

Fall 2024

Grad Immigration

Essentials

Part 2

Syracuse University

Center for International Services

3 Do's and a Don't



DO - Keep your Documents valid

DO - Update your Information



Class Schedule Uertex42

Name	SUN	MON	TUE	WED	THUR	FRI	SAT
6 am		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
7 am		to campus		to campus		to campus	
8 am		MATH 101 Rm 215, MB	Study	MATH 101 Rm 215, MB	Study	MATH 101 Rm 215, MB	
9 am		Weekly Planning	to campus	Study	to campus	Study	
10 am		BIOLOGY Rm 214, SB	ENGLISH 101 Rm 100, FLM	BIOLOGY Rm 214, SB	ENGLISH 101 Rm 100, FLM	BIOLOGY Rm 214, SB	
11 am		PHYSICS 101 Rm 95, SPH		PHYSICS 101 Rm 95, SPH		PHYSICS 101 Rm 95, SPH	
12 pm							

Don't - Engage in unauthorized Employment



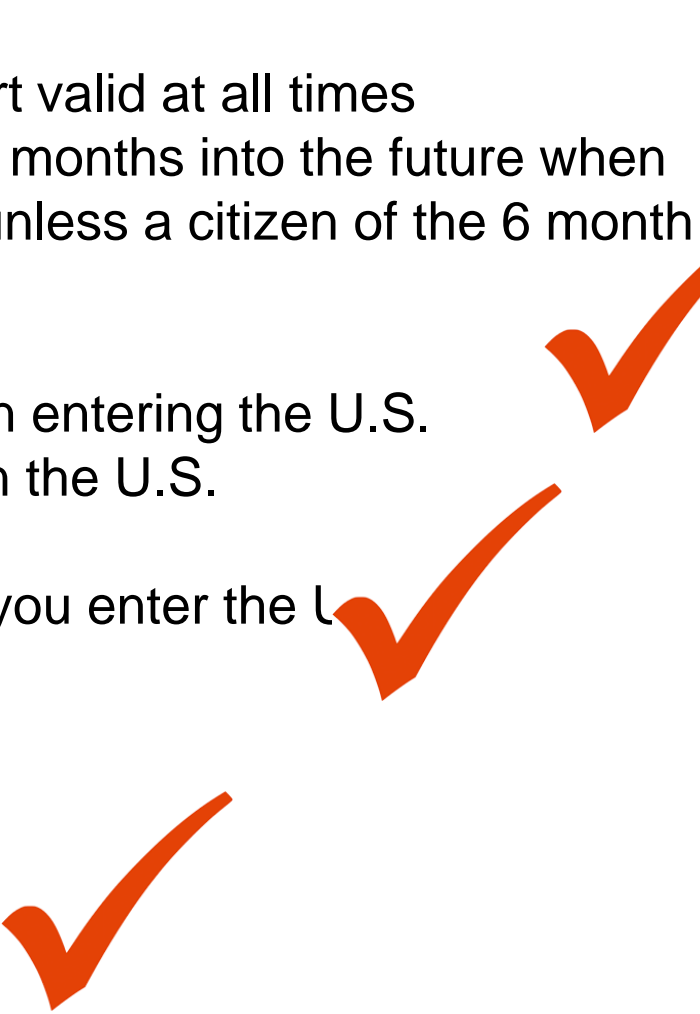
Keep Your **D**ocuments valid!

Update Your **I**nformation!

Register **F**ull-time every semester!

Do not engage in unauthorized **E**mployment!

Documents

- Passport:
 - Keep your passport valid at all times
 - must be valid for 6 months into the future when entering the U.S. unless a citizen of the 6 month club
 - Visa:
 - Must be valid when entering the U.S.
 - Can expire while in the U.S.
 - I-94:
 - Check every time you enter the U.S.
 - F-1/J-1
 - D/S
 - I-20/DS-2019:
 - Travel Signature
 - Program of Study
 - Program End Date
- 

Program

- Change Level of Study (Bachelor's to Masters; Language Instruction to Bachelor's)
- Program of Study (Computer Science to Computer Engineering)
- I-20/DS-2019 Request on the Center for International Services Website



About ▾ Pre-Arrival and

[Home](#) / [Forms - Center](#)

Forms

International St

- [I-20 Request](#) (For Curr
- [DS-2019 Request](#) (For
- [I-20 Extension](#)
- [DS-2019 Extension](#)
- [Certificate of Full-Time](#)
- [Last Semester Memo](#)
- [Dependent Request Fo](#)
- [What to do if you are S](#)

