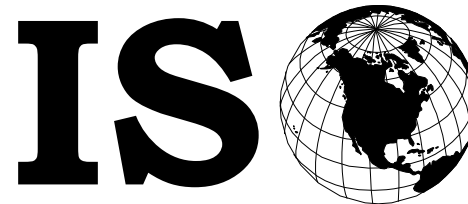


International Student Orientation Program 2008

A Presentation of the:

International Services Office



UNIVERSITY OF
ROCHESTER



Contact Information:

209 Morey Hall, River Campus

Phone: (585) 275-2866

Fax: (585) 244-4503

questions@iso.rochester.edu

www.iso.rochester.edu

ISO Walk-in Hours at ESM



Eastman School of Music
Room 506, Phone: 274-1142

Tuesdays 9:00 AM – Noon
Wednesdays 1:30 PM – 4:30 PM

ISO Student Staff



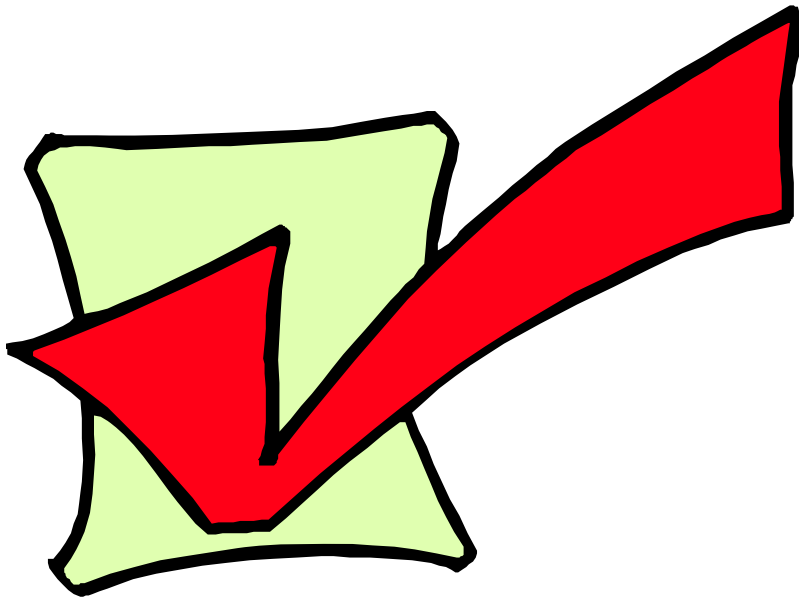
- Cary Jensen
Director
- Sylvia H. Kless
Associate Director
Senior Student Advisor
- Stephanie Beetle
Student Advisor, Orientation
Director
- Molly Jolliff
Student Advisor, Admissions
Coordinator
- Rebecca Taylor
System Administrator
- Trish McGrath
Office Manager
- Stephanie Johnson
Admissions & Program
Assistant
- ML Quinn
Program Assistant

A light green banner with a central rectangular box containing the text "ISO Services". The banner has a ribbon-like shape with pointed ends and a slight shadow effect.

ISO Services

- ❖ Administer the F-1 and J-1 Student and Scholar Visa Programs
 - ❖ Student and Scholar Advocacy
 - ❖ Immigration Advising
- ❖ Educational, Cultural and Social Programs
- ❖ Cross-cultural Counseling and Advising
 - ❖ ISO Publications

Immigration Check-In



- All new students are **REQUIRED** to check-in at the ISO within 10 days of the start of the semester
- Bring your documents to ISO in 209 Morey Hall, or 506 ESM if you have not already completed your check-in.

