. Information on the value of a used car can be found in the Kelly Blue Book on-line at www.kbb.com by entering information on the year, make and mileage of the car. Some of these sites will link you to car dealers which will list cars that are for sale in our area. Make sure to shop around. Check the dealer ads and classified ads for a car that meets your requirements and their general cost. Keep in mind that car prices, new or used are negotiable. Don't be afraid to bargain for a better price. Argonne employees list used cars they have for sale in the Classified Ads in ***Argonne News*** which is published biweekly and distributed to all employees. You can also access the ads on the Argonne Intranet once you have computer access on site.

Loans are readily available for the purchase of new cars or more expensive used ones. Consult the Argonne Credit Union or your bank. Again, settle these matters before you buy. Time payments arranged by a car dealer are usually competitive with the interest rates offered through the Argonne Credit Union and banks.

Illinois Driver's License

Visitors to this country who possess a valid driver's license from their home country may drive in Illinois for the duration of their visit on their home jurisdiction's driver's license. The time period is not limited so long as the driver's license remains current and valid. We strongly recommend that you obtain an Illinois driver's license if you are staying more than six months, even if you do not require one. A driver's license is the standard form of identification here.

Persons over 18 years of age who can pass the examinations and meet requirements as to physical and mental ability are eligible for an Illinois driver's license. (Persons aged 16 to 18 may obtain a driver's license only after passing an approved driver's education class which is part of the required high school curriculum in the state of Illinois.)

A major hurdle for newcomers to the country in obtaining a driver's license is the Illinois law requiring an applicant for a driver's license have a valid social security number (www.ssa.gov) Dependents of visitors holding visas which do not qualify them to obtain a social security number will have to follow special procedures to

obtain a license. For complete information check out the Illinois Secretary of State Website (www.cyberdriveillinois.com) and follow the links to Temporary Visitor Driver's License under Departments, Driver Services.

You may apply for a license at any Illinois Department of Motor Vehicles office run by the Illinois Secretary of State (www.cyberdriveillinois.com). Their website has a listing of office locations, times they are open and services they offer. The two closest to Argonne are located in Lombard and Naperville. The requirements you must complete to receive an Illinois driver's license, depend on which state or country has issued your current driver's permit. You may simply be required to register with Illinois, take a written test or written and road test. Along with the written and road tests, a vision screening will be performed. Prior to these tests you may wish to review the ***Illinois Rules of the Road*** to familiarize yourself with the procedure for obtaining a driver's license, traffic safety issues and general information regarding the Illinois traffic laws and ordinances. A copy of Rules of the Road is available on-line, at every Drivers Service Facility, at most libraries and the Newcomers Assistance Office.

The application fee for every license is $10, and a learner's permit is $20. This fee will not be refunded if you fail to qualify for a license. When applying for a license, be sure to have the appropriate documents with you as outlined in ***Rules of the Road***.

The car in which you plan to take the test must have valid license plates and properly working lights, directional signals, and horn. You must not drive it without a valid driver's license. **Very important:** If you do not have a license, or your license has expired, a person 21 years of age or older with a valid driver's license must drive you to the Illinois Department of Motor Vehicles Office.

Automobile Insurance

Do not drive without insurance. After purchasing a car, you must buy car insurance before you drive it. If possible, get your Illinois driver's license before applying for car insurance. It may put you in a "lower risk" category and save money.

- Automobile insurance encompasses three main types of coverage: liability insurance to cover damage done to others and their property,
- comprehensive insurance to reimburse you for damage to your car by fire, theft, etc., and
- collision insurance to reimburse you for all damage done to your own car.

Liability insurance has been required in the State of Illinois since January 1, 1990. It is recommended that every car owner get such insurance at the highest maximum limits available in the state. ($100,000 per person, $300,000 per accident is the minimum recommended.) Awards to plaintiffs in case of an accident tend to

be guided by these limits. Proof of coverage may be requested by the State at any time. Keep the insurance card in your car.

Collision and comprehensive insurance are required by the financial institution that gives you a loan on the car. If you do not have a loan and your car is inexpensive, you may decide not to insure yourself against these risks. The collision part is expensive. On the other hand, if you are involved in an accident, it carries the advantage that your insurance company will pay for repairs according to a schedule of costs determined by the company.

Collision insurance is usually sold, at a considerable savings, with a $100-$200 (or larger) deductible - you pay the first $100-$200 of any damage to your car. Note that the size of the insurance premiums may increase with each claim you make to the insurance company.

Other insurance coverage:

- Uninsured motorist insurance is required by State of Illinois law. It pays damages for bodily injury which an insured or his passengers is legally entitled to collect from the owner or driver of an uninsured motor vehicle, if the injury is caused by the operation of an uninsured motor vehicle.
- Medical payments insurance to cover medical bills for the driver and passenger in the car.
- Uninsured property damage insurance to cover damage costs or value of an old car when in a collision with an uninsured motorist, required by State of Illinois law.

Insurance coverage is available directly from insurance companies or from local insurance agents. Look in the Yellow Pages under "Insurance" or ask your colleagues for a recommendation. Different companies have somewhat different rates, and some might not insure drivers from abroad as readily as others. Some of the better known and reliable companies are Allstate, Met Life, State Farm and Nationwide. Representatives regularly visit Argonne.

All accidents that may involve personal injury or property damage must be reported to the police and to your insurance agent. A report must also be made to the Illinois Department of Transportation within ten days. The necessary form can be obtained from the police or your automobile insurance agency. Refrain from making any statements regarding fault.

You may be able to negotiate lower insurance premiums if you can provide a written statement (preferably in English) from your home insurance agency concerning your driving record. Included in the statement should be: number of accidents (if any) you have been involved in, the years in which they occurred, how long you have been insurance with this company, and your insurance policy number.

Car Title & Registration

The proof of car ownership is called a title. You will not receive the title until the cars if full paid for. Until that time the lending institution holds the title. If a car is to be used on public streets, it must have a registration certificate and display the numbered plates that go with it. The title, registration certificate, and plates are issued by the State. The Argonne Credit Union can provide information and forms for automobile registration and licensing. Title registration and license plates may be obtained at any Drivers Service Facility (www.cyberdriveillinois.com). Car registration must be renewed yearly. The State will send you the necessary forms at the appropriate time.

If you buy your car from a dealer, he or she will obtain these documents for a small additional fee. If you buy from a private person, he or she must sign the car over to you on the back of the title certificate. This reassigned title in your name is enough to get a registration certificate and plates at one of the Drivers Services Facilities. Alternatively, a Currency Exchange or a local agent (check the Yellow Pages under "License Services") can provide a temporary registration for a small additional fee. After you have obtained the temporary registration you will be issued a yellow temporary plate to be displayed in the usual place for a rear license plate. The old title is sent to the State, you will be issued permanent license plates and a registration certificate in about a week and a new title in your name within six to eight weeks. Always keep your car registration in the car.

If you import a car, you must register it at a Drivers Service Facility. Plates from your home country are valid for 3 months as long as they have not expired in the country in which they were issued.

ANL Traffic Safety

Whether your stay is extended or short, there are several points that you should be made aware of while using a vehicle at the laboratory:

- All traffic laws of the State of Illinois are to be observed and are enforced at the Laboratory.
- When driving at the laboratory, a valid driver's license is required on your person.
- As of 2006 motorcycle, bicycle, and riders of any wheeled conveyance (moped, inline skates…) are required to wear helmets while riding on site. Helmets must be Department of Transportation approved.
- Children under eight years, must be secured in appropriate child restrain system. For more information check out www.buckleupillinois.org/

- Should you be issued traffic safety violation for any of the following reasons, your division director will be notified and you will have to complete some form of remedial action. Should you have more than one offense in a 24 month period, your driving privileges on Argonne can be revoked.
    a) Exceeding posted speed limit
    b) Failure to stop for pedestrians in a crosswalk
    c) Failure to wear seatbelts
    d) Failure to come to a complete stop at STOP signs
    e) Failure to wear a safety helmet
    f) Parking in a fire lane or blocking a fire hydrant
    g) Parking in a No Parking Zone that blocks building dock areas

Village Sticker

The village or town in which you live may require you to purchase a village windshield sticker. Check with your village hall. You can be fined if the police stop you and you do not have a current village sticker and your car registration lists that village as your address.

BANKING & MONEY

Banking

Banking is a very competitive business in the United States. Banks offer many different accounts, credit cards, loans and services. You need to determine what services you need and choose the bank that will provide these to you. Because of federal regulations, all banks require a Social Security Number (www.ssa.gov) to open a bank account.

Argonne now requires direct deposit into a bank account for all employees. Everyone needs to have a bank account prior to the end of the first pay period after they are hired in order to be paid.

The Argonne Credit Union (www.argonnecu.org) is on site, and is very handy for employees needing to make transactions during the working day. The ACU has agreed to waive the requirement of the Social Security Number to open an account for Argonne employees. They will however require proof that you have applied for the SSN and the bank must have the new SSN within 60 days of opening the account. Having a bank account will ease your transition to the United States very much with such things as housing and utility payments.

Your own bank, the one where you establish your checking account, will cash all checks or credit them to your account, if they are standard checks in U.S. currency

with the U.S.-style magnetic-ink imprint. Businesses usually accept personal checks (drawn on local banks) if you provide appropriate identification (a driver's license and credit card). **NOTE:** A driver's license is the standard means of identification in this country. It may be very difficult to have personal checks accepted in local stores if you do not have one. A passport may not be accepted because it will not show a local address.

If you need to transfer substantial sums of money it is advisable to consult with your bank as to the most efficient method. Cashiers or certified checks can be obtained from a bank, but they may be difficult to cash immediately when you leave Illinois. Money orders can be purchased from the post office. A Foreign Draft, through your local bank, is the quickest way to send money to your home country or for someone in your country to send money to you here in the United States. It is best to have a checking account with the local bank with which you are arranging Foreign Drafts.

Cash

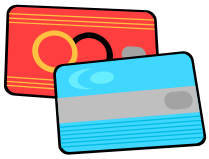
You will need a considerable amount of money in your first month here, not only for living expenses but also for advance deposits on apartment rental, telephone, and other utilities and for buying or renting a car. Your first paycheck will come at the end of the first month of employment and subsequent checks at the end of each month worked. You can obtain advances only for the number of days already worked during the first month of employment. In the United States many people use cash only for small purchases and services. Few people carry more than $100 with them. Larger payments are made by personal check, credit card or debit card.

The most convenient way to access your money from a home bank in the US is with the use of an Automated Teller Machine (ATM) card. ATMs can easily be found throughout the area and at the Argonne Credit Union on site. Exchange rates are often better and transaction fees lower than if using a bank. If you are using an ATM outside of your banks system there may be additional charges. Be aware of daily limits.

An alternative is to purchase U.S. travelers checks (such as American Express or Citibank). They are well worth the small fee (usually 1%). They can be cashed at nearly all stores and banks. The best denominations are $50 or smaller because larger checks may not be accepted everywhere.

Please be aware that it is difficult to change foreign currency here. Local banks cannot do it. You must go to the International Terminal at O'Hare Airport or to one of a few large banks in the financial district of downtown Chicago

Credit & Debit Cards



It is very helpful to have a credit card in the United States, even if you use it only as a credit reference. However, it is not easy to get one when you are here as a temporary visitor. Most issuers, including the Argonne Credit Union, require you be here at least three months and that you have a social security number. You may want to look into the possibility of getting a credit card, such as American Express, Visa, or Master Card, in your home country. You may charge purchases made in the United States to your foreign credit card, but they will be billed to your home account in your home currency. It is a good idea to start using a U.S. credit card as early in your stay here as possible, especially if you will be here for more than a few months since it is important to establish a "credit rating" which can be checked before making larger financial commitments

Things to consider when using a Credit Card:

- When a purchase is made, the credit card user agrees to pay the card issuer, by signing a receipt with a record of the card details and indicating the amount to be paid or by entering a Personal Identification Number (PIN).
- Credit card issuers usually waive interest charges if the balance is paid in full each month, but typically will charge full interest on the entire outstanding balance from the date of each purchase if the total balance is not paid.
- If you withdraw cash using a credit card. There is NO free credit period. In case of cash, the interest starts accumulating from day one.
- Each month, the credit card user is sent a statement indicating the purchases undertaken with the card, any outstanding fees, and the total amount owed. After receiving the statement, the cardholder may dispute any charges that he or she thinks are incorrect.
- The credit card may simply work as a form of revolving credit if the balance is paid in full each month. It may however become a complicated financial instrument with multiple balance segments each at a different interest rate.
- Interest rates can vary considerably from card to card, and the interest rate on a particular card may jump dramatically if the card user is late with a payment on that card *or any other credit instrument*, or even if the issuing bank decides to raise its revenue.
- When making an internet purchase, make sure you are using a secure website. The merchant will ask for additional information such as the billing address of the card and the three digit security code printed on the back of the card.

Debit/ATM Cards, issued by your bank, are also widely used. A debit card is an automated teller machine (ATM) card with a VISA or Mastercard logo on it. [VISA calls them "Checkcards" and Mastercard calls them "Mastermoney" cards.] With a debit card money is immediately drawn from your account to pay the bill. Many find this convenient, but the use of a debit card may not contribute to establishing a credit rating.

Things to remember when using a Debit card are:

- When you use the card like a credit card (with a signature, but not with a PIN), banks take a hefty fee from the merchant.
- When you use it with a PIN, like an ATM card, more and more banks are charging you a Point-of-Sale fee (POS fee) of $0.25-$1. Other banks are charging a monthly card rental fee (even if you do not use it at all) of $1-2/month.
- Never use a debit card on the Internet. It is too risky. Only use a credit card for Internet transactions. In addition to greater legal liability protection with a credit card, you have greater legal protection if goods are defective or don't arrive.
- Unlike a credit card, if your debit card is used fraudulently, the thief robs your bank account. Potentially, all your money is drained out of your account. It could take the bank 10 days or more to investigate and refund your money.

