# INTERNATIONAL STUDENT CHECK-IN AND ADVISING HANDBOOK

## Fall 2011

THE GRADUATE CENTER – THE CITY UNIVERSITY OF NEW YORK

Office of International Students

## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK-IN</td>
<td></td>
</tr>
<tr>
<td>Check-In Reporting Requirements and Procedures</td>
<td>1</td>
</tr>
<tr>
<td>International Student Processes - Summary of Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>Check-In Procedures for New International Students</td>
<td>3-4</td>
</tr>
<tr>
<td>GLACIER Account Information</td>
<td>5</td>
</tr>
<tr>
<td>Human Resources Workshop Preparation</td>
<td>6</td>
</tr>
<tr>
<td>Social Security Number Application Procedures</td>
<td>7</td>
</tr>
<tr>
<td>Sample Employer Verification Letter</td>
<td>8</td>
</tr>
<tr>
<td><strong>SUMMARY STATEMENT OF UNDERSTANDING</strong></td>
<td>9</td>
</tr>
</tbody>
</table>
International Student Check-In
Reporting Requirements and Procedures
(One-Stop Inclusion)

A. Reporting Procedures

1. Report to the Office of International Students with all immigration status documents:
   - Passport
   - I-94 Card (Departure Record)
   - I-20 or DS-2019 (Certificate of Eligibility)
   - Entry Visa
   - SEVIS Fee Receipt

2. Apply for CUNY-GLACIER Tax Status Account:
   - Review GLACIER Account information on application and maintenance procedures
   - GLACIER Request Form given to the Bursar's Office

3. Attend the Graduate Center One-Stop Session

4. Apply for a US Social Security Number (if needed):
   - Review Social Security Number application procedures
   - Obtain employment confirmation letter – In Social Security required format
   - Register for fall semester
   - Obtain Status Confirmation letter from the Office of International Students

B. Information Documents:

- International Student Check-In Handbook
- Immigration Regulations and Procedures for International Students
- Tax Guide for International Students
- Graduate Center Handbook, “Office of International Students” section for general international student regulations and benefits of maintaining student immigration status
International Student Processes and Responsibilities

1. Immigration Status and Advising Check-In – Office of International Students – Room 7200

2. GLACIER Account Tax Status Determination – Bursar Office Window – Opposite Room 8400

3. Registration Advising – Academic Program Advisor – Academic Program Office


5. Social Security Number Application – At appropriate SSA Office
   (If not eligible for SSN, Make ITIN application if required)

6. Human Resources Workshop (for GC Fellowship and Scholarship Recipients) – One-Stop Session, or HR Office

7. Report SSN (or ITIN) – Office of Financial Aid and Human Resources Office, as requested

8. Update your GLACIER Account Online

9. Verify Continuing Status – Office of International Students for:
   - Change of Residence Address
   - Travel and Reentry Verifications
   - Employment at other CUNY Colleges
   - Eligibility for academic-related employment outside CUNY
   - Changes of Status, Academic Program, Leave of Absence, Transfer, Withdrawal, etc.
   - Completion of studies – OPT, other plans after graduation
   - Other Graduate Center activities that may affect your student immigration status
CHECK-IN PROCEDURES FOR NEW INTERNATIONAL STUDENTS – 2011-2012
The Office of International Students – The Graduate Center-CUNY

A. General Procedures

1) Immigration Check-In
The Office of International Students at the Graduate Center – CUNY All Students in F-1 or J-1 status must complete Immigration Check-In before proceeding to all other requirements or activities. Bring: passport, I-94, Form I-20 (F-1 status) or Form DS-2019 (J-1 status), and SEVIS Fee Receipt.

2) Housing
   a. Students Who Have Permanent Housing. Complete all parts of the International Student SEVIS Data Form.
   b. Students without Permanent Housing Arrangements. – Room 7201. See Mr. Hazlin Miller in the Admissions Office for information about finding housing. Put a temporary address in the International Student SEVIS Data Form.

IMPORTANT ADDRESS CHANGES IMPORTANT

1. SEVIS regulations require that you inform the Office of International Students of a change in your U.S. residence address within 10 days of moving. Informing other offices within the GC or CUNY will not meet this requirement.