*I-20/DS-2019

*Passport

*I-94 card

Immigration Documents

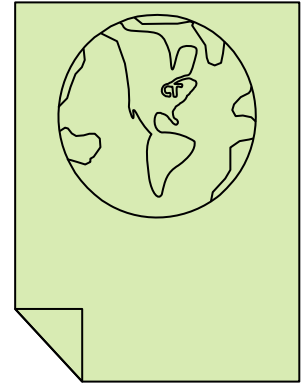
- Valid passport
- Certificate of Eligibility (I-20/DS-2019)
- Visa stamp – except for Canadian citizens
- I-94 card
- SEVIS fee receipt
- Proof of financial support
- Academic documents, when applicable



Maintain a Valid Passport

- All passports should be valid at least six (6) months into the future
- Passport renewal procedures vary depending on country of citizenship
- Contact your embassy to verify procedures for obtaining an extension or new passport
- Links to Foreign Embassies are available at www.iso.rochester.edu

Visa Stamp

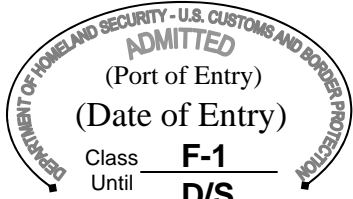


- Your student visa stamp has:
 - An expiration date
 - Number of entries listed (most are “M” for multiple)
- **** *You are legally permitted to stay in the U.S. with an expired visa.* ****
- If you travel outside the U.S. and plan to return, you **MUST** have a valid visa when re-entering (except when visiting contiguous territories for 30 days or less for citizens of most countries).
- You can *not* renew your F-1 or J-1 visa in the U.S.
 - Visas must be renewed at U.S. consulates abroad, preferably in your home country.

I-94 Card *(Keep a copy with you at all times)*

The I-94 card is the white card issued upon your arrival and is usually stapled in your passport.

- It has an 11-digit Immigration ID number
- If you were admitted as an F-1 or J-1 student, your I-94 card should be marked “D/S” which means Duration of Status

Departure Number 123456789 01	[Stamped at Port of Entry]
_____	
Immigration and Naturalization Service I-94 Departure Record	
14. Family Name _____	
15. First (Given) Name _____	16. Birth Date (Day/Mo/Yr) _____
17. Country of Citizenship _____	SAMPLE

Do not lose your card: \$320 to have it replaced!

I-20 or DS-2019

- Sign *your Certificate of Eligibility*.
- Travel with most recent and stamped documents, but keep all forms.
- **Expiration date is “expected completion date”** (I-20 #5 or DS-2019 #3).
- **Applications for program extensions or post completion work authorizations must be submitted to ISO *prior* to the expected program completion date**
- **Report to ISO all changes in personal, academic, & financial details so a new document can be issued.**
- **This includes:**
 - changes in name
 - citizenship
 - major
 - degree level
 - program end date
 - financial support (change in source or amount over 30%)
 - dependents

Carry Original Documents When Off Campus

- U.S. Custom and Border Protection (CPB) has advised that international students should carry proof of status when off campus, this will include passport and I-94.
- Rochester is within 100 miles of an international border with Canada and CBP officers do frequent checks of status at local bus stations, train stations and airports (even if you are just dropping off friends).

SEVIS

Student & Exchange Visitor Information System

SEVIS electronically reports required information, such as the following, to Consulates, Ports of Entry to the U.S. and United States Citizenship and Immigration Services (USCIS)

- ✓ Personal and Address Information
- ✓ Financial Information: education funding
- ✓ Academic Program Information: full time/part time enrollment, major changes, disciplinary actions, extension of program
- ✓ Employment information: optional/curricular practical training, off campus employment authorization
- ✓ Termination or completion of study
- ✓ Dependent information

Full Time Enrollment

All F-1 and J-1 students MUST maintain full-time enrollment, unless authorized *in advance* by ISO.



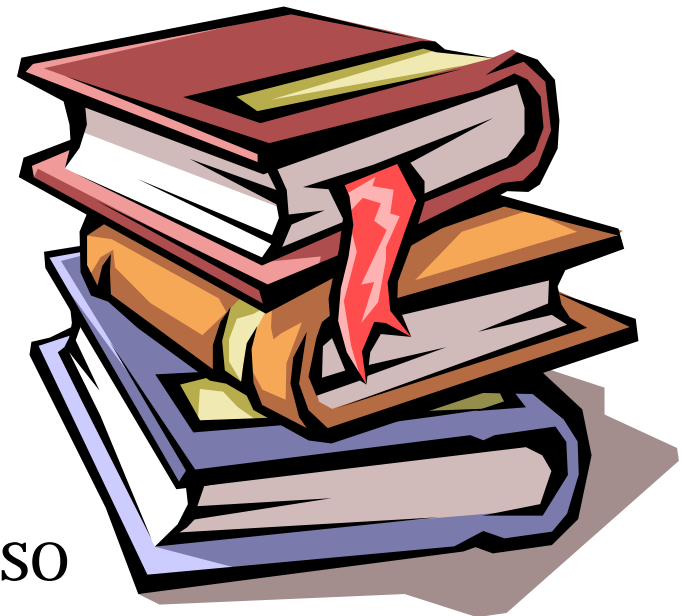
- Undergraduates – 12 credits per semester
- Simon Students – 9 credits per quarter
- Graduate Students – equivalent to 12 credit hours, i.e. 9 with an assistantship or TA
- Note: Immigration allows only 3 distance education credits (on-line course) per term to be used towards the full-time enrollment requirement

