Fall 2024 Undergraduate Immigration Essentials Part 2

Syracuse University

Center for International Services

3 Do's and a Don't

DO - Keep your Documents valid



Class Schedule

DO - Update your Information

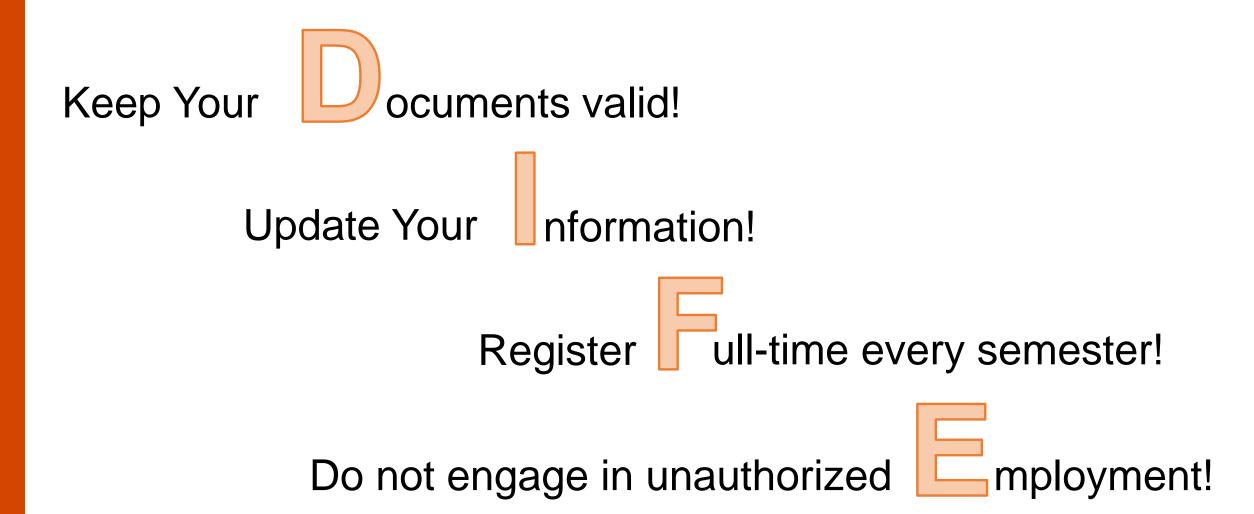
MySlice Syracuse University

DO - Register Full-time every semester

Don't - Engage in unauthorized Employment







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 l
 - F-1
 - D/S
- I-20:
 - Major
 - Program End Date
 - Travel Signature



Program

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



About - Pre-Arrival and

/ Forms - Center

SEVIS ID: N0004705512 SURNAME/PRIMARY NAME Doe Smith PREFERRED NAME PASSPORT NAME ohn Doe-Smith COUNTRY OF BIRTH COUNTRY OF CITIZENSHIP UNITED KINGDOM ADMISSION NUMBER ACADEMIC AND ORM ISSUE REASON LANGUAGE

OMB NO. 1653-0038

I-20, Certificate of Eligibility for Nonimmigrant Student Status

MAJOR 2

Department of Homeland Security

U.S. Immigration and Customs Enforcement

SCHOOL INFORMATION		
SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Belene Robertson PDSO	SCHOOL CODE AND APPROVAL DATE BAL214F44444000 03 APRIL 2015	

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

EDUCATION LEVE Economics, Genera A PROFICIENCY OGRAM ENG ENGLISH PROFICIENCY NOTES PROGRAM END DATE PROGRAM START DATE SEPTEMBER 201 31 MAY 2021

MAJOR I

FINANCIALS				
ESTIMATED AVERAGE COSTS FOR: 9 MO	NTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	5	23,000	Personal Funds	\$ 3,000
Living Expenses	\$	6,000	Scholarship and Teaching Assistantship	\$ 29,000
Expenses of Degendents (1)	\$	3,000	Funds From Another Source	\$
Other	\$		On-Campus Employment	\$
TOTAL	-6	32,000	TOTAL	\$ 32,000

REMARKS
Orientation begins 8/25/2015. Please report to ISSS upon arrival.

SCHOOL ATTESTATION

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 ites 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 alifications 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 ignated school official of the above named school and am authorized to issue this form.

