



**Spring 2011
International Student
Orientation**

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First Week Checklist

- ✓ Meet your Resident Assistant (RA).
- ✓ Get your mailbox number and key.
- ✓ Check in documents with OIP (OM 337).
- ✓ Take placement tests, if required.
- ✓ Meet your academic advisor
- ✓ Adjust class schedule as needed or required.
- ✓ Get your UWS Student ID.
- ✓ Sign up for meal plan.
- ✓ Open a bank account.
- ✓ Attend the General Student Orientation (WoW).
- ✓ Make tuition payment on time. See UWS Bursar's Office website for deadlines.
- ✓ Read about Health Services and Insurance.
- ✓ Check out the Marcovich Wellness Center (MWC) – it's FREE for students.

Academic Calendar

<http://www.uwsuper.edu/registrar/news/calendar.cfm>

Spring 2011

Payment Information and Deadlines

Minimum Payment Deadline – January 28, 2011

Registered students must make at least a \$100 down payment. **Students will be charged a \$75 late payment fee and may be dropped from classes if they do not make a payment by this date.**

Electronic Billing

The University of Wisconsin-Superior does not mail billing statements to students. Billing statements are only available online through your E-Hive account.

Payment Options

Option 1 - Payment in Full

January 28 - Pay fees in full on or before January 28. Check your balance on your E-Hive account.

Payment Information and Deadlines

Option 2 - Partial Payment

January 28 - Make a minimum tuition down payment of \$100 on or before January 28.

February 25 - Pay 50% of the balance due by February 25. To avoid finance charges, account must be paid in full by February 25.

- **A finance charge of 1-1/2% per month (annual rate of 18%) will be added to the unpaid balance after February 25.**

March 25 - Pay the remaining balance due on or before March 25. View your e-bill to determine your remaining balance.

PLEASE NOTE: Withdrawal fee of \$50 on or after the first day of classes.

Drop fee of \$18 for each transaction on or after February 7, 2011.

Refunds: Disbursed through Superior One Card (Higher One Card)

- **Last day to drop full-term courses with 100% refund is February 4, 2011.**
- **Last day to drop full-term courses with 50% refund is February 18, 2011.**

Payment Information and Deadlines (con't.)

Important note about Dropping and Adding Classes: After the full refund period, you may have to pay extra fees for any classes you add to your schedule. Be sure to ask the Cashier to tell you exactly how much extra you will have to pay if you drop and then add a class after the full refund period. Many students have been surprised to see extra charges on their bills – don't be one of them!

Fee Payment Location: Old Main, Room 208 - Cashier Windows

Regular Hours: 8:30am-4:15pm, Monday-Friday

Immigration, Health Services, and Insurance Information

IMMIGRATION BASICS

- 1. Maintaining F-1 Status**
- 2. Getting a Social Security Number**
- 3. F-1 Employment**
- 4. Tax Concerns**

1. MAINTAINING F-1 STATUS

If you have questions or concerns about maintaining your F-1 visa status, please stop by the Office of International Programs (OIP). It's your responsibility to make certain that you stay in status, but we'll do our best to assist you!

- **Maintain full-time enrollment** each semester. Full-time = 12 credits for undergrads or 9 credits for graduate students.
- **Maintain 2.00 Grade Point Average (G.P.A.)** and make good progress toward your degree.
- **A maximum of 3 online/distance ed credits only** count towards the full-time minimum
 - **Example:** 9 credits regular classes + 3 credits online OR 12 credits regular classes + 3 credits online; NOT 6 credits regular classes + 6 credits online.

Maintaining F-1 Status (con't.)

- Grace Period – 60 days after the completion of your program or 15 days for authorized early withdrawal.
 - There is NO grace period if you are suspended and denied academic reinstatement.
- Maintain a **valid passport**. United States law requires that your passport have *at least 6 months left* at all times.
 - you **can** remain in the U.S. with an expired visa as long as you are maintaining your status.
- I-20 Form (regulations are printed on page 2 of your I-20)
 - Attend the school that you are authorized to attend, as indicated on your I-20 form.
 - Follow the required procedures to transfer from one school to another, or one educational level to another.
- Know the date of program completion shown on your I-20 (item 5). If you need additional time to complete your degree requirements, apply for an extension at least 30 days in advance.
- Your I-20 must be endorsed for travel if you plan to travel outside the U.S. Get an updated signature each term.

