

Welcome to SMU!



IEP Orientation
Spring 2013
International Student and Scholar Services



MEET OUR OFFICE



CLAUDIA E. GRAVES

Director, ISSS Office

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ANNA MARZILLO

Assistant Director, ISSS office

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Pamela Bishir
International Services
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YESSICA CARLOS

International Records Specialist

ycarlos@smu.edu



BELEN SKERTCHLY

International Administrative Assistant
Services

skertchly@smu.edu

214-768-4475

ISSS Mission

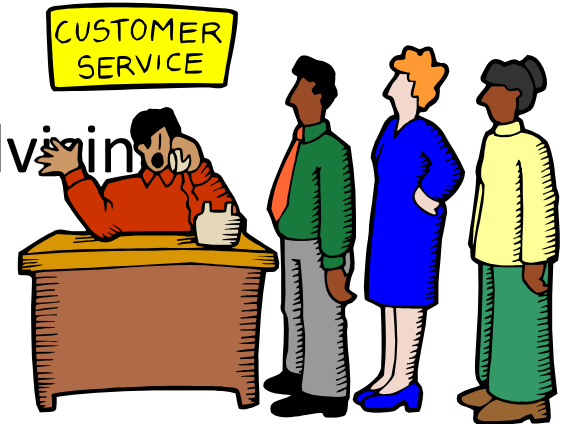
The International Student & Scholar Services Staff provides [immigration services](#) to students, scholars and professors on [F or J visas](#).

Our office staff coordinates pre-arrival information, current compliance issues and data management.

We are committed to enhancing the experiences of our international community by continuing to provide superior customer service, reporting to the U.S. Federal Government, and providing cultural and educational programming opportunities in order to meet the demands of our global society.

What services does the ISSS team provide?

- Pre-arrival advising
- Immigration Advising on F and J visa and status regulations
- Programming events
- Orientation
- Employment Workshops and Information Sessions
- Advising for Dependents
- Scholar and Professor immigration advising
- Other



INTERNATIONAL CENTER HOURS

**Monday-Friday
8:30 AM – 5:00 PM**



12:00 NOON - 1:00 PM CLOSED FOR LUNCH

IMMIGRATION LIBRARY AND INFORMATION

http://smu.edu/international/iss/im_library.asp

MEET AN ADVISOR



WALK-IN HOURS:

- **Monday to Thursday:** 9 am to 11 am & 2 pm to 4 pm
- Appointments available by emailing iss@smu.edu

WHEN DO I NEED AN APPOINTMENT?

If you need to apply for **Change of Status by mail, Reinstatement by mail, Off Campus Work Authorization or any other personal issue that may require a long visit**, you need to schedule an appointment. You can schedule an appointment to see an **International Services Specialist** by calling **214-768-4475**.

USEFUL TERMS

- ISSS = International Student & Scholar Services
- DSO = Designated School Official
- RO = Responsible Officer
- ARO = Alternate Responsible Officer
- DHS = Department of Homeland Security
- USCIS = United States Citizenship & Immigration Services
- DOS = Department of State
- SEVIS = Student and Exchange Visitor Information System
- ICE = Immigration and Customs Enforcement
- CBP = Customs and Border Protection



**MAINTAINING F/J STUDENT
STATUS AT SMU**

MAINTAINING VALID AND ORIGINAL DOCUMENTS

You are required to maintain the following valid documents as well as carry the originals at all times:

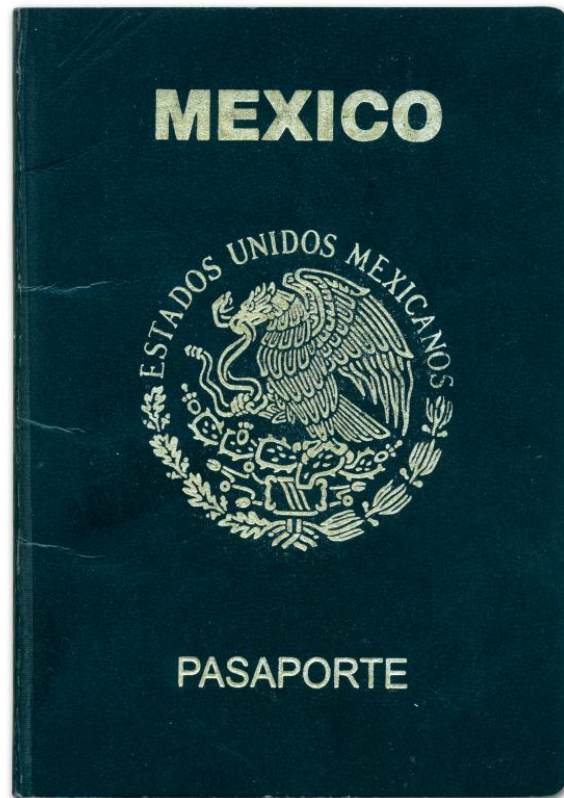
Passport

I-94 card

I20/DS-2019 document.

