

From: Global_gaia [mailto:global_gaia-bounces@email.rutgers.edu] **On Behalf Of** Urmi Otiv
Sent: Friday, August 25, 2017 1:34 PM
To: NB_INTERNATIONAL_STUDENTS@rams.rutgers.edu
Subject: [Global_gaia] Important Information for International Students



Dear Rutgers–New Brunswick International Students:

This periodic update from the Center for Global Services at the Rutgers' Centers for Global Advancement and International Affairs (GAIA Centers) provides you with important information regarding your legal status, upcoming programs, and useful resources.

These notices are automatically sent to all nonimmigrant students enrolled at Rutgers–New Brunswick. 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. The chapters in this update are:

- **Message for New and Continuing Students**
- **Changes in Student Service Model at CGS**
- **New Office of Academic Support for Undergraduate International Students**
- **Reduced Credit Forms Reminder for Fall 2017: Deadline is Friday, September 29, 2017**
- **Insurance Exemption Reminder for Fall 2017: Deadline is Friday, September 15, 2017**
- **Urgent Information for October 2017 Graduates: Deadline is Friday, September 22, 2017**
- **Upcoming Events: International Friendship Program**

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 Susan Maldonado at susanmal@global.rutgers.edu.

Sincerely,

Center for Global Services
Rutgers' Centers for Global Advancement
and International Affairs (GAIA Centers)
180 College Avenue
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MESSAGE FOR NEW AND CONTINUING STUDENTS

To all new students: Welcome to Rutgers! We look forward to meeting you during the 2017 International Student Orientation program beginning at 9:00 a.m. on Monday, August 28, 2017, at the Rutgers College Avenue Gym. To get to the College Avenue Gym on Monday, August 28, 2017, take the A/EE/F/H/LX bus to the College Avenue Student Center and walk next door to the gym—you'll see many of your fellow students outside, so you can't miss it!

Please be advised of the following resources to help you get started:

- [International Undergraduate Student Orientation Program](#)
- [International Graduate Student Orientation Program](#)
- [International RBHS Student Orientation Program](#)
- [Post-Arrival Guide](#)
- [International Student Information Hub](#)

New Student Arrival Checklist

- Complete Check-In through the [RGlobal](#) Student Services Portal
- Attend the [International Student Orientation](#)
- Attend a Staying in Legal Status Workshop
- Update Personal Information (emergency contact, address, phone number, and email) on the [myRutgers](#) portal
- Register for courses (9 credits for graduate and 12 credits for undergraduate students) to activate and maintain your legal status
- Get your [RUconnection ID](#) card after you have registered for classes
- Enroll for [Health Insurance or apply for a waiver](#)

Feel free to stop by the Center for Global Services located at 180 College Avenue and have some of your most urgent concerns addressed by our staff.

To all continuing students: the center staff has a special request for you. The Center for Global Services (CGS) at the GAIA Centers is currently welcoming 1,500 new international students to Rutgers. If it is possible for you to save any business you need to do at the center until AFTER orientation, we would appreciate it very much. Our orientation program will run from August 28–September 1, 2017, and we hope to be able to give most of our attention to new students all week.

We will do our best to reply to emails within 48 hours, but please be patient while waiting for a response. In order to accommodate our new students, international student advisers will not have walk-in hours during this time. If you have an emergency, we will always be ready to help! In case you do need urgent assistance, the easiest way to reach us will be to email the center at globalservices@global.rutgers.edu and mark “URGENT” in the subject line. Someone from the center will respond to you as soon as possible. Please also note that all university units will be closed on Monday, September 4, 2017, in observance of Labor Day.