2. Getting a Social Security Number

- We will assist you in obtaining a U.S. Social Security number if you have found employment. You should wait until you have been in the United States for a **minimum of two weeks** before you apply for your card. To apply for a number you will need:
 - a letter from an on-campus employer An OIP staff member will also need to sign this letter.
 - your immigration documents (passport, I-20, and I-94)
 - UWS student ID card
- When you receive your card:
 - Take it to Jenny Kroll in the Financial Aid office, Old Main 110.
 - Take it to the Registrar's Office to be entered into your student record.
 - Bring it to the OIP so that a photocopy can be included in your file there.
 - Be sure to **sign your card** as soon as you receive it.

Getting a Social Security Number (con't.)

- You can begin looking for an on campus job as soon as you come to campus. After you are offered a job, let the employer know that you will need a letter of employment to apply for your Social Security Card. Instructions and a sample letter are provided on the OIP Forms page:
http://www.uwsuper.edu/oip/intl_curr/forms.cfm
- You can begin working before you receive your card. **Exception:** If you are hired by *A'viands* dining service, you cannot begin actually working until you have received your card.

3. F-1 Student Employment

NEVER WORK WITHOUT THE NECESSARY UW-SUPERIOR OR USCIS AUTHORIZATION. UNAUTHORIZED EMPLOYMENT IS A SERIOUS VIOLATION OF YOUR F-1 STUDENT STATUS.

- U.S. Citizenship and Immigration Services (USCIS) regulations allows five categories of employment benefits for students in F-1 status:
 - A. On-Campus employment
 - B. Off-Campus Curricular Practical Training (CPT) employment
 - C. Off-Campus Optional Practical Training (OPT) employment
 - D. Off-Campus Employment authorized due to Severe Economic Hardship
 - E. Off-Campus Employment with an International Organization

F-1 Student Employment (con't.)

Definition of employment

- Employment is any work performed or services provided in exchange for money, tuition, books, supplies, room and board, or any other benefit or compensation. Only if you will receive absolutely no benefit or compensation of any kind at any time is an activity considered by the USCIS to be unpaid volunteering. **Unauthorized employment is a serious violation of student status.** Please contact the OIP if you ever have any questions or any doubt about whether you are authorized to accept an offer of employment.

A. On-Campus Employment

You may work part-time (up to 20 hours per week) during the academic year and full-time (20 hours or more) during winter break and in the summer. Enrollment is not required during winter break or summer session, but you must be enrolled at least half-time for the following semester in order to work on campus during the breaks.

- **Beecroft Grants**
 - Available to international students
 - Priority given to new students in 1st ~ 4th semester
 - Up to \$250 per semester, paid after all hours are completed
 - Athletes and social work majors not eligible
 - Must apply each semester
 - Application forms available from Tatiana in OM 337

On-Campus Employment (con't.)

- On-campus Employers
 - Campus Departments and Offices (e.g., World Languages Dept., Student Support Services, Campus Life)
 - A'viands
 - Child Care Center
 - Library
 - Facilities
 - Mailroom
 - MWC
 - ...
- International students NOT eligible for “Work Study” positions, only “Student Assist”.
- All jobs are listed on ‘Jacket Jobs’.

B. Curricular Practical Training (CPT)

- You may request OIP authorization for off-campus employment in an internship or program if:
 - You have been **in F-1 status for at least one academic year**, AND
 - It is part the established curriculum of your academic department, and is a **required** part of your program, OR
 - You will receive **academic credit** for the internship, e.g., BUS 400.
- Curricular practical training may be full-time (more than 20 hours per week), or part-time.
 - You must be enrolled full-time while doing part-time CPT
 - Full-time CPT does not require full-time enrollment (i.e., during breaks or final semester before graduation)
 - Students who have been authorized for 12 months or more of full-time CPT are no longer eligible for OPT.

C. Optional Practical Training (OPT)

Up to 12 months of authorization to accept employment in your major field.

- Requirements for OPT:
 - Must have been in F-1 status for at least one academic year
 - Must be related to your field of study (your major or concentration).
- Full-time or part-time OPT is available:
 - After completion of a course of study (must be full time), and
 - Before completion of studies if engaged in thesis or dissertation research (may be full or part time).
- Many Science, Technology, Engineering, Mathematics (STEM) Majors are eligible for a 17-month extension of their OPT.
 - Must work for an e-Verify employer.

D. Severe Economic Hardship

USCIS for authorization to work off campus (or on campus for more than 20 hours) in any job you can find (i.e., even one unrelated to your studies).

- Requirements to apply for economic hardship:
 - You must have been in F-1 status for one academic year
 - You must provide proof of **unforeseen** financial circumstances beyond your control
 - Examples: "loss of financial aid or on-campus employment without fault on the part of the student, **substantial fluctuations in the value of currency or exchange rate**, inordinate increases in tuition and/or living costs, **unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses.**"
 - You must also prove that there is insufficient employment available on campus to meet your needs
 - The fee to apply for a Severe Economic Hardship EAD is currently **\$380**.
 - The approval process may take **more than three months**.