2. Report any EMAIL ADDRESS changes to this Office. We inform students of immigration reminders by email.

B. Pre-Registration Procedures

1) One Stop Center – Wednesday through Friday – August 17-19, 2011
Many required procedures can be completed at the One Stop Center located on the Concourse Level of the Graduate Center. You must complete Immigration Check-In at the Office of International Students before you can complete any other procedures.

CUNY-NYSHIP Insurance – Students who will receive Graduate Assistantship or Adjunct positions in CUNY are able to register for CUNY-NYSHIP insurance during the One Stop Center Orientation.

2) Pre-Registration Hold Removal
   a. Immigration – Room 7200. When you complete immigration check-in, we will remove your immigration hold.
   b. Immunization. The Wellness Center – Room 6422. The State of New York requires all students to show proof of immunization before registering for classes. For students without the required immunizations, a free immunization clinic will be offered by the Wellness Center on Thursday, August 18 from 10am to 1pm, and from 2 to 5pm. More information is at the Wellness Center web site: http://web.gc.cuny.edu/wellness/shs/events.htm
   c. Admissions Office – Room 7201. If you have Admissions requirements, speak to an Admissions officer.

3) Financial Support
   a. GLACIER Account Setup – Bursar Office Window (opposite Room 8400). To receive any Financial Aid from CUNY, you must complete the “Determination of Tax Status” form and turn it in at the GC Bursar Office Window (Room 8107.07) on the 8th Floor. You will receive instructions to complete your GLACIER Account in an email message from: SUPPORT@ONLINE-TAX.NET
   NOTE: DO NOT DELETE A MESSAGE FROM THIS SITE.
   b. Financial Aid Office – Room 7201. You can receive forms and information related to your financial aid award.

4) US government Taxpayer Identification Number (TIN)
Individuals in the United States are required to have an official U.S. Government number for tax reporting purposes.

   Social Security Number (SSN) If you receive wage income from a job or work, you must obtain an SSN. To apply, you must a) complete full-time registration, b) get a letter from your employer (see required format guidelines), and c) get a status letter from this Office with instructions on how to apply for an SSN.
   OR
   Individual Taxpayer Identification Number (ITIN) If you do not have a job, you are not eligible for an SSN. After you register, this Office will give you the form and instructions on how to apply for an ITIN.
C. Registration Procedures

1) Registration
   Your Program Office. Program __________________________, Location __________________________
   a) Academic Advising,
   b) Obtain your web-registration PIN and Complete registration on the GC Student WEB.
   c) Maintain full-time registration as required by SEVIS according to your program and degree level.

2) Tuition Payment - Bursar's Office Window - (opposite Room 8400). After you register, pay the required tuition.
   a) Self-Payment - by cash, check, or credit card
   b) Graduate Center Financial Aid Payment - inform the Bursar's Office of your scholarship or fellowship.
   c) Sponsor Payment - if another sponsor will pay your tuition, make arrangements at the Bursar's Office.
   d) Obtain a "Tuition Paid Receipt" printout from the Bursar's Office for verification in other offices.

3) Student ID Cards, Email Account, and CUNY Status Form
   Students who attend a One-Stop session after completing registration will receive GC ID card, email, and Library accounts.
   a. Graduate Center ID Card
      Office of Security and Public Safety - Room 9123. Take the Bursar's Office Receipt to this office to obtain
      your Graduate Center ID Card. This is your official proof that you are a Graduate Center student.
   b. Graduate Center Computer and Email Account
      Computer Help Desk, on the Second Floor through the Library. Take the Bursar's Office Receipt to set up
      your Graduate Center Email Account. You should use this email address to receive official Graduate Center and
      Office of International Students messages.
   c. CUNY Status Form - from the Office of International Students, at the Graduate Center
      If you work at another CUNY College, that college, or department office may request verification of your
      current academic registration, your immigration status, and your eligibility to work inside CUNY.