If you transfer to SMU or transfer out of SMU, you are responsible for completing your transfer and receiving your new I20/DS2019 BEFORE classes begin.

You must maintain a valid passport at all times while in the U.S.



212267781 12



Immigration and
Naturalization Service

I-94

Departure Record



14. Family Name	Reyes, Swarez	
15. First (Given) Name	Mary, Louisa	16. Birth Date (Day/Mo/Yr)
		06/10/85
17. Country of Citizenship	Dominican Rep	

See Other Side

specimen

STAPLE HERE




Always keep your I-94 card stapled in your passport.



Your F or J visa is issued for travel purposes only. You must have a valid visa to enter the U.S.

Remember, your visa does not grant status!

SEVIS

For Immigration Official User		Student's Copy NOT FOR PUBLIC RELEASE   
Visa Issuing post	Date Visa Issued	
Renotated, extension granted to:		

8. This school has information showing the following as the student's means of support, estimated for an academic term of 8 months (Use the same number of months given in item 7).
- | | |
|---|--------------|
| a. Student's personal funds | \$ 0.00 |
| b. Funds from this school | \$ 20,483.00 |
| Specify type: <u>Athletic Scholarship (Women's)</u> | |
| c. Funds from another source | \$ 3,000.00 |
| Specify type: <u>NOT FOR PUBLIC RELEASE</u> | |
| d. On-campus employment | \$ 0.00 |
| Total | \$ 23,483.00 |

- | Name of School Official | Signature of Designated School Official | Title | Date Issued | Place Issued (city and state) |
|-------------------------|---|-------|-------------|-------------------------------|
|-------------------------|---|-------|-------------|-------------------------------|

- SIGN HERE**

Form I-20 A-B (Rev. 04-27-88)N

For Official Use Only
Microfilm Index Number

[illegible]

MAKING NORMAL ACADEMIC PROGRESS

- Complete your program by end date of your

4. Level of education the student is pursuing or will pursue in the United States:
MASTER'S

5. The student named above has been accepted for a full course of study at this school, majoring in Telecommunications Technology/Technician. The student is expected to report to the school no later than 01/11/2011 and complete studies not later than 12/15/2012. The normal length of study is 24 months.

6. English proficiency:
This school requires English proficiency.

8.

If you need to request permission to extend the above date, you must apply for an extension **one month** before the completion date of your I-20 or DS-2019 by completing the “Extension of F-1 or J-1 status Form.”


MAINTAIN A FULL COURSE OF STUDY


 You will be enrolled in your classes according to the results of your IEP placement test.


 You must follow the attendance policy of the SMU Intensive English Program:

1. Attend all classes.
2. Arrive on time for all classes.
3. Inform your teacher in advance if you know that you will be missing a class.
4. Remember that absences may be considered excused or unexcused.

DURATION OF YOUR F/J STATUS

 To be in legal status you must complete your course of study on or before the date stated in Section 5 of your I-20 or Section 3 on your DS-2019.

 If you need to request permission to extend the above date, you must apply for an extension one month before the completion date of your I-20 or DS-2019 by completing the “Extension of F-1 or J-1 status Form.”
<http://smu.edu/international/iss/immigration/library.asp>

 Your legal status in the US is determined by your I-20 or DS-2019:

Please read Instructions on Page 2

This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname): [REDACTED]	
First (given) Name: [REDACTED]	Middle Name: [REDACTED]
Country of birth: THAILAND	Date of birth(mo/day/year): 01/01/1984
Country of citizenship: THAILAND	Admission number:

2. School (School district) name:
Southern Methodist University
Southern Methodist University

School Official to be notified of student's arrival in U.S.(Name and Title):
Susan Brunz
Administrative Coordinator

School address (include zip code):
P.O. Box 750391
Dallas, TX 75275-0391

School code (including 3-digit suffix, if any) and approval date:
DAL214F00016000 approved on 01/30/2003

3. This certificate is issued to the student named above for:
Initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
MASTER'S

5. The student named above has been accepted for a full course of study at this school, majoring in Legal Research and Advanced Professional. The student is expected to report to the school no later than 08/15/2007 and complete studies not later than 05/20/2008. The normal length of study is 10 months.

