

# HANDBOOK FOR FOREIGN NATIONALS

Welcome to City of Hope. This handbook is designed for foreign nationals and provides important information on relocation to the United States, study or employment at City of Hope. We have included the various resources available with links to specific outside agencies, departments and City of Hope personnel. We hope this handbook will serve as a reference guide during your transition.

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## **Immigration Sponsorship Assistance**

### **Your responsibilities**

Foreign nationals coming to the U.S. on a non-immigrant visa are eligible to study or work for a limited temporary period of time and only under certain circumstances. Thus, unless you are able to obtain permanent residency, you will have to leave the U.S. at the conclusion of your non-immigrant status.

**Every foreign national is responsible for monitoring the expiration date of their (and their dependent/s) visa/status and consulting with the Immigration Specialist (IS) or an Immigration Attorney to ensure that you are following U.S. immigration procedures correctly.** Make sure you give yourself plenty of time to apply for extensions or change of status. The Immigration Specialist (IS), Shella Sarino-Gaor can be reached at ext. 63872 or at [sgaor.org](http://sgaor.org) if you have any questions or concerns.

**For visa/status renewals and extensions, contact the IS at least 6 months before the expiration date on your current visa/status.** If you are planning to change status, begin the application process at least six months before your current visa/status expires.

U.S. law assumes that each foreign national is familiar with the characteristics of the visa/status they possess. Each visa category has a unique set of characteristics, which the foreign national is expected to comply with. Failure to do so can lead to serious consequences, including loss of legal status and work authorization in the U.S.

Please contact the IS to discuss visa issues and questions that you may have. Also, such information is available on the visa paperwork provided to the foreign national and in the information given below.

### **F-1 Visa/Status for Students:**

The "F" visa is reserved for non-immigrants wishing to pursue academic studies and/or language training programs here in the U.S, and particularly the Irell and Manella Graduate School of Biological Sciences in City of Hope. Foreign students seeking to study in the U.S. may enter in the F-1 category provided they meet the following criteria:

- The student must be enrolled full-time in an "academic" educational program, PhD program
- The student must be proficient in English
- The student must have sufficient funds available for self-support during the entire proposed course of study which is normally supplied by the graduate student fellowship, provided by City of Hope
- The student must maintain a residence abroad which he/she has no intention of giving up

### **Spouses and Children of F-1 Visa Holders:**

The dependent spouse and/or children of the F-1 visa holder may be admitted to the United States as F-2 visa holders. F-2 visa holders are not permitted to engage in employment.

### **J-1 Exchange Visitors Visa/Status for Research Scholars:**

At City of Hope, the most commonly used visa has been the J-1 exchange visitor's visa. This visa is issued by the Department of State and is valid for a total period of five years. A person may spend those five years working at City of Hope or may divide that time at City of Hope and another research institution. Time granted beyond this five-year period is given only in very limited circumstances. Individuals requiring additional time must consult with the IS at least 6 months before the expiration date.



Working as a J-1 exchange visitor, a foreign national is entitled to work only for the J-1 sponsor. Individuals interested in working for City of Hope or working at another institution will need to have their J-1 sponsorship transferred prior to commencement of employment.

Also refer to this website as sponsored by the U.S. Department of State governing the J-1 program, for all you need to know about the J-1 program: <http://j1visa.state.gov/>.

Certain J-1 exchange visitors may be subject to the two-year home residency requirement. This two-year home residency requirement requires foreign nationals to spend two years in their home country at the conclusion of their five years in the U.S. These individuals will not be able to change their status to a different visa category until this requirement is either satisfied or waived by the Department of State. If you seek to change your status you must examine whether you are subject to the two-year J-1 residency requirement and if you are is best to apply for the waiver well in advance. Obtaining a waiver is a time consuming process easily taking up to one year. Foreign nationals seeking a waiver of this requirement are urged to consult an immigration attorney or prepare for this process in advance. Individuals with any questions regarding the imposition of the two-year home residency requirement on their J-1 status are strongly urged to consult with the IS. More on the waiver process can be found on the Department of State website at: [http://travel.state.gov/visa/temp/info/info\\_1288.html#](http://travel.state.gov/visa/temp/info/info_1288.html#)

### **Spouses and Children of J-1 Exchange Visitors:**

Spouses and/or children under the age of 21 who wish to accompany or join the principal exchange visitor (J) visa holder in the United States for the duration of his/her stay require exchange visitor visas (J-2 visas). The application procedure is the same as that for the J-1 visa applicant. If accompanying the J-1 applicant, or coming at a later date, the spouse and/or children will need their own Form DS-2019 which City of Hope will prepare.

The spouse and/or children of an exchange visitor in the U.S. may work in J-2 status. If employment is desired, the appropriate work document will be required. Before they can work, they must submit an application to the United States Citizenship and Immigration Services (USCIS) and be approved for permission to work. They must file Form I-765, Application for Employment Authorization with the USCIS office that serves the area where they live for work authorization (Employment Authorization Document), frequently referred to as an EAD card. To learn more, select How Do I Get a Work Permit (Employment Authorization Document) on the USCIS Website: <http://www.uscis.gov>

### **H-1B Specialty Workers Visa/Status:**

The H-1B is a nonimmigrant classification used by foreign nationals who will be employed temporarily in a specialty occupation.

Initially, you may obtain H-1B status for up to three years. Prior to the expiration of the three-year period, you may apply to extend your stay for an additional three years. The H-1B allows foreign nationals to remain in the U.S. for a total of six years. Under limited circumstances, an H-1B may be permitted beyond the six years. Consult the IS for more information.

Like the J-1, the H-1B is employer-specific, thus, individuals interested in working for City of Hope under the H-1B will need to a USCIS approved H-1B petition with City of Hope. Since petitions must



be submitted to the USCIS, an immigration attorney prepares the H-1B petition and legal and filing fees are incurred.

### **Spouses and Children of H-1B Specialty workers:**

Your spouse and unmarried, minor children may receive H-4 status. This allows them to reside and accompany you in the U.S. for as long as you maintain your H-1B status. Foreign nationals in H-4 status are not permitted to be employed in the U.S.

### **E-3 Australian Visa:**

The E-3 is a visa/status for Australian nationals to work in specialty occupations in the U.S. It has many advantages over the other types of working visas, including the ability for spouses in E-3 status to apply for work authorization.

They are much like the H-1B visa in that the job/position requires highly specialized knowledge or expertise. E-3 visa/status are only granted for up to two (2) years but it can also be renewed indefinitely.