D. Review of Personal and Governmental Procedures

1) Immigration
   a. Understand and follow the regulations for your immigration status. The US Department of Homeland
      Security (DHS) keeps records through the Student and Exchange Information System (SEVIS).
   b. The booklet, "United States Immigration Regulations and Procedures" summarizes the regulations for
      international students. Check with our Office at the GC before traveling outside the United States, taking a job,
      or making any academic or status changes.
   c. Never accept immigration advice from another student or faculty member. Procedures that apply to
      one student may not apply to your specific situation.

2) Health Insurance
   a. US government regulations require J-1 students and dependents to buy and keep adequate health
      insurance at all times. F-1 students and their dependents are strongly urged to maintain health insurance.
   b. Review the Comparative Summary of Insurance Policy Benefits chart at the end of this booklet. Contact
      individual Plan Administrators for detailed information or to enroll.
   c. Students who will receive any Graduate Assistantship or Adjunct positions should register for CUNY-
      NYSHIP insurance during the Office of Human Resources Employment Workshop.

3) Bank Accounts
   Some banks will allow you to open an account before you receive your SSN or ITIN. If you are in the U.S. as a
   student for fewer than six years, you may also be asked to complete Form W-8BEN by the bank.

4) Taxation
   a. The U.S. Internal Revenue Service (IRS) requires all individuals to report by April 15 all income received
      during the previous calendar year. International students are not exempt from taxation and income
   b. To meet your tax requirements, establish a tax withholding account in the CUNY-GLACIER system. Turn in
      your "Determination of Tax Status" request for a GLACIER password at the Bursar Office window on the 8th
      floor. You will receive complete instructions in an email message from support@online-tax.net. Keep your
      GLACIER ID and password for all future use and to update your GLACIER Account each year.
   c. In March each year, the Office of International Students at The Graduate Center holds tax workshops. All
      students should attend this workshop to obtain updates regarding taxation requirements and reporting.
GALCIER ACCOUNT CREATION INFORMATION
FOR INTERNATIONAL STUDENTS

NOTE: This information is provided only for your reference.
All questions must be directed to the Graduate Center Business Office

A. Creating a CUNY-GLACIER Tax Record

You must create a CUNY-GLACIER Tax Record account before you can receive any CUNY payments. Follow the instructions on the form “Determination of Tax Status for International Students Receiving Financial Aid Awards” to register for your CUNY-GLACIER account.

Complete the “Determination of Tax Status” form and turn it in at the Bursar Office Window on the 8th Floor (opposite Room 8400) of the Graduate Center.

You will receive an email from Support@online-tax.net with instructions on how to establish your on-line CUNY-GLACIER Tax Record.

DO NOT TREAT A MESSAGE FROM THIS ADDRESS AS SPAM OR JUNK MAIL.

B. Maintaining and Updating Your CUNY-GLACIER Tax Record Account

You need only one CUNY-GLACIER Tax Record that will be used throughout CUNY.

Access your GLACIER Account at: http://www.online-tax.net

Your CUNY-GLACIER Tax Record is a permanent account. It remains good for as long as you remain a CUNY student in Non-Resident Tax status.

You should remember your original CUNY-GLACIER ID and Password for future log-ins.

You must review and update your CUNY-GLACIER Tax Record Account regularly whenever there are additions or changes to your immigration and tax status. You should review and update your CUNY-GLACIER tax record at least every January.

C. Preparing Your Annual Tax Return Using CUNY-GLACIER and CINTAX

You can use your CUNY-GLACIER Tax Record Account to access CINTAX to prepare your annual US Federal income tax return. CINTAX enables you to prepare your Non-Resident Alien Tax status tax return every year in March and April. CINTAX is not an electronic tax return. You must print out the tax return and mail it in to the US Internal Revenue Service (IRS). Note: all tax returns are due by April 15 in the year following the calendar year in which you received the income.
Human Resources Workshop Preparation

NOTE: This information is provided only for your reference. All questions must be directed to the Graduate Center Office of Human Resources.

The Office of Human Resources holds a Workshop to allow students who are teaching prepare all of the required employment forms. In Fall Semester Workshops are held during the One-Stop Session. After the Session, and at other times of the year, Students must sign up for a Workshop in the Human Resources Office, Room 8403.

