



## IMPORTANT INFORMATION

for INTERNATIONAL STUDENTS

**JANUARY 31, 2023**

- [SPRING 2023 REDUCED CREDIT DEADLINE - FEBRUARY 10, 2023](#)
- [SPRING 2023 INSURANCE EXEMPTION REQUEST AND WAIVER DEADLINE - FEBRUARY 10, 2023](#)
- [ON-CAMPUS EMPLOYMENT](#)
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### **REDUCED CREDIT/COURSE LOAD – SPRING 2023 DEADLINE IS FRIDAY, FEBRUARY 10**

To maintain legal status, all F-1 and J-1 students must pursue a full course of study at all times. This means being registered for a full credit load (12 credits for undergraduates and 9 credits for graduate students). There are cases, however, in which regulations consider a student to be pursuing a full course of study even though he or she NOT actually registered for a full credit load. For example, undergraduates who only need 1 or 2 classes to complete their program, or graduate students who have completed all coursework but are still conducting thesis or dissertation research might be considered to be pursuing a full course of study even though not registered for 9 credits.

IF YOU WILL BE REGISTERED FOR LESS THAN A FULL-TIME CREDIT LOAD IN spring 2023, you MUST submit a "Reduced Credit/Course Load" form to ISSS using the [RGlobal portal](#). You need approval from our office for less than full-time enrollment in any semester. The form can be completed online and will require your graduate program director/academic dean's approval. Please review our [website](#) for instructions and information about the updated process to submit this form. The deadline for submitting the form is **Friday, February 10, 2023**.

Please check the University's academic calendar for the appropriate add/drop dates, for the last date to drop classes without a "W" grade:

[Undergraduate Registration Calendar](#)  
[Graduate Registration Calendar](#)

Bear in mind that it takes 3-4 days to process the form after receipt and we cannot guarantee timely processing of forms received after the deadline. This could mean loss of legal status and you will need to leave the country or apply for a reinstatement process with the government.

Remember, the "Reduced Credit/Course Load" form can be submitted at any time before the deadline. Continuing international students who are outside the U.S. for the spring semester and will be enrolling for a less than full-time course load must also apply for reduced credit authorization.

**SPRING 2023 INSURANCE EXEMPTION REQUEST AND WAIVER DEADLINE IS FRIDAY, FEBRUARY 10**

#### **STUDENTS WITH A TA/GA APPOINTMENT**

Students with full TA/GA appointments who are enrolled in benefits through University Human Resources DO NOT need to contact our office to request a waiver of the student health insurance premium. You only need to submit your enrollment paperwork through Human Resources at the start of your appointment and do not need to submit waiver documentation to our office. Once Human Resources processes your insurance enrollment paperwork we will receive your coverage information and we will process your waiver.

#### **STUDENTS ATTENDING COURSES FROM OUTSIDE THE UNITED STATES IN SPRING 2023**

Students who are attending from overseas for spring 2023, will be charged the Student Health Insurance Premium through their term bill and will need to request a waiver via the [RGlobal Student Services Portal](#).

#### **ALL OTHER F-1 AND J-1 STUDENTS MUST EITHER ENROLL OR WAIVE:**

#### ***STEPS TO COMPLETE HEALTH INSURANCE ENROLLMENT – DEADLINE IS FRIDAY, FEBRUARY 10***

- Register for classes. Wait three business days after registering for classes to complete the enrollment form at [universityhealthplans.com](https://universityhealthplans.com).
- Change your International address to a U.S. mailing address, visit [my.rutgers.edu/portal](https://my.rutgers.edu/portal). You may do this once you are registered for classes.
- Add your email address, visit [my.rutgers.edu/portal](https://my.rutgers.edu/portal). You may do this once you are registered.
- Three days after registering for classes, go to [universityhealthplans.com](https://universityhealthplans.com) to complete the enrollment form. You will receive a confirmation number on the screen and to your Rutgers email, once you have successfully submitted the enrollment form.
- Wait four days after receiving your enrollment confirmation number, go to [University Health Plans, Inc.](https://universityhealthplans.com) On the left navigation bar, select "Log into my account." You may then create an account, log in, and print your card.