CHANGES IN STUDENT SERVICE MODEL AT CGS

We have made several changes to our advising services in an effort to provide you with more efficient and effective assistance on immigration, personal, social, and cultural matters. We have an expert staff available to answer any questions, and/or to connect you with appropriate resources around the community. Some of the highlights of the changes this year include:

- **New Website:** CGS at the Centers for Global Advancement and International Affairs (soon to be renamed Rutgers Global) has a brand new website: <https://global.rutgers.edu/>. Please visit us at our new online home. We are still in the process of building up all the pages but we hope you will find the experience on the new site to be improved. We also look forward to your feedback on the new site. Please send us your comments at globalservices@global.rutgers.edu with “website feedback” in the subject of the email.
- **New Advising Model:** Walk-in Hours throughout the week, from 9:00am to 12:00pm, and from 1:30pm to 4:30pm (Monday, Tuesday, Thursday, and Friday). We are closed on Wednesday. Find out more details about our revised advising model [here](#). Now you will meet with one of our International Student Advisers (ISA) or International Student Coordinators (ISC) on call at the time that you visit CGS. While our ISAs will still have assigned schools and departments that they will serve as the point of contacts for, you, as students, will not have to wait to meet with an assigned ISA for questions and requests that any one of our staff could provide assistance with.
- **RGlobal Portal:** Introducing the new [RGlobal](#) Student Services online portal that enables international students and scholars to complete the essential steps to maintain their legal status, request work authorizations, signatures, and more. Throughout the semester we will be launching online forms for all our processes via this portal, which will eventually eliminate the need for most paper forms. You will receive more information about our online forms and processes as they go live. At this time the following forms should be completed online through the [RGlobal portal](#).
 - Student Check-In Form for New International Students
 - OPT Data Update Form
 - Health Insurance Waiver Request Form
- **Front Office Check-In System:** When you visit our office next, our friendly front office staff will direct you to check-in using this new system. It will allow us to keep track of your visits to CGS, and provide you with more targeted services & referrals to answer your questions and meet your needs.

NEW OFFICE OF ACADEMIC SUPPORT FOR UNDERGRADUATE STUDENTS

The [Office of International Academic Support](#) at GAIA is a brand new resource for our undergraduate international students that provides effective academic support for international students. Look out for email announcements and updates on our website on upcoming programs, events, and seminars offered by this office.

IMPORTANT DEADLINES AND REMINDERS

FALL 2017 REDUCED CREDIT FORMS FOR STUDENTS WITH LESS THAN A FULL-TIME

CREDIT

LOAD

DEADLINE IS FRIDAY, SEPTEMBER 29, 2017

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 FALL 2017, you MUST submit a "Reduced Credit/Course Load" form to our center. You need approval from our office for less than full-time enrollment in any semester. The form can be downloaded on our website and requires your graduate program director or academic dean’s approval before it can be submitted to CGS. The deadline for submitting the form is **Friday, September 29, 2017**.

- [Reduced Credit/Course Load Form](#)

Bear in mind that it takes a few 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 re-instatement process with the government.

REMEMBER...the “Reduced Credit/Course Load” form can be submitted at any time before the deadline, even before the semester starts.

Note to post-qualifying doctoral students or Master’s students who have completed all coursework and are completing their thesis: If in the past you have already submitted one "Reduced Credit/Course Load" form as a post-qualifying student, you may now submit a "CONFIRMATION OF LESS THAN FULL TIME" form for this and subsequent semesters. This form does NOT require the graduate program director's signature and can be printed from our website.

- [Confirmation of Less Than Full Time Form](#)

You can email the Reduced Credit/Course Load Form or the Confirmation of Less Than Full-Time Form to our office at globalservices@global.rutgers.edu OR drop it off at our front office at 180 College Avenue.

FALL 2017 INSURANCE EXEMPTION REQUEST

Effective Fall 2017 there will be some very significant changes to health insurance enrollment and waiver processes for international students.

FALL 2017 STUDENTS WITH A TA/GA APPOINTMENT

Effective Fall 2017 students with full TA/GA appointments who are enrolled in benefits through University Human Resources no longer need to contact our office to request a waiver of the student health insurance premium. Beginning this semester you need to submit your enrollment

paperwork only through Human Resources and do not need to submit waiver documentation to our Center. Once Human Resources receives your insurance enrollment paperwork they will supply our office with your coverage information and we will process your waiver.

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

STEPS TO COMPLETE HEALTH INSURANCE ENROLLMENT (DEADLINE IS FRIDAY, SEPTEMBER 15, 2017):

1. Register for classes. Wait three business days after registering for classes to complete the enrollment form at universityhealthplans.com
2. 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 you do not need to wait.
3. Add your email address; visit my.rutgers.edu/portal. You may do this once you are registered you do not need to wait.
4. 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.
5. 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 FRIDAY, SEPTEMBER 15, 2017)

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 following exemption request process outlined below. Please note that students cannot waive the student insurance plan through the United Healthcare website; it must be done through the Center for Global Services. The deadline for submitting the waiver is Friday, September 15th, 2017.