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith	GIVEN NAME John	CLASS F-1 ACADEMIC AND LANGUAGE	
PREFERRED NAME John Doe-Smith	PASSPORT NAME		
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM		
DATE OF BIRTH 01 JANUARY 1980	ADMISSION NUMBER		
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME John Doe-Smith		
SCHOOL INFORMATION			
SCHOOL NAME SEVP School for Advanced SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744		
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson FDSO	SCHOOL CODE AND APPROVAL DATE BAL214F4444000 03 APRIL 2015		
PROGRAM OF STUDY			
EDUCATION LEVEL DOCTORATE	MAJOR 1 Economics, General 45.0601	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 12 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 01 SEPTEMBER 2015	PROGRAM END DATE 31 MAY 2021		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 23,000	Personal Funds	\$ 3,000
Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 29,000
Expenses of Dependents (1)	\$ 3,000	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 32,000	TOTAL	\$ 32,000
REMARKS			
Orientation begins 8/25/2015. Please report to ISSS upon arrival.			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
X	DATE ISSUED 21 April 2015	PLACE ISSUED Ft. Washington, MD	
SIGNATURE OF: Helene Robertson, FDSO			
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
X			
SIGNATURE OF: John Doe Smith	X	DATE	
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country) DATE	

Program End Date

- If you need less time
 - changed when finish
- If your need more time
 - I-20/DS-2019 Extension Request on the Center for International Services Website



About ▾ Pre-A

[Home](#) / [Forms](#)

Forms

Internatic

- [I-20 Request](#)
- [DS-2019 Re](#)
- [I-20 Extensic](#)
- [DS-2019 Ex](#)
- [Certificate of](#)
- [Last Semeste](#)
- [Dependent R](#)
- [What to do if](#)



Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

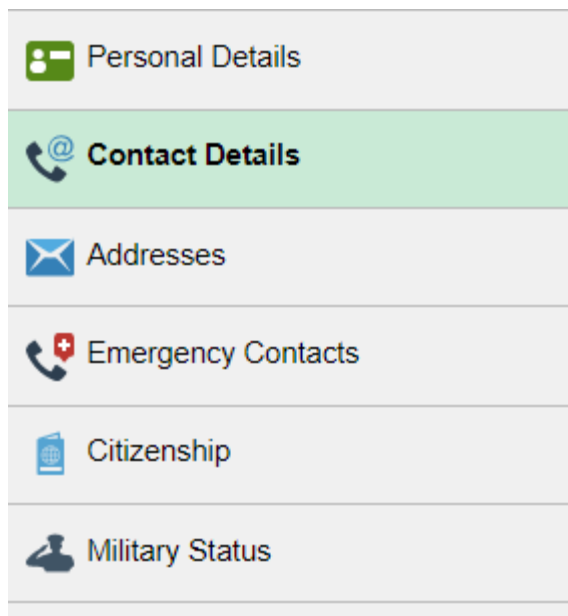
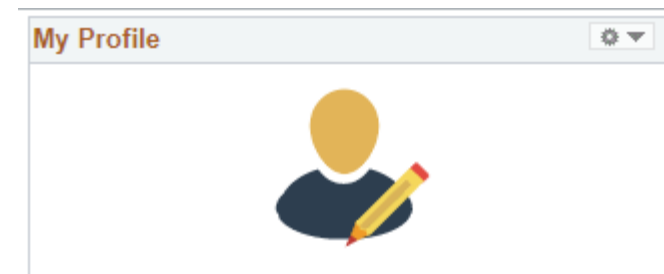
SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith		GIVEN NAME John	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME John Doe-Smith		PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM		COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1980		ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE		LEGACY NAME John Doe-Smith	
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SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson PDSO		SCHOOL CODE AND APPROVAL DATE BAL214F4444000 03 APRIL 2015	
PROGRAM OF STUDY			
EDUCATION LEVEL DOCTORATE	MAJOR 1 Economics, General 45.0601	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 72 Months	PROGRAM ENGLISH PROFICIENCY Proficient	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 01 SEPTEMBER 2015	PROGRAM END DATE 31 MAY 2021		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 23,000	Personal Funds	\$ 3,000
Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 29,000
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Other	\$	On-Campus Employment	\$
TOTAL	\$ 32,000	TOTAL	\$ 32,000
REMARKS			
Orientation begins 8/25/2015. Please report to ISSS upon arrival.			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
<input checked="" type="checkbox"/>	SIGNATURE OF: Helene Robertson, PDSO	DATE ISSUED 21 April 2015	PLACE ISSUED Ft. Washington, MD
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
<input checked="" type="checkbox"/>	SIGNATURE OF: John Doe Smith	DATE	
	<input checked="" type="checkbox"/>	NAME OF PARENT OR GUARDIAN SIGNATURE ADDRESS (city/state or province/country) DATE	