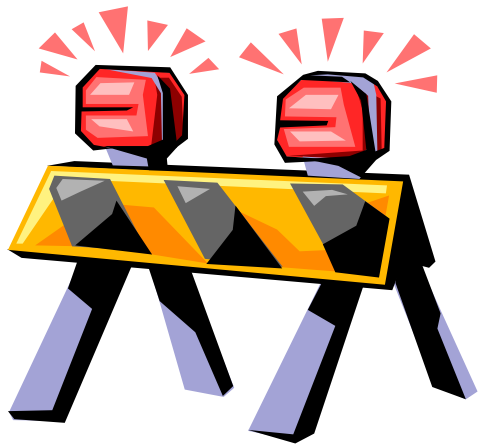
Requesting ISO Authorization for Part-time Enrollment

You must obtain permission from an International Student Advisor before enrolling less than full-time.

Immigration regulations allow the following reasons for a reduced course load:

- Initial difficulties with English language
- Unfamiliarity with U.S. teaching methods
- Improper course level placement
- Last term, with less than a full course load remaining to complete degree
- Documented medical condition
- Concurrent enrollment with another program
- **Reduced Course Load Form** available in ISO





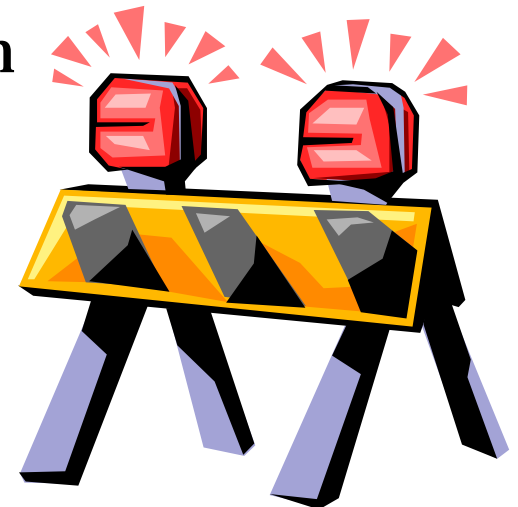
Working in the U.S.

You must have the appropriate work authorization *prior* to starting any employment in the U.S. If in doubt, always contact the ISO to determine your eligibility to work and any necessary procedures to follow.

Immigration regulations clearly distinguish between on- and off-campus employment.

Employment Information

Sessions will be available to explain work employment opportunities in detail.



Definition of Employment

- **Employment**
 - Any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, or for any other benefit.
- **Volunteer Work**
 - Activity for which you receive no pay or any other benefit and do not replace a paid U.S. worker.

Off-campus Employment

Do **NOT** work off campus without permission from Immigration or the International Services office.



Generally, F-1's cannot apply for off-campus employment until you have been in full time student status one academic year

(two semesters/3quarters).

