INTERNATIONAL STUDENT AND SCHOLAR SERVICES STAFF

- Mark Hallett, Senior Director
- Lisa Pappas, Associate Director
- Paul Collier, Assistant Director
- Christy Eylar, Assistant Director
- Courtney Beardmore, Senior Advisor
- Ben Mwaura, Advisor
- Erin Tompkins, Advisor
- Bronwen Watts, Assistant Director of Programming
- Nancy Sturtevant, Program Coordinator
- Liesl Luy, Recruitment and Retention Specialist
- Ying Cheng, China Programs Coordinator
- Tyler Clayton, IT Analyst and SEVIS Manager
- Linda Leal-Cardenas, SEVIS Coordinator
- Cindy Conlin, Immigration Specialist
- Jaymee Woolhiser, Administrative Assistant
- Alan Boyd, INTO-CSU Immigration Advisor
- Barbara Pretzer, Receptionist
- Melaura Munn, Receptionist
TOP POPULATIONS OF INTERNATIONAL STUDENTS AND SCHOLARS (SPRING 2017)

- China, 630
- Other, 565
- India, 287
- Saudi Arabia, 139
- Oman, 99
- South Korea, 55
- Libya, 51
- Iran, 45
- Vietnam, 41
- Taiwan, 39
- Pakistan, 35
INTERNATIONAL STUDENT AND SCHOLAR SERVICES

- Orientation and Arrival
- Advising
- Immigration Services
- Regulatory Compliance
- Sponsor Services
- Programming
- Questions
**Student Immigration Forms**

**IMMIGRATION DOCUMENT REQUEST FORM**
To request an I-20 or DS-2019 please fill out the document above.

**FAMILY IMMIGRATION DOCUMENTS REQUEST PACKET**
Complete this form for all dependents that you wish to join you in the United States.

**FULL-TIME EQUIVALENCY/REDUCED CREDIT LOAD FORM**
To request a course load reduction below full-time.

**F-1 OR J-1 STUDENT PROGRAM EXTENSION PACKET**
To request an extension of your current program

**CHANGE OF EDUCATION LEVEL**
If you are an international student on an F-1 visa and you intend to change your level of education, you will need to request a new I-20 to reflect your new program. If you are an INTO CSU student seeking a change of level to a CSU degree program please complete the "CHANGE OF LEVEL INTO CSU to CSU" form.

**CONCURRENT ENROLLMENT FORM**
To request permission to register for classes at another university while attending CSU.

**F-1 CURRICULAR PRACTICAL TRAINING PACKET**
To request Curricular Practical Training (CPT) authorization.

**F-1 OPTIONAL PRACTICAL TRAINING PACKET**
To request F1 Optional Practical Training (OPT) authorization.

**F-1 STEM OPTIONAL PRACTICAL TRAINING PACKET**
To request an extension of Optional Practical Training.

**F-1 STEM OPTIONAL PRACTICAL TRAINING 7-MONTH EXTENSION PACKET**
To request an extension of Optional Practical Training. For students who are currently on an approved 17-month OPT STEM extension.
OFFICE OF INTERNATIONAL PROGRAMS

Office Hours

- Monday through Friday from 8:00 a.m.—12:00 p.m. and 1:00 p.m.—5:00 p.m.
- The office is closed 12-1pm daily for lunch, on Saturdays, Sundays, and federal holidays

Advising

**Walk-in Advising**: Monday through Friday from 9:30—11:30 a.m. and 1:00—3:00 p.m.

Appointments are available by request.

Email: isss@colostate.edu    Phone: 491-5917    Website: [http://isss.colostate.edu/](http://isss.colostate.edu/)

Staff contact list: [http://isss.colostate.edu/isss-staff/](http://isss.colostate.edu/isss-staff/)
NEED TO SEE AN ADVISOR?

Walk-in advising
(less than 10 minutes)

- General information
- Quick questions
- Pick up documents
- Travel signatures
- Letter requests

Appointments
(more than 10 minutes)

- Employment questions
- Immigration forms
- Academic concerns
- Adjustment concerns
- Complex HELP!
IMMIGRATION REGULATIONS:
STUDENT RIGHTS AND RESPONSIBILITIES
PRIMARY IMMIGRATION DOCUMENTS

Passport: Issued by home country

U.S. Visa: Permission to enter the U.S.

