All F-1 and J-1 students must submit tax forms

If you were IN the US during the year 2018 (even for a day), you are required to file taxes, regardless of whether you have income or not. The OIS provides a service called Sprintax that can help you with your tax filing.

All students in F-1 or J-1 status, including those on OPT, were emailed from ois@fordham.edu in early February with your Access Code to access and utilize Sprintax. If you have not received an email, please email ois@fordham.edu to ask us to send the information to you.

If you HAD income: File Form 8843 AND Federal AND State/Federal tax forms. The deadline is April 15, 2019.

If you did NOT have income: File Form 8843 only. The deadline is June 15, 2019.

ALL F-1 AND J-1 STUDENTS MUST COMPLETE FORM 8843!

We at the OIS are NOT tax experts and will not be able to answer your questions, which is why we provide Sprintax services to you. Please note that Sprintax is only designed to assist students who are considered “non-residents for tax purposes”. The OIS cannot help you determine whether you are a resident or non-resident for tax purposes.

Sprintax begins by asking you a series of questions that help determine whether you are resident or non-resident. If Sprintax determines that you are a resident for tax purposes, they will not allow you to continue. In this case, you can use any standard tax software/service available to a US Citizen.

Last Semester of Study and OPT Reminders

If this is your last semester of study, now is a good time to start thinking about if you would like to apply for OPT. If you plan to file for Optional Practical Training (OPT), you can begin to apply 90 days before your program end date listed on your I-20, and up to 60 days after your program ends (this means that the application must be received by USCIS by the 60th day). We recommend that you apply early! You must make an appointment with the OIS in order to file for OPT. Please make an appointment through www.fordham.edu/ois. When you come to the appointment, be sure to bring Certificate of Eligibility form signed by your academic advisor (grad students) or Class Dean (undergrads), ALL your I-20s, passport, and I-94 record. For more information on applying for OPT and to download Certificate of Eligibility form, please visit OIS website: OPT Section.
Make Sure Your Personal Info is Up-to-Date!

Please check the address and phone info in your my.fordham account and make sure it is correct. If you have moved out of your previous US address, or if you lived in university housing last semester but will live off-campus this semester, you MUST update your address on your my.fordham account!

SEVIS (Federal Law) requires the following information be up-to-date at all times:
- US Local Address
- US Phone Number
- Foreign (Permanent) Address

By checking and updating your information on my.fordham.edu, you can satisfy the Federal requirement and save the OIS from having to send you emails. Failure to keep your info updated is a violation of your F1 status.

**Instructions to Update your Info:**
Log in to my.fordham.edu
1. Click on the Student tab
2. Click on the Banner SelfService folder in the My Information portal
3. Click on the Information folder
4. Click on Update Addresses and Phones

**Important Notes:**
- There are many different address types in Banner. You will need to update your Non-University Local Address, even if you update/have info in other address types.
- The correct way to write a US address is:
  Street # Street Name Apartment #  
  City, State, Zip code
  For example: 97 W 50th Street Apt 12C  
  New York, NY 10023
- SEVIS only accepts 10-digit phone numbers. Therefore, your US phone number, should NOT include the country code (1). Instead, it should begin with the area code (such as 917, 347, 202, etc).
  For example: 347-1234567; NOT 1-347-1234567

STEM OPT Reporting Requirements Have Been Updated with New Submission Portals

For students who are currently on STEM Extension for OPT, OIS has further streamlined the process for Validation Reporting and Reporting an Employer Change with new portals for easy submission of your documents.

As stated in the Acknowledgement of Responsibilities for STEM OPT that you receive with your EAD card, you must comply with the following:

**Validation Reporting**
- Validate your current employer name and address, and your current US address directly to OIS every six months from the start date of your STEM OPT period.

  - Submit an Evaluation (TOP PAGE 5 of the Form I-983) within 10 days of the 12 month mark from your STEM OPT start date and a Final Evaluation (BOTTOM PAGE 5 of the Form I-983) within 10 days of the 24 month mark from your STEM OPT start date.

  You may now submit any STEM OPT validation reports and/or evaluations by going to our STEM OPT Employment Validation Report Portal.

  Employment Changes:
  Notify OIS within 10 days of any these changes:
  - Edit current job's Employer Identification Number (EIN)
  - Edit name of current employer
  - Change current employer's address
  - Change current job title
  - Change your current employer end date
  - You are ending your current job and want to ADD a new employer
  - Change current employer's Supervisor's name, address, phone number

  You may now submit any STEM OPT employment changes by going to the OIS Employment Change Alert Portal.

  For more information on Reporting Requirements for STEM OPT, please visit our website here.
Global Transition Team 2019 Applications are Open!

Global Transition is a program to welcome undergraduate international students to Fordham and help with adjusting to the first days and weeks here. During Global Transition, new students meet and get to know other international students from all over the world, attend helpful information sessions, and engage in fun activities/events.