Understanding all the rules and regulations surrounding Credit and Debit cards is important so that you do not pay any unnecessary fees. Both cards have excellent uses.

Prepaid "Credit" Cards or “Gift Cards”

A **prepaid credit card** is not a credit card, since no credit is offered by the card issuer: the card-holder spends money which has been "stored" via a prior deposit by the card-holder or someone else. They may be issued to a specific store or may carry a credit-card brand (Visa, MasterCard, American Express or Discover) and can be used just as though it were a regular credit card.

Prepaid cards can be issued to minors (above 13) since there is no credit line involved. With prepaid credit cards you are not charged any interest but you are often charged a purchasing fee plus monthly fees after an arbitrary time period. Many other fees also usually apply to a prepaid card. Check out the rules on the back of the card or by going to the card’s website.

Credit Card versus Debit Card

Action	**Credit**	**Debit**
Make Purchases	Yes	Yes
Money leaves Bank	When you pay your bill once a month	Immediately
Credit History	Yes	No
Ease of Use	Need ID and signature	Need Personal Identification Number (PIN)
Withdraw Cash from ATM	Yes – interest will start accruing immediately	Yes – Taken directly from the bank account of your choice. (Savings/Checking)
Fraudulent Use	Can challenge purchases on the bill that you have not made	Takes money directly from your account. It could take the bank 10+ days to investigate and refund your money.
Internet purchasing	Yes – for security additional information is needed like billing address and the 3 digit security code	DON'T – very risky
Cash Back	NO - need to use ATM.	Yes directly at point of sale can request additional cash. Usually limit of $60.
Debt	Potential for overspending	Cannot overspend as you cannot withdraw more money than is in the account.

Credit Card Applications

Before you sign up for a credit card, you should fully understand the following terms. Note each card is different and you can get a card to suit your needs.

- **Annual fee** - A flat, yearly charge similar to a membership fee. Many companies offer "no annual fee" cards today, and lenders who do charge annual fees are often willing to waive them to keep your business.
- **Finance charge** - The dollar amount you pay to use credit. These are interest costs and cash-advance fees which are usually higher.
- **Grace period** - A time period, usually about 25 days, during which you can pay your credit-card bill without paying a finance charge. This does not apply if you carry a balance forward or take cash advances, only if you pay your balance in full each month.
- **Annual Percentage Rate** (APR) - The yearly percentage rate of the finance charge. These change regularly and are printed on each monthly statement.
- **Introductory rate** - A temporary, lower APR that usually lasts for about six months before converting to the normal fixed or variable rate.

Before signing up for a credit card, do some research and make sure that you get the plan that suits your needs. The US Citizens for Fair Credit Card Terms has a wonderful website (www.cardratings.com/) which rates credit cards.

Pre-approved Credit Card Offer

Call 1-888-5-OPTOUT (1-888-567-8688) to have your name removed from direct marketing lists. You can do this online at **OptOutPreScreen.com,** which is the official consumer credit reporting industry opt-out website. You can also contact the individual credit bureaus by sending your request to the following addresses. Be sure to include all pertinent information, including your full name, current address, and home telephone number.

Equifax at:
Equifax Inc
P.O. Box 740123
Atlanta, GA 30374-0123

TransUnion at:
TransUnion Name Removal Option
P.O. Box 505
Woodlyn, PA 19094

Experian at:
Experian Opt-Out
P.O. Box 919
Allen, TZ 75013

Safety-Deposit Boxes

To protect certain documents and other valuables from loss by fire, theft, or carelessness, commercial banks can offer you the benefit of their safe-deposit vaults. Safety-deposit boxes, of almost any size, can be rented for $25 or more per year.

Government Connections

Social Security Number

If you are authorized to work in the US you need a Social Security Number (SSN) for tax purposes. To apply for a SSN you must complete form SS-5. The form and additional information is available at www.ssa.gov or toll-free 800-772-1213. The closest Social Security Administration Office is at 7440 Providence Dr, Woodridge (on the North West corner of 75th St and Woodward Ave). They are open from 8AM to 4 PM Monday through Friday. American citizens need to bring documents proving their identity and proof of US citizenship. Non U.S. citizens will need a passport, I-94 card (arrival-departure record), and your letter of employment to apply for your number. If you are arriving from outside the USA , do not apply for your SSN until ten days after arrival to allow for the database used for verification to be updated. You will find that having a Social Security Number will make your move much easier. It is used as identification each time you apply for a new service such as banking, telephone and to obtain your driver's license.

Identity Theft

Identity theft is a crime in which an imposter obtains key pieces of information such as your Social Security and driver's license numbers and uses them for their own personal gain. With enough identifying information about an individual, a criminal can take over that individual's identity to conduct a wide range of crimes: for example, false applications for loans and credit cards, fraudulent withdrawals from bank accounts, fraudulent use of telephone calling cards, or obtaining other goods or privileges which the criminal might be denied if he were to use his real name. If the criminal takes steps to ensure that bills for the falsely obtained credit cards, or bank statements showing the unauthorized withdrawals, are sent to an address other than the victim's, the victim may not become aware of what is happing until the criminal has already inflicted substantial damage on the victim's assets, credit, and reputation. You should ensure that your social security number and other personal information do not fall into the wrong hands.

To deter identity theft:

- Memorize your Social Security Number.
- Carry only the cards you actually need. Minimize the identification information and the number of cards you carry in your wallet or purse. Do not carry your Social Security card unless you need it.
- Give your Social Security Number only when absolutely necessary. Ask to use another type of identifying number whenever possible.
- Shred all documents that have your SSN, bank account number, credit card, bank account number or other records that typically bear your name, address, and even your telephone number prior to discarding them.
- Shred all applications for "preapproved" credit cards in the mail before discarding them so that they cannot be used without your knowledge. Decrease the number of unsolicited credit card applications that you receive. The fewer credit card applications you receive, the less likely it is that one will be stolen. Call 888-567-8688 to have your name removed from the marketing lists sold by the major credit bureaus for two years, or removed permanently.
- Do not give out personal information over the phone, through the mail, or over the Internet unless you have initiated contact or know the business with which you are dealing. Legitimate companies and government agencies don't ask for this information via email or the phone. If you are concerned about your account, contact the organization using a telephone number you know to be genuine. (Note: often the criminals searching for your personal information are sophisticated enough to link to actual websites that make it appear legitimate.)
- Never put your account information on the outside of an envelope or on a postcard.
- Cut up old or expired credit cards. Close all inactive credit card and bank accounts. Even though you do not use them, these accounts appear on your credit report and may be used by thieves.
- For your ATM card, choose a Personal Identification Number (PIN) different from your address, telephone number, middle name, or the last four digits of your Social Security number, your birth date or any other information that could be easily discovered by thieves.
- Memorize your PIN; do not write it on your ATM card or keep it written on a piece of paper somewhere in your wallet. Statistics show that in many instances of ATM card fraud, cardholders wrote their PINs on their ATM cards or on slips of paper kept with their wallets or purses.
- Keep personal information in a safe place. If you employ outside help or are having service work done in your home, keep your personal information out of sight.
- Order a copy of your credit report from the three credit reporting agencies at least once every year to review your file for possible fraud. In Illinois, they are required to provide you with one free report each year.

Should you discover or suspect identity fraud take action right away. Remember to keep records of all your telephone calls and other correspondence with companies regarding the identity fraud. File a report with your local police or the police in the community where the identity theft took place. Keep a copy of the police report and make note of the date of your report, in case your bank, credit card company or other company needs proof of the crime.

Mail

Your work mail will be delivered to your department. Your personal mail should be directed to your home address. The United States Postal Service (USPS) website (www.usps.com) offers many services and locations of local post offices. All mail in the United States must include a zip code. Postage stamps for mailing within the US can be purchased at post offices as well as most supermarkets, pharmacies and the Argonne Credit Union. For mailing outside of the US or for mailing larger envelopes or packages visit your local post office or purchase and print postage and shipping labels on-line. The USPS will hold your mail at the local post office when you are on vacation or a business trip free of charge. Simply register the time you will be leaving and when you want mail delivery to resume. Also free is the mail forwarding service should you be moving within the United States.

Visas

The Human Resources Division the Laboratory will assist you to obtain work visas for temporary appointments (excluding special term appointments). In addition, the Laboratory sponsors adjustments to U.S. permanent resident status for regular staff employees.

The most common temporary visa classifications sponsored by the Laboratory include the J-1, for Exchange Visitors, and the H-1B, for Temporary Workers in Specialty Occupations. For more information about the variety of visas, including the process for applying for a permanent residence status (green card) check the government web sites: www.uscis.gov, www.greencardplus.com_or call the National Customer Service Center at 800-375-5283. As a permanent Argonne employee, you are not authorized to sign on behalf of, or represent Argonne National Laboratory for immigration purposes. You must process visa petitions and/or any correspondence to the Bureau of Citizenship and Immigration Services, Department of State, Department of Labor, and other federal agencies through the Argonne Visa Office. Failure to comply will result in Laboratory disciplinary action and possible federal prosecution.

Consulates in Chicago

A complete list of foreign consulates foreign government representatives in the Chicago area may be found on the internet (www.chicagolandyp.com/ClassPage/USA/Illinois/Chicago/c-Consulates+and+Other+Foreign+Government+Representatives/mcid-766/page-1/yellowsearch.html). Listings may also be found in the Yellow Pages of the Chicago Consumer telephone book under "Consulates and other Foreign Government Representatives".

Housing

Finding Housing

The area around Argonne is residential. There are many small, sprawling towns with single-family homes interspersed with apartment complexes. Green lawns surround every home, and often the houses are far apart. You will be living in the suburbs, or “suburbia.” The schools and recreational facilities are excellent. Shopping centers are conveniently located.

Many rental opportunities exist around the Argonne Laboratory. The standard apartment rental agreement/lease is for one year. Some apartment complexes may be willing to write leases for a shorter period, such as six or three months but will likely charge a higher monthly rent. Short-term rentals may be more difficult to find.

The most common rental offering is an unfurnished apartment. Reasonably priced furnished units are almost non-existent. It is however, possible to furnish an apartment without a large expense. There are area companies that rent fully furnished units in local apartment complexes on a monthly basis (one month minimum). These usually contain all you will need, including dishes, cookware, and linens but are expensive (as much as double) compared to similar unfurnished units. To inform yourself about availability and location check out the internet listings (http://www.libertysuburban.com/classhome.php). At the bottom of the page, select the rental category you are interested in such as: furnished apartments, houses for rent, rooms for rent or unfurnished apartments. The advertisements are listed in alphabetical order by location. Communities less than 20 minutes away from Argonne by car are: Bolingbrook, Clarendon Hills, Darien, Downers Grove, Hinsdale,

Lemont, Lisle, Naperville, Willowbrook, Western Springs, Westmont, and Woodridge.

The Newcomers Assistance Office compiles a listing of apartment complexes in the area comparing their price, location and amenities. We only include complexes that have a full time rental office. We also have a listing of homes that offer single rooms on a month by month basis. Contact our office to discuss possibilities and to obtain a listing.

A group of apartment buildings, usually of two or three stories, is referred to as an "apartment complex". There are almost no "hi-rise" apartment buildings in the immediate area. Most apartment complexes have an outdoor swimming pool; some have tennis courts and clubhouses with party rooms, pool tables, etc. Almost all of the apartments have wall-to-wall carpeting in the living area, a kitchen equipped with the major appliances (refrigerator, stove, and a dishwasher) and ample storage cabinets in the kitchen. The apartments have built-in closets in the bedrooms and hallways for storage and individually controlled thermostats for heating and air conditioning. Coin operated washing machines and dryers are centrally located in each building.

If you come with your family including children, you might wish to rent a single family house. Although this is more difficult, it is not impossible. In addition to checking the classified advertisements in the Chicago Suburban News (http://www.libertysuburban.com/classhome.php) check the **Argonne News** housing listings in the classified ads for homes of Argonne employees going on a temporary leave. You may also wish to consult a real estate agent to assist you in finding a rental house. To find a realtor that speaks your language, check out Illinois Association of Realtors (www.illinoisrealtor.org) and follow the link to realtor search. Enter the language and or community you are interested in and you will be provided with a list. Note that realtors work in areas so you need only choose one, and they can help you find something in surrounding communities.

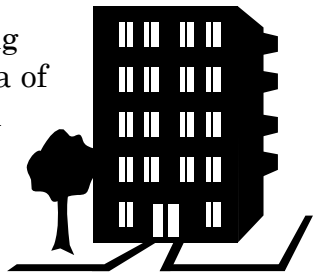
Should you wish to live in an apartment but not take the time or energy to furnish and maintain it, there are corporate housing companies who offer locations convenient to Argonne. These are more expensive than an unfurnished apartment, however usually the rates include all furnishings, linens, towels, local phone service, TV with cable, internet access, and housekeeping services. Contact www.bridgestreet.com or www.execustay.com for information about offers in the area. This would certainly simplify your move.

Before you sign the lease:

1. Make sure that you see the actual unit in which you will be living. Some newcomers have learned that a "similar" or "identical" unit they are shown, may be in much better condition or have a better location than the apartment

they are assigned. Place a cash (or personal check) deposit on the unit and obtain a written receipt containing the exact rental unit number.