DATE ISSUED SIGNATURE OF: Belene Robertson, PDSO

STUDENT ATTESTATION

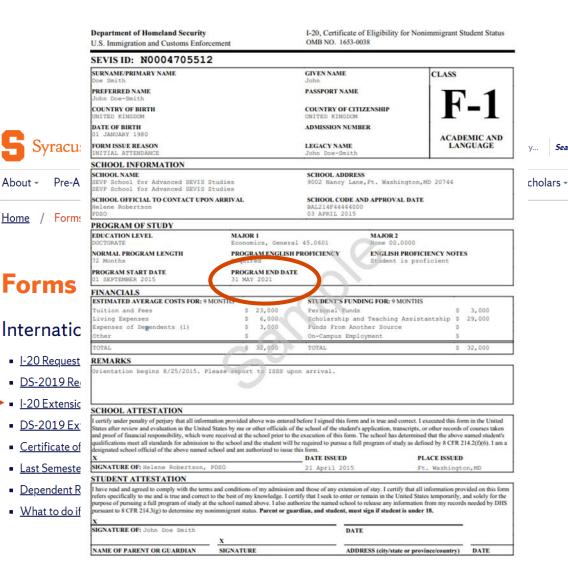
have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form ers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the pose 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 uant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18. SIGNATURE OF: John Doe Smith NAME OF PARENT OR GUARDIAN ADDRESS (city/state or province/country) DATE SIGNATURE

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

Syracuse University Center for International Services

Program End Date

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



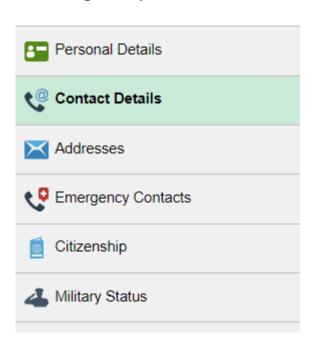
<u>Home</u>

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

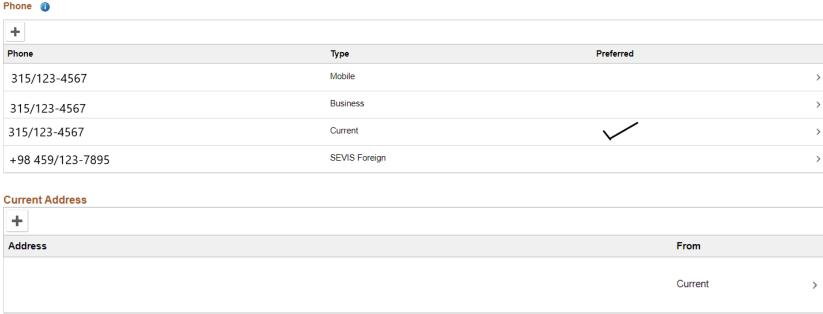
Svracuse University Center for International Services

Information in MySlice

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







Full-time Registration

- 12 credit hours each Fall and Spring semester
 - Only one course can be taken online toward fulltime registration (3 credits if registered for 12; 6 credits if registered for 15, etc.)
- Summer registration not required by immigration but may be required by your program







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 fulltime requirements for Spring or Fall registration
 - cannot extend your stay



Full-time Registration

- Exception:
 - Final semester-can be registered for less than 12 credits if you need less than 12 credits to complete your degree
 - need Last Semester Memo





Full-time Registration

Other Special Exceptions:

- First Semester
 - Difficulty with English Language
 - Unfamiliarity with American teaching methods
 - Improper Course Placement
- Must be documented by faculty member in writing
- Medical Reasons
 - Must be documented by licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist
 - Consult with an advisor from the Center for International Services first!



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

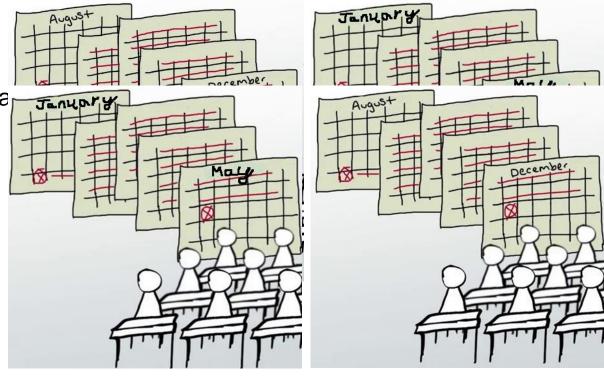


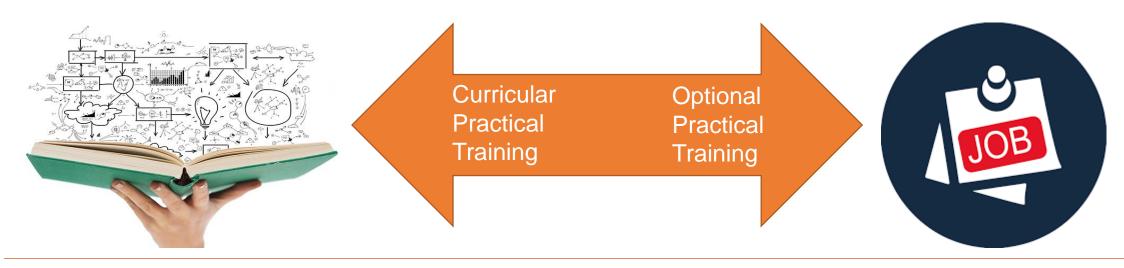


Employment Continued

After two semesters (Fall and Spring, Spring and Fall

- Eligible for
 - F-1s
 - 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 <u>on-campus employment</u>, including information about social security numbers, Optional Practical Training (OPT), Curricular Practical Training (CPT). Cap-Gap Extension and options available to students in I-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.