ICE Form I-20 A-B (12/2016) Page 1 of 3

Information in MySlice

- Name
- Address
 - Current-here in Syracuse
 - Permanent-outside the U.S.
- Phone Number
- Emergency Contact Information



Phone ?

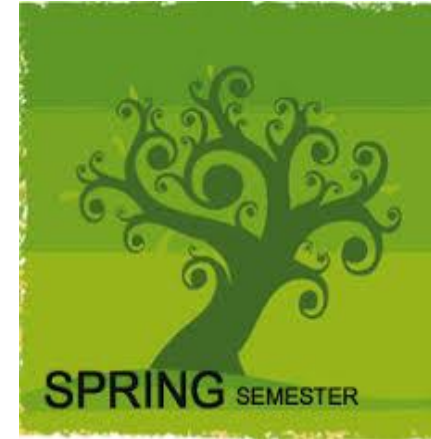
Phone	Type	Preferred
+		
315/123-4567	Mobile	>
315/123-4567	Business	>
315/123-4567	Current	✓ >
+98 459/123-7895	SEVIS Foreign	>

Current Address

Address	From
+	
	Current >

Full-time Registration

- 9 credit hours every Fall and every Spring semester
- Summer registration not required by immigration regulations but may be required by your program
- Only one course can be taken online toward full-time registration (3 credits out of 9)



Summer Registration

Summer registration can be:

- full-time
- part-time
- in person
- online unless last period of registration

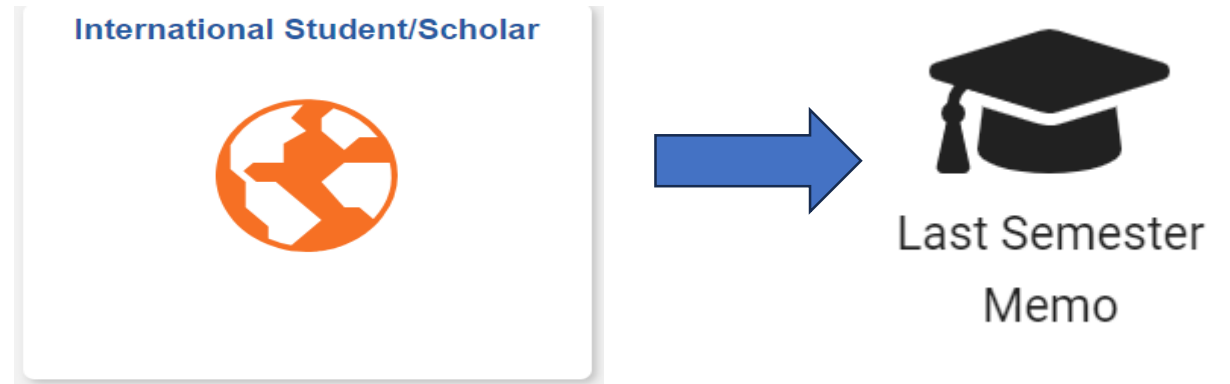
Winterlude and Maymester

- short-term online academic terms
- cannot be counted toward full-time requirements for Spring or Fall registration
- cannot extend your stay



Full-time Registration

- Exception:
 - **Final semester**-can be registered for less than 9 credits if you need less than 9 credits to complete your degree
 - need Last Semester Memo
 - TAs/RAs/GAs/Fellows-registered for something automatically considered full-time
 - Graduate School's Certificate of Full-time Status
 - Studying for a qualifying Exam
 - Studying for a language or tool requirement
 - Writing thesis or dissertation
 - Full-time Internship



Certification of Full-Time Status for Matriculated Graduate Students

PLEASE NOTE: The deadline to submit this certification is 5pm on the day of the add deadline for each Fall and Spring semester. Please refer to the Academic Calendar for exact dates. **All full-time students are subject to the health insurance requirement.**

Syracuse University considers you a full-time student, and the Registrar can confirm your full-time status directly, if you meet one of the three criteria, below, for the semester in which verification of full-time status is requested. Your status is used for a variety of purposes, including the determination of federal loan eligibility and/or repayment.