Check out our website for more info: www.fordham.edu/gt

Each year, we need a team of current students to help us welcome the new students and share their love of Fordham and our international community. Being part of the Global Transition Team will give you the opportunity to play a valuable role in the transitioning period of new international students, as well as to make real friendships with new and current students.

There are 3 different positions in the GT Team. Each of the links below provides more info about and an application for each position:
- Global Transition Assistant (GTA)
- Operations Manager
- Photographer/Videographer

Benefits of being part of the Global Transition Team:
- Gain experience and knowledge about other countries and cultures
- Make friends with international students as well as US students with international interests
- Be part of a team and give back to the Fordham community
- Enhance your leadership skills and resume

The deadline to apply is February 17 at 11:59pm

Share your Fordham Knowledge!

Do you enjoy texting? Do you like connecting with international students from all over the world? Do you have 20 minutes a week to spare? This is for you!

Prospective applicants are eager to learn more about Fordham by connecting with current students at Fordham. The Chat with Ambassadors initiative allows prospective applicants to chat/text current students at Fordham. Click here to see current Fordham Unibuddy ambassadors. We are looking for more international ambassadors! Email Lihuan Lai @ llai7@fordham.edu in the Undergraduate Admission office for more information.

Volunteer at a UN Event

Where: United Nations Headquarters
When: 1.30 - 7pm on Wednesday March 6th, 2019

The summit theme is to discuss women's rights and impact investing. UN ambassadors, country leaders, and CEOs of Fortune 500 companies will be in attendance.

Volunteers' duties include but are not limited to: Giving out UN passes to invited guests at the UN gate, directing guests to conference room, meet and greet VIP attendees, and generally make sure the summit is going smoothly by helping with logistics. Please note that there will be a training for volunteers a week before the event.

Interested volunteers can contact Ting Yana at wyana@fordham.edu.
Travel

Traveling outside the US for Spring Break?
If you are currently studying in a program at Fordham under the F1 or J1 status and planning on traveling outside of the U.S. during Spring break, please be sure to travel with a properly endorsed I-20/DS-2019 and a valid F1/J1 visa. The I-20 travel signature (on p.2 of the I-20) is valid for one year from the date it was signed. If you need to update your travel signature, you can come to the OIS office during our office hours.

If you are currently under OPT or STEM OPT and plan on traveling outside of the U.S., please be sure to travel with a properly endorsed I-20, a valid F1 visa, and your EAD card. The I-20 travel signature (on p.2 of the I-20) is valid for 6 months from the date it is signed. If your OPT or STEM OPT application is currently pending, please travel with the Receipt Notice.

If you forget to bring your I-20 or lost your I-20 and you are overseas, when you return to the US at the airport, you can request for a Form I-515 to be issued to you. You do NOT need to get a new I-20 from the OIS in order to return to the U.S. If you are issued a Form I-515, please come see an OIS advisor as soon as you can upon return so that we can help you respond to the I-515.

As you know, the I-94 is now an electronic record. The OIS does not require you to submit your I-94 to us when you return to the US, but we do recommend that you obtain your I-94 record online from www.cbp.gov/i94 each time you re-enter the US. Remember that you will NOT be able to retrieve your I-94 if you are outside the US, because the I-94 is an ENTRY document.

More information about travel can be found in the Travel section of our website.

Using the OIS Website

Many students ask questions that are answered in the information on the OIS website. We are concerned that many of our international students are not using the OIS website, even though it is an excellent tool with many resources and a ton of information. Not using the OIS website is a detriment to you, because you may not have info that could help you, or you may end up emailing OIS and then waiting for a reply. Therefore, below is a quick guide to how the OIS website works and where to find much of the information we think you would benefit from:

Our landing page is: www.fordham.edu/ois

From here, you can make an appointment by scrolling down and clicking the “Make an Appointment” link on the left side of the page.

FORDHAM UNIVERSITY

Other important sections of our website are: Resources and Links, Immigration Information and Updates, and International Students

Resources and Links (found in the left-hand navigation box on the OIS landing page)
- request letters (F1 visa renewal, visa for visit to another country, bank, landlord, etc)
- Find forms (Change of Address, CPT application, OPT application, SSN application, etc)
- List of immigration attorneys in NYC that OIS has vetted
- Resources for living in NYC, American Culture, and the American academic system
- Government and Immigration Resources and New York City Services

Immigration Information and Updates (found in the left-hand navigation box on the OIS landing page)
- updates about immigration matters (such as the current Executive Order, for instance)
- Link to the OIS Newsletters

International Students (found in the left-hand navigation box on the OIS landing page)

Current Students → F1 or J1
- Course Registration Info, Program end date info

Employment (CPT info, instructions, and application form, OPT info, instructions, and application form, Social Security Number info)
- Travel (needed docs, reminders, I-515 info)
- Info about health, driver’s licenses, updating your address, tax, etc.

Post-Graduation
- Maintaining your status on OPT, OPT employment reporting form
- STEM Extension info, instructions, application form, STEM employment reporting form
- Cap Gap info