E. Employment with an International Organization

Employment with organizations such as: IMF, WHO, UN. See a list at <http://www.state.gov/documents/organization/87183.pdf>

A Final Note of Caution regarding F-1 regulations, especially employment.

Compliance with all immigration regulations that apply to F-1 students is your responsibility. The OIP is responsible for advising and counseling you regarding your responsibilities. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to F-1 students. In some situations, you may be subject to deportation.

4. TAX CONCERNS

- In general, F-1 students who have been in the United States fewer than five tax years are exempt from Social Security (F.I.C.A.) and Medicare taxes.
- However, F-1 students may have federal, state and local taxes withheld from their pay.
- Students may be entitled to a refund of taxes withheld from their wages if the amount of tax owed is less than the amount withheld. Filing a return is the **only** way to get this money returned to you.
- Tax forms must be filed on or before April 15 of each year.
- **The OIP has special tax preparation software available to help you prepare your federal tax return. Request a CINTAX password from Kim.**
- If you are from a country that has a tax treaty with the United States, it is possible that a portion or all of your earnings will not be subject to any taxes.

Important Insurance Information for International Students

- University policy requires that all international students have insurance.
- \$538 for 2011 (Jan 17, 2011 – Aug 21, 2011)
- Supplemental required for intercollegiate athletes: \$400 all sports
- Fees will be billed directly to your student bill each year you are enrolled.
- You must submit a claim form for each illness or injury. Kim or Tatiana can help you with this.

International Student Health Insurance

Some Important Terms you should know

- **Claim Forms:** Itemized bills, pharmacy receipts
- **Diagnosis:** The medical term for your illness or injury.
- **Treatment:** Prescription, surgery, therapy, etc.
- **Benefits:** The amount the insurance company will pay for your injury or illness.
- **Usual & Customary:** The average charge doctors in your area charge for service.
- **Deductible:** Your cost prior to plan benefits.
- **Exclusions:** Items that are not covered by your insurance such as pre-existing conditions and routine exams (sports physicals, etc.).
- **Assistance Plan:** Additional benefit for those traveling outside their home country.
- **Identification Card:** Gives your health care service provider your policy and ID number and address for claims to be submitted.

INSURANCE COMPANY: AIG American International Group

CLAIMS PAYER: AMA & Associates, 1-800-456-7480

REPRESENTATIVE: RUST AND ASSOCIATES, 1-800-336-0747

CONTACT: Tracy Tillman (tillman@rustames.com)

CLAIM FORM: http://www.uwsuper.edu/oip/intl_curr/forms.cfm

UW-Superior Health Services

- Health care is provided at Essentia Health, also called St. Mary's Duluth Clinic on Tower Avenue in Superior.
- Call 218-786-3110
 - Tell the nurse or receptionist you are a UWS student.
- Free transportation from campus only.
 - Call Courtesy Cab at 218-590-9222 for a pick up. You must show your UWS ID card to the driver.

UW-Superior Health Services (con't.)

- **Counseling services**
 - Available from Lutheran Social Services located in Hawkes Hall.
 - Call 715-394-4173 to make an appointment.
 - Up to \$2000 in services covered by our insurance provider.
- **Reproductive Health Services**
 - Nurse practitioner available in Hawkes Hall.
 - Call 715-394-3117 to make an appointment.

Center for Advising and Disability Resources

- Old Main 134 – change your major, change your advisor, get help for learning disabilities
- Must see your academic advisor each semester to help you plan your class schedule, discuss academic plan, remove hold on your registration.

Academic Advising (cont.)

- **In your black binder:**
 - Advisement process
 - Degree requirements: gen ed requirements, FERPA (Family Educational Rights and Privacy Act)
 - Learning Styles, Student Organizations
 - Campus email, technology policies
 - Student handbook, university policies

Whole group discussion

- Finding a job
- Cell phone/calling home
- Transportation
- Banking/Finances
- Getting involved in campus life

Small Group Discussion

Surviving in the Classroom

- Academic Advisement: Questions and Answers
- General Education Requirements
- Being a Superior Student
- Exams in U.S Classes
- GPA? What's That?
- Ethical Issues in College Writing
- Student Support Services at UW-Superior

Surviving Outside of the Classroom

- Finding Jobs on Campus: Some Helpful Tips
- Money Management
- Calling Home
- Living in the USA

Quiz: Check your Knowledge