Rules for Success at IUPUI

How to keep your visa status legal!

Mandatory International Orientation
Fall 2018
Welcome from Chancellor Paydar
Rule 1: Be sure we know how to contact you!

- In the US, checking email at least 3 days per week is customary.
- Forward your email to a preferred account: [https://kb.iu.edu/d/beoj](https://kb.iu.edu/d/beoj)
- If you move or get a new phone number, be sure to update the information in One.IU.edu. Always update the “Local Address” field!
- Instructions: [http://international.iupui.edu/visas/f1-students/local-address.html](http://international.iupui.edu/visas/f1-students/local-address.html)

You are responsible for the directions and information contained in emails even if you do not read them.
Rule 2: Always enroll full-time!

- Undergraduates = 12 credits
- Graduates = 8 credits
- Graduates with SAA = 6 credits*
- JD students = 10 credits
- MD or Dentistry students = whatever your department tells you
Rule 2

• **Do:**
  ✓ Enroll full-time every fall and spring semester (summers are optional)
  ✓ Check that your classes actually appear on your record in One.iu.edu
  ✓ Talk to your academic advisor before registering
  ✓ Realize that OIA will be required to terminate your visa record if you under-enroll without permission. This would mean you could be arrested and removed from the country. You would also lose all employment authorizations
  ✓ Refer back to Rule 1!

• **Don’t:**
  ✗ Expect your Academic Advisor to be aware of your visa requirements
  ✗ Wait until the last moment to talk with us if you believe you cannot take full credits
Rule 2

• What counts towards full-time enrollment?
  o 1 Online course per semester (but only 1!)
  o EAP Classes
  o Classes at another campus—but you must keep at least 1 credit at IUPUI and you must submit the “Concurrent Enrollment Verification” e-form and a copy of your enrollment to OIA so we can verify you are registered full-time!
  o The Concurrent Enrollment Verification e-form may be found in istart.iu.edu under F-1 Student Services.

• What doesn’t count toward full-time enrollment?
  o Waitlisted courses
  o Additional online courses (after the first)
  o Incomplete courses from previous semesters
  o Administrative Withdrawals—be careful of these!

• Refer back to Rule 1!
Rule 2

- **When can you under-enroll?**
  - Academic Difficulties (only once, must keep half-time enrollment!)
  - Medical Recommendation (one year total)
  - Final Semester
  - Emergency requiring you to depart the US for semester

- **Must receive OIA approval!**
  - Submit appropriate form to our office and wait for our approval notice. See details @ [http://international.iupui.edu/visas/f1-students/enrollment/exceptions.html](http://international.iupui.edu/visas/f1-students/enrollment/exceptions.html)
**Rule 2**

- **BEWARE!**
  - OIA approval to drop a course is not the same as actually withdrawing from the course.
  - After receiving OIA approval, you must work with your academic advisor and the Office of the Registrar to complete the withdrawal process.
  - Failure to withdraw from a course can result in failing grades awarded at the end of the semester.

1. **Request approval to under-enroll from OIA**
2. **Receive “reduced course load” approval from OIA**
3. **THEN visit Registrar & withdraw from class**
Rule 3: Understand your visa documents and keep them valid

- What is SEVIS?
  - Student and Exchange Visitor Information System
  - Tracks all F and J immigration records
  - OIA reports your enrollment every fall and spring semester
  - You must report your address (Use “Local Address” field in One.iu.edu)
  - If we have to terminate your SEVIS record, immigration officers will immediately see that information and may act on it
Rule 3, Form I-20

- Form I-20 (F-1 students)
  - SEVIS number
  - Program end date: This end date is an estimate—your actual end date may differ. Do NOT let it expire!
  - Sign here
Rule 3, DS-2019

- Form DS-2019 (J-1 students)
  - SEVIS number
  - Program end date: This end date is an estimate—your actual end date may differ. Do NOT let it expire!
  - Sign here
Rule 3, Visa stamp

- **Visa stamp**: your ticket to enter the U.S.