2. The leases should indicate the length of the lease and which services (Such as electricity, gas, or water) are included in the rent and which services you must pay for separately.
3. Should you need to vacate the apartment before the end of the stated term of the lease, you will be held responsible for paying the rent until the end of the stated term. Make sure that the penalties are clearly stated in your lease and that you are comfortable with them. Typical information is how many days notice you are required to give prior to moving out, how many months rent you might be expected to pay as a penalty and whether or not you will forfeit your security deposit.
4. In addition to the first month's rent, you will be required to pay a security deposit before you move into the rental quarters. This deposit can be equal to or greater than one month's rent. Whether this deposit will be returned when you vacate the unit will depend on the wording used in the lease or rental agreement, whether you have complied with these regulations, and the condition in which you leave the unit when you move out. Be sure that you note in writing any less than perfect conditions or damages that are in the apartment before you move in and make sure a copy is attached to both your lease and the management's copy of the lease.
5. Check what additional monthly costs you will be responsible for. Your budget should include considerations for telephone, electricity, water, heat/air conditioning, internet access, and pet fees. In houses and townhouses you may also be responsible for sewer and trash collection.
6. Individual complexes may offer "move in specials" - for example, offering one month's rent free. Always ask! The offers change constantly.
7. Be sure to mention that you are an Argonne employee as many apartments will waive the credit check or be more flexible with short-term leases. Most rentals require a 12 month lease; however this is often negotiable depending on the availability of units on the market. Be prepared to pay a higher rent for a short-term lease.
8. If you have school age children, take time to visit the local school. When requested, school officials will take time to show you around and provide information. All local schools have English as a Second Language (ESL) programs for children who need this help. Be sure to discuss with the school authorities the programs that are offered.
9. Walk around a neighborhood or apartment complex during the early evening hours and on the weekend to get an idea of its atmosphere. Although in general the communities and housing complexes in the Argonne area are safe, there is always a potential for change. If you are concerned, contact the local police and ask if there is any significant problem with a specific apartment complex prior to signing a lease.



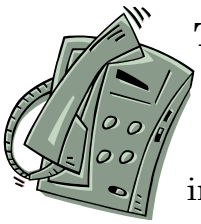
Utilities

Prior to moving in you will want to make sure that all utilities are hooked up and working. Having a Social Security Number (www.ssa.gov) will make this process much easier; however it is possible to do it without. Without a SSN you will likely have to contact the company by telephone as most websites require the SSN field to be completed. To start service with any utility you will need to provide:

- your complete address - street name and number, apartment number, building number, city or town, and zip code;
- the name of your employer, employer's address, and phone number;
- your landlord's name and phone number;
- phone number of a colleague or friend as a reference;
- your Social Security Number; (If you don't have a SSN yet, just explain the situation to the operator. You may need to show proof of identity at a *Currency Exchange*. Here a notary public can verify your signature and residence against two pieces of identification one of which must contain your picture (passport or driver's license). Although the business is called a Currency Exchange, they will not be able to exchange foreign currencies. For a fee, this business will cash checks without a bank account, send money by telegraph, and serve as a notary public.)
- information about your previous utility service and location if you have lived in the United States before coming to this area; and perhaps
- information on your major credit card such as Visa or MasterCard.

Electricity - is usually an additional expense in a rented house or apartment. Electricity is used for cooking, lights and air-conditioning. In this area, your electricity needs will be supplied by ComEd (www.exeloncorp.com) 800-334-7661.

Gas - natural gas is the most common heating fuel. Be certain to ask if the cost of heating the apartment or house is included in your rent. If you have rented a house, the gas probably has been turned off. It will be necessary to contact Nicor (Northern Illinois Gas www.nicor.com) to turn it on. Call 888 Nicor4u (888-642-6748) at least five days before you move so that the meter can be turned on.



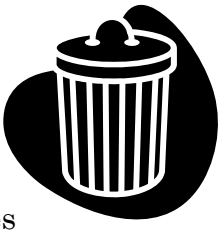
Telephone - service is a very competitive business in the United States. You will find a summary of providers in the front of the local telephone directory. Services, plans and costs change regularly for both local and long distance services. You will likely be able to view the most recent information on individual company websites. Changing companies and services at a later time is not difficult. You can choose different companies to

provide your local and long distance service.

Stop unsolicited telemarketing calls by registering your telephone number online at www.donotcall.gov. You can also call toll-free at 1-888-382-1222 (TTY 1-866-290-4236), from the telephone number you wish to register. Registration is free, and will stop most, but not all, telemarketing calls.

Water - is usually included in the rental fees of an apartment. If you are renting a house, you will have to contact the town or village water department for information.

Garbage Removal - is included in the rental fees of most apartments. There will be a central collection point for garbage and recyclable materials. When renting a house you must pay extra for this service. You will either have a monthly charge or must purchase garbage stickers (available at checkout of local supermarkets) and place one on each barrel of trash that you put out. Most area communities have free curbside recycling programs. Please check with your village hall for rules concerning pickup.



Furnishings

Since there are very few furnished apartments or houses available in this area, most newcomers to Argonne will find it necessary to rent unfurnished accommodations. The following are suggestions of where to find the necessary furnishings, either new or used, quickly and at a reasonable cost. Electrical current in the United States is 110-120 volts, 60 hertz. If you bring small appliances, remember to bring plug adapters and a transformer.

Used Items

Argonne News - Published and distributed lab-wide every two weeks. There are usually a number of people selling household items. If you are looking for something specific you can advertise for it under the "Wanted" section. Computer ad rules and submission procedures are online at www.anl.gov/news.html.

Garage/Estate Sales – Garage/Estate sales are probably the best places to find low cost items of all sorts and "making the rounds" can be an entertaining way of spending a morning. People usually hold them on weekends, although many do begin on Friday morning. You will find these sales advertised in the local newspapers which can be purchased mid week at

local supermarkets, or check out the listings on the internet (http://www.libertysuburban.com/classhome.php) and select Garage/Estate Sales. On weekends, you will often find signs posted on street corners directing you to sales. The term estate sale is used when the entire household is being dissolved rather than a garage sale in which only select items no longer needed are sold.

It is important to remember that the best items are usually sold quickly so it is necessary to arrive early on the first day of a sale. It is also wise to bring cash - often the sellers are understandably reluctant to accept checks. With large items it is sometimes possible to leave a deposit and return later to pick them up. Be sure to obtain a receipt for your deposit and exchange names and telephone numbers with the seller.

The garage sale "season" begins as soon as the weather starts to warm up in the spring and continues throughout the end of October. There are a few in the winter as well. Many organizations collect items and hold garage sales annually. Selection is always greater at one of these sales than at individual homeowners. When checking out which garage sale to attend, focus on multi family or street garage sales as you will find a lot more offered in a small area.

Classified Newspaper Ads - look in local newspapers for individual items being sold. A telephone number is given and you must make an appointment to see the items.

Shops - Some shops specialize in selling used items. Goodwill (www.goodwill.org) is an organization that collects used items for resale to provide training and employment services. You will find lots of good kitchen items and clothing but limited furniture items.

Rental Furnishings

Some newcomers will wish to rent furniture for an apartment or house. Furniture may be rented locally from one of several companies, which can provide coordinated and attractive furniture "packages" (basic furniture for a whole unit) at several price levels. You will find information about the companies in the Yellow Pages of your telephone directory under "Furniture Renting and Leasing" or check at your apartment manager's office for brochures on furniture renting. This can be a costly but convenient solution so be certain that you read and completely understand the furniture rental contract you sign.

New Items

New items are available in many stores at many price levels. For a listing of shops in our area and their product lines contact the Newcomers Assistance Office. It is quite possible to furnish your home or apartment for a reasonable amount of money. There is an IKEA (www.IKEA.com) about a 10 minute drive from Argonne providing a complete selection of household furnishings at modest prices. In addition several other nearby department stores such as Target (www.target.com) and Wal-Mart (www.walmart.com) offer serviceable furniture basics. Specialty stores in the area focus on mattresses, electronics, kitchen and bath needs. You will likely be overwhelmed with the shopping possibilities and selections, yet still be missing items that you are familiar with from home.

Insurance

Automobile

Automobile insurance is required for all vehicles operated in Illinois. For information on automobile insurance see Automobile section.

Health

The United States does not have socialized medicine except for the elderly and those unable to pay for their medical care. It is absolutely essential that you have health insurance coverage while in the United States no matter how short your stay. Hospitals require evidence of financial responsibility, or a large deposit, before admission. Hospital costs are high. If you visit a physician's office and do not have health insurance you will be asked to settle your bill before you leave.

If you have medical insurance in your home country you must be certain whether or not it will cover you in the United States. If so, document this in English.

Argonne employees on paid appointments of six months or longer may enroll in one of the Argonne Medical Benefits Plans (including Dental), which can include family coverage. Medical benefits for pregnancy are the same as for an illness and begin the day the employee signs the proper enrollment card and elects family medical coverage. These plans include a Preferred Provider Plan (PPO) which allows you to fully choose your health care providers and a Health Maintenance Organization (HMO) which provides total health care but limits the providers to those within your plan's group. More information on these plans is available from the Human Resources Department, Benefits Index (http://inside.anl.gov/hr/benefits/index.html). If you are covered by Argonne insurance, obtain the insurance forms from the Employee Benefits Section before you visit your physician or dentist.

A third type of plan is available for those here for under six months who must also have medical coverage (example: participants in sponsored International Exchange activities). Inquire with the Department of Employment in Human Resources for information and an application for the short term employment insurance plan.

Home

Even if you don't own the house where you are living it is a good idea to have insurance to cover the cost of replacing contents and personal belongings in case of fire, theft or flood. If you purchase your own house, you should consider the cost of replacing the building as well as the contents when determining your insurance needs. Many companies provide these services and it is best that you get recommendations from a co-worker and several quotes before choosing an insurance company. Reduced insurance rates may be offered, if you insure both your car and home with the same company.

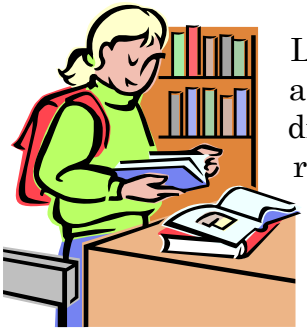
Life

Life insurance is available through the Human Resources department for all employees who regularly work more than 20 hours a week and on paid appointments for 6 months or longer. Depending on your family situation you may wish to have life insurance or not. This is a personal decision.

LEGAL WEBSITES

Assistance in finding an appropriate lawyer is available from the DuPage County Bar Association (http://www.dcba.org/default.asp) located in Wheaton, telephone 630-653-7779. The web site offers a "Find a Lawyer" service. You may also contact the DuPage County Bar Association's Lawyer Referral & Mediation Service 630-653-9109. If you decide to make an appointment with the attorney, the first half-hour of consultation is free. There are many lawyers listed in the yellow pages of the telephone book, check Lawyers Guide by Field of Practice to narrow down your search be it immigration law, real estate law or some other need.

LIBRARIES



Libraries in the United States provide a multitude of services for adults and children. They lend books (nonfiction and fiction), tapes, compact disks, DVDs, educational videos, sheet music, and sometimes art reproductions. They provide computers for community use for both word processing and internet access. They offer a complete reference service, which includes answering any type of question a patron might ask. They stock new and old magazines. One useful example, *Consumer Reports*, evaluates the performance and reliability of such major items as automobiles and appliances. Some libraries carry legal reference works, including tax information. Many libraries have story hours and other programs for small children and organize book groups for older children and adults. The public library contains community information for the area it serves, such as recreational programs, cultural events, and a listing of schools and nursery schools. The history and travel books on Illinois and the United States can be very helpful.

Membership in a library is free if you live within the town boundaries. If you live outside village or town boundaries, in an unincorporated area, (an area not officially part of any town and whose residents therefore do not pay taxes to support the library) you will have to pay a membership fee to borrow books and your access may be limited to the particular library you join. If library services are important to you be sure you know if your apartment or house is in an incorporated area before you commit to it. However, you are always welcome to browse and study in the library of any town. (The library of the College of DuPage is open to all DuPage county residents.)

Joining the library in the town in which you live entitles you to borrowing privileges at all of the other libraries in the area and gives you access to the resources of the Illinois Library System encompassing hundreds of other libraries. Ask a reference librarian for help if you are unable to find the book or materials you need. Local libraries can also obtain foreign language books from other Chicago area libraries or direct you to where they are available.

Following is a list of libraries in the Argonne area. You may also check the Yellow Pages under "Libraries." Telephone or check library web sites for information regarding hours, special programs, etc. Argonne is located in the Lemont Library District (www.lemontlibrary.org). This is the library to join if you are living on site for any length of time.

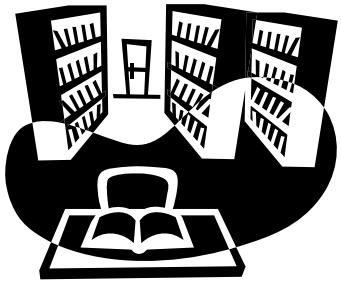
Clarendon Hills Public Library – www.swan.mls.lib.il.us/search~s36/
7 North Prospect Ave. Village Hall
Clarendon Hills
630-323-8188

College of DuPage Library - www.cod.edu/library/
22nd Street and Lambert Road
Glen Ellyn
630-242-2350

Downers Grove Public Library - www.downersgrovelibrary.org
1050 Curtis
Downers Grove
630-960-1200

Fountaindale Public Library District - www.fountaindale.lib.il.us
300 West Briarcliff
Bolingbrook
630-759-2102

Hinsdale Public Library - www.hinsdalelibrary.info/
20 East Maple
Hinsdale
630-986-1976



Indian Prairie Public Library -
www.indianprairie.lib.il.us
337 West 75th Street
Willowbrook
630- 887-8760

Lemont Public Library - www.lemontlibrary.org
50 East Wend Street
Lemont
630-257-6541

Lisle Library District - www.lislelibrary.org
777 Front Street
Lisle
630-971-1675

Naper Boulevard Library - www.naperville-lib.org
2035 South Naper Boulevard
Naperville
630-961-4100

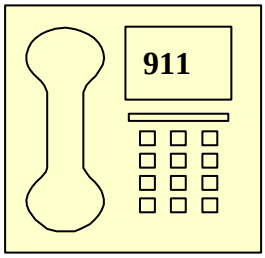
Nichols Library - www.naperville-lib.org
200 West Jefferson
Naperville
630-961-4100

95th St Library - www.naperville-lib.org
3015 Cedar Glade Dr.
Naperville
630-961-4100

Westmont Public Library – www.westmontlibrary.org
428 N. Cass
Westmont, IL 60559
630-969-5625

Woodridge Public Library - www.woodridgelibrary.org
2525 Center Drive
Woodridge
630-964-7899

MEDICAL CARE



In case of emergency, where help is needed immediately, dial 911 from any telephone. This will provide assistance from fire, medical and police personnel. State your name, location and the nature of the emergency. If you are on the lab grounds the response will come from lab employees, if off-site you call will be answered by the community you are calling from. Help should arrive within minutes.

