10 Rules for Success at IUPUI

How to keep your visa status legal!

Mandatory International Orientation
January 22, 2018
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
- 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

You are responsible for the directions and contents 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?

- 1 Online course per semester (but only 1!)
- EAP Classes
- 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!
- 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?

- Waitlisted courses
- Additional online courses (after the first)
- Incomplete courses from previous semesters
- 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.
Rule 3: Understand your visa documents and keep them valid

• What is SEVIS?
  o Student and Exchange Visitor Information System
  o Tracks all F and J immigration records
  o OIA reports your enrollment every fall and spring semester
  o You must report your address (Use “Local Address” field in One.iu.edu)
  o 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/request.html](https://i94.cbp.dhs.gov/I94/request.html)
A. Admission (I-94) Record Number
B. Admit Until Date: D/S
Details provided on Admission (I-94) form:

- Last/Surname:
- First (Given) Name:
- Birth Date:
- Passport Number:
- Passport Country of Issuance:
- Most Recent Date of Entry:
- Class of Admission: F1

A. I-94 number
B. Duration of status
C. Admission class

Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.
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
Rule 3- Important updates:

• Passport:
  o 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:
  o 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.

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

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

• Lost/Stolen:
  o Notify iadvisor@iupui.edu immediately for advice on replacing your documents.
Rule 4: 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 5: Never work without proper authorization!

- Only students maintaining 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 can lose your visa status and it may be extremely difficult for you to finish your degree
- Learn more about employment at our workshop:
  - Employment in the U.S.: How to get a job and keep it legal!
  - This Friday at 1:00pm
Rule 5, 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:
Rule 5, 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 5, 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 5, Economic Hardship

- For F-1 and J-1 students

- 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 5, 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 5, 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.
Rule 5, 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 5, 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/](https://fms.iu.edu/)
Rule 6: Health Insurance and Medical Care

- All F-1 and J-1 students at IUPUI **MUST** have health insurance
  - IUPUI International Student Plan
  - Provide your own plan that meets our waiver requirements
    - You will be automatically billed for the IUPUI plan if you do not complete a waiver request by the 10th day of the semester. **No exceptions.**
    - This must be done each and every semester by the 10th day of the semester

- IUPUI International Plan is administered by Aetna
  [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com)

- You will be billed every Fall and Spring semester that you are enrolled in your program. (Spring and Summer are billed together and cannot be separated.)
  - Fall 2017: $712 (Covering August 1 2017– December 31 2017)
  - Charge will appear on your Bursar account by the end of week 3 of the semester.
Rule 6: How do I enroll in Health Insurance?

1. Enroll Early!
   - iStart Insurance and Finances menu
   - Complete the International Student Health Insurance Confirmation eForm
   - Charge will be billed to your Bursar account during the first week of classes

2. Do nothing!
   - Automatically enrolled on 1/19/2018
   - Charge will be billed to your Bursar account on 1/20/2018

Insurance coverage period will be 1/1/2018 – 7/31/2018 (so you are covered now)

You get your card from Aetna in about 2 weeks – refer back to Rule #1 – update your LOCAL address – that is where Aetna sends the card
Rule 6: Can my dependents get coverage?

- YES! They need insurance just like you!
- Enroll yourself early! You must first be enrolled before you can enroll your family.

1. Go to AetnaStudentHealth.com
2. Enter your IUPUI University ID number and date of birth
3. Select 17/18 International Dependent Enrollment from the menu
4. Enter your dependent’s information
5. Enter your payment and contact information
6. PRINT your receipt

Your Dependents MUST be added no later than January 31.
Rule 6, What if I am sponsored?

- Are you sponsored by:
  - Kuwait Embassy
  - Qatar Embassy
  - Qatar Higher Education Institute
  - SABIC
  - SACM
  - UAE Embassy

JUST DO NOTHING.
Rule 6, What if my department is paying?

- Are you on a Fellowship of $3,609 or more?
- You have a different insurance plan found here: http://www.indiana.edu/~uhrs/benefits/fellowship-eligibility.html
- Covers dental

Just ask your department, “has my fellowship paperwork been submitted to Academic Affairs by the insurance deadline?”
Rule 6, What if my department is paying?

- Do you have a Student Academic Appointment (or SAA) of .375 or greater?
- Typically covers your tuition, health insurance, and living stipend.
- You have a different insurance plan found here: http://www.indiana.edu/~uhrs/benefits/GA-eligibility.html
- Covers dental.

Just ask your department if “my hire eDoc in HRMS is approved yet”
Rule 6, What if I want different insurance?

That is OK, *IF* your insurance meets our requirements:

- $2,000 out-of-pocket max or less
- $500 deductible or less
- Covers pre-existing conditions right away
- $100,000 coverage for each sickness, injury, or accident
- Covers maternity care
- $50,000 coverage for medical evacuation
- $25,000 coverage for repatriation

Must file a waiver in iStart no later than January 17, 2018.

Must have coverage from at least January 8 – July 31.

*Must provide documentation with your policy details and start and end dates.

No Exceptions.
Rule 6: Where do I go?

- Vaccinations or TB tests: Student Health (Campus Center or Coleman Hall)
- Broken Leg: ER or Urgent Care
- Annual Physical: Student Health or Other Doctor’s Office
- Cold/Flu: Student Health or Other Doctor’s Office
- Fainting: ER

Come to the Aetna Health Insurance Presentation on Friday at 11 a.m. in TBD

Look at the OIA Website:
http://international.iupui.edu/indianapolis/health-insurance/insurance-students.html

- Waivers
- Glossary
- Medical Care Locations
Rule 7: File tax forms each year

- Everyone *must* file something
- 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.

Complete FNIS Int’l Tax Questionnaire (or ITQ)

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

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

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

You file a tax return by April 15th.

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
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:
  - Cancellation of current visa status
  - Delay or denial of future visa stamps
  - Delay or denial of future immigration benefits within the U.S.
  - In severe cases, removal from the U.S.
  - See handout in folder for additional information

- Some Tips:
  - Never use a fake ID
  - Never claim to be a U.S. citizen
  - 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:**
  - Being arrested can cause you to have your current visa revoked
  - Drinking age is 21, and is strictly enforced
  - Tobacco is legal, but cannot be used in most public locations. You cannot smoke within 8 feet of building entrance in Indiana
  - Other types of non-medical drugs are prohibited

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

- **For people with children:**
  - Young children cannot be left home alone
  - Young children cannot be left unattended in public
  - 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)
  o 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, Sandra, Chris, Jessica, Jhoselyn and the other OIA staff members are here to help you, and your information is confidential with us.
  o 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