I-1 Academic Training

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

1-2 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 ITIN

Immigration Status Presentatio

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 f SSN



Employment On Campus

- You need an Employer Verification Form (EVF) from the University to apply for SSN
- All EVFs are signed by the Student Employment Services-you do NOT need to get anything from your department
- The Center for International Services will email you when we receive an EVF from Student Employment and you are able to apply for an SSN

Continue of Educat Id Children Co. Commun. Ed		int Consults Number Application			
Certification of F-1 and J-1 Student On-Campus En					
Instructions: This form may be typed on-line but must be printed on o	•	• .			
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 whe					
Administration Office. Please note that international students in F-1or					
are in session during the fall and spring semesters, but are permitted	to work unlimited hou	rs during annual school breaks (i.e., summer,			
winter and spring breaks).					
A. Syracuse University Hiri					
First name of the student (as it appears on Form I-20 or DS-2019) Last name of the	e student (as it appears on F	orm I-20 or DS-2019 Student's SU ID #:			
Name of the on-campus employer/department (e.g., Library, Catering, Schine Dining, e	rtc):	Employer Identification Number (EIN):			
		15-0532081			
		10 0002001			
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 immedia	te supervisor:			
Supervisor's telephone number:					
	•				
Signature of Student's Immediate Supervisor		Date Signed			
	ative I-9 approved				
Print Name					
	Signatur	Date Signed			
C. Certification of Designated School Official a	t the Slutzker Cent	er for International Services			
This section will be endorsed only af					
This social will be chasised only an	101 00011011 71 10 001	inpictod dira digitod			
This is to confir that the abudant around above is an E.4	1.4	test etter die e Orene van Helmerika The			
This is to certify that the student named above is an F-1					
student is working or has been offered on-campus employme	ent as described ab	ove. The student may apply for a Social			
Security Number on or after					
Name of Designated School Official/Responsible-Alternation	te Responsible Off	icer:			
0:		D. I. O			
Signature of International Student Advisor-		Date Signed			
Designated School Official/Responsible-Alternate Responsible	le Officer				
Syracuse University - Slutzker Center for International Services - 310 Walnut	Place, Syracuse, NY 1324	4-2380 - Phone: (315) 443-2457 Fax: (315) 443-3091			
-y	, 0,, 1024				

Syracuse University Center for International Services

A Few Words about

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



of the Treasury Internal Revenue **Publication 519**

U.S. Tax Guide for Aliens

For use in preparing **2022** Returns

Contents

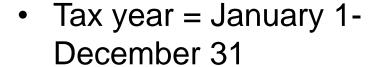
Introduction
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Chapter 1. Nonresident Alien or Resident Alien?
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Chapter 3. Exclusions From Gross Income
Chapter 4. How Income of Aliens Is Taxed
Chapter 5. Figuring Your Tax 24
Chapter 6. Dual-Status Tax Year 31
Chapter 7. Filing Information 34
Chapter 8. Paying Tax Through Withholding or Estimated Tax <u>37</u>
Chanter O Tay Treaty Banefits 45

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?	See <u>Dual-Status Aliens</u> in chapter 1. See <u>chapter 6</u> .		
l am a resident alien and my spouse is a nonresident alien. Are there special rules for us?	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?	See chapter 2. See chapter 3.		
Is my scholarship subject to U.S. tax?	See <u>Scholarships, Grants, Prizes, and Awards</u> in chapter 2. See <u>Scholarships and Fellowship Grants</u> in chapter 3. See <u>chapter 9</u> .		
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>U.S. federal estate and gift tax</u> 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 <u>Deductions</u> in chapter 5.		
Can I claim my spouse and/or children as dependents?	See <u>Dependents</u> 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 <u>Tax Credits and Payments</u> in chapter 5.		
What forms must I file and when and where do I file them?	See <u>chapter 7</u> .		
How should I pay my U.S. income taxes?	See <u>chapter 8</u> .		
Am I eligible for any benefits under a tax treaty?	See Income Entitled to Tax Treaty Benefits in chapter 8. See chapter 9.		