6. English proficiency:
This school requires English proficiency.
The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 9 (up to 12) months to be:

a. Tuition and fees	\$ 34,576.00
b. Living expenses	\$ 12,000.00
c. Expenses of dependents (0)	\$ 0.00
d. Other (specify): Health Ins.	\$ 1,250.00
Total	\$ 47,826.00

For Immigration Official User		SEVIS Student's Copy [REDACTED]
Visa issuing post	Date Visa Issued	
Reinstated, extension granted to:		

8. This school has information showing the following as the student's means of support, estimated for an academic term of 9 months (Use the same number of months given in item 7):

a. Student's personal funds	\$ 0.00
b. Funds from this school	\$ 10,000.00
Specify type: <u>Scholarship</u>	
c. Funds from another source	\$ 56,641.00
Specify type: <u>Funds from outside the USA</u>	
d. On-campus employment	\$ 0.00
Total	\$ 66,641.00

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed 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; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Susan Brunz
Name of School Official
Signature of Designated School Official
Administrative Coordinator
Title
04/25/2007
Date Issued
Dallas, TX
Place Issued (city and state)


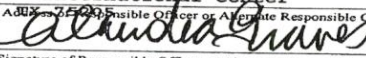
11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student	Signature of Student	Date
Name of parent or guardian If student under 18	Signature of parent or guardian	Address (city) (State or Province) (Country) (Date)






U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

OMB APPROVAL NO.1405-0119
EXPIRES: 07-31-2011
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Family Name: <u>CHEN</u>		First Name: <u>YUANTIA</u>		Middle Name:		Gender: <u>FEMALE</u>		N0005916732 J-1 
Date of Birth(mm-dd-yyyy): <u>08-21-1975</u>		City of Birth: <u>Xinjiang</u>		Country of Birth: <u>CHINA</u>		Citizenship Country Code: <u>CH</u>		
Legal Permanent Residence Country Code: <u>CH</u>		Legal Permanent Residence Country: <u>CHINA</u>		Position Code: <u>219</u>		Citizenship Country: <u>CHINA</u>		
Primary Site of Activity: <u>440 Fincher</u>				Position: <u>UNIVERSITY, OTHER</u>				
Dallas, TX 75205								
2. Program Sponsor: <u>Southern Methodist University</u>								Exchange Visitor Program Number: <u>P-1-02905</u>
Participating Program Official Description: <u>PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE</u>								
Purpose of this form: <u>Amend a previous form: Update Biographical Data</u>								
3. Form Covers Period: From (mm-dd-yyyy): <u>01-31-2009</u> To (mm-dd-yyyy): <u>06-30-2009</u>				4. Exchange Visitor Category: <u>SHORT-TERM SCHOLAR</u> Subject/Field Code: <u>52.0801</u> Subject/Field Code Remarks: <u>Business</u> <u>will do research at our Cox School of</u>				
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: <u>China Scholarship Council : \$7,200.00</u> Total : \$7,200.00								
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).				7. Claudia Graves Responsible Officer Name of Official Preparing Form <u>6185 Airline Road</u> <u>Suite 216 International Center</u> <u>Dallas, Texas 75223</u> Signature of Responsible Officer or Alternate Responsible Officer  Title <u>214-768-4475</u> Telephone Number <u>04-30-2009</u> Date (mm-dd-yyyy)				
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date(mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer _____ Date(mm-dd-yyyy) of Signature _____								
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended Name _____ Title _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____ THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).				TRAVEL VALIDATION BY RESPONSIBLE OFFICER <i>(Maximum validation period is 1 year*)</i> *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer _____ (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer _____				
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant _____ Place _____ Date (mm-dd-yyyy) _____								

TRAVEL SIGNATURE

-  You must obtain a new signature on your I-20 BEFORE traveling out of the US. Your travel signature is valid for 6 months.
-  We will verify that you are an active student by signing Page 3 on your I-20 or Page 1 on your DS-2019.
-  If you need a Travel Signature, please bring your I-20 or DS-2019 to the International Center. A minimum of 3 days is needed for this process. We will contact you via e-mail as soon as your document is ready to pick up. Make sure you do not have any “holds” on your SMU account.