With an E-3 visa the foreign national would take the supporting documentation (e.g. support letter, resume, degree (s) & a Labor Condition Application (LCA)) and apply at a US Consulate/Embassy abroad. Prior to the foreign national applying for the E-3 visa, City of Hope must prepare the support letter and request an LCA from the Department of Labor.

Other than the normal visa application fee at the consulate, the cost is minimal to department and the foreign national. The foreign national would pay the corresponding E-3 fee at the time the application is submitted to the consulate.

### **Spouses and Children of E-3 Visa Holders:**

Spouses and/or children under the age of 21 who wish to accompany the principal E-3 visa holder in the United States for the duration of his/her stay require E-3 dependent visas. This can be obtained at the consulate.

The spouse and/or children of an Australian national in the U.S. may work in E-3 dependent status. Upon admission to the United States, if employment is desired, the appropriate work authorization application must be submitted for processing. Before they can work, they must make an application to USCIS and be approved for permission to work. They must file Form I-765 Application for Employment Authorization with the USCIS office that serves the area where they live. Check the USCIS website for details: <http://www.uscis.gov>

### **TN Status for Canadians and Mexicans:**

TN status is available under the North American Free Trade Agreement (NAFTA) only to foreign nationals who are citizens of Canada and Mexico. The applicant must be filling a position or job title that is listed under NAFTA and the foreign national must possess the credentials required, as well as proof of qualifying citizenship. TN visas are issued initially for three years and can be renewed indefinitely. Individuals seeking TN status would normally go to a Port of Entry (POE) to seek admission to the US and seek an extension by filing an application with USCIS. TN status can be obtained immediately at the POE rather than months at a USCIS Service Center. Usually they can



be obtained within one day. To determine whether a position/job title qualifies under NAFTA, individuals should consult the IS.

### **Spouses and Children of TNs:**

Spouses and/or children under the age of 21 who wish to accompany or join the principal TN visa holder may obtain a TD visa status. They can be included on the application at the POE with the TN principal (no separate filing fees) and admitted for the same duration of stay. TD visa holders may study in the US under this classification, but are not authorized for employment.

### **Permanent Resident Status in the U.S:**

There are two general ways to obtain permanent residency in the U.S: family-based or employment-based. City of Hope provides limited sponsorship to individuals seeking permanent residency, and individuals may do so through a variety of categories. The pertinent categories are as follows:

- Extraordinary researchers for individuals who are in the top 1% of their field
- Outstanding researchers who are on a tenure-track
- Individuals working in the national interest of the U.S.
- Workers obtaining permanent residency through labor certification

Foreign nationals interested in applying for permanent residency should research and consult with an immigration expert to determine if he or she is eligible for any of these categories based on the applicant's skills, education, and experience.

For more information, please visit the Permanent Residency section of the USCIS Web site: <http://www.uscis.gov>

### **Leaving the U.S. for a Temporary Trip Abroad:**

All foreign nationals seeking to leave the U.S. for a temporary trip abroad need to inform the IS as early as possible. Certain visas require specific procedures that must be handled by the IS prior to their leaving the country.

For employees who are sponsored by City of Hope / Irell and Manella Graduate School of Biological Sciences in an F-1 or J-1 status, should make sure you obtain a signature from the IS for your Form I-20 and DS-2019, respectively, asserting that you are in good standing with City of Hope / Irell and Manella Graduate School of Biological Sciences. **Failure to comply with these procedures may result in the foreign national not being permitted to re-enter the U.S.**

If you have extended or changed your status, be aware that while this entitles you to continue to work you may not have a valid re-entry visa. Therefore, if you temporarily leave the country, you must go to an U.S. Embassy or Consulate abroad to obtain your new visa stamp. Without the appropriate visa stamp you may not be allowed back in the U.S. The Department of State website has more information on this: <http://www.state.gov>

### **Maintaining the Right to Work While in the US:**

Federal law requires that all employees of a U.S. employer possess work authorization. Therefore, foreign nationals working for City of Hope must be authorized to work at all times. Foreign nationals

wishing to extend their current visa/status must consult with the IS at least six months before the expiration of their current visa/status. If the foreign national wishes to change status, the IS should be notified six months before to discuss the available options. In most cases, processing an extension with the USCIS will take several months. Taking early action can minimize work disruption and avoid gaps in employment.

Foreign nationals obtaining renewed work authorization are required to provide notice to the IS so that employment verification records can be updated as mandated by federal law. If a foreign national does not possess general work authorization or is not authorized to work for City of Hope, he or she is prohibited from working at City of Hope. If an employee's work authorization expires without a renewal, the employee will be terminated on the date of expiration as required by federal law.

### **Change of Address:**

Immigration regulations require you to notify the USCIS of any change of address within ten (10) days of moving. You must file Form AR-11 (available on the USCIS Web site at <http://www.immigration.gov/graphics/formsfee/forms/ar-11.htm>). This is your obligation, not the IS or City of Hope.

In addition to the AR-11, J-1 and F-1 visa holders are also required to update the Student and Exchange Visitor Information System (SEVIS) of any change of address within ten (10) days of moving. Please inform the IS through email of any address change. It is critical for SEVIS to be up to date with your US address.

### **Terminating Employment at City of Hope:**

Foreign nationals terminating employment at City of Hope must provide notice to an authorized City of Hope representative. When you do so, the IS can provide assistance with transferring the employee's sponsorship to another employer or by providing instructions on exiting the U.S.

### **Communicating with the Immigration Specialist:**

Although the IS will monitor upcoming expiration dates, please note that you are ultimately responsible for maintaining your visa/status. If you need an extension of your visa, you must give at least six months notice to the IS. Also, if you need to leave the U.S. for a vacation or attend a conference, contact the IS to set up an appointment and review your paperwork to ensure that there are no problems when you seek to reenter. **PLAN EARLY.** Please contact Shella Sarino-Gaor, IS at ext. 63872 or at [sgaor@coh.org](mailto:sgaor@coh.org) to schedule an appointment.

### **How to Apply for a Social Security Card**

To get an Social Security number and card, you'll need to complete an Application for a Social Security Card (Form SS-5), and show documents that prove your age, identity, and immigration status. There is no charge to get a Social Security card. This service is free.

There are three (3) ways to get an application:

- Visit [www.ssa.gov](http://www.ssa.gov)
- Call **1-800-772-1213** or
- Visit the local SSA office located at 104 N. Mentor Ave., Pasadena, CA 91106

When applying for a Social Security number and card, you will need to prove your identity. Some documents the Social Security office will accept to prove your identity are:

- valid foreign passport with I-94 card and immigration documents (i.e. H-1B approval notice, DS-2019);
- driver's license;
- employer ID card;
- health care insurance card (not a Medicare card);

Your social security card will be mailed to you. Show your card to Human Resources department and to the Payroll Accountant so your employment paperwork can be processed.