If you require non-emergency medical care you can access any of many local medical clinics or hospital emergency rooms. Note that treatment in an emergency room for medical (non-emergency) problems will be considerably more expensive than in a doctor's office. The cost of treatment in a hospital may be covered only if it is a true emergency.

Finding a Health Care Professional

In the US, you must choose your own physician, dentist, or hospital. One good way to make the selection is to consult a friend or colleague. Before you visit a health professional make sure that they are included in your health plan by consulting the listing of professionals in your plan.
There are a number of ways to obtain information about health care professionals:

- Contact the Physician Referral Service at your local hospital. Ask for the name of a physician who is practicing at that hospital who can help you with your medical needs.

- Consult the Yellow Pages of the local telephone book for names of physicians, dentists, and hospitals in your area.

Hospitals

Adventist Bolingbrook Hospital (www.keepingyouwell.com/abh)
500 Remington Blvd., Bolingbrook
630-312-5000
Physician Referral: 630-856-7500

Advocate Good Samaritan Hospital (http://www.advocatehealth.com/gsam/)
3815 Highland Avenue, Downers Grove
630-275-5900
Physician Referral: 1-800-323-8622

Edward Hospital (www.edward.org)
801 South Washington Street, Naperville
630-527-3000
Physician Referral: 630-527-6363

Hinsdale Hospital (www.keepingyouwell.com/ahh)
120 North Oak Street, Hinsdale
630-856-9000
Physician Referral: 630-856-7500

La Grange Memorial Hospital (www.keepingyouwell.com/almh)
5101 South Willow Springs Road, La Grange
708-245-9000
Physician Referral: 630-856-7500

Poison Control

The Illinois Poison Center (IPC: http://www.mchc.org/ipc/) serves all of Illinois 24 hours a day, 365 days a year. Staffed by nurses, physicians, pharmacists and other poison specialists, the IPC offers free, confidential poison prevention advice and treatment recommendations via a toll-free hot line: 1-800-222-1222. Be sure to have information about the poison. **If you are unsure of the number or whether to call – always call 911 in an emergency**.

Medical Clinics

The following facilities will see "walk in" patients without an appointment. They are for "non-emergency" illnesses or injuries.

Downers Grove Immediate Care Center
6840 S. Main St.
Downers Grove IL
630-275-6840
Open 7 days a week from 10 am to 8 pm
(Affiliated with Advocate Good Samaritan Hospital
www.advocatehealth.com/gsam/)

Immediate Care Bolingbrook
130 North Weber Road
Bolingbrook, IL
630-646-5770
Monday through Friday 8 am to 11 pm
Weekends and Holidays 8 am to 5 pm
(Affiliated with Edward Hospital in Naperville
www.edward.org/services/emergencycare.asp)

Lemont Immediate Care Center
15900 W 127th St (West of State St)
Lemont IL
630-243-7100
Open 7 days a week from 10 am to 8 pm
(Affiliated with Advocate Good Samaritan Hospital
www.advocatehealth.com/gsam/)

For additional listings of nearby doctors and hospitals refer to the Yellow Pages of the local telephone directory under "Physicians" and "Hospitals". Dentists are listed under "Dentists". When you have enrolled in a health insurance plan you will be given a list of health care providers affiliated with your insurance company.

Pharmaceuticals/Drugs

All pharmacies have a complete selection of prescription and non-prescription medications.

NOTE: Illinois pharmacists will only fill prescriptions written by doctors licensed to practice in the state of Illinois. It is impossible to obtain prescription drugs without a written prescription.

Look in the Yellow Pages of your local telephone directory for a listing of nearby pharmacies. Walgreen's, Osco, and CVS are three that have numerous locations in the area. Osco pharmacies can be found in most Jewel supermarkets. In addition, most other large supermarkets and department stores such as Dominick's, Target and Wal-Mart have pharmacies within the store.

All drugs must be approved by the US Food and Drug Administration (FDA) for use in the United States. Should you need to continue treatment prescribed in a different country be aware that this drug may be known under a different trade name or not approved for use in the United States. It is best to bring an adequate supply with you and a letter outlining the regimen and both the generic and trade name of the drug from your physician. This information will assist your new doctor in continuing your treatment.

Finding a Dentist

For Regular Care and Prevention the American Dental Association (ADA) offers these suggestions:

- Ask family, friends, neighbors, or co-workers for their recommendations.
- Ask your family doctor or local pharmacist.
- If you're moving, ask your current dentist to make a recommendation.
- Contact your local or state dental society. The ADA provides a list of local and state dental societies on their web site, www.ada.org. Your local and state dental societies also may be listed in the telephone directory under "dentists" or "associations."

The ADA suggests calling or visiting more than one dentist before selecting one you feel you can build a good long-term relationship with.

If you have a dental emergency search for "emergency care dental" with your zip code on the internet. You will find a listing of many offices in the area. Some will have listings for evening and weekend contacts should you need help in off hours.

Health Insurance

It is absolutely essential that you have health insurance coverage while in the United States no matter how short your stay. For information on health insurance see Insurance section.

Immunizations

The Illinois School Code requires that all children have a health examination by a physician within one year of admission to school, within one year prior to transferring from out of state, and at the beginning of preschool, kindergarten, fifth,

and ninth grades. The health examination needs to be documented on the Certificate of School Health form by a physician, nurse practitioner, or physician's assistant. This form is available in school offices, school health offices, and in many pediatrician offices. Documented evidence of the following immunizations must also be presented for all students: diphtheria, tetanus, pertussis, measles, mumps, rubella, and polio. Additionally, fifth graders and preschoolers need to show proof of hepatitis B vaccinations, a series of three separate vaccinations. Preschoolers need the Hib vaccination as well. Chickenpox vaccination or proof of chickenpox disease needs to be documented on the school physical form, as of July 1, 2002 for preschool and kindergarten students. Dental examinations are not required but are recommended by the State. Dental Examination Record forms are available in the health office and distributed during kindergarten registration.

Immunization Clinics are a service of the DuPage County Health Department for residents of DuPage County and are held at specific times on a walk-in basis. The closest one to Argonne is the Southeast Public Health Center (http://www.dupagehealth.org/gen_info/locations.html) at 422 N Cass, Westmont (630-682-7400). Call the clinic numbers for times and dates. A parent/guardian must accompany a child under the age of 18. Immunization records are required to be reviewed before immunizations can be given at the clinics. Please bring immunization records with you. There is a $10.00 fee requested for each immunization.

SCHOOLS

Public schools are financed principally by local property taxes and state income taxes. Schools are grouped into school districts, loosely following village boundaries. Each school is governed by its own Board of Education. The members of the board are elected by the voters living in the school district. The duties of the board include formulating policies, approving curricula, staff, class size, budget and expenditures.

Elementary schools and middle schools/ junior high schools are usually operated by the same district. The high schools are commonly operated by a different district. However, in some cases, all three types of schools operate under one district, called a "Unit". For a listing of schools in the area, check the organizational pages at the front of the local telephone directory for a listing of public schools. The schools are then listed by town or village name.

Children normally are not allowed to attend a school outside the school district in which they live. If an exception is made by the Board of Educations, a tuition fee and transportation to and from the school must be provided by the parent. All schools have

libraries or learning centers. High schools, middle schools and some elementary or grade schools have cafeterias offering hot lunches to students. Students who live more than 1.5 miles from the public school in which they are enrolled are provided with bus transportation. Many schools have fees, paid at registration time, to cover the costs of textbooks and laboratory supplies.

Most schools in the area are well prepared to help the non-English-speaking child. Some have well-organized English as a Second Language (ESL) programs, and others offer a less formal approach with volunteer aides who work with the child individually. Do not hesitate to discuss your child's needs with the principal or counselor of the school. Your child will be tested and placed in the appropriate group for special assistance while learning English. It is therefore wise to check with the schools in regard to your children's needs before you settle on housing. You will need to bring information on what your children have been taught in school in their home country, official copies of their grades/transcripts and their birth certificate for proof of age. Course descriptions are very useful. This information will help the school ensure that your child is placed in an appropriate class.

All school districts offer special education classes for handicapped children or those with special needs such as learning disabilities. Many schools also offer special programs for gifted students and after-school activities in sports, student government, science, music, debate, journalism and theater. Many schools have summer programs for enrichment and acceleration and remediation. Instrumental music programs are an optional part of the curriculum in the upper elementary grades of most schools and in junior high or middle schools.

Elementary Schools

Public education starts with kindergarten. A child must be five years old by September first of the year in which he or she starts school. School attendance is mandatory for all children from six to 16 years of age.

Kindergarten is a part of the elementary school or neighborhood school, often within walking distance of your home. In most schools kindergarten is a half day program, either morning or afternoon. A few schools have recently begun offering the option of full day kindergarten.

In most school districts, the child will remain in this school for the next six or seven years until completing the fifth or sixth grade. The child is then about 11 or 12 years old and enters junior high or middle school. The child will stay in this school for two to three years (depending on the school district).

High Schools

If you are coming with teenage children, it is important to understand the structure of American secondary schools. High school is a four-year program. The typical student turns 15 during the first year and is 18 at graduation. Our high schools are "comprehensive" institutions; that is, all students within a school district's boundaries attend the same school regardless of ability or educational direction. The high schools near Argonne are large with from 1,500 to 3,000 students.

Within the schools, there are several levels of classes from basic, for students with low ability or in need of remedial help; to standard, for the average to brighter student; and honors, with the most challenging work for the brightest and most motivated students. Most schools offer advanced placement classes which may qualify a student for acceleration in college. Both standard and honors classes prepare a student for university entrance.

Each student follows an individualized program rather than being assigned to a class with all members following the same set program together. Thus, the student will be with a different group each class period. This allows the student choice, within guidelines, of the classes taken and also permits work at different levels in different subjects. For example, a student not proficient in English may take mathematics or science at an honors level but English at a less demanding level.

When registering, you and your child will meet with a counselor who will advise you and help plan your student's program. Please bring as much material as you can, showing previous school level, courses taken, grades earned and material covered to aid in placement in the most appropriate classes.
Music is an important part of high school for many students here. Band, orchestra, and choir are included in the choice of classes. If your student plays an instrument, we encourage him or her to bring it and participate.

High schools have many clubs and activities that meet before and/or after school. Participation in clubs, sports, and student-run publications such as the school newspaper are considered an important aspect of secondary education. We strongly encourage your high school student to join an “extracurricular” activity, both to make friends and to feel more a part of the American school community.

School Schedule

The school year begins in late August or early September and ends in June. Vacations are about two weeks in the winter over the Christmas holidays and one week in the spring, often the last week in March, depending on the school district. The summer vacation starts in early June and ends during the week before Labor Day, (the first

Monday in September). From first grade on, children attend school from approximately 8:45 a.m. until 3:00 p.m., Monday through Friday. High Schools begin the day earlier, at 8:00 am. If your stay at Argonne will span an academic year it is advisable to plan to arrive by mid-August so that children can begin the school year with their classmates. This is especially important for high school students who may find it difficult to catch up with coursework if they miss several classes in the beginning.

Colleges & Adult Education

Many small two- and four-year colleges are scattered throughout the area. As an example, the College of DuPage, located at 22nd Street and Lambert Road in Glen Ellyn, www.cod.edu, is a two-year community college that offers a wide variety of classes, including evening classes, with or without credit towards a degree during the day and evening. Foreign visitors employed by Argonne and their dependents are eligible to attend and qualify for in-district tuition in the community college district in which they live. Babysitting is available during the day. Some of the College of DuPage courses are offered in the evenings at local high schools and other area locations. For information, telephone 630-942-2800.

English as a Second Language (ESL)

There are many ways to improve your verbal and written English skills. Argonne frequently offers courses for employees. Watch for advertising in Argonne News about upcoming dates. Volunteers for the Newcomers Assistance Office provide ESL on a weekly basis through the winter months for those accompanying scientists. These classes are informal and you are welcome to join at any time during the year. Contact us at newcomers@anl.gov for more information.

There are also many places in the community where you and your family can improve your English skills free of charge. Local libraries have conversation groups, provide space for tutoring and have collections of material for adult learners of English. Contact your local library or the NAO for more information. Both the College of DuPage and Joliet Junior College offer a variety of English as a Second Language (ESL) Programs. Advisors work with the student to plan a program of study to meet their individual needs and goals. Many of these programs are free.

At the College of DuPage (COD) the ESL Advising office (http://www.cod.edu/Academic/ABE_GED/) is located in the Open Campus Center, (OCC) Room 131. Call 630-942-3697 to make an advising appointment. The College of DuPage is on 425 Fawell Blvd., Glen Ellyn

In Joliet Junior College ESL(www.jjc.edu/pro_students/Admissions/ESL.asp) is part of the Division of Adult and Family Services call 815-280-1333. They are located at 215 Houbolt Road Joliet IL.

SHOPPING

Shopping is a large part of American life. The shopping choices in the Argonne area are many. The nearest stores are north of the laboratory along 75th Street. Stores are located almost continuously for several miles from Kingery Highway on the east to Janes Avenue, west of Interstate 355. In addition there are many malls and clusters of stores further north along 63rd Street and on Ogden Avenue. Store hours vary, but are usually 9:00 or 10:00 a.m. to 9:00 p.m. Large food stores remain open longer and several supermarkets are open 24 hours a day. The Newcomers Assistance Office has several pages of information available on local shopping with locations and directions.