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILYNAME: _____

FIRST NAME: _____

Student Employment Authorization:

Employment Status:

Type:

Duration of Employment - From (Date):

To (Date):

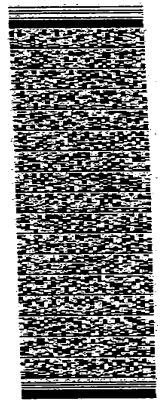
Employer Name:

Employer Location:

Comments:

SEVIS

Student's Copy

Event History
Event Name:

Event Date:

Current Authorizations:

Start Date:

End Date:

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School:

Susan Brunz

Administrative Coordina-
tor





04/25/2007

Dallas, TX

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)

RECEIVE AUTHORIZATION

(from Immigration Advisers)





-  For Reduced Course Load due to medical reasons (less than full-time hours).
-  b. To change your degree plan (you will receive a new I-20 for the new program).
-  For Concurrent Enrollment (when you are authorized to take a class at another institution while maintaining an I-20 from SMU).
-  To transfer to a different school in the US (if you are planning to move to a different US university or institution).

EMPLOYMENT

 On Campus



EMPLOYMENT

-  You can work ON THE **SMU CAMPUS ONLY**.
-  You are only allowed to work up to 20 hours per week while school is in session.
-  You are allowed to work up to 40 hours per week on campus during breaks (while school is **not** in session).
-  Before accepting any kind of employment, you must receive WRITTEN AUTHORIZATION from an Immigration Adviser at the International Center.

EMPLOYMENT (continued)



Steps to follow :

- a. Find a job (we *cannot* help you find a job).
- b. Ask your employer for a job offer letter.
- c. Bring the offer letter to the International Center, and an immigration adviser will give you written work authorization, which you will then take to the SMU Human Resources and Payroll offices.
- e. If you need a Social Security number, an International Adviser will give you the necessary paperwork which you will take to the local Social Security office.



You must get authorization if you either change or add a job.

On-Campus Employment Check List

This checklist is available
on the ISSS website.



SMU

International Student & Scholar Services Office

On-Campus Employment Check List for International Student Workers

NOTE: Work Eligibility Forms are only valid for one academic year. The international student will need to renew the work eligibility form for each academic year, for a change to the current job, and/or for each new job offer.

- ___ 1. Supervisor prints **Work Eligibility Form** from ISSS website (for F1 and J1 SMU visa holders).
- ___ 2. Supervisor completes top portion of **Work Eligibility Form** as job offer.
- ___ 3. Supervisor completes **Payroll Authorization Form (PAF)**.
- ___ 4. Student obtains ISSS Office approval on **Work Eligibility Form** and **Payroll Authorization Form**.
*Blanton Building, Suite 216
Walk-In Hours: Monday–Thursday 9:00–11:00AM and 2:00–4:00PM*
- ___ 5. ISSS Office provides **International Student Worker New Hire Packet** to student, if necessary.
Includes: Form W-4, Direct Deposit Authorization Form, and Alien Determination of Residency Form
- ___ 6. Student reviews instructions in **New Hire Packet** and completes documents included in packet.
- ___ 7. Student visits Human Resources to complete **Form I-9** (with acceptable documents as stated in **New Hire Packet**), and to get approval on **Work Eligibility Form**.
*Expressway Tower, Suite 200
Walk-In Hours: Monday–Friday 8:30AM–5:00PM*
- ___ 8. Student returns approved **Work Eligibility** and **Payroll Authorization Forms** to the supervisor, with the completed documents from the **New Hire Packet**.
- ___ 9. Supervisor obtains Financial Officer approval on **Payroll Authorization Form**.
- ___ 10. Supervisor (or FO) submits the **Payroll Authorization Form**, **Form W-4**, **Direct Deposit Authorization Form**, and the **Alien Determination Form** to Payroll for processing.*

**NOTE: If the wages are to be charged to a grant, the PAF must be submitted to Grant and Contract Accounting ("GCA") for approval before the document is submitted to Payroll. GCA will forward the PAF to Payroll once it has been approved.*

SUPERVISOR RETAINS WORK ELIGIBILITY FORM FOR THE DURATION OF THE INTERNATIONAL STUDENT WORKER'S JOB.