### **Protect Your Number and Records**

Your Social Security number is used to keep a record of your earnings. Here are some things you can do to protect your earnings record and to make sure it is accurate:

- Keep your number and card in a safe place
- Show your card to your employer voluntarily when you start a job, so your records are correct. Don not rely on your memory.

Check your name and Social Security number on your pay stub and W-2 form to make sure they are correct.

### **Giving Your Number to Others**

If a business or other enterprise asks you for your Social Security number, you can refuse to give it to them. However, that may mean doing without the purchase or service for which your number was requested. For example, utility companies and other services ask for your Social Security number, but do not need it; they can do a credit check or identify their customers by alternative means.

Giving your number is voluntary even when you are asked for the number directly. If requested, you should ask:

- why your number is needed;
- how your number will be used;
- what happens if you refuse; and
- what law requires you to give your number?

The answers to these questions can help you decide if you want to give your Social Security number. The decision is yours. Be careful with your Social Security number and your card to prevent their misuse.

### **How to Apply for a Driver's License**

To obtain a driver's license, you will need to take and pass a written test and actual driving test. Do contact the local Department of Motor Vehicles, which is located in the City of Pasadena with address 49 S. Rosemead Boulevard, Pasadena, CA 91107. For an appointment and other information, call (800) 777-0133. For more information on DMV locations and hours, please visit the DMV Web site at [www.dmv.ca.gov](http://www.dmv.ca.gov).

If you are a visitor in California over 18 and have a valid driver license from your home country, you may drive in this State without getting a California driver license, as long as your home country license remains valid.

If you take a job here or become a resident, you must get a California driver license within 10 days. Residency is established by voting in a California election, paying resident tuition, filing for homeowner's property tax exemption, or any other privilege or benefit not ordinarily extended to nonresidents.

To apply for a California driver's license if you are over 18, you will need to do the following:

- Make an appointment with Department of Motor Vehicles office. Appointments can be made by phone or via the internet at [www.dmv.ca.gov](http://www.dmv.ca.gov)
- Complete application Form DL 44 .An original DL 44 form must be submitted. You will have to go to the DMV to obtain this form. Copies obtained by downloading off the Internet, copying, faxing or other methods will not be accepted.
- Thumb print
- Picture to be take at DMV
- Provide your social security number
- Verify your birth date and legal presence. Bring your passport and other immigration documents (Form I-20, DS 2019, H-1B approval notice, etc.)
- Pay the application fee
- Pass a vision exam
- Pass traffic laws and sign test. There are 36 questions on the test. A passing score is at least 31 correct answers. You have three (3) chances to pass. The California Driver's Handbook is available on the DMV Web site at [http://www.dmv.ca.gov/pubs/hdbk/driver\\_handbook\\_toc.htm](http://www.dmv.ca.gov/pubs/hdbk/driver_handbook_toc.htm) or at the DMV office for study.

If your name is different on your birth date and/or legal presence document than the one you are currently using, you will need to provide an additional document, such as; a marriage certificate, dissolution of marriage, adoption or name change document that shows your true full name.

When you pass your exam, you will then be issued a permit if you have never been licensed before. You may use the permit to practice driving with an accompanying adult who is 18 years of age or older, with a valid California license and who sits close enough to take control of the vehicle if necessary. *It is illegal for you to drive alone.*

If you have a license from another country, you will be required to take a drive test to obtain a California driver license. If you have a license from another state, the drive test can be waived. To take your drive test, you will need to:

- Call DMV at 1-800-777-0133 to make an appointment. (Drive tests are not given without an appointment.)
- Bring your instruction permit for the class of drive test to be taken.
- Provide California-proof of financial responsibility.
- Have a licensed driver accompany you to the drive test site.

After you pass your drive test you will be issued an interim license valid for 60 days until you receive your new photo license in the mail. Double-check your address before you leave DMV and tell the DMV representative if you have moved or if your address is incorrect. If you do not receive your license after 60 days, call 1 (800) 777-0133 to check on the status. Have your interim license with you to provide information when requested.

*You have three (3) chances to pass the drive test. If you fail, just practice your driving, before you call the DMV to set up another appointment.*

### **Buying a Car**

For advice about finding the right new or used car for you and managing the entire car-buying process, visit [Edmunds.com](http://Edmunds.com). You can also visit [The Recycler](http://The Recycler) or a local newspaper to browse available used cars (and many other used goods) online.

### **Automobile Insurance**

Even though you may have purchased or leased a car, you cannot drive legally in the State of California without at least a Liability (Third Party) Automobile Insurance. This insurance covers the cost of any injuries or damage you may cause if you are in an accident. If you take out a loan to purchase a car, you will also need to purchase Comprehensive Insurance. This insurance covers any damage to your car.

Getting liability and comprehensive insurance can be very expensive, especially if you have never driven before. First-time drivers can expect high insurance rates for the first 18 months they drive. After that period, if your driving record is good, you can expect your rates to drop somewhat. If you have driven overseas and have written proof of your good driving record, your insurance rates may decrease.

There are many auto insurance companies you can select; including:\*

State Farm

Farmers Insurance

AAA

21<sup>st</sup> Century

Allstate

Geico

Liberty Mutual

You may also choose to join the Automobile Association of America (AAA)\* or a similar company for roadside assistance service. Membership costs include 24-hour roadside assistance and towing if your car breaks down, maps and directions to any destination in the United States, discounts for events, attractions, hotels, and car rentals, or other benefits. For more information, visit the AAA office in Arcadia.

*\*City of Hope does not endorse or recommend these or any other companies, organizations, Web sites, or the information or content they present.*

### **How to Apply for a California Identification (ID) Card**

The DMV issues ID cards to persons of any age. The ID card is similar to the driver license, but is used for identification purposes **only**. A regular ID card is valid for 6 years. To apply for an ID card visit the local DMV office (make an appointment for faster service).

## **Tax Consequences for Foreign Nationals**

Each nonimmigrant visa has certain tax consequences for foreign nationals. To discuss the impact that U.S. taxes will have on your City of Hope paycheck, you must contact **Katie Bleizeffer, Senior Payroll Specialist at ext. 62183** in the payroll department as soon as possible. If she is not available, please leave a message; include your name and extension or home phone number where you can be reached. The following is a brief introduction to taxes you might be responsible for during your employment here.