An important thing to learn about shopping in America is that a wide range of prices can be charged for the same or comparable merchandise. This includes all available goods, but especially clothing, food, electronics, furniture and house wares. Many multi-page store and supermarket advertisements are included in the Sunday and Wednesday editions of Chicago newspapers. These itemize the many sale items being offered that week that are often well below the normal price. All stores regularly hold sales at which merchandise is sold at a lower price. If you have the option to wait, you can save considerable amounts of money as the item you require may be offered at a reduced price.

Stores usually allow you to return purchased merchandise if the item has not been used or damaged. You will have to give a reason for the return, such as it doesn't work, wrong size, color not right etc. Some stores, especially smaller ones, may have a time limit for returns. You must have the original purchase receipt to obtain a refund. Merchandise purchased at a "sale" price may not be returnable. Also some stores now charge a restocking fee on returned items.

Supermarkets

The Chicago area is rich in ethnic diversity. Food stores offering the specialties of many nations can be found in the city and its surrounding communities. The area near Argonne has many stores specializing in Asian and South Asian products, as well as those

from Mexico which reflects the population of many families of Chinese, Filipino, Indian and Hispanic heritage here.

The major supermarket chains in the Chicago area all carry a large selection, including many international foods. Most have fresh fish departments and full service pharmacies selling both prescription and non-prescription drugs. In addition, each Jewel, Dominick's, Cub and Meijer store has a large non-food section which carries cosmetics, toys, school and office supplies and household goods.

Shopping Centers

A shopping center is a collection of stores and shops offering a wide variety of products and services. Many small shopping centers have self-service laundromats, dry cleaners, barbers, and hairdressers. The large shopping center (or mall) sits in the middle of a gigantic parking lot and can cater to the needs of thousands of people at once. It features two to four large department stores plus many smaller shops and restaurants. There are several malls within a thirty minute drive of Argonne:

- Yorktown Center - at Highland & Butterfield Roads, Lombard
- Oakbrook Center - 22nd Street & Kingery Highway, Oakbrook
- The Promenade at Bolingbrook, E Boughton Rd & Janes Ave, Bolingbrook
- Westfield Shoppingtown at Fox Valley - Route 59 & New York Ave, Aurora

Discount/Outlet Stores

Although the traditional department stores and smaller, individually owned stores may charge fixed prices, often the same items can be bought for less at discount stores. This is particularly true for electrical appliances, clothes, hardware, and house wares. Although these discount stores provide little in the way of personal service, they sell items at prices 20% or more less than those of conventional stores. Be careful when patronizing a discount store because some stores advertise "discounts" that may not be much of a savings and the merchandise may be of an inferior quality. Outlet stores offer merchandise from one company direct from the factory often at a reduced price. The closest outlet mall is Chicago Premium Outlets (www.premiumoutlets.com) on I-88 at Farnsworth Ave in Aurora.

Payment Options

You can pay for any item at a store with cash. As most Americans do not carry much cash with them the most common form of payment is with a credit card, debit card or check. Other options include:

Store Specific Charge Accounts: At some stores, you can arrange to make your purchases on credit by applying for a store credit card. The store will send you a bill or statement once a month. There is no charge for this service if you pay the total amount of the bill within 30 days; otherwise, customers are charged interest on the unpaid balance similar to other major credit cards such as MasterCard or VISA. Often you can save a certain percentage on all purchases using the special store charge card when opening the account and on special days throughout the year.

Lay-Away Buying: Some stores will hold an item for you until total payment has been made. You make arrangements with the store, according to their layaway policy, on how many payments must be made before total payment is completed so that you may take possession of the article. You do not pay interest on lay-away buying.

Installment Buying: This is a method of paying for an item over an extended period of time. Payments are made in equal monthly amounts; a service charge, interest on the unpaid balance, is added monthly to the bill. Installment buying can add as much as 21% additional cost per year to the item purchased, but it does allow you to have immediate possession. Be cautious with offers of "do not pay for 12 months" as there are often hidden costs in using such a service and severe penalties for a missing or late payment.

TAXES

Income Tax

Federal and state income taxes are withheld (deducted) from all Argonne paychecks. This withholding procedure is regulated by law. Residents of certain foreign countries having tax treaties with the United States may be entitled to reduced rates of, or exemptions from, tax under the applicable tax treaty. If you believe you qualify for such a tax exemption contact the Argonne Payroll Department (http://inside.anl.gov/ocf/accounting/payroll.html) for advice. The individual tax year is from January 01 to December 31 of each year.

The amount of taxes withheld depends on whether you are a resident or non-resident for tax purposes. Non-resident aliens are permitted only one personal exemption, and tax withholding is made under the "single" status withholding tables for both state and federal taxes. Resident aliens (Green Card Holders) are permitted to claim as personal exemptions their dependents that are also resident aliens, and tax withholding under the "married" status (if applicable). Non-resident aliens are able to correct this inequity when completing and filing their tax returns.

At that time, you will determine any difference (positive or negative) between what you owe and what was withheld by Argonne and receive the appropriate refund or tax bill.

Federal Income Tax

The federal tax you actually owe is determined by an Income Tax Return (Form 1040 or 1040NR for Nonresident Aliens), which you must file with the U.S. Internal Revenue Service between January 1 and April 15 of the following year. The Internal Revenue Service gives free and off-the-record advice on how to save on taxes and will mail you forms and publications. Their toll-free telephone number for information is 800-829-1040. Information, forms and publications are also available on the Internal Revenue Service web site (www.irs.gov). Some publications of special interest:

- Publication 505 — "Tax Withholding and Estimated Tax"
- Publication 519 — "United States Tax Guide for Aliens"

Each person included on the tax form must have a Social Security Number (link to: www.ssa.gov). If your dependent (i.e. spouse, child) is not eligible to obtain a Social Security Number (SSN) from the Social Security Administration (SSA) they must obtain an ***Individual Taxpayer Identification Number*** *(*ITIN)(http://www.irs.gov/individuals/article/0,,id=96287,00.html) for you to deduct them on your tax return. ITINs are issued regardless of immigration status because both resident and nonresident aliens may have U.S. tax return and payment responsibilities under the Internal Revenue Code. An example would be a dependent or spouse of a resident alien or dependent or spouse of a non-resident alien visa holder.

An ITIN does not authorize work in the U.S. or provide eligibility for Social Security benefits or the Earned Income Tax Credit. ITINs are not valid identification outside the tax system. IRS issues ITINs to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those not eligible for Social Security Numbers. Once a SSN has been obtained for a person the ITIN is no longer valid.

Illinois State Tax

Illinois income taxes are withheld at a 3.0% rate, after reducing the monthly taxable salary by the personal exemption amount allotted for the year. State tax forms are due on April 15th as are the Federal Tax forms. The state revenue department offers free advice by telephone (1-800-732-8866) and internet: www.revenue.state.il.us

Filing Income Tax

Your income tax return is due on April 15th. You must file separate forms for Federal (1040) and State (IL-1040) taxes. If you are expecting a sizable refund (since you were only allowed to make a single exemption on your taxes) it would be worthwhile to

submit your taxes as soon as you have all the appropriate documentation and not wait for the deadline. Refunds are dealt with on a first-come-first-served basis.

There are many commercial programs available that will guide you in completing these forms, calculating the tax and filing on-line. It may be a worthwhile investment to a newcomer to the United States to use one of these programs and ensure that all legally required taxes are paid (yet not overpaying). There are also free versions of these tax programs available on the internet; however they are only suitable for basic tax requirements. Websites are available that rate free tax filing programs: http://taxes.about.com/od/preparingyourtaxes/tp/freefile.htm

To speed up the process you may qualify to file electronically with e-file. Most of the commercial programs will facilitate this or you can check out the IRS website: ww.irs.ustreas.gov/efile/index.html.

On the other hand you may choose to seek the advice of a professional tax consultant or Certified Public Accountant. For a referral ask your colleague or check the internet or telephone directory. The professional fee or cost of the tax program is a tax deductible expense.

Social Security Tax

Social Security tax, referred to as FICA, is withheld as a percentage of wages up to a maximum wage base. Non-resident foreign visitors with an Exchange Student (F) or Exchange Visitor (J) Visa are exempt from this tax. For all others it is mandatory, even if you do not expect to take advantage of the Social Security benefits, such as retirement income.

Sales Tax

The United States does not have a Value Added Tax (VAT) included in the marked price of merchandise. Each county in Illinois has a different sales tax on nonfood items, luxury food items, and food in restaurants. In Cook County which encompasses Chicago it is presently 10.25%, yet in DuPage County (Darien, Downers Grove) it is 8%. Some towns may add additional sales tax. This tax is computed and added on to the total price of purchases at the time of sale. Check you sales receipt to see how much tax is added to your purchase.

TELEPHONE

Telephone Books

Telephone books provide not only local numbers for local people and businesses, but lots of information about the area. Consult the first few pages of any telephone book for instructions on using the telephone and for general information. Telephone books provide two types of listings: the White Pages, which contain alphabetical listings of people and businesses with telephones, and the Yellow Pages, which contain products, services, business firms, physicians, hospitals, schools, etc., listed alphabetically by subject matter. The White Pages has two sections. One section contains a listing of business telephones. The other section contains residential listings. These pages can be very helpful to you, and we refer to them quite often. The front of the phone book has special sections with other reference information such as maps, government agencies. Some telephone books also have Consumer Information Pages**.** All this information can be accessed on-line (www.whitepages.com).

The Chicago telephone book lists only people living within the city limits. Each local region has its own local telephone directory, which often includes street maps of each town or towns that it serves. Argonne National Laboratory also issues a directory annually listing all employees and departments.

Information (Directory Assistance)

To locate a phone number, use the on-line directory (www.yellowpages.com/) for current information. You can also call directory assistance; however note that there is a charge. Depending on your service provider, local and numbers within the United States are about $1-3 and international directory assistance is significantly higher.

For telephone numbers you can not find in the telephone books or online, for numbers within your area code, dial 411. For information about numbers outside your area code, dial 1, the appropriate area code, then 555-1212. Downtown Chicago information is, therefore, 1-312-555-1212. Area code numbers are listed in the front pages of your telephone book, or you can dial 411 to ask the local directory assistance operator for the area code of the town you wish to call.

Long Distance Calls

When calling long distance it is much less expensive to dial direct than to have an operator connect you. Pre-paid calling cards for domestic and international use can be purchased on-line and in many shops. These provide a considerable saving and allow you to dial direct by first entering your card and identification numbers. A recorded message will tell you how many minutes you can be connected to the dialed number. If you are making international calls make sure that you purchase the correct card. You can also have a different phone company for long

distance service than for local service. To compare rates, check out this website: lowermybills.com.

Dial the following sequence for calls within North America:

- Code for North America - 1
- The Area Code (a three digit number), and
- The local telephone number.

Dial the following sequence for international calls:

- The International Access Code (011),
- The Country Code (a two- or three-digit number),
- The City or Area Code (a one- to five-digit number), and
- The local telephone number.

Complete instructions for international calling and a selected list of foreign access codes are found in the Telephone Services section in the front of local telephone books.

You need an operator to make any of the following calls:

- Most often you will not speak to a real person; rather a voice recognition computer will assist you with the call.
- *Person-to-person*: You pay only when you have reached the person you specified when you placed the call.
- *Collect or reversed charges*: The person who answers will be asked if the charge for the call may be billed to his or her number.
- *Third-party*: You have the call billed to a telephone other than the one from which you are calling, for example, to your home telephone.

You make these operator-assisted calls by dialing 0 (operator), area code, and telephone number; the operator/computer will interrupt.

Toll-Free Calls

Many companies, such as catalog sales, airlines, and hotels, have numbers that you can call toll-free (without charge) no matter where they are located. Toll-free numbers usually have an 800 area code, but may begin with 866, 877, or 888 as well. You can find out whether a particular company has an 800 number by dialing 1-800-555-1212.

On the other hand, you should also be aware that all “900” calls are Pay-Per-Call services which entice people to call their phone numbers with the promise of information or conversation. These services can be wide ranging and often quite helpful. They can also involve information or conversations inappropriate for minors.

When you dial a 900 number, the pay-per-call service provider bills you an amount that is considerably higher than what you would normally pay for a long-distance call. Often the charge is based on the length of call but some providers bill on a per call basis. You will be charged either through your long-distance bill or your local phone bill. Some pay-per-call services accept credit cards. Federal law requires that providers disclose the costs of their services in advertising and to begin calls costing more than $2 with an announcement of the cost of the call. After the announcement, callers must be given three seconds to hang up without being charged.

YOUNG CHILDREN'S ACTIVITIES

Nursery Schools, Preschools & Daycare

There are many options open for child care while you are working. The Argonne Child Development Center is located in Building 952 adjacent to Argonne Park . The center, managed by Bright Horizons Family Solutions, is open to the children of employees of Argonne, the U.S. Department of Energy, University of Chicago , and laboratory contractors. It offers programs for infants (6 weeks), toddlers, preschoolers, and pre-kindergarteners. It also offers a full-day kindergarten program for children who are five years old by September first. Summer programs for older children are also available. Email or call 630-252-9601 for information about fees and availability of space.

Communities surrounding Argonne also offer a variety of programs and centers for children pre-school children. Consult the Yellow Pages in your telephone directory under Child Care or Schools – Pre-School and Kindergarten, or ask for information at the local library. All nursery schools and daycare centers are privately operated, and you will have to pay tuition. The National Association for the Education of Young Children has an accreditation program and you can search for preschools that have been accredited by the NAEYC at this website. Simply put in your zip code and a number for how many miles from your home you'd like to find a school.

Some people in the area offer daycare in their homes for very small children. They can be found through local newspaper advertisements, or, better, through personal recommendation. In Illinois these homes are inspected and must be licensed and meet standards for safety. They may accept only a limited number of children. However, it is always best to inspect a home carefully before making a decision to place a child.

You should be sure that you have a comfortable relationship with the person who will be providing the hands-on care for your child. You must feel that your child is not only safe in the care situation, but that they will also be happy. Feel free to ask any questions about the care, the home, discipline, other children in the home, the schedule, etc. to make sure that you and the care provider are going to enjoy working together to care for your child.

