
From: Mohini Mukherjee
Sent: Tuesday, January 23, 2018 6:04 PM
To: NB_INTERNATIONAL_STUDENTS@rams.rutgers.edu
Subject: Important Information for International Students



Dear Rutgers–New Brunswick International Students:

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.

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. This update includes:

- [Advising Services at ISSS](#)
- [Required Check-in for International Students](#)
- [Free Nonresident Tax Software](#)
- [Spring 2018 Insurance Exemption Request \(Deadline February 2\)](#)
- [Spring 2018 Reduced Credit Forms \(Deadline February 9\)](#)
- [Employment Workshops for International Students](#)
- [I-20 or DS-2019 Extension](#)
- [OPT Applications \(for F-1 Students Graduating in January\)](#)
- [Upcoming Events](#)

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,

Rutgers Global – International Student and Scholar Services
848-932-7015

globalservices@global.rutgers.edu
global.rutgers.edu

ADVISING SERVICES AT ISSS

The staff at the Rutgers Global – International Student and Scholar Services (ISSS) extend a warm welcome to all new international students who are beginning their studies at Rutgers this semester. All our continuing students, welcome back from the winter break. We have an expert staff available to answer any questions, and/or to connect students with appropriate resources around the community. We also partner with university faculty and staff to best serve our international student population. International student advisers are here to advise international students on immigration, personal, social, and cultural matters during their time here at Rutgers.

Our international student advisers hold walk-in hours and take appointments. Walk-in hours are appropriate for basic information, quick questions, required signatures, or emergency problem-solving. Appointments can be made if you need more time with an adviser based on the reason for your visit. Typically, our office will recommend making an appointment with an adviser for matters such as change of status, reinstatement of status, and some academic or personal issues—appointments must be made at least one day in advance by calling us at 848-932-7015.

Visit our [website](#) for detailed information about our [advising services and how to contact us](#).

Please note the following staff-changes and updates:

James Jones has moved on to pursue a new opportunity and is no longer working at ISSS. We wish James the very best in his new position and will be filling his position as soon as possible. In the meanwhile, students who were working with James can continue to connect with our office through our [advising services](#).

We have a new International Student Adviser on our team – Trevor Cook joined the student services team a little over a month ago and has already been meeting with many of our students. We are glad to have Trevor on board.

REQUIRED CHECK-IN FOR NEW INTERNATIONAL STUDENTS

Have you completed the online check-in form yet? If not, you must do so immediately. Here are some mandatory steps you must complete to ensure your F-1/J-1 legal status is properly activated. Failure to do so will result in loss of legal status, which means you will not be able to continue living and studying in the U.S.

Report Arrival and Check-In through [RGlobal](#): The US government requires all new and transfer F-1/J-1 international students to report their arrival to Rutgers. To report your arrival, you must check-in online by completing the Check-In Form through the [RGlobal](#) Student Services Portal. The form is available under the orientation section when you log into the RGlobal portal. Students are required to complete this check-in process as soon as possible on their entry into the United States but no later than within two weeks from the start of classes. You will need to upload copies of your I-20/DS-2019, passport, visa, I-94 as well as immigration documents for your visa dependents. Failure to complete this process in a timely manner could result in losing your ability to remain legally in the US.

Update Personal Information (Emergency contact, Address, Phone Number and Email) on the

[MyRutgers](https://my.rutgers.edu/) portal (<https://my.rutgers.edu/>)

All international students are REQUIRED to provide a local address and phone number. Your student record cannot be validated/registered in the government database without this information (which is a legal requirement within 30 days of the start of the semester).

If you fail to update your US address and phone number, you are at risk of losing your lawful status in the US. Even if you are staying in a temporary accommodation, enter that address, then update your address again once you move to your new apartment or residence hall. Even if you have a temporary number, enter it in the system and update it when you have a new number.

Register for enough courses to study full-time: As a graduate student, you must be registered for at least 9 credits, as an undergraduate student you must be registered for at least 12 credits to be considered full-time. Your academic advisers may recommend registering for more credits but this is the minimum required for you to maintain your legal status. Special Note: If you are NOT enrolled full-time AND you do NOT have reduced credit approval from ISSS, you are at risk of losing your lawful status in the US.

Note: the last date to add/drop classes for the spring semester is January 24, 2018.

Student Health Insurance and Immunizations

All students are required to have health insurance. All students should have already enrolled in the University offered health insurance plan or applied for a waiver. Visit the [health insurance](#) section of our website for more information.