1. You are registered for full-time study (9 credits in the fall, spring, or summer in a program approved by your advisor).
2. You hold an appointment as a graduate assistant or fellow and are registered for the semester (fall and spring only).
3. You are registered for fewer than 9 credits but for at least 0 credits of thesis, dissertation, or degree in progress for the semester and are engaged, at a level equivalent to full-time study, in one or more of the following activities, as appropriate to and certified by your program:
 - studying for preliminary, qualifying, or comprehensive examinations
 - studying for a language or tool requirement
 - actively working on a thesis or dissertation
 - an internship

Employment

- First Year in F-1 status limited to On campus employment
- 20 hours per week while school is in session; full-time during breaks but not more than 40 hours per week
 - Summer 2024: May 8 – Aug. 25, 2024
 - Fall Break 2024: Oct. 14-Oct. 15, 2024
 - Thanksgiving Break 2024: Nov. 24-December 1, 2024
 - Winter Break 2024-2025: Dec. 18, 2024 – Jan. 12, 2025
 - Spring Break 2025: March 9-16, 2025
 - Summer 2025: May 7 – approximately Aug. 24, 2025 (to be determined)
- On Campus means on SU's campus; paid by SU
- Handshake

Han



Social Security Numbers

- Used for the purpose of tracking income to be taxed appropriately and eventually to earn retirement income
- Only eligible if working/employed-not needed to begin working
- Not needed to open a bank account, get a drivers license or obtain a credit card
- Is not proof of identity – No photo on the card, no date of birth
- If you are hired on campus, there is a process in place involving
 - Payroll
 - Student Employment Services/'Cuse Works
 - Center for International Service

A few weeks after you receive your first paycheck, will email you with instructions to apply for an SSN when we have what we need to give you to apply for SSN