I-94: Arrival and Departure record

I-20/DS-2019: For F-1 or J-1 students and their families
U.S. VISA

• Think of this as a student’s “ticket” to enter the country. Renewal is only permitted outside of the United States.

• ISSS does not issue visas, but does issue the documents students need to obtain student or scholar visas to study at CSU, namely:
  J-1 Visas (students are issued DS-2019)
  F-1 Visas (students are issued I-20)

• Unlike a passport, a student’s visa CAN expire while you are in the U.S. as long as his/her passport, I-94, and I-20/DS-2019 are valid

• Length and number of entries varies by country
I-94 NUMBER ARRIVAL AND DEPARTURE RECORD

• Form I-94 is located by logging onto the Customs and Border Protection website at: https://i94.cbp.dhs.gov/I94/#/home

• A student will need to print this off if applying for a social security number, a driver’s license and/or employment authorization.
The immigration Form I-20 or DS-2019 is usually issued by the Office of International Student & Scholar Services at CSU.

A new I-20 or DS-2019 will need to be issued any time a student:
- Changes a level of education
- Change source of financial support
- Changes majors
- Extends his/her academic program
- Adds or removes dependents
- Applies for off-campus employment authorization (i.e. CPT or OPT)

A valid I-20 is necessary to enter and remain in the U.S.
**I-20 Certificate of Eligibility for Nonimmigrant Student Status**

**SEVIS ID:** N0000148174

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname/Primary Name</td>
<td></td>
</tr>
<tr>
<td>Given Name</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>F-1</td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
</tr>
<tr>
<td>Country of Citizenship</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>October 24, 1996</td>
</tr>
<tr>
<td>Admission Number</td>
<td></td>
</tr>
<tr>
<td>Initial Attendance</td>
<td></td>
</tr>
</tbody>
</table>

**School Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td>State University of New York at Binghamton</td>
</tr>
<tr>
<td>Address</td>
<td>International Student &amp; Scholar Services, Binghamton, NY</td>
</tr>
<tr>
<td>School Official to Contact Upon Arrival</td>
<td></td>
</tr>
<tr>
<td>School Code and Approval Date</td>
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</table>

**Program of Study**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Education Level</td>
<td>Doctorate (Industrial Engineering)</td>
</tr>
<tr>
<td>Major 1</td>
<td>Electrical Engineering</td>
</tr>
<tr>
<td>Program English Proficiency Notes</td>
<td>Required</td>
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<tr>
<td>Program Start Date</td>
<td>June 22, 2015</td>
</tr>
<tr>
<td>Program End Date</td>
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**Estimated Average Costs for 12 Months**

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<thead>
<tr>
<th>Category</th>
<th>Cost 12 Months</th>
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</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$16,000</td>
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<tr>
<td>Living Expenses</td>
<td>$12,000</td>
</tr>
<tr>
<td>Expenses of Dependents (000)</td>
<td>$4,000</td>
</tr>
<tr>
<td>Total</td>
<td>$32,000</td>
</tr>
</tbody>
</table>

**Remarks**

**School Certification**

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 determination by the United States by me or other officials of the school and the student, the student's applications, transcripts, or other records of course taken and proof of financial responsibility, which were issued as 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 present a full program of study as defined by 8 CFR 214.2(b)(6). I am a designated school official of the above named school and am authorized to issue this form.

**Student Certification**

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 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(a) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

**Signature of: (Student and School Official)**

Director of International Student Services 23 June 2015 Binghamton, NY

**ICE Form I-20 (3/31/2018) Page 1 of 3**
Students need to make sure if traveling outside of the U.S. that they have a valid travel signature that is less than 6 months old.

Students are responsible for reading and knowing these!
**Certificate of Eligibility for Exchange Visitor Status (J-Nonimmigrant)**

**Name of Alien**: [Name of Alien]  
**Address**: [Address]  
**City, State**: [City, State]  
**Telephone**: [Telephone]  
**Country of Last Permanent Residence**: [Country]

**Certification**

I certify, under penalty of perjury under the laws of the United States of America, that the following information is true and correct.  