NOTE: You must bring ORIGINAL documents with you. The Office of Human Resources cannot accept copies.

1. **GLACIER**
   a. Register for your GLACIER Account in the Bursar Office
   b. Complete the tax status determination screens in your GLACIER Account

2. **Tax Status**
   a. If GLACIER determines that you are a Non-Resident for Tax Status, complete the required forms by following the instructions below.
   b. If GLACIER determines that you are a Resident for Tax Status, complete the required forms by following the instructions on the forms themselves.

3. **Non-Resident Tax Status**
   a. **Form W-4 – Employee’s Withholding Allowance Certificate** – (U.S. Federal Withholding)
      1) Item #3 – Mark single – regardless of your actual marital status.
      2) Item #5 – Claim only one (1) allowance. (Do NOT use any of the worksheets on the form.)
      3) Item #6 – Write Non-Resident Alien on the dotted line. (Do not write any dollar amount.)
      4) Item #7 – Leave blank. (Do not claim any exemption from withholding.)
   b. **Form IT-2104 – Employee Withholding Allowance Certificate** – (New York State Withholding)
      1) Mark “Single” or mark “Married but withhold at the single rate” – as appropriate.
      2) Item #1 – Mark 0 (zero) allowances. (Do NOT use any of the worksheets on the form.)
      3) Leave all items #2 through 6 blank
   c. **Form I-9 – Employment Eligibility Verification**
      Complete Section 1. Employee Information and Verification:
      1) Complete all personal information.
      2) If you do not have a Social Security Number, write Applied For.
      3) In the section “I attest, under penalty of perjury…” Mark “An alien authorized to work”, and enter the 11-digit number from your I-94 card.
      4) For expiration date, write the “complete studies by” date from item #5 on your I-20.
      5) Sign and date the form.
      Give the form and All Original Copies of your I-20, I-94 and passport to the HR Representative.

4. **CUNY-NYSHIP Insurance**
   To sign up for CUNY-NYSHIP insurance (if your CUNY employment makes you eligible) follow the instructions given in the Workshop.
The Office of International Students  
The Graduate School and University Center  
The City University of New York

Social Security Number Application Procedures

The US Social Security Administration (SSA) will accept an application for a Social Security Number (SSN) only when a student is employed, or will be employed within 30 days of the date of the application.

STATUS VERIFICATION PROCEDURES

A. **Preliminary Requirements**  
   1. All students must be in Active Status in SEVIS.  
   2. New students who have arrived in the United States for the first time should wait 10 days after entry before their SEVIS entry records appear in the SSA database.  
   3. All students must be currently registered full-time at the Graduate Center.

B. **Documentation Requirements**  
   Bring the following documents to the Office of International Students.  
   1. Valid passport with photograph.  
   2. **Form I-94** "Departure Record" Card  
   3. SEVIS Form I-20.  
   4. Employment verification letter from the CUNY on-campus employer. The letter must be on official letterhead, and must include all of the following information. (See Sample Employer Verification Letter template.)

   - Name of student,  
   - Employer’s name, address and phone number,  
   - Employer’s US tax EIN. The number for all of CUNY is 13-3893536,  
   - Job description, starting date, and number of hours worked per week,  
   - Name and title of student’s immediate supervisor,  
   - Signature and date of person preparing the letter, and  
   - The date.

C. **Status Verification Letter**  
The Office of International Students at The Graduate Center will write a letter to the Social Security Administration verifying your immigration status and confirming your job on-campus.

D. **Social Security Application Form - Form SS-5 (08-2009).**  
   We will give you specific instructions for completing this form when you present your employer’s employment verification letter.

E. **The SSA Office will then verify your student status.** New students will normally have a response from the SSA within two weeks.