J-1 Employment

- Off-campus – authorized by your sponsor
 - Economic Hardship
 - Academic Training, 18 months or 36 months for Doctoral students
- On campus
 - Authorization is needed if part of your academic program (Assistantship/TA)
 - Any other on campus employment must be also authorized by your J-1 sponsor in advance

F-1 On-campus Employment

- Employment must be on-campus
- USCIS allows F-1 students to work 20 hours per week during the academic year and full-time during annual vacation periods and breaks.
- You may begin work immediately; no written authorization is necessary.
- May be an outside vendor like bookstore or dining services or in offices anywhere on campus.
- A job offer letter will enable you to apply for a Social Security number, which will be required.
- Jobs for students are posted at Career Center website: www.rochester.edu/careercenter/

Types of F-1 Off-Campus Employment

- Types of off campus employment for which you are eligible after **one academic year**:
 - Unforeseen economic hardship
 - International Organization Internship
 - Curricular Practical Training (CPT)
 - Optional Practical Training (OPT)

OPT

F-1 Optional Practical Training

- 12 months of employment in field of study
- Most students save to use after completion
- Must be in F-1 status one academic year
- No job offer needed to apply
- Application takes 2-3 months & costs \$340
- Apply through ISO and Immigration
- See an ISO advisor ***before*** completion of degree to apply

CPT

- F-1 Curricular Practical Training
 - Employment must be integral to your studies and either:
 - Required for degree
 - For course credit
 - Cooperative Education (Co-op)
 - Eligible after one academic year of study
 - Eligibility varies with academic department rules
 - Full-time or part-time depending on department approval
 - One week to authorize by ISO
 - Will not affect OPT unless using over 12 months full-time

F-1 On Campus Employment at an Off Campus Location

- Examples:
 - Simon CEIS Internships (Center for Electronic Imaging Services)
 - ESM Affiliates (with local churches, music schools, etc.)
- Part-time (20 hrs. per week during academic year and full-time during breaks)
- Forms and authorization through ISO
- Employment must be integral to studies and employer must be educationally affiliated with UR
- May start as soon as authorized, no time in status required

U.S. Social Security Number

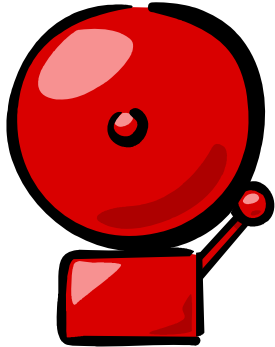
- You must have a Social Security Number to report U.S. earnings; Employers will require.
- To apply for a SSN you will need a job offer letter from an employer, your I-20/DS2019, passport, I-94, proof of full time enrollment, and a letter from ISO
- ISO has application forms, instructions and directions to the downtown Social Security Office

Address Information

- All International Students are required to notify the ISO of your address *within 10 days of moving*. You can do this online at:
<http://www.iso.rochester.edu/addressform.htm>
- ISO will immediately update changed information with immigration through the SEVIS system
- Students subject to *Special Registration* at the Port of Entry must also complete a Special Registration AR-11SR form and mail within 10 days of moving.

Simple Steps to Maintain your Immigration Status

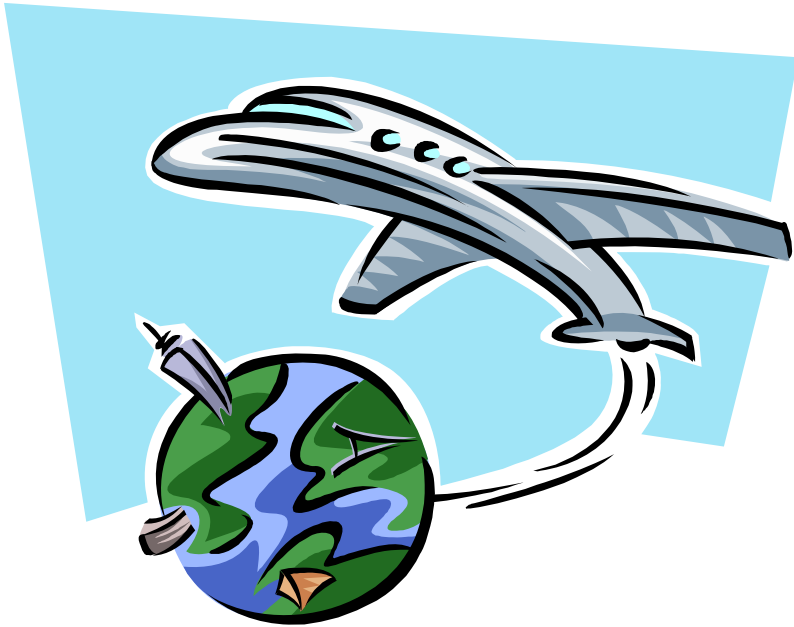
- ✓ Keep your passport valid at all times (6 months into future)
- ✓ Attend the school you are authorized to attend
- ✓ Register for the equivalent of full-time
- ✓ Register each term until completion
- ✓ Do not work off-campus without authorization
- ✓ Limit on-campus employment to 20 hrs. per week
- ✓ Follow immigration procedures for moving from one educational level to another, transferring from one school to another, and extending your immigration documents as needed.
- ✓ J-1 visa holders must have proper health and accident insurance
- ✓ Notify ISO of change of address within 10 days
- ✓ Carry a copy of your I-94 card and passport with you when leaving campus.



