



IMPORTANT INFORMATION for INTERNATIONAL STUDENTS



AUGUST 13, 2024

MESSAGE FOR NEW AND CONTINUING STUDENTS

TO ALL NEW STUDENTS: Welcome to Rutgers! We look forward to meeting you during the 2024 International Student Orientation program beginning at 8:30 a.m. on Monday, August 26, 2024, at [Jersey Mike's Arena](#).

- Please review our [Orientation](#) webpage for details about International Student Orientation
- Be sure to complete all the [Pre and Post Arrival Steps](#) to prepare for a successful and seamless welcome to Rutgers
- Download the [Rutgers Mobile App](#)
- Download the Rutgers-New Brunswick Mobile App here: [App Store](#), [Google Play](#)
- Download the Rutgers Transportation app: [Rutgers University | Passio GO!](#)
- [ISO Schedule for Graduate Students](#)
- [ISO Schedule for Undergraduate Students](#)

FOR ALL CONTINUING STUDENTS: Between August 26-August 28, the international student services staff will be extremely busy helping 1,500+ new international students navigate the Rutgers system. Please consider holding any questions you may have for our advisors until AFTER orientation. As you may remember from your own orientation to Rutgers, our new students will have many questions, and our staff will be busy helping them get acclimated.

Note that there will be no Quick Question Advising (QQA) on Monday, August 26 and Tuesday, August 27, and our advisors will not be available for appointments during the week of International Student Orientation. We will resume our regular office hours and Quick Question Advising (QQA) for all international students on Thursday, August 29. Remote and in-

person advising appointments will resume on Tuesday, September 3. Thank you in advance for your patience and understanding.

As always, our staff will do their best to reply to emails within 48 hours, however, please be patient while waiting for a response. If you have an emergency, please send an email to us at iss-students@global.rutgers.edu and write "URGENT" in the subject line. Someone from our office will respond to you as soon as possible. **Please also note that all university units will be closed on Monday, September 2, 2024, in observance of Labor Day.**

ENROLLMENT REQUIREMENTS FOR ALL INTERNATIONAL STUDENTS

As a reminder, F-1 and J-1 students are not permitted to count more than one online class or 3 credits toward a full course of study requirement.

This means that undergraduate students may count no more than 3 credits of online coursework toward the 12-credit full-time coursework requirement, and graduate students may count no more than 3 credits of online coursework toward the 9-credit full-time coursework requirement. Hybrid courses with an in-person component count as in-person classes.

For more information, please refer to the [Full Course of Study Requirement](#) page.

APPLYING FOR A SOCIAL SECURITY NUMBER

F-1 and J-1 students must have a job offer letter and/or work authorization to be eligible to apply for a Social Security Number (SSN). Eligible students must follow the detailed instructions on our [Social Security](#) webpage, under How to Apply for a Social Security number.

Please note the latest updates from the Social Security Administration:

- Appointments are optional and may be scheduled by calling 877-803-6313 or 888-221-9983. Otherwise, mandatory in-person interviews are granted on a walk-in basis.
- Applicants are encouraged to utilize the [online SSN application](#) before attending the mandatory in-person interview.
- SSN applicants who traveled internationally and have entered the US by air must wait 10 calendar days before visiting the NB SSA office. This rule does not apply to applicants who entered the US by car or bus.

The ISSS will offer free bus trips to the New Brunswick Social Security Administration on Wednesday, August 28 and Friday, September 6. Incoming international students with a Teaching Assistantship, Graduate Assistantship, or Fellowship will receive emailed instructions about these SSA trips in August. The bus trips are not required; students may go to the Social Security Administration on their own, but all are encouraged to carefully review the instructions on our [Social Security](#) page. Other international students eligible to apply for an SSN may also use this free bus service.

More information about applying for an SSN can be found [here](#).

REDUCED CREDIT/COURSE LOAD – FALL 2024 DEADLINE IS WEDNESDAY, SEPTEMBER 25

To maintain legal status, all F-1 and J-1 students must pursue a full course of study. 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 is NOT actually registered for a full credit load. This may apply to 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. This may be considered as pursuing a full course of study even though not being registered for 9 or 12 credits.

Please refer to the [Reduced Credit/Course Load](#) webpage to review the specific circumstances that render a student eligible for a Reduced Course/Credit Load. For students who are pursuing off-campus employment with authorized CPT, we remind you that full-time CPT is not an acceptable reason for a Reduced Credit/Course Load.

IF YOU WILL BE REGISTERED FOR LESS THAN A FULL-TIME CREDIT LOAD IN FALL 2024, you MUST submit a "Reduced Credit/Course Load" form to ISSS using the [RGlobal portal](#). You will 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 the [website](#) for instructions and information about the updated process to submit this form. The deadline for submitting the form is **Wednesday, September 25, 2024**.

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](#)

Remember 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. Please review our [Maintaining Legal Status](#) page for more information.

Remember, the 'Reduced Credit/Course Load' form can be submitted at any time before the deadline, but no later than September 25.

FALL 2024 INSURANCE EXEMPTION REQUEST AND WAIVER DEADLINE IS WEDNESDAY, SEPTEMBER 25

STUDENTS WITH A TA/GA APPOINTMENT

Students with full TA/GA appointments enrolled in benefits through University Human Resources DO NOT need to contact our office to request a student health insurance premium waiver. 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.

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

STEPS TO COMPLETE HEALTH INSURANCE ENROLLMENT – DEADLINE IS WEDNESDAY, SEPTEMBER 25

- 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. The campus address (BPO Way, CPO Way, RPO Way, city, state, and zip code) can be used.
- Add your email address and phone number, visit my.rutgers.edu/portal.
- Wait 3 business days after registering for classes to complete the enrollment form at universityhealthplans.com. You do NOT have to wait for the term bill.
- Wait 5-7 business days after submitting the enrollment form online to create an account and access the insurance card at www.uhcsr.com

OR

STEPS TO WAIVE THE STUDENT HEALTH INSURANCE FOR STUDENTS IN F-1 or J-1 VISA STATUS - DEADLINE IS WEDNESDAY, SEPTEMBER 25

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 Rutgers Global – International Student and Scholar Services. The deadline for submitting the waiver is Wednesday, September 25, 2024.

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 the [RGlobal Student Services Portal](#) on the ISSS website.
- Submit the form and any supporting documents to the ISSS by Wednesday, September 25, 2024, to opt out of the university's student insurance plan and have the premium removed from the term bill.

****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](#).

SHOPPING SHUTTLE

Our [Shopping Trips](#) webpage has the schedule of shopping shuttle trips for both summer and Fall 2024. The shuttle is a free service for international students and scholars, and it is scheduled on many Thursday evenings and Saturday mornings throughout the semester. Please refer to the posted schedules for details.

UPCOMING PROGRAMS

Rutgers has many events for new and continuing students to enjoy. Please refer to the links below for information about a variety of programs and activities.

[Rutgers Global Calendar of Events](#)
[Welcome Week 2024](#)

We wish you all a successful, productive, and safe academic year ahead!

Best wishes,
Rutgers Global - ISSS

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 the [Email Notices page](#).

These notices are automatically sent to all nonimmigrant students enrolled at Rutgers–New Brunswick and Rutgers Health. 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 must know the information provided in these notices and 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

Rutgers Health

973-972-6138

iss-rbhs@global.rutgers.edu