.....
If the International Student does not have a U.S.-issued Social Security Number...

Student takes the following documents to the Social Security Office to apply for a social security number:

- ___ Copy of On-Campus Work Eligibility Form
- ___ *Visa Status Verification Letter* from SMU ISSS Office (will be given upon signing Work Eligibility Form)
- ___ I-20/DS-2019
- ___ Passport
- ___ Visa
- ___ I-94 Card

The Dallas Social Security Office is located on North Central Expressway and Walnut Hill.
10824 N. Central Expressway
Dallas, TX 75231
Open Monday–Friday, 9:00AM–4:00PM (except federal holidays)
1-800-772-1213

- ___ Student takes original Social Security Number card to the Enrollment Services Help Desk on the first floor of Blanton. Jean Porter will update the SSN in Access.smu.edu.

ON-CAMPUS EMPLOYMENT

Have your supervisor
complete the top half.

Bring your form to the
International Office to
have an International
Services Specialist
approve your work
authorization.

HR will complete the last
portion of the form and
you will return it to your
supervisor.



SMU

International Student & Scholar Services Office

On-Campus Work Eligibility Form for International Students on SMU-Issued F and J Visas

TO BE COMPLETED BY SUPERVISOR:

Today's Date	
Student's Name	
Student's SMU ID #	
Student's Job Title	
School/ Department	
Proposed Start/End Dates	
Weekly Work Schedule (hours per day)	Mon. _____ Tue. _____ Wed. _____ Thu. _____ Fri. _____ Sat. _____ Sun. _____
# of Work Hours per Week	
Supervisor's Name & Campus Phone #	
Supervisor's Signature	
SMU's Employer Identification Number (FEIN) 75-0800689	

TO BE COMPLETED BY INTERNATIONAL SERVICES SPECIALIST:

Visa Status	
Dates of Work Eligibility (Academic Year: Fall through Spring terms)	
ISSS Specialist's Name	
ISSS Specialist's Signature and Date	

TO BE COMPLETED BY STUDENT/EMPLOYEE:

The United States Code of Federal Regulations states, "A non-immigrant who is permitted to engage in employment may engage in such employment as has been authorized. Any unauthorized employment by a nonimmigrant constitutes a failure to maintain status." 8 C.F.R. § 214.1(e)

- Students on F-1 visas are eligible to work a maximum of 20 hours of on-campus employment per week while school is in session.
- Students may work up to 40 hours of an on-campus employment during university breaks (summer and winter breaks).
- Students who are employed as a Teaching Assistant or Research Assistant may only have one active on-campus job at SMU.

I, _____, understand that I am responsible for complying with my student visa regulations in addition to any applicable federal, state and local laws and regulations as well as SMU's policies regarding employment. A violation of my visa status will result in the termination of my record and possible deportation.




International Student's Signature: _____ (Date)

CONFIRMATION THAT FORM I-9 HAS BEEN COMPLETED:




HR Representative's Name	
HR Representative's Signature and Date	

Supervisor: Retain this document in your records for the duration of the international student's job.

ADDRESS/PHONE

-  Whenever you change your local US residence address or telephone number, ***you must update this information in <https://access.smu.edu> .***
-  These changes must be reported **within 10 days** from the day the changes occurred.
-  Failure to make such notification within 10 days is a violation of Department of Homeland Security (DHS) regulations.

HOME COUNTRY ADDRESS

-  If you change your Home Country address, you must report this information to the International Center by sending an e-mail to smuint@smu.edu .
-  These changes must be reported **within 10 days** from the time the change occurred.
-  Failure to make such notification within 10 days is a violation of Department of Homeland Security (DHS) regulations.

Menu

Search:



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 - ▷ Payroll and Compensation
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 - ▷ Campus Finances
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 - ▷ Academic Records
 - ▷ Degree Progress
- Student Center
- > Curriculum Management

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

12345 Memory Lane
Dallas TX 12345
Dallas

[Edit Address](#)

Date new address will take effect (example: 12/31/2000)

[SAVE](#)

[Return to Current Addresses](#)

Address Types

- ☐ Home *
- ☐ Mail *
- ☐ Check
- ☐ Billing
- ☐ BillMisc
- ☐ Diploma
- ☒ Residence
- ☐ Cell
- ☐ Fax
- ☐ Other
- ☐ Pager

CHECK YOUR SMU EMAIL ADDRESS



- 🐎 Please check your SMU email at least once a day!
- 🐎 All official communication between our office and you is conducted **only** through your SMU email account.
- 🐎 We **will not** use any personal e-mail accounts (e.g. hotmail, gmail, yahoo)

HEALTH INSURANCE

F-1 visa holders: you are required to purchase and maintain SMU's Student Health Insurance Plan as a condition of enrollment. Students may go to www.ahpcare.com/smu to enroll, view benefits, etc.