Both the U.S. federal government and the state of California collect a tax on U.S. income, which includes wages, scholarships, and earnings on investments. Working persons will notice that some of their wages have been deducted from their paycheck to pay this tax. Scholarships provided to meet living expenses may also have money withheld by the scholarship provider to pay toward this tax. **At the end of each calendar year, every taxpayer in the U.S. must file a tax return form.** This tax form is basically a worksheet reporting all income and calculating the appropriate tax. The deadline for filing a tax form is April 15 each year for those who had U.S. source income.

### **Special Tax Filing Requirement for F-1/J-1 International Students and J-1 International Scholars\***

All F-1 and J-1 status holders whose tax filing status is “non-resident” must file federal income tax forms 1040NR and 8843 if they had U.S. source income (salary, scholarships, financial aid). Those who had no U.S. source income must complete and submit a form 8843 only. Students who had no U.S. source income are NOT required to file state tax returns. The filing deadline for those who had no income is June 15 each year.

There is a wealth of tax information on the World Wide Web. For more information from the Internal Revenue Service (IRS, the U.S. tax agency) or to download tax forms, visit their Web site at <http://www.irs.gov>. Tax forms are also available at the U.S. post office in Duarte, the Duarte library or at any U.S. post office.

*\*Tax consequences are different for everyone; know your rights and responsibilities.*

## **Banking**

Most foreign nationals prefer to open a checking account where they can deposit their paychecks and write checks to pay for bills, food, clothing, and other items instead of carrying around cash. Automatic Teller Machines (ATMs) are numerous and located in a variety of locations which make it easy to withdraw cash without having to go to a bank office. You may also ask your colleagues to share their banking experiences before you make your selection.

To open an account, speak to a New Accounts representative in a bank office. Be sure to bring your immigration paperwork (for example, I-94, DS 2019, I-20, work permit, etc.), offer letter from City of Hope, driver's license or other form of identification, social security card or receipt, and foreign passport. The following is a selected list of banks\* in the city of Duarte and adjacent cities.



**Bank of America** (www.bankofamerica.com)  
1440 E. Huntington Dr., Duarte, CA 91010  
230 S. Myrtle Ave., Monrovia, CA 91016

**Chase** (www.chase.com)  
102 W. Foothill Blvd., Monrovia, CA 91016  
60 E. Huntington Dr., Duarte, CA 91010

**Citibank** (www.citibank.com)  
237 S. Myrtle Ave., Monrovia CA 91016

**Well Fargo Bank** (www.wellsfargo.com)  
525 S. Myrtle Ave., Monrovia, CA 91016  
130 W. Foothill Blvd., Monrovia, CA 91016

**Citizens Business Bank**  
(www.citizensbusinessbank.com)  
100 E. Huntington Drive, Ste 100  
Monrovia, CA 91016

**ONEWEST Bank** (www.owb.com)  
1475 Huntington Drive, Duarte, CA 91010

**Foothill Credit Union** (www.foothillcu.org)  
30 S. First Ave., Arcadia, CA 91066

*\*City of Hope does not endorse or recommend anyone financial institution.*

## **Health Care Insurance and Benefits**

Mandatory Insurance:

All J-1 visa holders and any J-2 dependents (spouses and minor children -- children under the age 21) are required to carry a minimum amount of medical insurance at all times, which should include:

- Medical benefits of **at least** \$50,000 per accident or illness;
- Repatriation of remains in the amount of \$7,500;
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000
- A deductible not to exceed \$500 per accident or illness.

J-1 visa holders coming to City of Hope have the following options to ensure they meet the medical insurance requirements

### **Option A Home Institution to provide insurance**

Provide your own medical insurance coverage from home institution, which states in a letter (or proof of insurance document) that the minimum requirements are covered.

### **Option B Rust International Associates**

Rust International Associates specialize in medical and accident insurance for groups and individuals, and can provide health and personal insurance plans for City of Hope's international scholars while in the U.S.

If interested, you can review and sign up for the coverage at <http://www.rustassoc.com>, when at the website do the following:



- Go to Download Forms tab;
- Go to International Students Forms on right hand side;
- From the dropdown menu select “City of Hope, CA”

Questions can be directed to Steve Rust, by e-mail at [info@rustassoc.com](mailto:info@rustassoc.com) or by phone at 877.964.7900.

### **Option C**

#### **Garnett-Powers & Associates, Inc.**

Garnett-Powers & Associates offers the City of Hope Trainee and Affiliate Benefit Program. This comprehensive health program is comprised of several plans offered through internationally recognized insurance carriers

The Web site provides information on all parts of the program, as well as provides a simple enrollment method for you to follow to ensure your enrollment in the plans.

#### **Medical Evacuation and Repatriation Insurance for Trainees and Affiliates Holding J-1 Visa Status and Their Dependents with J-2 Visa Status**

- Selected City of Hope Trainees and Affiliates holding J1 Visa Status, and their dependents holding J2 Visa status, are automatically covered for medical evacuation and repatriation benefits necessary to satisfy the J Visa Program.
- It is not necessary to purchase supplemental insurance to satisfy the J-1 and J-2 Visa requirements regarding Medical Evacuation or Repatriation. The \$10,000 of Medical Evacuation Insurance and \$7,500 of Repatriation of Remains Insurance required will be covered by the Standard Life Insurance Program.

**Garnett-Powers & Associates, Inc. offers a City of Hope Customer Service Representative, dedicated to this program.**

**Please address benefit and enrollment questions to:**

Garnett-Powers & Associates, Inc.  
23361 Madero, Suite 240  
Mission Viejo, CA 92691

**Or call us Monday - Friday, 8 am - 5 pm Pacific Time  
Toll free at 1-888-441-3719**

[Contact City of Hope Program Services](#)  
[CITY OF HOPEBP@Garnett-Powers.com](mailto:CITY_OF_HOPEBP@Garnett-Powers.com)

The Benefits department is located next to the main Human Resources building. Please contact the **Benefits Coordinator** at **Ext. 62013** for more information. If you reach voice mail, please leave a message with your name and extension or home phone number where you can be reached.

## **Important City of Hope Safety Phone Numbers**

For emergencies **when calling from City of Hope** where you need immediate help from the **Police, Fire Department, or Hospital, please call the City of Hope Operator**

- Dial "55" from a campus phone  
(Emergency phone calls are triaged through the City of Hope Operators)

For emergencies **when calling from home** where you need immediate help from the **Police, Fire Department, or Hospital**

- **Dial "911" from any public or private phone**  
(You do not need to pay for these calls, just dial the number)

## **Housing**

City of Hope does not provide apartment search services. Therefore, foreign nationals are urged to locate an apartment or home as soon as the decision is made to come to the U.S. and work at City of Hope. There are a number of ways this can be done.