Tax System

 Government Office involved is the Internal Revenue Service IRS



- Filing deadline is April 15 or so of the following year
- For income you have received in 2024, you will have to file a tax return between the end of January 2025 and April 15,





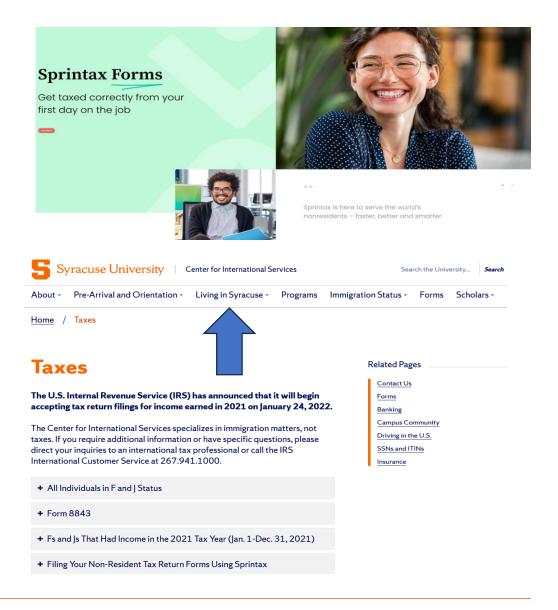
When To File

If you are an employee and you receive wages subject to U.S. income tax withholding, you will generally file by the 15th day of the 4th month after your tax year ends. For the 2022 calendar year, file your return by April 18, 2023.

If you are not an employee who receives wages subject to U.S. income tax withholding, you must file by the 15th day of the 6th month after your tax year ends. For the 2022 calendar year, file your return by June 15, 2023.

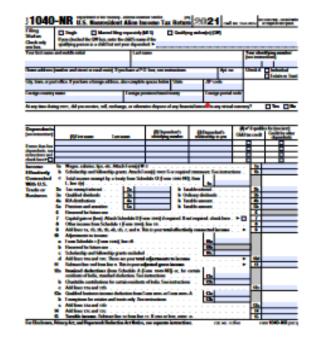
Tax Returns

- 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

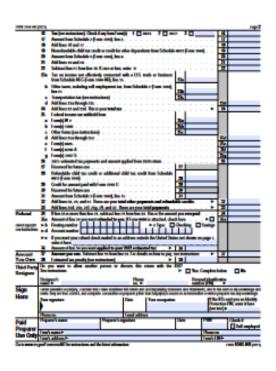


Tax System

- "Tax Return" bad name
- Leads students to think if they file a tax return they will receive a refund of all the taxes they paid
- Tax Return is a form used to reconcile your tax account with the government
- If you paid too much, you will receive a refund of the over amount
- If you paid too little, you will owe money in taxes









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

Sprintax: **Code Summary** > 1.957 Tax Summary: Student and Scholar **Total Registrations** > 1.736 \$450,341 \$152.814 Total completions Total value of Federal refunds Total value of State refunds > 1.550 Total codes purchased \$176 \$462 Average Federal refund > 1.548 Total codes used 63% 68% 100% Received a State Uptake on codes Federal refund refund Federal tax



1.212

Amended Returns

Dependent's Form 8843



Dependents

- Spouses and Children under 21 yrs. of agenot mother, father, sister, brother, grandma, etc.
- Dependent Request Form in the ISSS Portal in MySlice
- 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

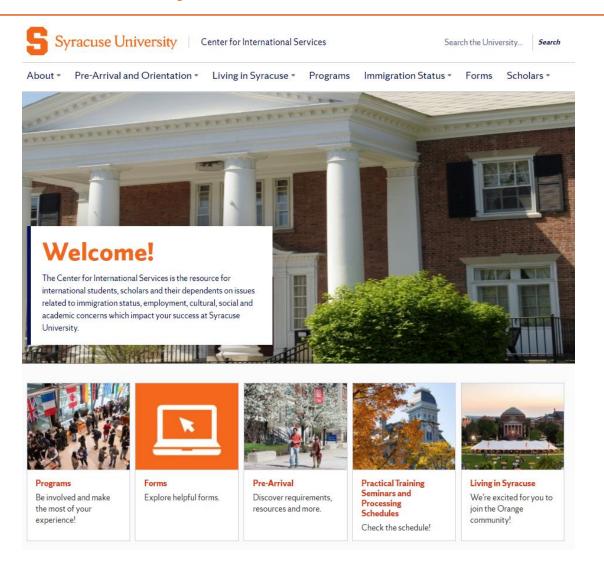
Medical:

- 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/



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, so 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. Actions and inactions have consequences. 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, PLEASE 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.