(Canadian citizens will not get a visa)

It is ok for this visa stamp to expire while you remain in the U.S.!
Rule 3, I-94 Card

• Each time you enter the U.S., you should have a new electronic I-94 document

• See the tip sheet in your folder for instructions on how to retrieve your electronic I-94 card online

• https://i94.cbp.dhs.gov/I94/#/recent-search
A. I-94 number
B. Duration of status
C. Admission class
Rule 3, I-94 Card

- Have you been in the U.S. for a while already? This may be stapled in your passport
  - D/S
  - Admission Class
  - I-94 number

**Paper version**

![I-94 Card Image]
Rule 3- Important updates:

• **Passport:**
  - Contact your home country Embassy 6 months before your passport expires for directions on how to renew while you are located in the U.S.

• **I-20/DS-2019 Expiration Date:**
  - It is OK if you aren’t finished by your expiration date. But you MUST file a request to extend your document *at least 2 weeks before you expire* in iStart. Be prepared to show new financial documentation.
  - Your I-20/DS-2019 will be shortened to the last day of finals or the day you submit your thesis/dissertation if you complete your program before the estimated completion date.

• **Major Field of Study change:**
  - If you change your major, contact iadvisor@iupui.edu with your student ID number.

• **Has your name changed:**
  - Contact iadvisor@iupui.edu for instructions on updating your records.

• **Lost/Stolen:**
  - Notify iadvisor@iupui.edu immediately for advice on replacing your documents.
Rule 4: Understand Medical Care and Health Insurance

All F-1 and J-1 students at IUPUI are required to have health insurance

2 Options:

1. RECOMMENDED: Enroll in the plan provided by IUPUI (Aetna insurance company)
2. Provide your own comparable health insurance plan
Rule 4, Health Insurance and Sponsored Students

Are you sponsored by one of the following:

- SACM
- SABIC
- Amid East
- UAE Police
- UAE Military
- Kuwait Embassy
- Qatar Embassy
- Qatar Higher Education Institute

Your sponsor provides insurance to you and you are automatically waived, you need to do nothing and will not be billed by IUPUI.
Rule 4, Health Insurance and Students with an SAA or Fellowship

As long as your department has completed your paperwork, you are automatically waved.

- You will get reminders from OIA until your paperwork is complete:
  - **SAA positions:** Ask your department if “your hire eDoc in HRMS is approved yet”
  - **Fellowship positions:** Ask your department if your fellowship documentation has gone through Academic Affairs yet.
Rule 4, Aetna Health Insurance

- Preventive Care (including vaccinations and immunizations, flu shots)
- Pre-Existing Condition Coverage
- Prescription Coverage
- Maternity Care
- Behavioral Health
- Serious Injuries or Accidents
- Sports and Athletics
- Physical Therapy
- OnCall International – travel assistance
- 24-Hour Nurse Line
- Nation-wide Preferred Provider Network
- Online Medical Portal
- Health Discounts and Resources

http://international.iupui.edu/indianapolis/health-insurance/aetnainsurance.html
Enroll in the IUPUI Health Insurance

Easy to enroll:

1. Enroll now through iStart.
   - Aetna will enroll you sooner
   - Get your card in about 2-3 weeks
2. Do nothing.
   - Enrollment will happen around September 3

No matter your enrollment option, coverage will start today through December 31.

Premium will be billed to the Bursar Bill ($756 for fall semester)
Rule 4, Can my dependents be covered?

YES! They need insurance just like you!

1. Enroll yourself now in iStart.
2. Go to AetnaStudentHealth.com
3. Enter your IUPUI University ID number and date of birth
4. Select 18/19 International Dependent Enrollment from the menu
5. Enter your dependent’s information
6. Enter your payment and contact information
7. PRINT your receipt

Dependents must be enrolled no later than September 15, 2018.
Rule 4, What if I have a different insurance?

- Know how your insurance compares. This can be very dangerous.
- Must meet our requirements:
  - $2000 out-of-pocket max or less
  - $500 deductible or less
  - Covers ALL pre-existing conditions with NO waiting period, NO exclusions
  - Covers maternity care with no conditions
  - $100,000 coverage for each sickness, injury, or accident
  - $50,000 coverage for medical evacuation
  - $25,000 coverage for repatriation of your remains
Rule 4, What if I have a different insurance?