SOCIAL SECURITY OFFICE LOCATIONS
(Student must apply at the office in the area where they live)

For addresses in the Bronx, Manhattan, and Staten Island

755 Second Avenue, Third Floor, Manhattan  
Southwest Corner, East 41st Street & Second Avenue  
Or  
237 West 49th Street, Fifth Floor  
Between Broadway & Eighth Avenue, Manhattan

For addresses in Queens

155-10 Jamaica Avenue, Second Floor  
Corner of Parsons Boulevard & Jamaica Avenue, Queens

For addresses in Brooklyn

625 Fulton Street, Metrotech Center, Sixth Floor, Brooklyn

For addresses outside New York City Boroughs: Contact the US SSA at: [www.socialsecurity.gov](http://www.socialsecurity.gov)

We advise that you go early in the day to avoid long waits. Social Security Offices are open from 8:30 to 4:30 Monday through Friday.

NOTE: Request a Receipt of Application before leaving the Social Security Office.
Sample Employer Verification Letter
For Student Social Security Number Application*

<College or Department Letterhead>

This is to certify that <student’s name> will be employed as <job title> beginning on <job begin date>. The student will be employed a maximum of <hours> hours per week.

The employer is <name of college or department> of The City University of New York. Our U.S. tax Employer Identification Number (EIN) is 13-3893536. (Note: this is the tax ID for all CUNY Colleges. If the employer is the CUNY Research Foundation or another entity, insert the appropriate tax ID.)

The address and phone number of the employer are: <address>, <phone number>.

The student’s immediate supervisor will be <name of professor or office head>, <Title of the individual>.

<Signature of person preparing the letter>
{Name and Title of person preparing the letter>
<Date>

* This is the format specifically recommended by the US Social Security Administration. (Citation: RM 06203.470 O.3)
SUMMARY STATEMENT OF UNDERSTANDING

For Graduate Center Students in F-1 and J-1 Status – Fall 2011

GENERAL

I understand the information I have received during immigration check-in and orientation regarding maintaining my SEVIS student immigration status. This includes full-time registration each semester and extension of Form I-20 (or DS-2019) at least one month before it expires.

IMMIGRATION LAWS AND REGULATIONS - SEVIS

I understand that it is my responsibility to understand and comply with all SEVIS immigration regulations and other government regulations, including taxation and other laws, to maintain my status in the U.S. United States immigration status regulations for international students are summarized of page 2 of your SEVIS Form I-20 or DS-2019. These regulations are updated from time to time, and you should contact the Office of International Students at the Graduate Center to discuss your specific questions.

I understand that SEVIS immigration regulations require that I report any changes in my place of residence address in the United States to the Office of International Students within 10 days of moving, and any change in my legal (passport) name.

TRAVEL AND REENTRY TO THE UNITED STATES

Before leaving the US I understand that I should come to the Office of International Students to review my immigration documents for reentry, check on the validity of my passport, I-20 (or DS-2019), and reentry visa, and to verify the validity of the reentry signature from the Office of International Students.

When leaving the US my F-1 (or J-1) I temporarily give up my immigration status.

Upon reentry to the US, with proper documentation, I will resume my status. I understand that I need to present all new immigration documentation (I-94, I-20, passport, visa, etc.) and passport entry stamps at the Office of International Students as soon as I return to the US to verify my continuing immigration status.

EMPLOYMENT

I understand that the total number of hours that I may work on campus, at all locations of CUNY and in all categories of employment, may not exceed 20 hours a week during the semester. I may work more than 20 hours a week on-campus during a vacation period.

I understand the restrictions regarding employment off campus, and the need for authorization before beginning any work off-campus.

COMPLETION OF STUDIES

At the beginning of my final semester of studies at the Graduate School, I understand that I should make an appointment with the Office of International Students in order to review my immigration status, understand the immigration implications of ending my studies, and discuss immigration options available to me after graduation. I understand that my F-1 or J-1 status ends when I deposit my dissertation, graduate, or in any other way end my studies, whether by my own choice or not.

CHANGE OF STATUS

I understand that if I plan to change my immigration or academic status, I should contact the Office of International Students at the Graduate Center for information and guidance before making any application.

TAXATION

I understand that international students are not exempt from taxation, and that I must file an income tax return each year that I am present in the United States.

QUESTIONS

If at any time I have questions, or am not sure of the consequences of any proposed action, I will make an appointment to discuss my plans with an International Student Counselor.

NOTE: KEEP YOUR RESIDENCE AND EMAIL ADDRESSES CURRENT WITH THIS OFFICE.