**Program Name**: Colorado State University  
**Program Number**: 9-113-05080

**Field of Study**: [Field of Study]  
**Institution Name**: [Institution Name]  
**Institution City, State**: [Institution City, State]  
**Institution Telephone**: [Institution Telephone]

**Country of Specialty**: [Country of Specialty]  
**Degree Granted**: [Degree Granted]  
**Institution**: [Institution]

**Employment Information**

**Administrative Office**: [Administrative Office]  
**Telephone**: [Telephone]  
**Fax Number**: [Fax Number]

**Employer**: [Employer]  
**Employer Address**: [Employer Address]  
**Employer Telephone**: [Employer Telephone]  
**Employer Fax Number**: [Employer Fax Number]

**Position of Employment**: [Position of Employment]  
**Employment Dates**: [Employment Dates]

**Sponsor Information**

**Federal ID Number**: [Federal ID Number]  
**Parent's Name**: [Parent's Name]  
**Parent's Address**: [Parent's Address]  
**Parent's Telephone**: [Parent's Telephone]

**Program Sponsor**: Colorado State University  
**Program Number**: 9-113-05080

**Program End Date**: [Program End Date]  
**Program Length**: [Program Length]

**Travel Signature**: [Travel Signature]  
**DS-2019**: [DS-2019]  
**SEVIS Number**: [SEVIS Number]
J-1 exchange visitors who are subject to the 2 year home residency requirement must return to their “home” countries and be physically present for an aggregate of two years before being eligible to return to the U.S. in immigrant, H, or L status.

An exchange visitor becomes subject to this requirement based on:

1. Government funding
2. Graduate medical education or training
3. Skills list

Students subject to the 2 year requirement are ineligible to change their visa status within the U.S. However, they may leave and re-enter in a new non-immigrant status.

There is often a notation on their visa and/or first DS-2019 if they are subject to this requirement.
FROM ADMISSION TO ARRIVAL

Student submits application for admission to CSU

Packet is sent to student once they arrange a mailing option

CSU reviews for academic admissibility & English ability

DSO prints and signs immigration doc and creates student packet for mailing

Recommendation made by department to Graduate School

DSO creates SEVIS record and prints immigration doc

Graduate School finalizes admission decision and notifies ISSS via Slate

Financial ability & passport reviewed by ISSS

(If out of the USA)
Student pays the $200 SEVIS fee and uses immigration doc to apply for student visa

(If in the USA)
Student applies for Change of Status or transfers their SEVIS record to CSU

Student is admitted to USA in valid status at a Port of Entry no more than 30 days prior to program start. Student has 30 days to check in at CSU and complete immigration orientation

Student has Change of Status approved or completes immigration transfer to CSU. Still needs to check-in and complete orientation

If a student fails to enroll at CSU, ISSS reports a “No Show” to SEVIS within 30 days of CSU semester start date. ISSS must comply with many reporting requirements throughout an international student’s stay in the US.
Why Timely Admission Decisions Are So Important for International Students

• **Students may need their I-20/DS-2019 mailed to them overseas** to have with them when they enter or re-enter the U.S. Mail overseas usually takes longer and is not as reliable as domestic mail. In addition, students applying for or even just renewing their visa must have their most updated I-20/DS-2019 with them at the time they apply.

  *Impacts: Initials; Transfers and Change of Levels who are travelling outside the U.S. in between programs*

• **Students may need to apply for a visa.** Appointment wait times can be several weeks—or even months—long, and the wait for the visa to be processed and printed can be similar.

  *Impacts: Initials; Transfers and Change of Levels who are travelling outside the U.S. in between programs with an expired visa; students who change their visa status by travelling outside the U.S.*

• **Students may be subject to a 60-day or 30-day grace period.** This means the new I-20/DS-2019 must be created within a limited time (60 days for F-1 and 30 days for J-1) after the end of their previous program for them to remain in the U.S. legally.

  *Impacts: Transfers and Change of Levels*
How can the graduate department help?

• The sooner a recommendation can be sent to the Graduate School the better. The timing of everything else depends on the student’s admission. Late admission decisions can have a domino effect, ultimately causing students to miss orientation and sometimes the start of the semester.

• Don’t email a student to tell them they have been admitted until after it is finalized by the Graduate School. We cannot issue an immigration document until students have been officially admitted.

• If your department is offering an assistantship please make sure the letters are detailed. This applies to Change of Levels and Extensions as well. What is covered (tuition, health insurance) and for how long? If there is a stipend, what is the amount, when does it start/end, and does it cover summers?