Employment On Campus

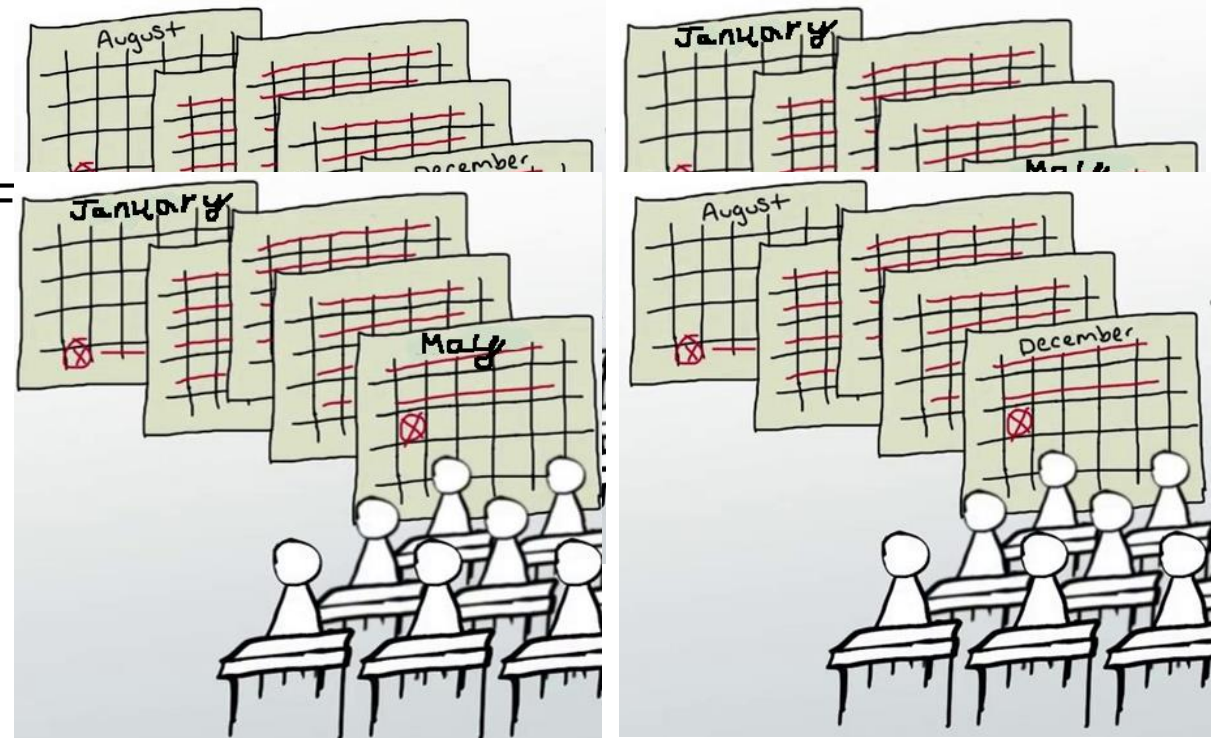
On Campus Employment

- F-1 students may work on campus up to 20 hours per work while school is in session, full-time during breaks
- Handshake
- Employer Verification Form (EVF)-needed to apply for SSN
- The Center for International Services will contact you when we receive an EVF from Student Employment and you are able to apply for an SSN

Certification of F-1 and J-1 Student On-Campus Employment for Social Security Number Application		
<small>Instructions: This form may be typed on-line but must be printed on original department letterhead. The hiring department must complete Section A including an original signature. The students must then take this form, along with passport, I-20 or DS-2019 and I-94 card, to the Student Employment Office for a signature in Section B and then to the Slutzker Center for endorsement in Section C. Once endorsed, this form must accompany all other required materials when the student applies for a number at the Social Security Administration Office. Please note that international students in F-1 or J-1 status may work no more than 20 hours per week while classes are in session during the fall and spring semesters, but are permitted to work unlimited hours during annual school breaks (i.e., summer, winter and spring breaks).</small>		
A. Syracuse University Hiring Department Information		
First name of the student (as it appears on Form I-20 or DS-2019)	Last name of the student (as it appears on Form I-20 or DS-2019)	Student's SU ID #:
Name of the on-campus employer/department (e.g., Library, Catering, Schine Dining, etc.):		Employer Identification Number (EIN): 15-0532081
Employer / Department address (include city, state, and zip code):		
Nature of student's employment (research assistant, library aide, dining staff):		
Employment start date: (MM/DD/YYYY)	Number of hours per week:	
Name of student's immediate supervisor:	Title of student's immediate supervisor:	
Supervisor's telephone number:		
Signature of Student's Immediate Supervisor		Date Signed
B. HR Representative I-9 approved		
Print Name	Signature	Date Signed
C. Certification of Designated School Official at the Slutzker Center for International Services		
This section will be endorsed only after section A is completed and signed		
This is to certify that the student named above is an F-1____ or J-1____ student attending Syracuse University. The student is working or has been offered on-campus employment as described above. The student may apply for a Social Security Number on or after _____.		
Name of Designated School Official/Responsible-Alternate Responsible Officer: _____		
Signature of International Student Advisor- Designated School Official/Responsible-Alternate Responsible Officer		Date Signed
Syracuse University - Slutzker Center for International Services - 310 Walnut Place, Syracuse, NY 13244-2380 - Phone: (315) 443-2457 Fax: (315) 443-3091		

Employment Continued

- After two semesters (Fall and Spring, Spring and F
- Eligible for
 - Curricular Practical Training
 - Optional Practical Training
 - Economic Necessity



Employment Continued

- After two semesters (Fall and Spring, Spring and Fall)
- Eligible for
 - F-1s
 - Curricular Practical Training
 - Optional Practical Training
 - Economic Necessity

Employment

As an international student, you may want to gain some work experience while you are in the U.S. or earn some income while you are in school. In this section, you will find information on the rules and regulations of [on-campus employment](#), including information about [social security numbers](#), [Optional Practical Training \(OPT\)](#), [Curricular Practical Training \(CPT\)](#), [Cap-Gap Extension](#) and options available to students in J-1 status.

[On-Campus Employment](#)

On-campus employment is employment on the Syracuse University campus that is paid by Syracuse University.

[Off-Campus Employment](#)

Off-campus employment authorization is available to students who can document an unforeseen change in financial circumstances creating economic hardship.

[Curricular Practical Training \(CPT\) - F-1](#)

Curricular Practical Training (CPT) is authorization for "training" that is required or an elective (e.g. Internship, Field Experience, Practicum, etc.) in your academic curriculum.

[Optional Practical Training \(OPT\) - F-1](#)

Optional Practical Training (OPT) is authorization for "training" before or after completion of your degree in a position directly related to your program of study, but is not a part of your academic curriculum.