**OR**

## **STEPS TO WAIVE THE STUDENT HEALTH INSURANCE FOR STUDENTS IN F-1 or J-1 VISA STATUS - DEADLINE IS FRIDAY, FEBRUARY 10**

F-1 and J-1 students on a Rutgers sponsorship who have insurance coverage other than the student insurance plan that is charged on their term bills need to request a waiver of that insurance premium by following the exemption request process outlined below. Please note that Rutgers sponsored international students cannot waive the student insurance plan through the United Healthcare website; it must be done through the Rutgers Global – International Student and Scholar Services. The deadline for submitting the waiver is Friday, February 10, 2023.

Please complete the following steps to request the waiver:

- Review supporting documents you will need to provide or address to complete the exemption, all supporting documents must confirm that your coverage meets every one of [the University's health insurance requirements](#).
- Apply for the insurance waiver by completing the form available through our [RGlobal Student Services Portal](#) on the ISSS website.
- Submit the form and any supporting documents to the ISSS by Friday, February 10, 2023, to opt out of the university's student insurance plan and have the premium removed from the term.

**\*\*Important Note: Students on another institution's visa sponsorship** who are registered for a full-time course load and hold coverage other than the student insurance plan will need to waive their student insurance premium by following the [online waiver instructions](#).

## **ON-CAMPUS EMPLOYMENT**

International students in F-1 and J-1 status may work on-campus at Rutgers while pursuing their studies. You will need some paperwork from ISSS before you can begin working on-campus. All international students must follow these steps before beginning any on-campus workshop:

- Review the detailed information and instructions on the ISSS [website](#)
- Complete the Staying in Legal Status Workshop via the [RGlobal portal](#)
- Complete the On-Campus Employment Workshop via the [RGlobal portal](#)
- Request the necessary forms/letters via the [RGlobal portal](#) before beginning on-campus employment

## **EMPLOYMENT WORKSHOPS FOR INTERNATIONAL STUDENTS**

As F-1/J-1 students, it is your responsibility to know the rules and laws governing your legal status, including the regulations regarding off-campus internships or any off-campus employment. You don't need to wait until you have a job interview to find out what those rules are.

All our employment workshops are offered online through the [RGlobal portal](#). Review the [CPT](#) and [OPT](#) webpages for important information about how to complete the workshops, and consider joining an upcoming Off-Campus Employment Chat session with an adviser and your peers (dates and times posted on the [Advising Services webpage](#)). More information about employment for international students can be found on the ISSS [website](#).

Remember that all on-campus employment must also be reported to ISSS. Please refer to our webpage on [On-Campus Employment](#) for information about steps for F-1 and J-1 students to report on-campus employment. The [On-Campus Employment workshop](#) may also be accessed through the [RGlobal portal](#).

### **SCAM ALERT**

We have been made aware of scams targeting unsuspecting international students and scholars. These scams have become increasingly sophisticated, oftentimes with an apparently government phone number appearing on your caller ID, or the caller knowing a lot of your personal information. Frequent scam attempts involve emails in which a student is offered a job by a Rutgers professor whose email address has been spoofed. Please remember that on-campus job employers will never ask a student to connect with an employer via text, and they will never require bank details or other personal information.

As is true anywhere in the world, there are people who attempt to take advantage of international students and scholars, but with a little knowledge you can learn how to identify a scam and avoid falling victim to the scheme. Please refer to the ISSS website for more [tips to avoid scams](#), as well as a list of helpful [resources](#) regarding scams and fraud.

### **REMINDER ABOUT OPT APPLICATIONS**

While the USCIS deadline for post-completion OPT applications is 60 days following degree completion, it can take 4-5 months for USCIS to process the applications. All students applying for post-completion OPT must complete the Post-Completion OPT Workshop on the [RGlobal portal](#). F-1 students who will be getting January 2023 degrees and who plan to apply for post-completion OPT should plan to submit an OPT application as soon as possible.