- MUST submit a waiver request no later than August 29.
- MUST provide confirmation of coverage
  - Includes dates of coverage
  - Includes plan details
  - Includes plan exclusions
- You MUST be covered August 20 – December 31 to be waived – no exceptions. (Js must be covered their entire stay)
- If it is denied, you will be added to the IUPUI International Student Plan and billed
  - You may resubmit a new waiver request if you get additional details from your insurance company.
Rule 4, Required Vaccinations/Immunizations

MMR
- Measles
- Mumps
- Rubella

TDaP
- Tetanus
- Diphtheria
- Pertussis (Whopping Cough)

Varicella (Chicken Pox)
Rule 4, Tuberculosis (TB)

• Tuberculosis (TB)
  – Can be any U.S. based test, OR
  – Test from the health center at Coleman Hall (appointment required)
  – Must have the test before October 1

  – Skin test: requires two trips to the health center
    • 1st: Test is administered
    • 2nd: Test results determined (MUST be 48 hours later)

  – Blood Test: determined by your country of residence and if you have had the BCG vaccine before
Rule 4, Vaccinations/Immunizations/TB

• You have your medical records:
  – Go to One.IU.edu
  – Search for “Immunization Compliance”
  – Follow the instructions to submit documentation of your records
  – Records MUST be in English or submitted with translations
  – Must be done before October 1

• If you do not have records or you have not received the vaccinations, you can receive them at the health center
  – Must be done before October 1
  – Health Center will provide you documentation to submit in One.IU.edu
Rule 4, Health Center

- All of the tests would cost about $900 without health insurance.
- The Health Center accepts Aetna Insurance as ‘In-Network’
  - They do not accept most other health insurance plans.
  - This means you need to pay out of pocket and ask your insurance company for a reimbursement.
- IUPUI International Student Health Insurance covers all these tests and immunizations as ‘Preventive Care’
  - This means you will pay your office visit fee only ($25)
Rule 4, Medical Care and Health Insurance

- Know where to get care
  http://international.iupui.edu/indianapolis/health-insurance/medical-care.html
- Very specific vocabulary
  http://international.iupui.edu/indianapolis/health-insurance/glossary.html

U.S. Medical System and Health Insurance Workshop
Thursday, August 16
11:00 A.M. in BS 2005

Discuss how insurance works to lower your costs, all the places around IUPUI to get care, and more about the Aetna insurance plan.
http://international.iupui.edu/indianapolis/health-insurance/aetnainsurance.html
Rule 5: Prepare in advance for travel!

- Travel Checklist in your folders
- Travel signature on I-20 and DS-2019 forms*
- Letter of Good Standing*
- Read visa info on our website
- Need a third country visa? Transit visa?
- Special rules for travel to Canada and Mexico
- Schedule lots of time between flights for Customs

➢ *Request these actions in iStart!
Rule 6, On-Campus Employment

- Limited to 20 hours per week while school is in session
  - Immigration does not limit when school is not in session (winter, spring, and summer breaks)
  - Campus generally limits student employees to 29 hours per week

- Make sure you are paid by Indiana University

- Be careful of jobs at the medical school or hospitals. If in doubt, ask an advisor!

- Learn more at our Workshop: Tuesday, August 14th
  - 3 PM in BS 2005
Rule 6, Curricular Practical Training (CPT)

- For F-1 Students
- Used for an optional or required internship
- Must be considered an “integral part” of your academic program, which means it requires registration in a course.
Rule 6, Optional Practical Training (OPT)

- For F-1 students

- 12 months of work authorization to gain experience in your field of study

- Can be used during or after your degree program
  - Must complete one academic year before eligible

- F-1 students can qualify for new period of 12 months of OPT after each higher degree level of study
Rule 6, Economic Hardship

- For F-1 and J-1 students; requires 1 academic year to reach eligibility

- Only an option in **severe** cases that are **beyond your control** and caused by actions you **could not have planned for**

- Issued by the USCIS, not OIA
  - Takes about 3 months for approval

- One year of employment authorization to work anywhere in the U.S.: 20 hours per week during semesters, more during breaks

- If you lose part of your funding, make an appointment with an advisor as soon as possible—don’t wait until it is too late!
Rule 6, Academic Training (AT)

• For J-1 Students

• Academic Training is employment authorization issued for variable lengths of time that allow you to gain experience in your field of study

• Can be used during or after degree program

• Exchange students can qualify
Rule 6: Never work without proper authorization!