Please complete the following steps to request the waiver:

1. Review supporting documents you will need to provide or address in order to complete the exemption, all supporting documents must confirm that your coverage meets [the University's health insurance requirements](#).
2. Apply for the insurance exemption by completing the form available through our new [RGlobal Student Services Portal](#) on the Center's website
3. Submit the form and any supporting documents to the Center for Global Services by Friday, September 15, 2017, to opt out of the university's student insurance plan and have the premium removed from the term

****Important Note for Students on Another 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](#).

URGENT INFORMATION FOR GRADUATE STUDENTS ON RUTGERS'S SPONSORED F-1/J-1 VISA, RECEIVING THE OCTOBER 2017 DEGREE DEADLINE IS FRIDAY, SEPTEMBER 22, 2017

Graduate School policy does not require students who graduate in October 2017 to register for the fall semester in which they will receive their degree. However, SEVIS automatically terminates your SEVIS record if a "registration event" is not sent to SEVIS within the first 30 days of each semester. If your SEVIS record is terminated, you will lose your legal status. Students graduating in October 2017 do not have the required "registration event" sent to SEVIS automatically.

We need to identify all F and J students on a Rutgers visa sponsorship who will receive the October 2017 degree and manually "register" each of their SEVIS records. Therefore you must officially inform us if you plan to get an October 2017 degree so that we know to manually perform the "registration" event on your SEVIS record.

IMMEDIATE ACTION YOU MUST TAKE no later than **Friday, September 22, 2017**.

E-MAIL the following to Susan Maldonado at susanmal@global.rutgers.edu with the subject "October Graduation"

- YOUR LAST NAME:
- YOUR FIRST NAME:
- YOUR STUDENT ID:
- COPY AND PASTE THE FOLLOWING STATEMENT IN ITS ENTIRETY IN YOUR EMAIL: (see "Important Additional Note" below for a full explanation of the statement):

I plan to receive an October 2017 degree and therefore I do not intend to register for the Fall 2017 semester. I understand, however, that if for some reason I do not end up receiving the October degree I will immediately fall out of F-1 or J-1 status because I will not be registered for any credits. I understand that if I am not absolutely certain I will get an October degree and if I do not want to take the risk of falling out of status, I can choose to register for the minimum number of credits permitted in order to "insure" myself against falling out of status.

Students providing this information to Susan Maldonado will be verified against the list of awarded October degrees once the degree information is posted. If you submit this information to Susan but subsequently fail to earn an October 2017 degree, you will be "out of status" UNLESS you have registered for the Fall 2017 semester. Thus, if you are at all uncertain as to whether you will receive the October 2017 degree, we suggest you register for the minimum number of credits permitted by your program to ensure that you will not fall "out of status."

UPCOMING EVENTS

The International Friendship Program (IFP) has a great line-up of programs and events planned for you this semester.

IFP Fall Welcome(Back) Party and Speed Friending Event

Friday, September 15, 2017 | 5:00 - 7:00 p.m. | Busch Student Center, Multipurpose Room

Follow us on [Facebook](#). Come to our Fall Welcome (Back) Party and Speed Friending Event hosted by IFP, Center of Global Education (CGE), and International Students Association (ISA). This will be a great opportunity for both IFP members and study abroad students to get involved through a fast-paced speed friending activity. We encourage your participation to represent IFP and to introduce our program to the new members. It would be a fun way to share cultural experiences and meet people from around the world! Please RSVP on our Facebook events page.

Conversation Partners Program “Match” Party

Thursday, October 5, 2017 | 5:00-6:30pm | Busch Student Center, The Cove

Want to practice a foreign language? Ready to become more engaged with RU international community and make new friends?

Sign up to be “matched” with a conversation partner at: <http://go.rutgers.edu/u760ogdu>

Urmi Otiv

Director, Center for Global Services

Of the Centers for Global Advancement and International Affairs (GAIA Centers)