### **PODCAST ON THE INTERNATIONAL STUDENT EXPERIENCE**

Listen to the latest episode of the Rutgers Around the World podcast, in which international students Mariam Basta (United Arab Emirates), Milly Chu (Singapore), and Shine Macwan (India) share their experiences of attending Rutgers during the COVID-19 pandemic, about their decision to study in another country--and why specifically Rutgers--as well as plans for life after college.

[Podcast](#)  
[Rutgers Around the World webpage](#)

## PEER MENTOR OPPORTUNITIES

### RU-FIT PEER LEADER POSITIONS

RU-FIT peer leaders are rising juniors and seniors with campus resource expertise and the desire to help international students in their transition to university. The position offers a \$1,500 stipend. Applications are due by March 6th. For more information or to request an application email [ias-global@global.rutgers.edu](mailto:ias-global@global.rutgers.edu).

### LIVING-LEARNING COMMUNITY (LLC) PEER MENTORS

The peer mentor experience provides a hands-on opportunity to demonstrate the ability to build community, act as a campus resource, make connections with faculty and staff, and positively contribute to the success of their peers. Benefits include priority housing, field trips, and academic and leadership opportunities. This is a paid position for 6 hours/week. Peer mentors must live on campus on the floor/building of the respective [Living-Learning community \(LLC\)](#) and have a demonstrated interest in the theme of the community. [Click here to learn more about becoming a Peer Mentor.](#)

## UPCOMING EVENTS

### SPRING CAREER & INTERNSHIP MEGA FAIR

Thursday, February 16 & Friday, February 17, 2023

11am-4pm EST

Jersey Mike's Arena, 83 Rockafeller Rd, Piscataway, NJ 08854

Hosted by the Office of Career Exploration and Success, this in-person event will feature over 230+ employers (different employers each day), who will be available to network with candidates to discuss full-time, part-time, and internship opportunities from a wide variety of fields. This event is only open to Rutgers University students and alumni from all academic disciplines. For more information, visit <https://careers.rutgers.edu/career-fairs>.

### INTERN FOR A DAY

Offered by the Office of Career Exploration and Success, the Intern for a Day program offers students an immersive experience connecting classroom learning with exposure to different employers and careers, providing insight into possible future job settings. For details, visit [careers.rutgers.edu/ifad](https://careers.rutgers.edu/ifad).

### SHOPPING SHUTTLE

Rutgers Global – ISSS arranges shopping shuttles to local stores throughout the semester so students can purchase groceries and other living essentials. You should sign up to reserve your spot on the shuttle; International students and scholars who have signed up will be given preference to ride on the shuttle.

[Click here for more information and to sign up for the shuttle.](#)

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This periodic update from the Rutgers Global – International Student and Scholar Services (ISSS) office provides you with important information regarding your legal status, upcoming programs, and useful resources. Previous updates can be found on our [Email Notices page](#).

These notices are automatically sent to all nonimmigrant students enrolled at Rutgers–New Brunswick and Rutgers–Biomedical and Health Sciences. Most messages, however, apply only to F-1 and J-1 students. We label most messages to facilitate your identification of which messages may apply to you personally. All F-1 and J-1 students on Rutgers' visa sponsorships are required to know the information that is provided in these notices and to follow reminders and instructions that apply to their own situations.

This is NOT a subscription email list. These notices are sent periodically to an automatically generated list. If you are a permanent resident or citizen of the U.S and should not be receiving these notices, please contact ISSS:

**New Brunswick**

848-932-7015

[iss-students@global.rutgers.edu](mailto:iss-students@global.rutgers.edu)

**RBHS**

973-972-6138

[iss-rbhs@global.rutgers.edu](mailto:iss-rbhs@global.rutgers.edu)