- Only students maintaining F-1 or J-1 status are eligible for work permission
- Never accept an offer for off-campus employment without talking with OIA first
- If you are caught working without proper authorization, you will lose your visa status and it may be extremely difficult for you to finish your degree
Rule 6, Social Security Numbers (SSN)

• *Must* have a job offer to be eligible for a SSN

• To obtain an SSN, you need 2 letters from the University:
  o Letter from your employer (sample letter on OIA website)
  o OIA letter (request through iStart)

• Visit OIA to pick up your letter; bring the letter from your employer for verification.

**If you are studying a health field, you may need a SSN to apply for clinical rotations. This means you MUST start looking for an on-campus job NOW if you do not have an SSN yet.**
Rule 6, Social Security Numbers

- Take both letters to the SSA to apply for your SSN.

- Once you have an SSN card, keep it! **It is yours for life,** and it can be difficult to reissue the card in the future.

- Graduate Students with Student Academic Appointments are eligible.

- Scholarship Athletes and Graduate Students on a Fellowship are NOT eligible.
  - You should apply for an ITIN number, contact OIA for details.
Rule 6, Scam/Fraud Warning!

• Warning Signs:
  • Person will not give you a number to call back
  • Person threatens you with arrest and demands money
  • Person makes vague accusations of your wrongdoing
  • Person tells you that you cannot talk to anyone else
  • Person asks for gift card numbers

• US government officials cannot take bribes

• All government officials will provide you with their contact info and let you confer with OIA
Rule 6, Tips for avoiding scams

• Screen your calls—if you do not know who is calling you, don’t answer

• Double check sender’s e-mail address before responding to information requests

• Consult with OIA or the police department before providing information

• Never give your personal information to a stranger (SSN, birthdate, SEVIS number, etc.)
Rule 6, Social Security Numbers

- You must report your SSN/ITIN to the University once you have been assigned one
  - This can be done online on the Financial Management Services website https://fms.iu.edu/
Rule 7: File tax forms each year

- Everyone *must* file something, even if you have made NO money in the U.S. this year.

- The filing deadline is *April 15* of each year.

- OIA will send a Tax Newsletter to all international students in late-February of each year. *(Refer back to Rule 1!)*

- OIA will have workshops in March and April to assist you. If you have been employed, make sure to attend!

- Must complete FNIS: [https://fms.iu.edu/tax/international/fnis-help](https://fms.iu.edu/tax/international/fnis-help) regardless of employment status.
Rule 7, How do taxes work?

You complete a W-4 Form and an I-9 Form when you begin your job.

You either owe more tax, or you get a refund.

Complete FNIS Int’l Tax Questionnaire (or ITQ)

You file a tax return by April 15th.

Based on W-4, an estimated amount of tax is taken from your paychecks.

If your country has a tax treaty, you should also complete a form 8233.

When the year ends, you receive a W-2 or 1042-S form showing the taxes paid that year.
Rule 7, Tax Treaties

- Some countries have Tax Treaties with the U.S. which reduce the amount of tax owed
  - Examples: P.R. China, S. Korea, Germany, Japan, France

- You must file the tax information on the FMS website to benefit from your country’s tax treaty.
Rule 7, Scholarships & Fellowships

- Fellowships and scholarships dedicated to tuition and fees are generally not taxable. Amounts in excess of these expenses are taxable.