• Very late admits put pressure on ISSS and can cause immigration issues for the student (ability to register full time, SEVIS registration) as well as make it more difficult for them to adjust to the new culture and educational system.
MAINTAINING STUDENT IMMIGRATION STATUS
ACADEMICS: FULL TIME ENROLLMENT

• Minimum **9 credit** hours per semester for graduates
• There is no requirement to be enrolled in the summer
• No more than **one** online/distance education class or 3 credits per semester may count toward the 9-credit full course load. Students in their final semester may **not** be online only.

A student should always meet with an international student advisor before dropping below full time!
**EXCEPTIONS TO THE FULL TIME ENROLLMENT REQUIREMENT**

**Academic Difficulty**

- A student may be authorized to drop below full-time for one Academic Difficulty Reduced Course Load reason **once per degree level**

- The graduate student must still be enrolled in a minimum of **5 credits**

**Reasons for Academic Difficulty**

1. Initial Difficulty with English Language or Reading Requirements *(1st year only)*

2. Unfamiliarity with U.S. Teaching Methods *(1st year only)*

3. Improper Course Level Placement
EXCEPTIONS TO THE FULL TIME ENROLLMENT REQUIREMENT

**Medical**

- Not to exceed 12 months total
- Can be used for both physical and mental medical reasons
- Requires a letter from attending physician or psychologist
- No minimum enrollment requirement during medical reduced course load unless stated in letter from physician or psychologist
Nearing Graduation:

• In the final semester of required coursework and taking all available courses to graduate.

• Completed all required coursework and preparing for a comprehensive examination.

• Completed all required coursework and working on thesis/dissertation.
REDUCED CREDIT LOAD/FULL TIME EQUIVALENCY

This form is used to request authorization to drop below a full course load. Students must submit this form to ISSS and get authorization from an international student advisor before dropping below full time.

TO BE COMPLETED BY THE STUDENT:

Students Name: ___________________________ Family Name/Surname ___________________________

Semester of Request:  [ ] FALL  [ ] SPRING  [ ] SUMMER

CSU ID: ___________________________

Year: ___________________________

Degree Level: [ ] UG  [ ] GR  [ ] PHD

STUDENT’S SIGNATURE: I have read and I understand the information outlined on page 2 of this form.
Signature: ___________________________
Date: ___________________________

TO BE COMPLETED BY THE STUDENT’S ADVISOR, PHYSICIAN OR LICENSED CLINICAL PSYCHOLOGIST

Please indicate the reason you are recommending the student for a Reduced Credit Load:

[ ] Academic Difficulty (please select one reason for the difficulty below.)
[ ] Initial Difficulty with English Language or Reading Requirements (1st year only)
[ ] Insufficiency with U.S. Teaching Methods (1st year only)
[ ] Improper Course Level Placement (Must attach an explanation from the academic advisor)
[ ] The student must be enrolled for a minimum of 6 credits for undergraduates or 5 credits for graduate.
[ ] The student may only be authorized for an Academic Difficulty RCL once per degree level.
[ ] Student is in the final semester of required coursework and taking all available courses to meet graduation requirements.
[ ] The student has completed required coursework and is preparing for a comprehensive examination.
[ ] The student has completed required coursework and is working on their thesis/dissertation (Can be approved for more than one semester. Reduced credit load approval for this reason will continue until the student’s graduation.
[ ] The student must still be registered for either Continuous Registration or academic credits each semester.
[ ] Medical Reason (Must attach a signed letter from the medical physician or licensed clinical psychologist)

ACADEMIC ADVISOR’S OR MEDICAL PROFESSIONAL’S SIGNATURE: I have discussed the above circumstances with the student, reviewed the educational implications, and recommend that the student’s exception from the full course of study be approved. I understand that final approval must come from International Student and Scholar Services (ISSS).
Signature: ___________________________

Date: ___________________________

Name: ___________________________
Title: ___________________________

Department: ___________________________

INTERNATIONAL STUDENT ADVISOR APPROVAL

Signature: ___________________________
Date: ___________________________

http://isss.colostate.edu/immigration_forms/
Q. When should the form be submitted?

A. Must be submitted BEFORE the student drops below full time

Q. When can the reason “improper course level placement” be used?

A. Can be used any time during the student’s academic level as long as an Academic Difficulty reason hasn’t already been used. Can be used for students struggling in a class but dropping it would put them below full time. Not limited to advisor error. Requires a letter of explanation

Q. What if a required class is not available in the student’s last semester?

A. The student may be authorized for “improper course level placement” first then “final semester” second. In the case where a student has already been authorized for an Academic Difficulty reason they may be authorized for “final semester” twice. Provide a letter of explanation
Q. When can “taking all required courses to graduate” be used?