[Cap-Gap Extension](#)

Cap-Gap Extension is an extension of OPT to cover the gap between the OPT end date of a beneficiary of a petition and application for change of status to H-1B and the start of H-1B status on Oct. 1.

[STEM Extension](#)

The STEM extension of OPT is a 24-month extension of OPT for F-1 students who earn a degree in designated STEM fields and secure employment with employers that satisfy a number of criteria.

[J-1 Academic Training](#)

Academic Training (AT) is employment authorization for students in J-1 status to obtain practical experience in their field of study.

[J-2 Dependent Employment Authorization](#)

Employment authorization available to J-2 dependents of J-1 exchange visitors.

In this Section

- [On-Campus Employment](#)
- [Off-Campus Employment](#)
- [Curricular Practical Training](#)
- [Optional Practical Training](#)
- [Cap-Gap Extension](#)
- [STEM Extension](#)
- [J-1 Academic Training](#)
- [J-2 Dependent Employment Authorization](#)

Related Pages

- [SSNs and IT/Na](#)
- [Immigration Status Presentations](#)



Individual Taxpayer Identification Numbers (ITINs)

- Fellowship and Scholarship holders only
- NOT if only receiving a reduction in your tuition that may be called a scholarship on your I-20
- Information on the Center for International Services website website

Syracuse University | [Center for International Services](#) Search the University... [Search](#)

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[Home](#) / [Living in Syracuse](#) / [SSNs and ITINs](#)

Social Security Numbers and Individual Taxpayer Identification Numbers

+ Social Security Numbers (SSN)



+ Individual Taxpayer Identification Numbers (ITIN)

Related Pages

[Contact Us](#)

[Forms](#)

[Driving in the U.S.](#)

[Employment](#)

[Insurance](#)

A Few Words about Taxes

- In U.S., taxes are a very private, confidential matter
- Individuals are responsible for their own taxes
- Syracuse University, the Center for International Services, Payroll, your department are not responsible and cannot take responsibility for advising you on tax matters
- That said, some basic, very general information may be helpful



Department of the Treasury
Internal Revenue Service

Publication 519

Cat. No. 15023T

U.S. Tax Guide for Aliens

For use in preparing

2023 Returns

Contents

Introduction	1
What's New	3
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Chapter 1. Nonresident Alien or Resident Alien?	4
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Chapter 8. Paying Tax Through Withholding or Estimated Tax	55

Table A. Where To Find What You Need To Know About U.S. Taxes

Commonly Asked Questions	Where To Find the Answer
Am I a nonresident alien or resident alien?	See chapter 1 .
Can I be a nonresident alien and a resident alien in the same year?	<ul style="list-style-type: none"> • See Dual-Status Aliens in chapter 1. • See chapter 6.
I am a resident alien and my spouse is a nonresident alien. Are there special rules for us?	<ul style="list-style-type: none"> • See Nonresident Spouse Treated as a Resident in chapter 1. • See Community Income in chapter 2.
Is all my income subject to U.S. tax?	<ul style="list-style-type: none"> • See chapter 2. • See chapter 3.
Is my scholarship subject to U.S. tax?	<ul style="list-style-type: none"> • See Scholarships, Grants, Prizes, and Awards in chapter 2. • See Scholarships and Fellowship Grants in chapter 3. • See chapter 9.
Would any U.S. estate or gift taxes apply to me, my estate, or an estate for which I am an executor, trustee, or representative?	See U.S. federal estate and gift tax in Reminders .
What is the tax rate on my income subject to U.S. tax?	See chapter 4 .
I moved to the United States this year. Can I deduct my moving expenses on my U.S. return?	See Deductions in chapter 5.
Can I claim my spouse and/or children as dependents?	See Dependents in chapter 5.
I pay income taxes to my home country. Can I get credit for these taxes on my U.S. tax return?	See Tax Credits and Payments in chapter 5.
What forms must I file and when and where do I file them?	See chapter 7 .
How should I pay my U.S. income taxes?	See chapter 8 .
Am I eligible for any benefits under a tax treaty?	<ul style="list-style-type: none"> • See Income Entitled to Tax Treaty Benefits in chapter 8. • See chapter 9.