Violation of Status

- *While out of status, not eligible for any F-1/J-1 benefits*
- *To Regain Status:*
 - *Option 1:* Apply directly to Immigration through the mail requesting reinstatement (option not available for all violations)
 - *Option 2:* Leave the country with a new I-20 or DS-2019 form and reenter, if permitted

Travel Information



- You can travel in the U.S. without any endorsement from the ISO
- To travel outside the U.S. you **MUST** have an I-20/DS2019 signed for travel verifying status
- Drop off documents at ISO at least one week before traveling for travel signature
- If your visa is expired you will need to apply for a new visa before reentering the U.S.

Travel to Canada



- Information available on ISO website
- Request a Travel Letter for the visa application
- Canadian Consulate is located in Buffalo
- Canadian visas are required for students from certain countries
- Students from many countries are allowed to re-enter the U.S. from Canada with an expired U.S. Visa if their stay in Canada was less than 30 days.

F-2/J-2 Dependents

- No Full Time Enrollment for F2 Visa Holders
 - It is a violation of F2 visa status to pursue a degree program or enroll full or part-time while in F2 dependent status. F2 visa holders should apply for a change of status to F1 student status if they wish to pursue study at the university. Come to the ISO for assistance.
 - J-2 visa holders do not have any restrictions on study
- U.S. Social Security Numbers
 - F-2 spouses are not eligible for U.S. Social Security Numbers and are not eligible for employment.
 - J-2 spouses are eligible only after receiving work permission from U.S. Immigration.
- University IDs
 - ISO can assign UID numbers for spouses so that they can ride the shuttle buses and use the libraries for free.

Taxes

- *Do international students sometimes have to pay U.S. Taxes? Yes!*
- *What about tax treaties?*
 - Tax treaty benefits are determined by the GLACIER software program. Information is also available on our web site.
 - If you want to claim tax treaty benefits, you must file a form 8233 when you begin a new job. GLACIER will give you this form
- *Will I have to file a U.S. Tax form even if I don't earn any U.S. Income? Yes!*
 - All F-1 and J-1 students must file a tax statement each year at tax time, regardless of earned income. If you did earn U.S. Income, you must also file a tax form – usually either 1040NR or 1040 NREZ as well as state tax forms.

UR GLACIER Tax Software

- You will receive an email to enroll from:
support@online-tax.net
- Complete your GLACIER record
- If no SSN yet, check box that you will apply
- Print out summary and other forms, sign and send to UR Payroll

Taxes on Earnings in U.S.

ISO provides the following:

- A free tax software program (CINTAX) to help with preparing your annual tax forms
- Tax workshops
- Professional on campus tax advising each spring
- Newsletter updates on tax issues
- Web links to taxes at www.iso.rochester.edu



Rochester International Council (RIC)

A community-based volunteer organization that offers international students hospitality and opportunities to participate in American family life.

Programs:

- Friendship Volunteers
- International Wives Program
- Social and Educational Programs co-sponsored with ISO (**Look for RIC/ISO on flyers)

COMMUNICATION

- ISO communicates with students mainly by email
- Have your UR account forwarded if you use another email address
- ISO website www.iso.rochester.edu
- Newsletter – ISO-News
- Download handouts and application forms
- Make an appointment to see an Advisor by calling 275-2866
- Questions@iso.rochester.edu



The ISO Staff is here to assist you
and to welcome you to Rochester!