- A fellowship or scholarship does not make you eligible for an SSN. If your country has a tax treaty which would give you a tax benefit, you can apply for an Individual Tax ID Number (ITIN).
  - For example: Athletic Scholarships, IBMG Fellows

- The taxable amount of the award is deducted over the semester based on daily calculations.
Rule 7, Tax Resources

- The principle office responsible for taxes in the Indiana University system is Financial Management Services (FMS). You can contact them with questions at taxpayer@indiana.edu

- On the IUPUI campus Deb Esworthy is available to assist with tax questions by appointment. You may contact her at desworth@iupui.edu or 317-274-4947

- OIA can assist you in obtaining an ITIN if you are otherwise eligible. Contact Mary Upton at maupton@iupui.edu for details
Rule 8: Know the laws that apply to your dependents

- F-2 Dependents (Spouse or children)
  - Cannot be employed under any circumstances
  - F-2 children can attend primary and secondary school
  - F-2 spouses may attend university *part-time only*
    - May change to F-1 status if admitted to an academic program, but this can take months to be processed, recommend meeting with an international student advisor early in the process to discuss status options.
Rule 8: Know the laws that apply to your dependents

- J-2 Dependents (Spouse or children)
  - Adults may apply for employment authorization card
  - Adults and children may study full or part time while in J-2 status
  - If J-1 is subject to the 2 year home residency requirement, so are dependents
Rule 9: Obey the Law!

• Being arrested and/or convicted of even minor offenses can have serious consequences:
  o Cancellation of current visa status
  o Delay or denial of future visa stamps
  o Delay or denial of future immigration benefits within the U.S.
  o In severe cases, removal from the U.S.
  o See handout in folder for additional information

• Some Tips:
  o Never use a fake ID
  o Never claim to be a U.S. citizen
  o Don’t sign up for government financial aid programs, also called “public assistance” (This includes subsidized housing)
Rule 9, Some laws to know

• Alcohol and other substances:
  o Being arrested can cause you to have your current visa revoked
  o Drinking age is 21, and is strictly enforced
  o Tobacco is legal, but cannot be used in most public locations. You cannot smoke within 8 feet of building entrance in Indiana
  o Other types of non-medical drugs are prohibited

• Assault and battery:
  o Assault is the threat of harmful contact
  o Battery is the harmful contact
  o Cases are treated the same whether between friends, family members, or complete strangers
  o Excessive unwanted phone calls and visits can be considered harassment

• For people with children:
  o Young children cannot be left home alone
  o Young children cannot be left unattended in public
  o Children are required to use car seats and booster seats until age 8 in Indiana
Rule 9: More laws

• In the car:
  o All drivers must carry auto insurance
  o The legal definition of Driving While Intoxicated (DWI) is very strict. It is considered a very serious offense
  o Excessive speeding can be considered Reckless Driving
  o The driver and all passengers MUST wear seatbelts
  o Cars are required to yield to pedestrians
  o Having multiple unpaid tickets may lead to a suspended license
  o Never try to bribe a police officer or flee the scene to avoid a traffic ticket

• Miscellaneous:
  o You must have a license to go hunting and fishing
  o Gun ownership also requires a license, and non-citizens are not eligible
  o A signature carries great legal importance in the U.S. Always read through papers before providing your signature
Rule 9: More laws

- **Title IX:**
  - Specifically addresses harassment and sexual discrimination/misconduct
  - How to stay safe in Indianapolis
  - Personal and Relationship Safety
  - US Laws and campus policies relating to sexual conduct
    - Reporting
    - Support resources
Golden Rule: Remember the OIA should be your first stop for immigration advice

- Your friends are not immigration experts!

- OIA services are free—attorneys cost money (and often they are not familiar with F-1 or J-1 regulations and procedures)
  - If you need an attorney, we will tell you and help you find a reputable one

- Do not call government offices unless OIA directs you to

- Angela, Casey, Chelsea, Chris, Jessica, Katheryn and the other OIA staff members are here to help you, and your information is confidential with us.
  - A federal law called FERPA provides you with privacy rights. We cannot share your information unless you give us written permission.
Golden Rule: Remember the OIA should be your first stop for immigration advice

- If you are worried about your status, see us as soon as possible. The earlier we meet, the more likely we can provide help.

- Contact us with your questions!
  - Call 274-7000 to schedule an appointment,
  - Check our website for walk-in advising hours,
  - Email us at iadvisor@iupui.edu
Questions?

Welcome to IUPUI!
Make your place in a bigger world