There are pros and cons to each type of child care available. If you have someone (a nanny) come into your home, the cost may be significantly higher however your child(ren) gets one-on-one attention and the comforts of home. Many nannies offer transportation to extracurricular activities as well. Child Care Centers are usually less expensive, the staff is trained and because it is a business you can be sure that they will be open on regular work days. Your children will have an opportunity to play with others and perhaps take field trips. Often the children are grouped in age

specific groups giving your child the opportunity to play with children with similar interests. Other things to consider with child care centers is the staff turnover rate, staff-child ratio, how many children are in each room, and of course how much flexibility there is in the daily schedule and whether there is an opportunity for quiet time as well as active play. In-Home Licensed Family Child Care offers the welcoming sense of family. The family environment provides for a mix of ages, flexibility in activities, extended hours are often possible, and it is often the lowest cost option. It does however take more time to find the right care giver and there may be problems if there is no backup for vacation and sick time. Check out the website Kidica.com for more information.

If you only need care for your child on an occasional basis, i.e. to visit the doctor, do some shopping, go out for dinner or a concert, you may consider finding or forming a babysitting co-op. Babysitting services in the US can be very expensive, even if you're only paying the teenager next door. Many want as much as $5 per hour per child. Finding someone willing to babysit may be even more difficult. To avoid these costs, try a babysitting co-op where parents take turns watching the children and accumulate 'points' for free babysitting services. You may find other parents needing similar services by joining the Newcomers Assistance Office Coffee Mornings or at other play activities you attend in the community. Make sure that you have the other family over to visit and visit their home with your child to make sure that everyone is comfortable before leaving your child(ren). The following websites might help you start a co-op of your own:
http://www.wkkf.org/Pubs/GreaterBC/Babysitting_coop_00254_02987.pdf,
http://www.stretcher.com/stories/00/000925a.cfm,
http://www.babycenter.com/0_babysitting-co-ops_51.bc

Remember Illinois law defines a neglected minor, in part, as "*any minor under the age of 14 years whose parent or other person responsible for the minor's welfare leaves the minor without supervision for an unreasonable period of time without regard for the mental or physical health, safety or welfare of that minor."*
Juvenile Court Act , 705 ILCS 405/2-3(1)(d)

Activities for Children

There are many free and low cost activities available in the community for your child. Many of these activities are intended to be for the parent and child to attend together. *Chicago Parent* is a free magazine available throughout Chicagoland at libraries, park districts and businesses that gives a comprehensive list of events and activities available for you and your child.

Story Hour

Libraries usually have story hours for small children. This is a good opportunity for learning English and socialization skills since often the children also sing songs and interact with the storyteller. Call or consult the webpage of your local library for more information.

Indoor and Outdoor Activities

You may find some interesting recreation activities for your child through your local park district or YMCA. These might include art, drama, music, gymnastics, dance, tumbling and swimming, or other activities like nature walks and learning about plants and wildlife. Activities are usually open to residents and non-residents of the community, although non-residents will usually pay a slightly higher fee. Note that some activities will require that the child is potty-trained and understands Basic English. Many activities for the younger child are intended for the parent to stay and participate during the class. Find your park district by searching on Google, i.e. "Downers Grove Park District". Often you will get mailings to your home from the park district with programs for the coming months. The YMCA or "Y" also has many programs for children and adults.

Near the end of this website there is a list of Museums, Attractions and Recreation in the Chicago area. Almost all museums have special exhibits that are intended for youngsters. Of special interest would be the DuPage Children's Museum in Naperville, the Brookfield Zoo, Lincoln Park Zoo and the Morton Arboretum which has a wonderful children's garden and a maze garden.

Play Groups

The concept of 'play groups' has become very popular in the US in recent years. It not only gives the children an opportunity to play with other children at or near their same age, but gives the parents an opportunity to meet new adults in their neighborhood. Often you can join an existing play group. Consult churches in your community, check for flyers at local grocery stores or community centers to find existing play groups. Directly approach others in the park, at community children's activities, at coffee mornings or colleagues from work that have children of a similar age to set up play dates that can become play groups when others join. Just like you, many parents are looking for new and interesting play opportunities for their children and would welcome your interest. A set schedule is often the key to a successful play group. It is good to set a particular day and time, i.e. Wednesday from 9:30-11, and make everyone in the group familiar with the rules: whether snacks are allowed, who provides them, who organizes the next meeting, how many are in the group, etc.

MUSEUMS, ATTRACTIONS, AND RECREATION

Chicago provides a rich and varied cultural environment, which we encourage you to sample and enjoy during your stay here. There are numerous major art, natural history and science museums, as well as smaller ones devoted to the cultural histories of the many nationalities that have settled in this city. The city is home to a world-renowned symphony, a major opera company, a wide variety of theaters and professional sports teams. The lakefront park hosts free weekly open-air concerts throughout the summer, as well as numerous festivals. We have two zoos, a lakefront aquarium and a planetarium. Forest preserves providing outdoor recreation are plentiful in both the city and suburbs, and visits to the nearby arboretum or the botanical garden are wonderful ways to enjoy the outdoors.

Numerous publications are available listing the events and activities offered in Chicago. The ***Chicago Official Visitors Guide***, available in the lobby of the Argonne Guest house is free and has a complete listing of museums and other attractions including current hours and admissions fees. The ***Chicago Tribune*** (www.chicagotribune.com) newspaper, especially the Friday, Saturday and Sunday editions, has entertainment sections with weekly listings of events, movies for all ages. ***Chicago*** magazine (www.chicagomag.com) is an excellent guide for concerts, theaters, restaurants, museums and attractions of all kinds. This monthly publication is readily available in the magazine sections of many supermarkets, drugstores, and bookstores.

Guidebooks to Chicago and road maps are available in area bookstores. Map books which include detailed maps for the entire metropolitan area are available as well as individual fold out maps for sections of the city. Information is available on the web at www.choosechicago.com and www.chicago.metromix.com. The Chicago Office of Tourism has a website (www.chicagoofficeoftourism.org/specialValues/) where you can print coupons for savings on attractions, dining, entertainment, museums, and shopping.

There are two Visitor Information Centers in downtown Chicago:

Chicago Cultural Center
(www.explorechicago.org/city/en/travel_tools/visitor_centers.html)
77 East Randolph at Michigan Ave

Open Monday - Thursday: 8am - 7pm, Friday: 8am - 6pm, Saturday: 9am - 6pm, Sunday: 10am - 6pm, Holidays: 10am - 4pm

Chicago Water Works (old Chicago Water Tower)
(www.explorechicago.org/city/en/travel_tools/visitor_centers.html)
163 East Pearson at Michigan Ave

Open Monday - Thursday: 8am - 7pm, Friday: 8am - 6pm, Saturday: 9am - 6pm, Sunday: 10am - 6pm, Holidays: 10am - 4pm

Both centers are closed on Thanksgiving, Christmas day and New Year's Day.

Call their toll free hotline 1-877-CHICAGO; 1-866-710-0294 (TTY) for more information about events, exhibits, programs, accommodations, sightseeing, or to request a free Chicago vacation-planning package.

Discover Downtown Chicago Through Walking Tours
Free audio tours are now available for the Loop area and Millennium Park

Loop the Loop
Free Self-guided audio tours feature the highlights of Chicago's famed downtown district. Blending both historical and modern perspective, Loop the Loop allows you to chart your own course selected from over 90 minutes of engaging narration. Download (www.chicagoloopalliance.com**)** each tour, direct to your MP3 player, along with maps. Don't have an MP3 player? Reserve a fully loaded Loop the Loop MP3 player at the ArchiCenter, 224 South Michigan Avenue. There are 3 Loops of the Loop available:

- Art Loop
- Landmark Loop
- Theatre Loop

Millennium Park Self-Guided Audio Tour
Chicago's Millennium Park is an unparalleled center for art, music, architecture and landscape design.

Now you can explore the 24.5 acre Park with its creators as your guide, including architect Frank Gehry, and artists Anish Kapoor and Jaume Plensa. Discover how and why Millennium Park was built. Learn the secrets that lie beneath the Park floor, and hear the reasons why Millennium Park is one of the world's most spectacular new public spaces.

Download (www.antennaaudio.com/millenniumpark.shtml) the map and free audio tour for your MP3 player. With the Millennium Park self-guided audio tour, you can go at your own pace and listen in any order you choose. Audio tour rental is also available for $5 in the Chicago Shop at Millennium Park, located on the second floor of the Northeast Exelon Pavilion, 201 E. Randolph Street. Tour stops are

designated on the Millennium Park maps located in the Welcome Center in the Northwest Exelon Pavilion and on the downloadable map.

Explore Chicago

The City of Chicago welcomes you to the new Explore Chicago downloadable tour website (www.downloadchicagotours.com/), presented by the Chicago Office of Tourism. These free downloadable tours will take you on an adventure which you can enjoy anywhere -- at home, in the car or walking down our city streets. Each tour features local experts sharing what they know best, Chicago! Visit exciting destinations, listen to music created here and share in the culture only found in our city. Tours are available in 5 languages: English, German, Japanese, Mandarin and Spanish. Right now there is a tour of the History of Chicago Blues, Chicago for Kids! and one of Millennium Park.

Attractions In and Near Downtown Chicago

Many attractions have free admission days or coupons are available. Call or check the websites for details.

Adler Planetarium & Astronomy Museum - 1300 South Lake Shore Drive (in Museum Campus), 312-922-7827, www.adlerplanetarium.org. Take a trip to the Moon, the stars, the end of the galaxy and beyond without leaving Chicago at the Western Hemisphere's first planetarium.

Art Institute of Chicago - 111 South Michigan Avenue (at Adams St), 312-443-3600, www.artic.edu/aic. The institute houses one of the world's great collections of art and has an outstanding display of French Impressionist and post impressionist art.

Brookfield Zoo -3300 Gold Road, Brookfield IL, 708- 688-8000. www.brookfieldzoo.org One of the world's largest zoos just 25 minutes or 19 miles north east of Argonne.

Chicago Architecture Foundation -224 South Michigan Avenue, 312-922-3432, www.architecture.org. Exhibits and excellent guided tours celebrate the city's rich architectural heritage.

Chicago Botanic Garden - 1000 Lake Cook Road, Glencoe, 847-835-5440, www.chicagobotanic.org. 385-acre living museum featuring 24 specialty gardens set on a series of islands and lakes. 44 mile (approximately 50 minute) drive north of Argonne.

Chicago Children's Museum - 700 East Grand Avenue (at Navy Pier), 312-527-1000 www.ChiChildrensMuseum.org. Unique hands-on exhibits and new activities daily. Fun for children ages two to ten and their parents.

Chicago Cultural Center - 78 E Washington St (at Michigan Ave), 312-744-6630, www.egov.cityofchicago.org/city/webportal/portalEntityHomeAction.do?entityName=Cultural+Center&entityNameEnumValue=128 Daily programs and changing exhibitions covering a wide range of performing, visual and literary arts. FREE

Chicago Historical Society - 610 North Clark Street (at North Ave), 312-642-4600, www.chicagohs.org The Historical Society specializes in Chicago and Illinois history the excellent permanent collection includes a Civil War gallery, the earliest known photographic views of the city and an audiovisual presentation of the Great Chicago Fire.

Chicago Shakespeare Theatre - 800 East Grand Ave (at Navy Pier), 312-595-5600 www.chicagoshakes.com. Professional theater dedicated to presenting the works of William Shakespeare.

Chicago Symphony Orchestra - Symphony Center, 220 South Michigan Ave. 312-294-3000, www.cso.org. The orchestra performs more than one hundred concerts a year in a season running from September to May. The Center hosts many other series including pop, piano, jazz and many international orchestras.

Field Museum of Natural History - 1400 South Lake Shore Drive (in Museum Campus), 312-922-9410, www.fieldmuseum.org. Named for its founding donor, Marshall Field I, it is home to the largest T. Rex dinosaur and houses collections of American Indian, primitive and Chinese art, archeology and Oceania.

Garfield Park Conservatory Alliance - 300 N Central Park Ave, 312-746-5100, www.garfield-conservatory.org. Visit one of the nation's premier conservatories — six multi-faceted greenhouses and two grand exhibition halls. FREE

John G. Shedd Aquarium - 1200 South Lake Shore Drive (in Museum Campus), 312-939-2438, www.sheddaquarium.org. The world's largest indoor aquarium.

John Hancock Observatory - 875 N. Michigan Avenue, Chicago, 1-888-875-8439 **www.hancock-observatory.com** With sweeping views spanning 4 states - Indiana, Michigan, Wisconsin and Illinois - there's a whole lot to see!

Lincoln Park Zoo - 2001 North Clark Street, 312-742-2000, www.lpzoo.org. Nose to nose with nature. FREE

Lyric Opera of Chicago - Civic Opera House, 20 N Wacker Drive, 312-332-2244, www.lyricopera.org . Opera season from September to April.

Millennium Park - bordered by Michigan Avenue to the west, Columbus Drive to the east, Randolph Street to the North and Monroe Street to the South, 312-742-1168, www.millenniumpark.org , Open daily from 6am - 11pm. FREE

Museum of Contemporary Art - 220 East Chicago Ave, 312-280-2660, www.mcachicago.org. Just steps from Michigan Ave and Chicago's historic Water Tower, the MCA presents today's most innovative and exciting artists.

Museum of Science and Industry - 57th St and Lake Shore Drive, 773-684-1414, www.msichicago.org. The latest developments of science and industry are shown in the 14 acres of exhibits. Many exhibits are hands-on and the Omnimax Theatre shows films on a five-storied domed screen.

Navy Pier Chicago - 600 East Grand Ave, 312-595-7437, www.navypier.com. Year-round more than 50 acres of parks, promenade, gardens, shops, restaurants, and entertainment await you!

Oriental Institute Museum - 1155 East 58th St, 773-702-9520, www.oi.uchicago.edu. The museum is connected with the University of Chicago, and its collections center on ancient Near Eastern Archeology, art, religion and history.