1. **Word of mouth:** Many individuals locate housing by asking their future boss, friends who are already in the LA area, or colleagues. This avenue is often a useful way of discovering any vacancies of dwellings that may suit your needs financially, socially, and culturally.
2. **Internet websites:** accessing the Internet is probably the most convenient way to search for an apartment. Websites to visit include, [www.recycler.com](http://www.recycler.com), [www.move.com](http://www.move.com), [www.latimes.com](http://www.latimes.com), and <http://losangeles.craigslist.org>. These websites contain many listing of vacant apartments and are an easy way to review numerous units without having to drive all over Los Angeles. Be careful of websites that require a fee for these listings.
3. **City of Hope Intranet:** Please visit the Postdoctoral Organization Web site at [www.cityofhope.org/pdo](http://www.cityofhope.org/pdo) to view nearby possible apartment complex rentals in Duarte. You may also visit the City of Hope E-Board to search for more housing options.
4. **Newspapers:** the LA Times and local newspapers provide listing of apartments for rent. If you are interested in living with other foreign nationals from your home country, consider reading an ethnic newspaper. Such newspapers will also have a classified section listing apartment and house vacancies.
5. **Stay with a family:** Families often have a spare room available when a son or daughter has left for college. These families often rent out the room already furnished with utilities included in the rent. This type of living arrangement is very convenient and enables the foreign national to settle down very quickly. By living with a family, you will also have the opportunity to observe and interact with a typical American family.

6. **On-campus housing:** There is a limited amount of housing available on campus at City of Hope. This housing is primarily for first-year City of Hope graduate students. For information contact the **Hope Village manager at Ext. 62380**.

If you are unable to secure housing before your arrival, consider staying at a local motel or hotel for the first few days you are here. There are a few in Duarte and some of them have special rates for City of Hope employees. See *“Local Hotel and Motel” list at the end of this document*.

### Helpful tips to remember when apartment hunting

1. Be aware that it will take some time to find housing. Consider arriving at least one week before your start date at City of Hope. This will give you time to search for an apartment before you start working full-time. Start as soon as possible. Once you start working, it will become harder to search for an apartment. You will be making many phone calls and setting up appointments. By being diligent in your apartment hunting, you will be able to find the best apartment available.
2. Keep your checkbook with you. When you find an apartment that looks good, you will need to act upon it quickly. Good apartments do not stay vacant for long.
3. Collect all of your rental information before you visit your first vacancy. You may want to fill out a sample apartment application form.
4. Consider non-tangible issues like safety and schooling. Do research to determine which areas you will feel comfortable living in and which cities have schools you would like to send your children to. Refer to the list of websites for the City of Duarte and adjacent cities at the end of this document.
5. Dress and groom professionally. Landlords of really good units usually have their pick of several applicants. They are looking for:
  - Someone responsible enough to pay rent on time.
  - People to treat the property with respect.
  - Quiet tenants.

**Costs:** How much should you spend on rent? One principle is to spend no more than 30% of your monthly gross income on rent. However, the trend has been that you may have to spend more than that. Remember that in addition to rent, a tenant is also responsible for utilities like electricity, gas, (sometimes) water, and a phone line. Also, you will need to furnish your apartment with a bed, kitchen table, dresser, chairs, etc.

When you move into a new apartment, the landlord usually will charge you more than the first month's rent. The following are items landlords typically charge a new tenant as part of the lease agreement. Before you sign a lease, make sure you understand what you are being charged for. For future reference, it is best to get these terms in writing.

**Security Deposit:** The deposit is equivalent to about one to two month's rent for items broken or stained during your stay at the apartment. At the end of your lease, the landlord will conduct an inspection and determine whether he needs to repair anything damaged beyond the normal "wear

and tear". Money needed for any repairs will be deducted from your security deposit. The balance will be returned to you.

**Cleaning Fee:** This fee is what the landlord charges to clean after you vacate the premises.

**Last Month of Rent:** Some landlords ask for the last month's rent in advance. This protects the landlord in case a tenant leaves the premises without giving advance warning to the landlord. Unlike the security deposit, this charge is non-refundable.

**Insurance:** It is not mandatory to buy renters insurance. Purchasing renters insurance; however, will protect you in case your apartment is broken into or there is a fire or water damage. Renters insurance is usually purchased from an insurance company and not from the landlord.

**Parking:** Most apartments around Duarte and its neighboring cities do not charge a monthly parking fee. Just to be safe, it's good to ask the landlord.

**How to Budget Your Money**

Calculate your monthly take-home (*means after taxes*) pay to see where you should distribute your money.

**Housing – 30%:** Whether you're a renter or buyer, put away 30% of your monthly take-home income

**Transportation – 18%:** If you drive, make sure you count gas, insurance, maintenance and parking. If you use public transportation, include your commuter pass or rail card.

**Debt – 10%:** If you're lucky enough to live debt-free, use this slice of your pie toward something else, like savings or toward an emergency fund.

**Food – 14%:** This is tricky, because as food prices go up you will see that it becomes harder to keep this expense flat. It also includes toiletries and other things you need on a daily basis.

**Household – 7%:** Energy, telephone, internet and cable bills. Don't forget to plan for what will likely be a massive heating bill for winter months or air conditioning bill for the summer months.

**Savings – 10%:** You can either use this money for short-term items like vacations or longer-term goals like retirement.

**Everything Else – 11%:** Whether it's charity, clothing, childcare or additional medical costs, make sure to leave some room for miscellaneous monthly expenses.

Monthly Net Pay (means after taxes)	\$
Housing 30%	\$
Transportation 18%	\$

Debt 10%	\$
Food 14%	\$
Household Expenses 7%	\$
Savings 10%	\$
Miscellaneous 11%	\$
Total (Income - Expenses =)	\$

Source: [Carmen Wong Ulrich http://www.cnbc.com](http://www.cnbc.com)

## 10. Adjusting to Life in the U.S.

Adjusting to life in a different country takes time and can be stressful. It is natural to feel homesick. Fortunately, Los Angeles is a culturally diverse region, and it is highly likely that you will be able to find other individuals from your home country. There are a number of ethnic enclaves here in Los Angeles. For example, the San Gabriel Valley, of which the City of Duarte is a part of, boasts a large Asian community. With the numerous restaurants, shops, churches, temples, and Asian services in this area, individuals from Asian countries find it easier to adapt to life in the U.S. Moreover, City of Hope has a large number of foreign nationals from a variety of countries. As you get to know the institution and its employees, you will make new friends and meet others who are experiencing or who have experienced the same adjustments you will be making. Asking them for advice and sharing experiences are excellent ways to get information and successfully transition to life in the U.S.