Tax System



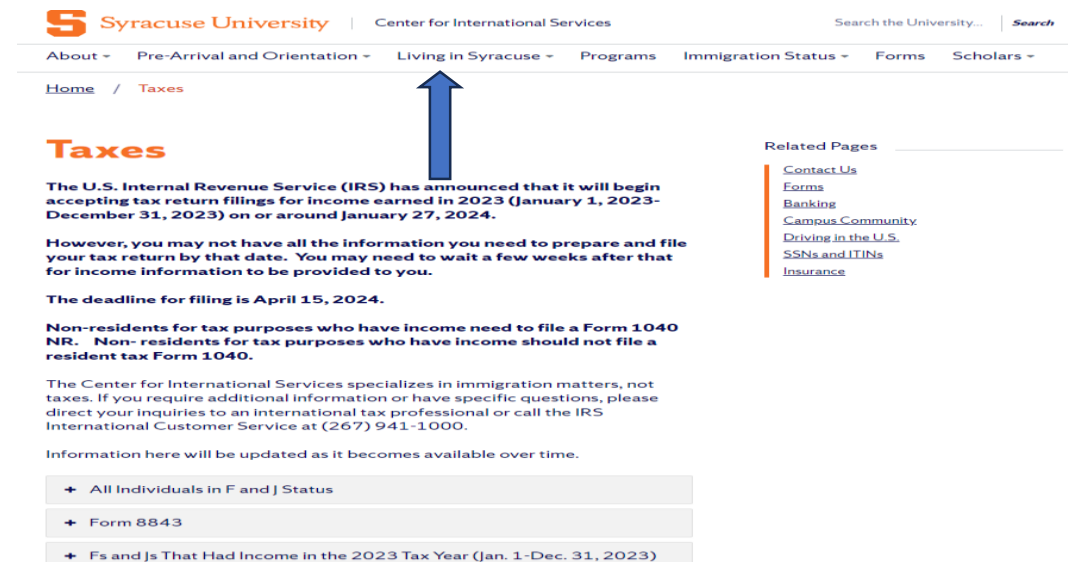
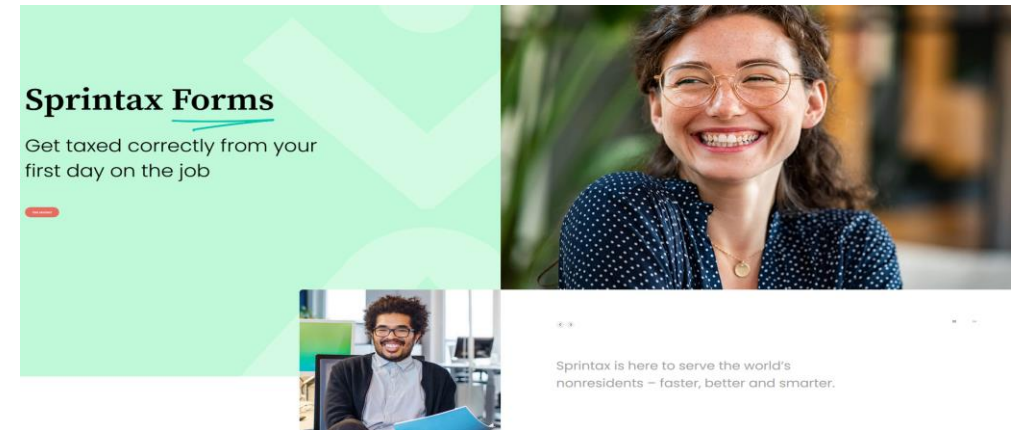
- Government Office involved is the Internal Revenue Service IRS
- Tax year = January 1- December 31
- Filing deadline is April 15 or so of the following year
- For income you received in 2024, you will have to file a tax return between the end of January 2025 and April 15, 2025



Due date of return. File Form 1040-NR by April 15, 2024, if you were an employee and received wages subject to U.S. income tax withholding. If you live in Maine or Massachusetts, you have until April 17, 2024, because of the Patriots' Day and Emancipation Day holidays.

Tax Returns

- Center for International Services purchases licenses to a software program for you to use to help prepare your tax returns = SPRINTAX
- We will send an email in February 2025 with instructions about using SPRINTAX to file your tax return for income earned in 2024
- We will provide a code to use to file your federal return for free
- Some students will also have to file a New York state tax return (and other states)-cannot use SPRINTAX for free. Cost varies by state; some states provide free filing services



Tax System

- Why would someone have paid more or less than what they owe in taxes?
- System is based on estimated withholding of taxes by employers
- Employers estimate what you will owe in taxes based on information you provide them and pay it over to the government throughout the year-called withholding
- Foreign National Information System (FNIS)-system Syracuse University uses to collect information from you for tax purposes