Please be advised of the following resources to help with your transition to Rutgers:

- [Post-Arrival Guide](#)
- [Student Information Hub](#)

FREE NONRESIDENT TAX SOFTWARE (FOR F-1 AND J-1 VISA HOLDERS)

The Rutgers Global – International Student and Scholar Services office will provide F-1 and J-1 visa holders with free access to an online tax completion software program for nonresident tax filing, GLACIER Tax Prep. The program allows those who are nonresidents for federal tax purposes to easily complete tax returns by answering questions that the program poses. More information is forthcoming; in the meantime, learn more about your federal tax filing status by visiting the following links:

- <https://studyinthestates.dhs.gov/2015/03/filing-taxes-101>
- <http://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars>

SPRING 2018 INSURANCE EXEMPTION REQUEST AND WAIVER DEADLINE IS FRIDAY, FEBRUARY 2, 2018

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

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 Fall 2017 you only need to submit your enrollment paperwork through Human Resources and do not need to submit waiver documentation to ISSS. Once Human Resources processes your insurance enrollment paperwork we will receive your coverage information in order to 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, FEBRUARY 2, 2018):

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 ON RUTGERS' F-1 or J-1 VISA SPONSORSHIP (DEADLINE IS FRIDAY, FEBRUARY 2, 2018)

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 on Rutgers' F-1 or J-1 visa sponsorship cannot waive the student insurance plan through the United Healthcare website; it must be done through the ISSS. The deadline for submitting the waiver is Friday, February 2nd, 2018.

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 ISSS website
3. Submit the form and any supporting documents to the ISSS by Friday, February 2, 2018, 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 'Full-Time Students' [online waiver instructions](#).

SPRING 2018 REDUCED CREDIT FORMS FOR STUDENTS WITH LESS THAN A FULL-TIME CREDIT LOAD. DEADLINE IS FRIDAY, FEBRUARY 9, 2018 - submit forms via email to globalservices@global.rutgers.edu

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 2018, you MUST submit a "Reduced Credit/Course Load" form to ISSS. 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 ISSS. The deadline for submitting the form is **Friday, February 9, 2018**.

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

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 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 course-work and are completing their thesis/dissertation: 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.

IMMIGRATION DOCUMENTS EXPIRATION AND RENEWAL – CHECK YOUR I-20/DS-2019 & PASSPORT NOW

F-1 and J-1 students' passport and I-20 (F-1) or DS-2019 (J-1) must be valid at all times. Take a moment right now to check your passport expiration date and the expiration date on your I-20 or DS-

2019, and then mark your calendar to renew or extend them in ample time prior to their expiration date.

Your passport should always be valid for at least 6 months in the future. The passport is a document issued by your own country, and every country has its own rules and timeframes on passport renewals. Don't wait until your passport is about to expire to find out how long it will take to renew, as some countries' passports can take many months to renew! Find out now how and when to renew your passport by checking on the website of your country's U.S. embassy (in Washington, D.C.) or consulate (in New York City) or by calling your embassy or consulate.

If you are on Rutgers' visa sponsorship and you need an extension of your I-20 or DS-2019, please follow instructions on our website for an [Extension of Program](#).

EMPLOYMENT WORKSHOPS FOR INTERNATIONAL STUDENTS

Before you apply for a job or internship, students should know that rules and laws governing off-campus internships or regular employment can be complex. You don't need to wait until you have a job interview to find out what those rules are. Our office hosts regular employment workshops to help you learn what types of positions you are eligible to apply for; the procedures and time frames for getting authorization, if eligible; and other issues related to off campus employment, such as traveling abroad while you have an OPT application pending. Upcoming workshops and descriptions can be found on our [website](#).

OPT APPLICATIONS (FOR F-1 STUDENTS GRADUATING IN JANUARY 2018)

F-1 students who will be getting a January 2018 degree and who plan to apply for post-completion OPT should plan to submit an OPT application as soon as possible. While the USCIS deadline for post-completion OPT applications is 60 days following degree completion, it takes 3 months or more for USCIS to process the applications. All students applying for post-completion OPT must attend a [Post Graduate Employment Workshop](#) - prior to meeting with an international student adviser.

UPCOMING EVENTS

Join the International Friendship Program (IFP)!

IFP is a cross-cultural social club that connects international and domestic students for lifelong learning and friendship. [Like us on Facebook](#) for our latest announcements. For a sign up link, text the word, RutgersIFP to the number 69922 on your phone!

[Upcoming Spring semester events:](#)

[American Football 101](#)

Wednesday, January 31 | 4:00 – 6:00 p.m. | High Point Solutions Stadium

Learn the history, culture and rules of American football. Learn about the upcoming sporting event of the year - Super Bowl 52! Get VIP backstage access to the state of the art Rutgers High Point Solutions Stadium, the home of your Scarlet Knights!

Free admission and free food! RSVP at <http://go.rutgers.edu/kr gau5ox>

Lollanobooza 2018

Friday, February 9 | 10:00 p.m. – 1:00 a.m. | College Avenue Student Center

Join us as Lollanobooza will be taking over the College Avenue Student Center! This exclusive event is specifically created for Rutgers students to enjoy an alcohol-free place to party all night. All you have to do is bring your student ID! The party will be featuring a DJ, food, inflatables, Zumba, crafts, prizes, and giveaways! Lollanobooza is the official Winter Olympics opener after party!

<https://www.facebook.com/events/212295279340342/>

Sincerely,

Rutgers Global – International Student and Scholar Services

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