Keep in touch with family back home. With the availability of email and social network websites, it's easy to keep in touch for free and inform your family of the new sights and sounds you are experiencing. They will be very interested to know about your life in the U.S. and by maintaining ties to your friends and family back home, you will be able to receive the support you need.

City of Hope also has Postdoctoral Association (PDA) that welcomes all postdoctoral fellows. PDA's mission is to promote interaction among postdocs on an academic, social, and cultural basis; act as a liaison and represent postdoctoral interests to the institutional administration, and support the academic and career goals of the postdoctoral community. Here's a link to their site: <http://www.cityofhope.org/education/postdoc-training-office/postdoc-association/Pages/default.aspx>

Explore Los Angeles and Southern California. As the entertainment capital of the world, L.A. boasts a huge variety of events, activities, and entertaining places to visit. Take a break from your studies and research and spend a relaxing time enjoying all the area has to offer. Keep in mind that City of Hope offers employees discounted tickets to numerous Southern California attractions. See *"Local Services and Attractions"* for vendor list at the end of this document.

It is very normal to experience different emotions in adjusting to life and work in the United States. If you would like to consult with a professional counselor, please contact the City of Hope Employee



Assistance Program at 1-800-342-8111. It is their specialist's job to provide confidential counseling for City of Hope employees on personal and work-related matters. No problem is too big or too small. The service is free, private, and available to City of Hope employees. It is helpful to set up an appointment with a counselor if you need to talk with someone.

## **Local Cities and Amenities Information**

Duarte has a number of local amenities that will make your life easier as you become situated to life in the United States. There are a number of supermarkets and stores nearby where you can shop and buy your daily necessities. Banks and automatic teller machines are conveniently located at various locations including here at City of Hope where you can withdraw and manage your money. There is also information on the local schools, which will be helpful in deciding where to live if you have children. If you wish to explore Duarte, the city in which City of Hope is located, and adjacent cities within a 10-mile radius, visit their websites at:

### **Alhambra:**

[www.cityofalhambra.org](http://www.cityofalhambra.org)

### **Altadena:**

<http://aaaim.com/altadena>

### **Arcadia:**

[www.ci.arcadia.ca.us](http://www.ci.arcadia.ca.us)

### **Azusa:**

[www.ci.azusa.ca.us](http://www.ci.azusa.ca.us)

### **Baldwin Park:**

[www.baldwinpark.com](http://www.baldwinpark.com)

### **Bradbury:**

[www.cityofbradbury.org](http://www.cityofbradbury.org)

### **Covina:**

[www.ci.covina.ca.us](http://www.ci.covina.ca.us)

### **Duarte:**

[www.accessduarte.com](http://www.accessduarte.com)

### **El Monte:**

[www.ci.el-monte.ca.us](http://www.ci.el-monte.ca.us)

### **Monrovia:**

[www.ci.monrovia.ca.us](http://www.ci.monrovia.ca.us)

### **Pasadena:**

[www.ci.pasadena.ca.us](http://www.ci.pasadena.ca.us)

### **Rosemead:**

[www.cityofrosemead.org](http://www.cityofrosemead.org)

### **San Dimas:**

[www.cityofsandimas.com](http://www.cityofsandimas.com)

### **San Gabriel:**

[www.sangabrielcity.com](http://www.sangabrielcity.com)

### **San Marino:**

[www.ci.san-marino.ca.us](http://www.ci.san-marino.ca.us)

### **Sierra Madre:**

[www.sierramadre.lib.ca.us/community/index.htm](http://www.sierramadre.lib.ca.us/community/index.htm)

### **South Pasadena:**

[www.ci.south-pasadena.ca.us](http://www.ci.south-pasadena.ca.us)

### **Temple City:**

[www.ci.temple-city.ca.us](http://www.ci.temple-city.ca.us)

### **West Covina:**

[www.westcov.org](http://www.westcov.org)



## Local Services & Attractions

The following lists provide information on the local services and attractions in the city of Duarte and adjacent cities including special discounts for City of Hope employees.

<b>Restaurants</b>	Old Spaghetti Factory	626-358-2115	1431 Buena Vista St, Duarte (.3 miles)
	Ranchero Mexican Food	626-358-6398	1501 Huntington Dr, Duarte (0.5)
	Young's Gourmet Chinese	626-358-8763	1340 Huntington Dr, Duarte (0.5)
	Delivery to City of Hope with orders over \$15		
	Delivery to City of Hope with orders over \$20		
	*Green Onion Restaurant	626-301-0115	1355 Huntington Dr, Duarte (.6)
	Denny's	626-256-9423	1060 Huntington Dr, Duarte (0.7)
	Fanara's Italian Restaurant	626-358-0128	1845 Huntington Dr, Duarte (0.7)
	Villa Italia Ristorante	626-357-3938	1028 Huntington Dr, Duarte (0.7)
	*Max's	626-357-3359	1101 E. Huntington Dr, Monrovia (1.3)
	Thai City Restaurant	626-303-2736	2414 Huntington Dr, Duarte (1.3)
	*Cajun Way Restaurant	626-357-1616	110 E. Colorado Blvd, Monrovia (1.7)
	Domenico's Italian Restaurant	626-357-7975	236 W. Huntington Dr, Monrovia (1.7)
	Acapulco Mexican Restaurant	626-357-9878	600 W. Huntington Dr, Monrovia (2.2)
	Chili's Grill & Bar	626-303-1604	630 W. Huntington Dr, Monrovia (2.2)
Mimi's Cafe	626-359-9191	500 W. Huntington Dr, Monrovia (2.2)	
Round Table Pizza	626-303-1855	626 W. Huntington Dr, Monrovia (2.2)	
Baja Fresh Mexican Grill	626-305-9260	937 W. Huntington Dr, Monrovia (2.6)	
Red Lobster	626-301-9225	928 W. Huntington Dr, Monrovia (2.6)	
Olive Garden	626-821-0636	430 E. Huntington Dr, Monrovia (3.0)	
Outback Steakhouse	626-303-2411	166 E. Huntington Dr, Arcadia (3.0)	
Shakey's Pizza Restaurant	626-359-6631	245 E. Foothill Blvd, Arcadia (3.1)	
<b>Fast Food</b>	Burger King	626-303-1129	1415 Huntington Dr, Duarte (0.5)
	Carl's Jr./Green Burrito	626-303-6319	1302 Huntington Dr, Duarte (0.5)
	Domino's Pizza	626-359-3030	1802 Huntington Dr #8, Duarte (0.6)
	El Pollo Loco	626-358-5005	1212 Huntington Dr, Duarte (0.6)
	Kentucky Fried Chicken	626-357-5113	1128 Huntington Dr, Duarte (0.6)
	Magic Wok	626-359-0980	1167 Huntington Dr, Duarte (0.6)
	McDonald's	626-359-0985	1122 Huntington Dr, Duarte (0.6)
	Papa John's Pizza	626-256-1243	1100 Huntington Dr, Duarte (0.6)
	Starbucks Coffee Company	626-930-0651	1155 Huntington Dr, Duarte (0.6)
	Subway	626-301-9601	1225 Huntington Dr, Duarte (0.6)
	*Quiznos Classic Subs	626-358-9597	1114 E. Huntington Dr, Duarte (0.9)
	Taco Bell	626-357-1633	733 E. Huntington Dr, Monrovia (1.0)
	Something Healthy	626-301-0096	1014 S. Shamrock Ave, Monrovia (1.1)
	Jack In The Box	626-303-0695	100 W. Duarte Rd, Monrovia (1.5)
	Wendy's	626-357-7971	190 W. Foothill Blvd, Monrovia (2.1)
<b>Nearby Destinations</b>	Los Angeles County Arboretum	626-821-3222	301 N. Baldwin Ave, Arcadia (4.4)
	Huntington Library, Art Collections, and Botanical Gardens	626-405-2141	1151 Oxford Rd, San Marino (7.7)
	Kidspac – An Interactive Museum	626-449-9143	480 N. Arroyo Blvd., Pasadena (9.3)