A. Can be used two times maximum—should be consecutively which allows the student to retake one or more final semester courses. Forms should not be submitted for this reason without a letter of explanation after one of the “completed required coursework” reasons has already been approved.

Q. When can the reason “working on thesis/dissertation” be used?

A. After the student has completed all coursework and will work on their thesis or dissertation. Once an RCL is approved for this reason, it is valid until they graduate or need an extension, whichever happens first. Students working on their thesis/dissertation who request an extension will need to submit a new RCL.
CONCURRENT ENROLLMENT

• Registering for courses at another school
• Minimum of 6 credit hours must be taken at CSU
• Must be approved by ISSS before enrolling at another university/college
CONCURRENT ENROLLMENT FORM

Today's Date:  
CSU ID: 

Name (Family Name, First Name):

Part A - Request for Permission (To be completed by the student)

I request permission to register for concurrent enrollment between Colorado State University and another university. I understand that in order to do so I must enroll in classes that are transferable and acceptable in terms of my academic program. I also understand that I must be registered for a full-time course load between the two schools in order to maintain my Immigration status.

- My reasons for enrolling at another university in addition to CSU are:

- The semester and year in which concurrent enrollment will take place:

- Have you had concurrent enrollment before?  
  Yes  
  No

  If yes, please list each semester and year:

- List all classes and credits you intend to take at CSU and all the classes and credits you intend to take at another university (*):

<table>
<thead>
<tr>
<th>COLORADO STATE UNIVERSITY:</th>
<th>[Name of Other School]</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Please Note: The concurrent enrollment provision requires the school from which the student will earn his or her degree or certificate to issue and maintain Form I-20, to handle all SEVIS and other reporting requirements, and to ensure that the student is pursuing a full course of study. On-campus employment can only be at the school listed on the I-20. Students are expected to take at least 6 credits at CSU. Exceptions may be permitted on a case-by-case basis pending approval by an ISSS advisor. **

http://isss.colostate.edu/immigration_forms/
• Students must make “normal progress” toward completing their academic program. Students are given the following initial durations:
  
  * Bachelors & PhDs: 5 years  
  * Masters: 3 years

• **PROGRAM EXTENSION**: If eligible, students nearing their program end date must apply for a program extension 30 days before the document expires.

• Letter from the academic advisor is required and must include:
  
  * The student is making normal progress toward completing his/her degree  
  * Detailed explanation and legitimate reasons for the delay  
  * New anticipated date of completion
OTHER IMMIGRATION RESPONSIBILITIES:

END OF PROGRAM

- F-1 students will receive a 60 day grace period at the end of their program.
- J-1 students will receive a 30 day grace period at the end of their program.
- F-1 students may apply for OPT, complete a Change of Level, or transfer to a new school during their grace period.
- Students are not permitted to work during their grace period without authorization.
- If a student travels outside of the U.S. during this time, his/her grace period automatically ends.
- There is no grace period if a student does not complete his/her program or withdraws early. Students in this situation should come to ISSS to discuss their options so their SEVIS records are not terminated for “bad” reasons.
CHANGE OF LEVEL

- Any time an F-1 student finishes a program and starts and new one at the same institution, a Change of Level is needed
  - Ex: Graduated Undergraduate starting a Master’s Degree
  - Graduated Graduate (Master’s) starting a PhD
  - INTO Pathway student starting a Bachelors or Masters Degree (i.e. Progressors)
- Doctoral students who are moving to Master’s degree for one semester do not need Change of Level
- INTO Progressors cannot receive a Change of Level I-20 until officially admitted
  i.e. after grades are posted

Challenges:
- Missing recommendations from faculty members
- Decision makers out of the office at the end of the semester
- Progressors travelling outside of U.S. (need new I-20 to return!)
- Knowing who to contact in each department to keep on top of admissions decisions
EMPLOYMENT: ON CAMPUS

- During the Fall and Spring semesters, students may work up to 20 hours per week on campus.
- During scheduled university vacations (summer, fall, winter, and spring break), students may work unlimited hours on campus.
- J-1 students must have authorization from ISSS before beginning to work.
EMPLOYMENT: OFF CAMPUS

**F-1 students**

1. *Curricular Practical Training (CPT)*
   - Pre-completion only
   - Processed by ISSS

