

IMPORTANT INFORMATION

for INTERNATIONAL STUDENTS



JANUARY 13, 2022

- **SUSPENSION OF IN-PERSON ADVISING SERVICES**
- **UNIVERSITY OPERATING STATUS AND COVID-19 RESOURCES AND UPDATES**
- **VIRTUAL INTERNATIONAL STUDENT ORIENTATION**
- **SCAM ALERT**
- **SPRING 2022 REDUCED CREDIT DEADLINE - FEBRUARY 4, 2022**
- **SPRING 2022 INSURANCE EXEMPTION REQUEST AND WAIVER DEADLINE - FEBRUARY 17, 2022**
- **ON-CAMPUS EMPLOYMENT**
- **EMPLOYMENT WORKSHOPS FOR INTERNATIONAL STUDENTS**
- **REMINDER ABOUT OPT APPLICATIONS**
- **UPCOMING EVENTS**

SUSPENSION OF IN-PERSON ADVISING SERVICES

Please note that Rutgers Global - International Student & Scholar Services (ISSS) has temporarily suspended in-person advising services due to the significant increase in reported COVID cases and in alignment with the [university's operating status](#). Please refer to the recent [Universitywide email](#) for details and important updates about the temporary use of remote instruction where possible, critical new vaccine requirements, and other information about the University operating status. Rutgers Global - ISSS continues to offer our full range of services including email, remote appointments, and remote Quick Question Advising. For more information about our advising services, please refer to our [Contact Information and Advising Services](#) webpage.

UNIVERSITY OPERATING STATUS AND COVID-19 RESOURCES AND UPDATES

As an International student, we realize you may have many questions related to the University's plans, vaccination and booster requirements, and evolving pandemic related circumstances. We have tried to answer some of your questions in the [COVID-19 Related International Student FAQ](#) and this will be supplemented as additional information becomes available.

Based on the January 4 [University announcement](#), the spring term will still officially begin on January 18, but in-person classes will resume on January 31, 2022. For international students who are unable to arrive in time to attend classes in-person because of visa, travel or health-related circumstances, Rutgers remains committed to helping students continue their studies and attain their academic goals. Please discuss your academic schedule and plan with your program/school. Please be assured that Rutgers will continue to support you in your educational journey.

Based on these latest updates, Rutgers Global ISSS would like to offer the following recommendations:

- For students who are outside the U.S. and who plan to come to the U.S. for the spring semester, you should plan to enter the U.S. on or before January 31 in order to attend in-person classes beginning January 31.
- Students who cannot enter before the January 31 date, should consider remote instruction, take a leave of absence, or defer admission for the spring 2022 semester. Please discuss these options with your academic program/school.
- For students with initial SEVIS records, [check-in](#) is required upon entry to the U.S. We are required to report each student in SEVIS no later than 30 days after the initial session start date (January 18, 2022) which means that students must be inside the US and complete all necessary processes in order to be in compliance with federal regulations no later than February 14. While this is the deadline for SEVIS reporting, students are expected to be on-campus for in-person classes starting January 31, 2022, unless approved for remote instruction by their program/school, participating in an official Rutgers program abroad, or specifically approved for delayed arrival.

Additional resources:

- [Rutgers Global Alerts: COVID-19](#)
- [Universitywide COVID-19 website](#)
- **Current COVID-19 entry requirements and restrictions:** [COVID Vaccine and Test Requirements for U.S. Entry](#) [External link - NAFSA]

TO ALL NEW STUDENTS - VIRTUAL INTERNATIONAL STUDENT ORIENTATION

Welcome to Rutgers! The Rutgers Global – International Student and Scholar Services (ISSS) team is very happy that you have chosen to study at Rutgers and are looking forward to welcoming you through our virtual [International Student Orientation program](#), which will be supported through the University’s Learning Management System, Canvas. By now, you should have received the email with instructions, so you are aware of what is being offered. Ideally, you should complete the program before the start of classes, but the program and resources will remain accessible to you even after the start of the semester.

On Wednesday, January 19 at 7:00 p.m. (EST), ISSS will host a virtual International Student Orientation Welcome, Resources, and Q&A session via Zoom. All new international students, as

well as international students who have been enrolled at Rutgers and who are joining us on campus for the first time, are encouraged to participate. Staff from ISSS, current international students, and other student service units will answer many frequently asked questions and share information about campus resources. Pre-register for the event by clicking [here](#) and filling out a short e-form.

New students must remember to complete the online Staying in Legal Status Workshop on [CANVAS](#) at your earliest convenience, and if attending Rutgers from within the U.S., make sure you use the [RGlobal Portal](#) to complete a legally mandatory [check-in procedure](#).

Visit the [ISSS website](#) for more information, and regular updates. For more information about our advising services, please [click here](#).

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. 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.

REDUCED CREDIT/COURSE LOAD – SPRING 2022 DEADLINE IS FRIDAY, FEBRUARY 4

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 2022, 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 4, 2022**.

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 2022 INSURANCE EXEMPTION REQUEST AND WAIVER DEADLINE IS THURSDAY, FEBRUARY 17

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 BEGINNING THEIR PROGRAMS FROM OUTSIDE THE UNITED STATES IN SPRING 2022

Students who are outside the United States, but attending from overseas for spring 2022, will be charged the Student Health Insurance Premium through their term bill. New students will receive a waiver from the Student Health Insurance Premium automatically.

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

STEPS TO COMPLETE HEALTH INSURANCE ENROLLMENT – DEADLINE IS THURSDAY, FEBRUARY 17

- Register for classes. Wait three business days after registering for classes to complete the enrollment form at universityhealthplans.com.
- Change your International address to a U.S. mailing address, visit my.rutgers.edu/portal. You may do this once you are registered for classes.
- Add your email address, visit my.rutgers.edu/portal. You may do this once you are registered.
- Three days after registering for classes, go to 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. 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 THURSDAY, FEBRUARY 17

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 Thursday, February 17, 2022.

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 Thursday, February 17, 2022, 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 on [CANVAS](#)
- Complete the On-Campus Employment Workshop on [CANVAS](#)
- 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 [Canvas](#). If you are unable to access the Rutgers Global - ISSS Canvas page, you will need to first submit the [Online Workshop Access e-form via 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 [Canvas](#).

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 [Canvas](#). F-1 students who will be getting January 2022 degrees and who plan to apply for post-completion OPT should plan to submit an OPT application as soon as possible.

UPCOMING EVENTS

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.](#)

GLOBAL PROGRAMS

The Rutgers Global Programs office facilitates cross-cultural programs for international students, as well as your dependents in F-2 or J-2 status. Our [#RUGlobalAtHome webpage](#) offers many opportunities to stay engaged from the comfort of your own home. You should also consider participating in the [Rutgers International Buddy Program](#), an opportunity to be paired with a domestic student who has similar interests and hobbies. Finally, you should follow Rutgers Global on the [Get Involved platform](#), [Instagram](#), [Facebook](#), and [Twitter](#) to keep updated on virtual events and programs that will take place all semester long, such as our Friendship Friday activities.

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

RBHS
973-972-6138
iss-rbhs@global.rutgers.edu