Norton Simon Museum of Art	626-449-6840	411 W. Colorado Blvd., Pasadena (10.6)
LA Children's Museum	213-687-8800	310 N. Main Street, Los Angeles (16.1)
Knott's Berry Farm	714-220-5200	8039 Beach Blvd., Buena Park (19.8)
Disneyland	714-781-4565	1313 S. Harbor Blvd., Anaheim (22.3)
Long Beach Aquarium of the Pacific	562-590-3100	100 Aquarium Way, Long Beach (28.4)
Six Flags Magic Mountain	661-255-4100	26101 Magic Mtn Pkwy, Valencia (40.2)

*\*\*Discount tickets for various local attractions are available for purchase in the City of Hope intranet. Tickets available for Knott's Berry Farm Universal Studios, Magic Mountain, Sea World, AMC & Edwards movie theaters and other attractions.\**

<b>Movie Theaters</b>	Krikorian Theater	626-305-7469	410 S. Myrtle Ave, Monrovia (2.0)
	AMC Covina 30	626-974-8606	1414 N. Azusa Ave, Covina (4.2)
	Edwards Cinema West Covina 18	626-918-7111	1200 Lakes Dr, West Covina (5.1)
	Mann Hastings Ranch Triplex Theater	626-351-8939	467 N. Rosemead Blvd., Pasadena (5.9)
	Laemmle Playhouse	626-844-6500	673 E. Colorado Blvd. (9.3)
	Pacific Theaters Paseo Colorado14	626-568-8888	122 The Plaza Pasadena (9.8)
	AMC Old Pasadena 8	626-585-8900	40 W. Union, Pasadena (10.2)

<b>Family Activities</b>	Monrovia's Farmers Market (Friday evenings only) on Myrtle Avenue: craft booths, fresh produce, food stalls, music - 1.5 miles away
	Old Town Monrovia: restaurants, art galleries, boutiques – 1.5 miles away
	Old Town Pasadena: antiques, vintage clothing, art galleries, restaurants – 9.4 miles away
	Rodeo Drive, the legendary street in Beverly Hills – 24.9 miles away

<b>Hotels &amp; Motels</b>	* Courtyard	626-357-5211	700 W. Huntington Dr, Monrovia (2.3)
	* Doubletree	626-357-1900	924 W. Huntington Dr, Monrovia (2.6)
	* Homestead Village	626-256-6999	930 S. 5 <sup>th</sup> Avenue, Monrovia (2.7)
	* Extended Stay America	626-446-6422	401 E. Santa Clara St, Arcadia (2.8)
	* Hampton Inn	866-427-3230	311 E. Huntington Dr, Arcadia (2.8)
	* Marriott Residence Inn	626-446-6500	321 E. Huntington Dr, Arcadia (2.8)
	* Embassy Suites Hotel	626-445-8525	211 E. Huntington Dr, Arcadia (2.9)
	* Old Pasadena Courtyard Marriott	626-403-7600	180 N. Fair Oaks Ave, Pasadena (10.6)
	* Double Tree Hotel-Pasadena	626-792-2727	191 N. Los Robles Ave, Pasadena (10.6)
	* Hilton-Pasadena	626-577-1000	150 S. Los Robles Ave, Pasadena (10.6)
	* Ritz Carlton	626-568-3900	1401 So. Oak Knoll, Pasadena (12.1)
	<b>*City of Hope Discounted Rates Available</b>		

<b>Transportation</b>	<b>Airports</b>		
	Long Beach Airport	(562) 570-2600	4100 E. Donald Douglas Dr, Long Beach (17.1)
	Burbank Airport	(818) 840-8840	2627 N. Hollywood Way, Burbank (21.9)
	Ontario International Airport	(909) 937- 2700	1923 E. Avion St., Ontario (22.3)
	Los Angeles International Airport	(310) 646-5252	1 World Way, Los Angeles (27.5)
	John Wayne Airport	(949) 252-5200	18601 Airport Way, Santa Ana (33.8)
	<b>SHUTTLES, TAXIS, OR CAR RENTALS</b>		
	Primetime Shuttle (Inglewood)		800-733-8267
	*Enterprise Rent-a-Car (Duarte)		626-357-3385
	Budget Rent-a-Car (Duarte)		800-527-7000
Supershuttle		800-258-3826	