Dependents

- Spouses and Children under 21 yrs. of age- not mother, father, sister, brother, grandma, etc.
- Dependent Request Form on Center for International Services Website
- Must submit financial support documentation & health insurance to bring dependents
- Their legal status is linked to your status
- F-2s cannot seek employment
- F-2s cannot enroll in full-time course of study or degree program, except K-12



Leaves of Absence

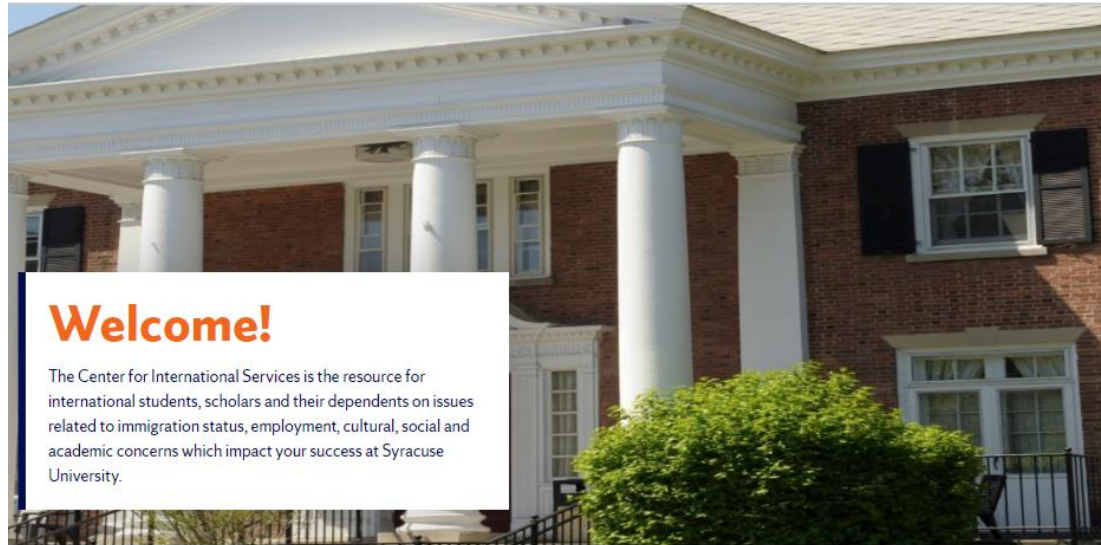
Medical:

- Must submit written recommendation from a licensed physician, clinical psychologist or doctor of osteopathy
- May remain in the U.S. while on an approved Medical Leave of Absence

Personal:

- Must begin with academic department
- F-1 status will be terminated
- May not remain in the U.S. while on a Personal Leave of Absence

https://experience.syracuse.edu/international/



Programs
Be involved and make the most of your experience!



Forms
Explore helpful forms.



Pre-Arrival
Discover requirements, resources and more.



Practical Training Seminars and Processing Schedules
Check the schedule!



Living in Syracuse
We're excited for you to join the Orange community!

Top Ten Tips for Using Our Office

10. Use our Advisor on Call hours, Monday through Friday, 11 am -3 pm: someone is always available during those times; outside those times you risk having no one available to see you.

9. Use our general office email: international@syr.edu; it is monitored several times a day, Monday through Friday, and messages are distributed to advisors throughout the day, Monday through Friday. Remember our office is closed over the weekends so an email you send on Friday at 9 pm will likely not be read until sometime on Monday. If you have a real emergency, you can always contact the Department of Public Safety (DPS) and they know how to contact the Director.

8. It is best practice to either email OR call OR come in; you do not need to do all three.

7. It is best practice to email one advisor about a topic, not all the advisors with the same message; it is best practice to email international@syr.edu OR an individual advisor. Best practice is likely to get you the fastest response!

6. Try looking under the immigration tab on our website for an answer to your question first...there is a lot of information there!



Top Ten Tips for Using Our Office

5. Include your SU ID Number in all emails to the office.
4. It is a good practice to bring your immigration documents with you to the office if you are coming to ask an immigration question.
3. Immigration advice relates to an individual and specific circumstances. Advice that was given to a friend may not be applicable to you.
2. You should seek advice before you act or fail to act on immigration matters. It is easier to help you before you have a situation than after you have a problem.
1. If you receive an email from international@syr.edu , READ IT! We try to send only really important information from that email address. It is something you need to know. And sometimes, something you need to take action on. Do not miss a deadline because you did not read your email.