2. *Optional Practical Training (OPT)*
   - Usually post-completion
   - Processed by USCIS

3. *Severe Economic Hardship*
   - Pre-completion only
   - Processed by USCIS

**J-1 students**

1. *Academic Training*
   - Can be pre- or post-completion
   - Processed by ISSS

Students should meet with an International Student Advisor BEFORE considering an option to work off campus. The application process may take several months.
CURRICULAR PRACTICAL TRAINING

• CPT is work authorization for F-1 international students to receive further training that is directly related to their degree level and major prior to completion of their academic program. Employment must have a strong and measurable connection to the student’s academic program such as a for-credit internship, independent study, or thesis work.

• F-1 students must apply for CPT authorization if they intend to work off-campus as an integral part of their established curriculum whether or not they will receive any form of payment or compensation.

• Students must receive approval before they begin working.
CPT TIMING

• Graduate students who miss the graduate school’s graduation deadline are considered to have completed their program and are no longer eligible for CPT the following semester (even though they are required by the graduate school to register for Continuous Registration).

• Immigration regulations state: A student who has satisfied all requirements for completion cannot continue to be enrolled for administrative purposes without taking action to maintain status. Even if the school continues to enroll the student for administrative purposes, a student who has completed all requirements for the program must apply for OPT, apply for a change of status to some other classification or depart the United States in order to maintain status.
OPT TIMING

EACH BOX REPRESENTS 1 MONTH

90 days before program end date: Earliest date to apply for OPT

Program end date

60 days after program end date: Application must be received by USCIS

14 months after program end date: OPT must be completed, regardless of when it started
SOCIAL SECURITY NUMBER (SSN)

• Students cannot qualify for a Social Security Number (SSN) unless they have a job. They must submit a written job offer from an on campus department in order to receive a Social Security authorization letter from ISSS.

• Students should wait at least 7-10 days after their immigration check-in at the beginning of a semester to apply for their SSN.

• Students do not need a Social Security Number to start working legally in the U.S. They must make sure, however, that they received one before the end of the calendar year.
TAXES

• Earnings from employment, including income from assistantships and scholarships, are subject to federal, state, and local income taxes.

• OIP subscribes to a tax assistance software program every year. Students will receive an email from OIP with more information by February or March.

• ISSS does not offer tax advice. Students must talk with a tax professional for any and all tax questions.
TAXES

• Many countries have tax treaties with the United States that can lower the tax amount withheld from your paycheck, assistantship, or taxable scholarship.

• To find out if they are eligible for any tax treaty benefits, students should make an appointment with the Foreign National Tax Administrator in the Business and Financial Services Office prior to November.
  
  Address: 555 S. Howes St. Fort Collins, CO 80525
  Phone Number: 970-491-3538
  Email: bfs_foreigntax@mail.colostate.edu
AVOIDING IMMIGRATION SCAMS

- Scams have gotten more sophisticated, so be cautious
- USCIS will not call or email students to ask them for money
- If you are unsure, contact the ISSS office to ask about anything suspicious.
- If it is outside business hours, students are advised to wait to ask ISSS before giving out any personal information. Being told it can’t wait is an indication of a scam.
## IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>Program End Date for graduating students; Grace Period begins</td>
</tr>
<tr>
<td>May 16</td>
<td>Grades Due</td>
</tr>
<tr>
<td>July 11</td>
<td>Grace Period ends for F-1 Students;</td>
</tr>
<tr>
<td></td>
<td>Admissions Decision deadline for Change of Level students</td>
</tr>
<tr>
<td>August 15 &amp; 16</td>
<td>International Student Check-In &amp; Orientation (mandatory)</td>
</tr>
<tr>
<td>August 21</td>
<td>Fall 2017 classes begin</td>
</tr>
<tr>
<td>September 15</td>
<td>Graduation (GS25) Application Deadline</td>
</tr>
<tr>
<td>September 16</td>
<td>1st Day Fall 2017 Graduates can apply for OPT</td>
</tr>
<tr>
<td>December 15</td>
<td>Program End Date for graduating students</td>
</tr>
<tr>
<td>December 19</td>
<td>Grades Due</td>
</tr>
<tr>
<td>December 22</td>
<td>Preferred Admissions Decision Deadline for Change of Level students</td>
</tr>
</tbody>
</table>
Questions and Discussion