<b>Libraries</b>	Graff Medical & Scientific Library	626-301-8497	City of Hope campus
	Duarte Public Library	626-358-1865	1301 Buena Vista St, Duarte (.4)
	Monrovia Public Library	626-358-0174	321 S. Myrtle Ave, Monrovia (1.9)
	Arcadia Public Library	626-821-5567	20 W. Duarte Rd, Arcadia (2.9)
<b>Shopping Malls</b>	Westfield Shoppingtown – Santa Anita	626-445-6255	400 S. Baldwin Ave, Arcadia (4.4)
	Westfield Shoppingtown – W Covina	626-960-1881	112 Plaza Dr, West Covina (4.9)
	Eastland Shopping Center	626-337-8888	2753 Eastland Center Dr, W Covina (9.2)
<b>Health &amp; Fitness</b>	*Great Earth Vitamin Store	626-359-2380	1189 E. Huntington Dr, Duarte (0.9)
	*Curves for Women	626-303-4800	1159 Huntington Dr, Duarte (0.8)
	*Duarte Fitness	626-357-6118	1600 Huntington Dr, Duarte (0.8)
	*24 Hour Fitness	626-358-3333 626-351-2222	715 E. Huntington Dr., Monrovia (1.4) 465 N. Halstead, Pasadena (7.3)
<b>Pharmacies</b>	Rite Aid	626-359-6191	304 W. Huntington Dr, Duarte (.6)
	Sav-On Drugs	626-305-9333	2315 E. Huntington Dr, Duarte (.6)
	Walgreens Drug Store	626-256-3247	903 E. Huntington Dr, Monrovia (.9)
	Sav-On Drugs (Inside Albertson's)	626-256-6114	725 E. Huntington Dr, Monrovia (1.0)
<b>Department Stores</b>	Target	626-303-8858	1050 Huntington Dr, Duarte (.7)
	WalMart	626-359-7708	1600 Mountain Ave, Duarte (1.1)
	Marshall's	626-303-8646	564 W. Huntington Dr, Duarte (2.1)
	Mervyn's	626-303-1555	504 W. Huntington Dr, Monrovia (2.2)
<b>Hair Salons</b>	Shear Madness	626-303-5295	611 Huntington Dr, Monrovia (.6)
	Fantastic Sam's	626-359-2543	680 W. Huntington Dr, Monrovia (2.2)
<b>Florists</b>	*Botanica Florist	626-358-4531	1231 E. Huntington Dr, Duarte (0.8)
	Duarte Flowers	626-256-4751	1925 E. Huntington Dr, Duarte (1.1)
	Simpson's Florist	626-795-8651	305 W. Huntington Dr, Monrovia (2.3)
	Monrovia Floral	626-358-1889	119 E. Olive Ave, Monrovia (2.4)
	The Poppy Shoppe	626-358-3226	111 E. Lime St, Monrovia (2.6)
<b>Child Care</b>	*School of Little Scholars	626-357-9660	932 Buena Vista St., Duarte (0.9)
<b>Dry Cleaning</b>	Monrovia Cleaners	626-358-5012	316 W. Huntington Drive, Monrovia (2.3)
<b>Gas Stations</b>	Mobil	626-357-6514	1263 Huntington Dr, Duarte (.5)
	Shell Station & Car Wash	626-358-4672	702 E. Huntington Dr, Monrovia (.9)
	Jack's Mobil	626-358-8914	615 Fairwood St., Duarte (1.1)
<b>Auto</b>	*Advantage Ford – Lincoln – Mercury	626-359-9689	1031 Central Ave, Duarte (0.6)
	*Arcadia Ultimate Automotive	626-821-0262	418 North 1 <sup>st</sup> Ave, Arcadia (4.0)
	Huntington Car Wash	626-357-6812	1250 Huntington Dr, Duarte (.5)
	*Nu-Way Car Wash	626-303-2212	123 W. Duarte Rd, Monrovia (1.5)
<b>Grocery Stores</b>	Ralph's Grocery	626-358-2338	1193 Huntington Dr, Duarte (.6)
	Albertson's	626-305-4231	725 E. Huntington Dr, Monrovia (1.4)
	Pavillion's	626-303-4547	130 W. Foothill Blvd, Monrovia (2.9)
	Trader Joe's	626-358-8884	604 W. Huntington Dr. Monrovia (2.2)
<b>Financial institutions</b>	Bank of America	626-303-6944	1440 Huntington Dr, Duarte (.5)
	Wells Fargo Bank (Inside Ralph's)	626-358-9519	1193 Huntington Dr, Duarte (.6)
	Chase (inside Albertson's)	626-303-0161	725 Huntington Dr., Monrovia (2.0)
	Foothill Federal Credit Union	626-445-0950	30 S 1 <sup>st</sup> Ave, Arcadia (3.1)



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**Post Offices**

U.S. Post Office

800-275-8777

1210 Highland Ave, Duarte (.6)

*\*Employee Discount Available*

**Please See Employee Discount Listing**

**\*Please note that mileage is approximate from City of Hope**



# Local Hotels & Motels

*Accommodations near City of Hope, Duarte, CA*

*Mention City of Hope when reservations are made to receive discounts*

## **Homestead Studio Suites Hotel**

930 S. Fifth Avenue  
Monrovia, CA 91016  
(2.82 mi, 6 min to City of Hope)  
Phone: (626) 256-6999  
Daily Rate: \$62  
Weekly Rate: \$59 (7 days x \$59=\$364)  
Monthly Rate: \$49 (days x \$49=)  
All kitchen units

## **Marriott Residence Inn**

321 E. Huntington Drive  
Arcadia, CA 91006  
(3.23 mi, 5 min to City of Hope)  
Phone: (626) 446-6500  
Daily Rate: \$94 Studio  
Daily Rate: \$129 Penthouse  
All kitchen units  
Shuttle to City of Hope

## **Hampton Inn**

311 East Huntington Drive  
Arcadia, CA 91006  
(3.24 mi, 5 min to City of Hope)  
Phone: (866) 427-3230  
Rate: \$74

## **Embassy Suites**

211 East Huntington Drive  
Arcadia, CA 91006  
(3.31 mi, 5 min to City of Hope)  
Phone: (626) 445-8525  
Rate: \$109 per person

## **Extended Stay America**

401 E. Santa Clara Street  
Arcadia, CA 91006  
(3.31 mi, 5 min to City of Hope)  
Phone: (626) 446-6422  
Daily Rate: \$75 (1-4 days)  
Weekly Rate: \$349/week  
Studio apartments

## **Hilton Garden Inn**

199 North Second Avenue  
Arcadia, CA 91006  
(3.48 mi, 6 min to City of Hope)  
Phone: (626) 574-6900  
Rate: \$97 Single  
Rate: \$107 Double  
Includes breakfast buffet

## **Holiday Inn - Monrovia**

924 W. Huntington Drive  
Monrovia, CA 91016  
(5.68 mi, 9 min to City of Hope)  
Phone: (626) 357-1900  
Rate: \$69

## **Westin - Pasadena**

**(formerly Double Tree Hotel)**  
191 N. Los Robles Avenue  
Pasadena, CA 91101  
(10.40 mi, 13 min to City of Hope)  
Phone: (626) 792-2727  
Rate: \$169

## **Hilton - Pasadena**

150 South Los Robles Avenue  
Pasadena, CA 91101  
(10.80 mi, 14 min to City of Hope)  
Phone: (626) 577-1000  
Rate: \$149

## **Old Pasadena Courtyard Marriott**

180 N. Fair Oaks Ave  
Pasadena, CA 91106  
(10.91 mi, 13 min to City of Hope)  
Phone: (626) 403-7600