Peggy Notebaert Nature Museum - 2430 N Cannon Drive (at Fullerton Parkway), 773-755-5100, www.chias.org. Hands-on exhibits to connect the visitor with the natural world. Home to the only year-round butterfly haven.

Ravinia Festival - 200 Ravinia Park Road, Highland Park, 847-266-5100, www.ravinia.org. Outdoor concerts from June to September, including classical, pop, jazz, folk, and chamber music. Summer home of the Chicago Symphony Orchestra.

Sears Tower Skydeck - 233 S. Wacker Dr., Chicago, 312-875-9447. www.theskydeck.com (Enter Skydeck on Jackson Blvd.). The best view of Chicago and beyond from the tallest building in the Western Hemisphere. Interactive displays highlight the character and characters of this great city.

Local Attractions

Artists Showcase West – 630- 963-9093, www.dgconcerts.org. The purpose of the Artists showcase is promote and encourage public interest in the performing arts in Downers Grove, Illinois and surrounding areas by presenting a program of outstanding professional talent in the sphere of music and dance at affordable prices.

Downers Grove Choral Society – 630-515-0030, www.dgcs.org. A community choir with participations open to all members of the community. Three major concerts are held each year.

DuPage Children's Museum - 301 N. Washington St. Naperville, 630- 637-8000, www.dupagechildrensmuseum.org . A hands-on educational discovery center.

Fermilab Arts Series - Fermi National Accelerator Laboratory, Batavia, www.fnal.gov/pub/events/cultureCultural programs include an arts series, lectures, international film series and art gallery with rotating exhibits.

Grove Players – 630-415-3682, www.groveplayers.com. Their purpose is to provide the audience the opportunity to experience and enjoy the wonders of theater, and to provide an opportunity for those who wish to participate in the challenges and rewards of this art form. Rehearsals and performances held in Downers Grove.

Hinsdale Center for the Arts - Katherine Legge Memorial Park, 5903 South County Line Road, Hinsdale, 630-887-0203, www.hinsdalearts.org. Exhibitions and classes in art, music and dance.

McCord Gallery – 9602 West Creek Road, Palos Park,708-671-0648 www.mccordgallery.org. To preserve the McCord House as a learning center for the arts and cultural history while showcasing the artworks of local and regional artists.

Morton Arboretum - 4100 Illinois Route 53, Lisle, 630-968-0074, www.mortonarb.org. This 1,700 acre outdoor museum serves as a haven for tree, nature and bird lovers and is a site for the study of natural history. Many classes offered.

Naper Settlement - 523 S Webster St. Naperville, 630-420-6010, www.napersettlement.org. This living history museum tells the story of daily life in Naperville as it changed from a simple frontier outpost to a bustling turn-of-the-century community.

Theatre of Western Springs - 4384 Hampton Ave, Western Springs, 708-246-4043, www.theatrewesternsprings.com. The Theatre of Western Springs, is dedicated to serving as a major cultural resource, providing a company of adult and

young members with education in theatre arts and opportunities for personal fulfillment. Individual and season tickets available.

Professional Sports

Sporting events are held regularly throughout each sports season. Ticket information can be found through each team's website and through ticket agencies such as TicketMaster (www.ticketmaster.com). Check out "Ticket Sales – Entertainment & Sports" in the Yellow Pages

Chicago Bears - football - www.chicagobears.com

Chicago Blackhawks - hockey - www.chicagoblackhawks.com

Chicago Bulls - basketball - www.bulls.com

Chicago Cubs - baseball - www.cubs.com

Chicago Fire - soccer - www.chicago-fire.com

Chicago White Sox - baseball - www.whitesox.com

Chicago Wolves - hockey - www.chicagowolves.com

Sports and Recreational Facilities

Forest Preserves – each county reserves a certain amount of land as an open space, to preserve a habitat for wildlife and to provide an array of outdoor educational and recreational opportunities. Each forest preserve consists of numerous individual parks with a variety of resources such as trails, nature centers, and picnic areas. Check out each district to determine which facilities interest you.

- **Forest Preserve District of DuPage County** – 630-933-7200**,** www.dupageforest.com. Waterfall Glen surrounds Argonne National Laboratory.
- **Forest Preserve District of Cook County -** www.fpdcc.com

Golf - numerous public and private golf courses are located in the suburbs surrounding Argonne. Check the internet and telephone directory for golf courses and price ranges.

Health and Fitness Clubs - There are many private clubs with a full range of exercise equipment and facilities. The internet and yellow pages of the telephone directory list many. It is a good idea to visit several to compare facilities and fees.

Park Districts - Each community has a Park District, which offers a wide variety of programs and classes and oversees public sports facilities in its area. The easiest way to find your park district is to do an internet search using your community name and "park district". This will lead you to schedules and services offered such as: public outdoor pools, children's baseball and soccer leagues, art classes, etc.

Skating Rinks - There are several ice skating facilities in the area. Check under "Skating Rinks" in the yellow pages for information about public skating time, hockey teams and where lessons are available.

YMCA (www.YMCA.net**) -** (Young Men's Christian Association) the "Y" is the nation's pioneer and still largest provider and promoter of comprehensive health and fitness programs in the country — fitness in spirit, mind and body. Three local communities, Downers Grove, Naperville and LaGrange, have associations.

Argonne Recreational Organizations

Arts at Argonne – (www.anl.gov/ARTS/) performing arts series at Argonne held in the auditorium of Building 401. Concerts are advertised in the Argonne News and tickets are sold in the cafeteria or at the door.

Argonne Community - Check out the Inside Argonne website (www.inside.anl.gov) and browse through the community section to find out about clubs and employee organizations, exercise facility, holiday schedule, recreation, etc.

FAQ's

- **What social activities are available at Argonne?**
- **Can I get gate passes for family members?**
- **Looking for a way to meet people and do something useful? Why not volunteer in the community!**
- **Where can I sell or donate my used furniture or car when I am moving?**

1. **What social activities are available at Argonne?**

   Although a little hard to find on the Argonne National Laboratory website, there are many social and interest groups that gather here. The Argonne Club (www.argonneclub.anl.gov) is a social and recreational organization for employees, family members and retirees whose purpose it is "to sponsor activity groups that promote good fellowship, healthful recreation, and other matters of common interest for employees" It is the umbrella organization for special interest clubs at the laboratory. Any employee of Argonne is welcome to join the different clubs without discrimination by gender, creed, race, or age. From badminton, a choral group, chess, ultimate Frisbee, Toastmasters, or a Hispanic/Latino Club there is something for everyone. A list of clubs and organizations with contact information can be found at: www.argonneclub.anl.gov/clubs.html. Don't forget the Newcomers Assistance Office social activities. We hold monthly coffee mornings off site and some family oriented social activities each year for newcomers. To make sure you get an invitation, please contact the Newcomers Assistance Office (newcomers@anl.gov) and provide us with a name and address.

2. **Can I get gate passes for family members? Certainly.**

   Visitors are defined as person(s) seeking access to the site who are not regular Argonne or DOE employees or other site occupants. Regular badged employees may obtain gate passes for family members or others who may visit the Laboratory on a frequent basis (more than 7 days). Approval must be obtained from authorized division representatives. You are responsible for ensuring visitor compliance with all environmental, health, safety, and security requirements of the site. Gate passes are only required for person(s) over 16 years of age.

   Every Argonne employee can request the issuance of a gate pass to a visitor through the online Gate Pass System for US Citizens. To request a gate pass for a foreign citizen speak to your division secretary and complete an ANL-

593 form for submission and approval. A gate pass will not be issued by the Argonne Information Center (AIC) until there is verification that an ANL-593 form has been approved. In all cases, hosts are responsible for ensuring that site access requirements are met and for the actions of their visitor.

All visitors are required to present photo identification, such as a driver's license or passport, to receive the gate pass. In addition, all those operating a motor vehicle on site must have a valid driver's license. Passes must be worn in plain view, on the upper part of the body, at all times while on site.

Where do visitors pick up their gate passes?

Once a gate pass has been approved the person must present at the Argonne Information Center (AIC) during regular business hours, Monday through Friday, 6:30 a.m. to 7:00 p.m. and a gate pass is issued. If after hours admission is required please inform the AIC and the badge will be issued at the Main Gate following verification with photo identification.

3. **Looking for a way to meet people and do something useful? Why not volunteer in the community!**
   There are many opportunities to volunteer in the Argonne area allowing you to make new friends, learn about your community and help someone in need. You just need to be a little bit resourceful and know how much time you want to spend volunteering.

   All the groups that accept used items and furniture also need volunteers to operate their organizations. Each of the surrounding communities have food banks that need help. Senior-living facilities are often looking for people who will read to their residents or write letters for them. There are many organizations in the area that sponsor activities that require extra help such as “Fun Runs”, art shows, fairs etc. Join the volunteer group to support your local library. The options are endless. Why not contact us at the Newcomers Assistance Office; perhaps we know of a group that is looking for help, or can put you in touch with a group that needs a skill you have to offer. There are also two excellent websites that list volunteer opportunities in the Chicago area: Volunteer Match (www.volunteermatch.org) and Giving DuPage (www.givingdupage.org).

4. **Where can I sell or donate my used furniture or car when I am moving?**
   There are always newcomers arriving at the laboratory that are looking for a good deal to furnish their apartment. There are three ways to reach them:

- Argonne Classified advertisements — Computer ad rules and submission procedures are online (www.anl.gov/Media Center/Argonne News/.) These ads are printed bi-weekly in Argonne News (http://www.anl.gov/Media_Center/Argonne_News/index.html) and updated regularly on the Inside Argonne website.
- Newcomers Assistance Office has a bulletin board where we post information about items that are for sale, sub-lease apartments etc. We are also aware of newcomers who have recently arrived in many divisions and can forward any emails we receive directly to them to connect you.
- The Post-Doc office is also a great way to tap into a network of people searching for used items.

If you have a lot of items and have time, you may wish to hold a garage sale. They are usually held on Friday and Saturdays in the spring and summer months. Make sure to advertise in the local newspapers and on the internet to make sure you have a clientele.

Check out Craig's List (www.chicago.craigslist.org) or local **classifieds** (www.libertysuburban.com) – and place an advertisement that will reach the entire Chicago area.

If you wish to donate your items there are two local and two nationally based charities that will be happy to take your furniture and household goods. Depending on where you live, some will provide a pickup service, and all will provide a charitable deduction receipt. You should check each charity's website about do's and don'ts for donations. Some even take cars! If you are having the charity pick up your items, do not wait to the last minute as many rely on volunteers to drive the truck and this requires considerable scheduling. If you want a specific date make sure to give the charity plenty of advance warning.

Sharing Connection

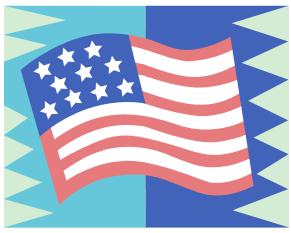
Bring your donations to Sharing Connection (http://www.sharingconnections.org/) right in Downers Grove and a volunteer will be there to greet you, help you unload your donation. Donation drop-off hours are Monday through Friday, 9:00am to 3:00pm and Saturday, 9:00am – Noon. If you have large furniture items, you may schedule a Monday or Thursday truck pick up. All other items can be dropped off at our warehouse.

New to You Upscale Resale Store – 1700 W Roosevelt Rd, Broadview (708-344-8477). Although this is quite far from Argonne, they are happy to accept used items and they will pick up furniture donations.

Goodwill – You can donate at two centers in the Argonne neighborhood; 539 Fort Hill Dr, Naperville and 7400 W 159th St, Orland Park. Check out the website (www.goodwill.org) for maps and directions and guidelines for what items are accepted.

Downers Grove Family & Thrift Store at 1520 75th St. Call 1-800-SA-TRUCK (1-800-728-7825) or check out the website (www.satruck.org) to discuss a pick up of your items or to find out the nearest drop off location and for information on donating goods, including used vehicles, to help support the Salvation Army's programs.

HINTS ABOUT LIFE IN THE UNITED STATES



In business life, the American is usually much more informal and is more inclined to use first names than people of many other nationalities. If, upon meeting you, someone says "Hi there, Jim." or "How are you, Mary?" please do not think they are rude. They are trying to be friendly, and one way Americans show this is by using your first name.

In most offices in the United States, it is the usual practice for individuals to keep the doors of their offices open except when they have visitors, meetings are taking place, or they are working on confidential matters.

Other American habits and bits of information follow:

- Americans do not shake hands at the start of each workday. However, men always shake hands when they first meet; women may.

- Americans do not always hold the door open for persons following. This is not necessarily a sign of rudeness.

- It is rare to telephone anyone at home before 8:30 a.m. or after 10:00 p.m., except in extra-ordinary cases.

- Americans do not regularly identify themselves when answering the telephone or when asking to speak to a certain person.

- The terrain in the Chicago area is flat. Streets and roads are laid out on a fairly uniform North-South-East-West grid. Directions, even for local streets, are routinely given using these directional terms.

- When driving on the toll road there are periodic toll stations where you must pay. From left to right you will usually find these lanes
    - I-PASS – this lane is only if you have a transponder that automatically deducts the toll fee. This transponder can be used in **ALL** toll lanes
    - CASH – lanes have toll collectors who can make change for up to $50.00 and provide a receipt.
    - Some ramp plazas are attended, however most are not and require payment in coins or I-PASS. Signs are posted prior to the entrance or

exit indicating the need for exact change at the ramp. Failure to pay a toll risks an immediate $75 moving violation ticket issued by police on site. Video Surveillance cameras are located at all plazas to record toll violators.

- If you are in the wrong lane and cannot pay a toll, you are required to pay your toll within seven days. Check out their website for more information: www.illinoistollway.com
- As of January 2005 paying tolls with cash is twice as expensive as using an I-Pass. Therefore if you are planning to stay for any length of time and using toll roads regularly you are advised to purchase a transponder. They are available at all Jewel stores. Pick up an I-PASS transponder at a Toll way Customer Care Center or participating retail outlets. It can also be ordered by mail, phone or online. Remember: A small deposit fee is required for the transponder.
-

- It is not advisable to walk alone at night in most parts of Chicago. Only when many pedestrians are around is it safe to do so.