J-1 visa holders: you are required by law to maintain health insurance at all times. Failure to have health insurance will result in termination of your Exchange Visitor status. A copy of your Health Insurance card must be on file at the ISSS.



HEALTH INSURANCE

Health Insurance for J-1 visa holders must:

Pay for at least \$50,000 per accident or illness.

Have a deductible not exceeding \$500.00 per accident or illness.






Cover repatriation of remains for \$7,500.00.

Cover Medical evacuation for \$10,000.00.

Insurance will only be waived for international students sponsored by either the US government or a foreign government recognized by the US.


Questions? Please contact Krista Pruitt at
studenthealthinsurance@smu.edu

FEDERAL AND STATE LAWS

-  You will need a drivers license to operate a motor vehicle. The driver license office will require a letter from the International Center or the IEP director.
-  You are required to purchase auto insurance if you are planning to buy or drive a vehicle while in the US.
-  If you get stopped by a police officer, STAY inside the car.
-  The minimum legal drinking age in Texas is 21 years old.
-  Do not drink and drive! Driving while under the influence of alcohol is considered a **criminal offense** and will affect your immigration status.


LEAVING THE COUNTRY


You must leave the country:


 **When you reach the completion date which is stated in Section 5 of your I-20 or Section 3 of your DS-2019.** You have a grace period to prepare for departure, enter a different program at SMU or transfer to another institution:

F-1= 60 days “grace period”

J-1= 30 days “grace period”

 **When you complete your program.** If you complete your program earlier, we will shorten your I-20 or DS-2019 to reflect the new program completion date.

 **If you have ended or suspended your SMU program.** You will need to leave the US within 10 days.

 **Even if your I-20 or DS-2019 document appears valid, you must leave the U.S. if you are no longer in your program.**

TAXES



- Income can be earned through employment as well as certain types of scholarships and grants
- Income earned from assistantships and fellowships is taxable
- Income earned from non-service scholarships/fellowships that exceed qualified tuition and fees is taxable
- Starting in January through March of each year, employers send W-2 or 1042-S forms (tax statements) to current and former employees, telling them how much money has been withheld from their pay or scholarships award checks for tax purposes. Make sure you include any tax forms from your previous schools.

Resident vs. Nonresident



According to the IRS, people are divided into residents and non-resident aliens for tax purposes. This residency status is not related to your visa status.

For more information about how to determine your current IRS status go to:

<http://www.irs.gov/businesses/small/international/article/0,,id=96431,00.html>

Filing for Taxes

- The ISSS office will send an email with information about Glacier Tax prep.
 - The deadline to file for taxes is usually April 15th.
- All international students and scholars must either file forms 1042 or form 8843 if you have not earned any wages.
- The ISSS staff are not certified to provide any advise on tax filings.

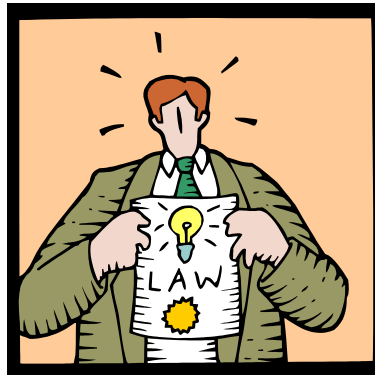


University Student Code of Conduct

You are required to comply with the University Student Code of Conduct.

For more information please visit:

http://smu.edu/studentlife/studenthandbook/PCL_03_Conduct_Code.asp



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<http://www.facebook.com/pages/SMU-International-Student-Scholar-Services/238158462873735>

- Welcome Fair
- Social Security Trip
- Texas ID/Drivers License
- Target Shopping Trips
- SMU Boulevarding (Football Day)
 - International Day
- Employment Information Session
 - Off-Campus Events
 - ... and more!



Thank you for your attention
and
we wish you success during
your stay in the US!



A copy of this presentation is available at:
http://smu.edu/international/iss/pre_arrival.asp