- Traditionally, all denominations of U.S. paper money were the same size and color; The US mint is redesigning all bank notes to increase the difficulty of forging the bills and improve access for the visually impaired. Even with the redesign, US currency is not as visually varied as most other currencies. You must constantly be on the alert to see that you offer the correct bill. Many careless people give a taxi driver a $10 bill for a $1 bill in a darkened cab and don't discover the mistake until it is too late.

- Americans do not usually use bills larger than $20. Many small stores will not accept $100 bills; a few even refuse $50 bills.

- Sending "thank you" notes after you have been invited to an individual's home for dinner is considered a nice gesture. A gift, such as wine, flowers, or chocolates, is not necessary but much appreciated.

- Stamped addressed mail can be left in your mailbox and will be picked up by the letter carrier when delivering your mail. You may also place it in your division's mail drop, or take it to an area mailbox or postal outlet.

- The United States Postal Service (USPS) (www.usps.com) offers you the possibility to print postage and mailing labels on your computer. You will also find a complete listing of regulations for sending letters and parcel post within and outside the US.

- When dining out in some restaurants, call to make reservations in advance on busy days. Some restaurants do not accept reservations, but it is best to be sure.

- Giving "tips" is a common practice to most service personnel.

  - Wait staff in restaurants – 15-20%
  - Hotel doorman - $1 for each suitcase or for calling a taxi
  - Taxi driver —15% of the fare;
  - Barber or beautician – 15%
  - Airport terminal porters — $1 a bag;
  - Do not tip airline personnel, airport bus drivers, or at gasoline service stations

- The public water supply throughout the country is safe for drinking.
- If the door to a bathroom in a private house is closed, it usually means that it is occupied. Do leave the door open when you leave the bathroom.
- The size of an apartment is not given in square meters but by the number of bedrooms.
- Some large supermarkets and drugstores remain open all night.
- "For Sale" merely means that something is being sold; "On Sale" or just "Sale" means that the price has been reduced.

  - Gasoline stations not only advertise their particular brand of gasoline but also their clean rest-rooms. (You may have to ask for the key.)
  - Gasoline stations often have a small store which offers basic food supplies and convenience items at a premium rate.

- The Saturday and Sunday editions of the well-known newspapers, especially the ***Chicago Tribune*** and ***The Sun Times***, can keep you busy reading all weekend.

- Television programming schedules for the entire week (TV Guides) are included in the Sunday edition of the major newspapers

CONVERSION GUIDELINES

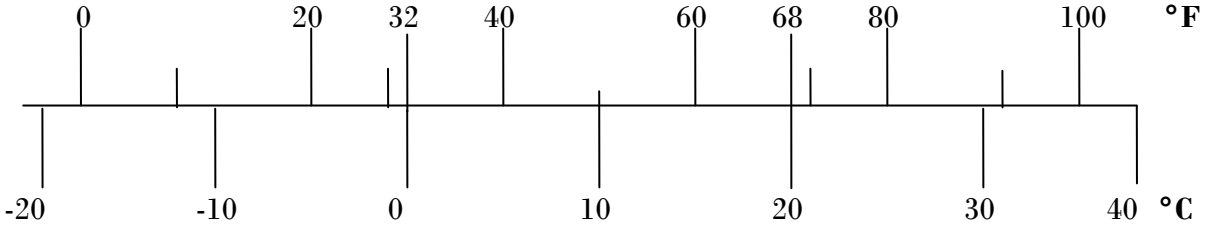
The United States does not use the metric system.

Temperature:

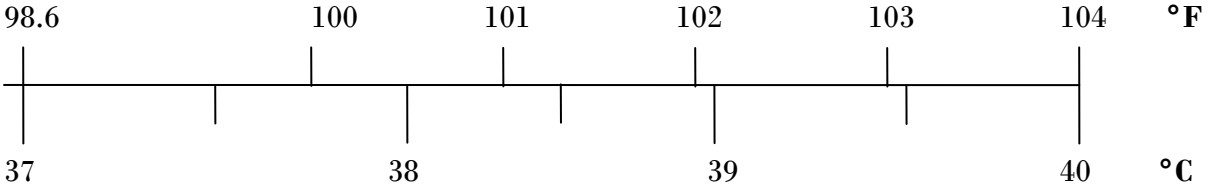
Definition: $°F = 32 + {}^{9}/_{5}°C$

Approximation: 2°F ~1°C (for small differences)

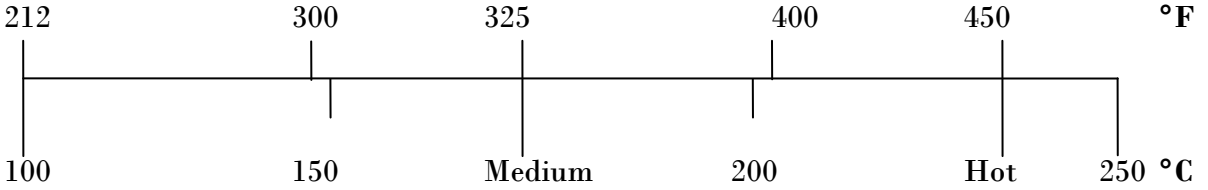
Weather:



Body Temperature: Normal is 98.6°F or 37°C

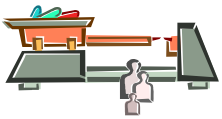


Cooking Oven:



Boiling

Weight:

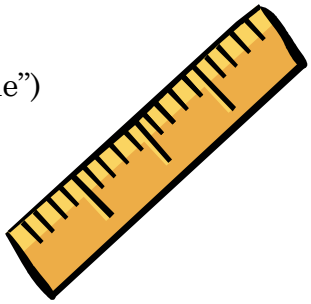


Definition: 1 lb (pound) = 16 oz (ounces) = 454 g (grams)

Approximations: 1 lb + 10% ~ 1 metric pound (500 g) 1 oz ~ 28 g

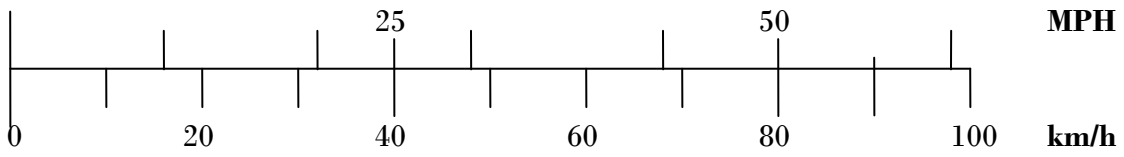
Length:

Definitions: 1 in. = 1" = 2.54 cm
1 ft = 1' = 12 in.
1 yd = 3 ft = 36 in.
1 mi = 5,280 ft ("statute mile")



Approximations: 4 in. ~ 10 cm
10 ft ~ 3 m
1 yd + 10% ~ 1 m
1 mi ~ 1.6 km
25 mi ~ 40 km

Speed:



But 1 knot (=1 nautical mile per hour) ~ 1.85 km/h

Area:

Definition: 1 acre = 43,560 ft^2 (sq ft) = 1/640 sq mile

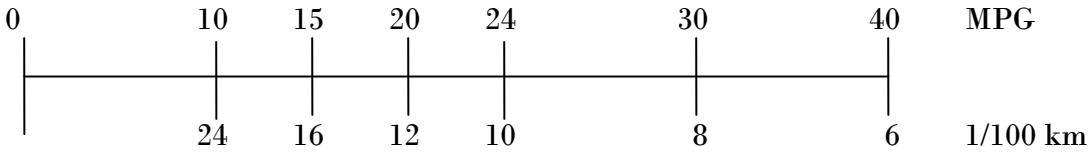
Approximations: 1 acre ~ 0.4 ha (hectare) 10 ft^2 ~ 1 m^2 (-7%)

Volume (Liquid):

Definitions: 1 gallon = 4 quarts = 231 in^3
1 quart = 2 pints = 4 cups = 32 fl oz
1 fl oz = fluid ounce of water, weighs about 1 oz

Approximations: 1 gallon = 3.8 liter
1.06 quarts = 1 liter
1 fl oz = 30 cc
6 U.S. gallons (above) = 5 Imperial gal (UK, Canada)

Fuel Consumption:



Cooking Measurements:

Common volume measures found in a cookbook are:

Unit	Symbol	Equivalent
1 teaspoon	t or tsp	= 1/3 tablespoon
1 tablespoon	T or Tbsp	= 3 teaspoons
2 tablespoons	oz	= 1/8 of a cup = 1 ounce
4 tablespoons		= ¼ of a cup
8 tablespoons		= ½ of a cup
16 tablespoons		= 1 cup
1 cup	C or c	= ½ pint
2 cups		= 1 pint
2 pints		= 1 quart
4 quarts		= 1 gallon
1 fluid ounce	fl oz	= 2 tablespoons
16 fluid ounces		= 1 pint
1 jigger		= 1 ½ fluid ounces = 3 tablespoons

Ingredients in American cookbooks and recipes are measured by volume not by weight. Sets of measuring spoons and cups can be purchased in any supermarket. Many measuring cups are now marked with metric volume equivalents. Kitchen scales are not normally used to measure quantities in recipes. Some food equivalents are:

Item	U.S. Measure	Cups	Metric
Granulated Sugar	1 pound	2 cups	450 grams
Brown Sugar	1 pound	2 ¼ cups packed	450 grams
Powdered Sugar	1 pound	3 ½ cups packed	450 grams
Coffee , instant	2 ounce jar	25 servings	60 grams
Cream, heavy	1 cup or ½ pint	2 cups whipped	473 ml
Flour, cake	1 pound	4 ¾ cups	450 grams
Flour, all purpose	1 pound	4 cups	450 grams
Rice	½ pound	1 cup raw	225 grams
Butter	¼ pound or 1 stick	½ cup or 8 Tbsp	115 grams
Cheese, hard	2 ounces	½ cup shredded	60 grams
Chocolate	1 square = 1 ounce	4 Tbsp grated	30 grams
Coffee, ground	1 pound	40 cups brewed	40 grams

Clothing Sizes

The actual dimensions of items of clothing bearing the same size label (for example, small, medium, or large, or Size 36) differ slightly from manufacturer to manufacturer. The customer is permitted to try on garments for size and appearance before purchasing. Dressing rooms are provided for this purpose.

The following are guidelines for purchasing clothing.

Ladies Apparel

- Misses Sizes: For the figure of average proportions. 5'4"-5'7" tall, with hips slightly larger than bust.
- Junior Sizes: This category is for girls whose figures are beginning to develop. Smaller, more defined waist. Higher bust-line. Slightly shorter from shoulder to waist than misses. Sizes 6J to 16J (height 4 ft, 11 inches, to 5 ft, 5 inches).
- Petites Sizes: at 4'11"-5'3" tall, is not only shorter but also proportioned smaller with a 1" shorter rise
- Women's Sizes: For the fuller, more mature figure. 16W-26W is proportioned to flatter full-figured women 5'4"-5'7" tall. Compared to Size 18, Size 18W is 2" larger in the waist and hips.

Mens Apparel

Slacks and jeans come in sizes according to the waist measurements and in "full-cut," "regular," and "trim." Sport-coats, blazers, suits, etc., go by chest measurements. Jackets also come in regular and long. Shirts are sized by neck and sleeve measurements.

Boys Apparel

Sizes come in slim, regular, and husky, according to weight, chest, and waist measurements. Sizes from 6 to 20 (height from 44 to 65 inches).

Girls Apparel

Sizes come in girls (7-16), slim (7S-14S), and husky (8½-16½).

Little Boys and Little Girls Apparel

Sizes go according to weight and height. Sizes 2 through 6X.

Babies' and Toddlers Apparel

Sizes go according to months (age of the baby), also weight and height.

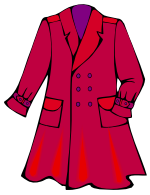
Babies:	Small, medium, large, and extra-large.
Toddlers:	Sizes 2 through 6X.

Conversion Table:

Blouses and Sweaters

American	34	36	38	40	42	44
European	42	44	46	48	50	52
English	36	38	40	42	44	46

Dresses and Coats (Misses)



American	10	12	14	16	18	20
European	38	40	42	44	46	48
English	32	33	35	36	38	39
Japanese	9	11	13	15	17	19

Dresses and Coats (Children's and Junior Misses)

American	2	4	6	8	10	13	15
European	1	2	5	7	9	10	12
English	1	2	5	7	9	10	12

Men's Suits and Overcoats

American & English	36	38	40	42	44	46
European	46	48	50	52	54	56
Japanese	S	M		L		LL

Shirts

American & English	14	$14^1/_2$	15	$15^1/_2$	16	$16^1/_2$	17
European & Japanese	36	37	38	39	41	42	43

Socks

American & English	$9^1/_2$	10	$10^1/_2$	11	$11^1/_2$	12
European	38	39	39-40	40-41	41-42	42-43

Men's Shoes

American	7-7$^1/_2$	8-8$^1/_2$	9-9$^1/_2$	10-10$^1/_2$	11-11$^1/_2$	12-12$^1/_2$	
European	40	41	42	43	44	45	46
Japanese	26	26$^3/_4$	27$^1/_2$	28	29		

Men's Hats

American	6-3/4	7	7$^1/_4$	7$^1/_2$
European	54	56	59	60
English	6		7	
French	3$^1/_2$	4$^1/_2$	5$^1/_2$	6$^1/_2$

Women's Shoes

American	4	5	6	7	8	9	10
English	2	3	4	5	6	7	8
European	36	37	38	39	40	41	42
Italian	32	34	36	38	40	42	44
Japanese			23	24	25	25$^3/_4$	

Stockings

American & English	8	8$^1/_2$	9	9$^1/_2$	10	10$^1/_2$
European	0	1	2	3	4	5