

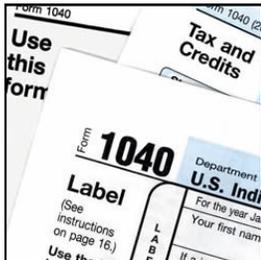


International Student Services Newsletter

Office of International Programs

Block 6, Volume VI
February 19, 2018

U.S. Tax Filing Requirements



All F and J international students and scholars who were present in the U.S. during any portion of the past calendar year **are required to file** tax forms with the U.S. Internal Revenue Service (IRS), **even if you did not earn any money in the U.S. during 2017**. The type of forms you need to submit to the IRS depends on your U.S. tax-filing status (nonresident or resident) for 2017. Note: your U.S. tax-filing status may be different from your U.S. immigration status. For example, it is possible that a person, who is a non-U.S. resident for immigration purposes, be classified as a resident alien for tax purposes. For more information, see: [IRS Publication 519 "U.S. Tax Guide for Aliens"](#).

An individual is considered to be a nonresident alien for tax purposes if they do not meet the "substantial presence test" or are considered to be an "exempt individual". If you have been in the U.S. as an F-1 or J-1 student for more than 5 calendar years, or as a J-1 scholar for more than 2 of the 6 preceding years, then it's possible that your U.S. tax status, as determined by the GLACIER Tax Prep software offered by the college, is resident alien, which means that you cannot use the GLACIER Tax Prep software to prepare your U.S. federal tax forms, since GLACIER Tax Prep prepares only nonresident alien tax forms. The CC Tax and Compliance Manager, Sarah Hintz (Sarah.Hintz@ColoradoCollege.edu) can assist foreign nationals in determining their U.S. tax status.

If you are in nonresident alien tax filing status for 2017, you need to do the following:

IF YOU RECEIVED NO U.S. SOURCE INCOME in 2017 (except bank interest), you need only complete IRS information Form 8843 and submit it to the IRS. You must send your Form 8843 to the IRS by **June 15th, 2018** (even if you leave the U.S. before that date).

IF YOU RECEIVED U.S. SOURCE INCOME IN 2017 (wages, grants, scholarships, etc.) from a U.S. employer, institution or foundation, then you must file Form 1040NR-EZ or Form 1040NR in addition to Form 8843. You must send your Form 1040NR-EZ or Form 1040NR and Form 8843 to the IRS by **April 17th, 2018** (even if you leave the U.S. before that date).

What happens if I don't file tax documents with the IRS?

Filing tax documents each year is an important part of maintaining your immigration status and is a federal requirement for international visitors and their dependents. Not filing your required tax forms could lead to penalties, such as fines, or even negatively impact your immigration status.

If you apply for future immigration benefits, such as H-1B, Permanent Residency, or other statuses, you will likely be asked to provide copies of tax filings for all previous years you were in the U.S. If you forgot or didn't file in previous years when you should have, the IRS recommends that you file now for previous years.

Spring Tax Workshops: Register Now!

The Office of International Programs and Sarah Hintz, the Tax and Compliance Manager, will be offering four Tax Workshops this spring to assist international students and scholars in preparing their required U.S. federal form(s) using the GLACIER Tax Prep software system. The workshops will also provide instructions on how to complete a Colorado state income tax form, if applicable. All workshops begin at the assigned time and **drop-ins are not allowed**. You **must pre-register** for a workshop and plan to stay the entire time to complete your tax returns. [Register now](#) for one of the upcoming Tax Workshops:

- **Tuesday, March 6th: 1:30—3:30 PM**
- **Tuesday, March 27th: 1:30—3:30 PM**
- **Thursday, March 15th: 9:30—11:30 AM**
- **Tuesday, April 3rd: 3:00—5:00 PM**

All tax workshops will be held in Tutt Library Room 323

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Documents Needed for F-1 Travel

- Valid passport
- Valid U.S. visa stamp (Canadians are exempt)
- Valid Form I-20, signed for travel on Page 2 within the last 6 months
- Evidence of financial funding (bring a copy of whatever funding is mentioned on your Form I-20: bank statement (s)/sponsorship letter(s), CC Financial Aid letter, etc.)
- Proof of enrollment (print out of course schedule or transcript.)



Spring Break Housing: Requests Due March 9th

The CC residence halls will close at noon on March 15th, 2018, for Spring Break and re-open at 8:00 AM on March 25th. Students and exchange visitors who are temporarily in the U.S. with a nonimmigrant visa and who are unable to make alternative accommodation plans for Spring Break, e.g. staying with friends or relatives, going on a trip, etc., however, may request special permission to stay in their current residence hall room during Spring Break (at no extra cost), as long as they are continuing their studies on the CC campus in Block 7. Please **be advised that there will be limited campus services available during Spring Break**, so if your request for Spring Break housing is approved, you should be prepared to make your own arrangements for meals, since the campus dining facilities may be closed.

If you would like to request on-campus housing for ANY part of the Spring Break period, you must complete the online [Spring Break Housing Agreement Form](#) and submit it **by 3:00pm on Friday, March 9th**. Office of Residential Life and Campus Activities approval of your Spring Break housing request is required prior to staying and is not guaranteed. **If your Spring Break on-campus housing request is approved, you will be notified via your CC email address after the form due date.** Therefore, when completing the Spring Break Housing Agreement form, please make sure that you have entered your CC email address correctly.

Note: Anyone requesting to remain on-campus for any part of the Spring Break period, including residents of the Western Ridge Apartments, Senior Cottages, Synergy House, and Fraternities, must complete a Spring Break Housing Agreement Form and submit it to the Office of Residential Life and Housing by the 3:00pm Friday, March 9th deadline.

Special instructions for students who will be studying off-campus during Blocks 7 & 8: If you currently live on-campus, but will be studying abroad during Blocks 7 & 8, please send an email message to your Residential Life Coordinator (RLC) to schedule the date and time for you to complete your residence hall room check-out process by noon on Thursday, March 15th. Also, please fill out the [Spring Break Housing Agreement Form](#) and speak with your RLC to request any additional time you may need in your room over Spring Break prior to your departure for your off-campus program.

Spring Break Travel Reminders

TRAVEL OUTSIDE OF THE U.S.

If you are planning to travel abroad during Spring Break, now is the right time to make sure you are prepared, from an immigration perspective, to depart and re-enter the United States. Understanding your immigration obligations can help minimize delays on re-entry.

Before you travel abroad this Spring Break, make sure to do the following:

- Check your passport validity.
- Check your visa to make sure it is valid for re-entry to the United States.
- Check to make sure that your Certificate of Eligibility (Form I-20/Form DS-2019) has been endorsed for travel.

TRAVELING WITHIN THE U.S.

If you will be traveling within the U.S., driving on major highways, riding on buses, trains, or planes, you should carry with you your passport, your current I-94 arrival record, and your current Certificate of Eligibility (Form I-20/Form DS-2019).

Need a New Travel Signature?

Check the most recent travel endorsement signature on Page 2 of your current Form I-20/Page 1 of your current Form DS-2019—if the signature will be more than 6 months old by the time you plan to apply for re-entry to the U.S. after a trip abroad, you are advised to stop by the Office of International Programs to request a new travel endorsement signature **before** departing the U.S. **OIP will be offering a “Same-Day Service Travel Signature Day” on Monday, March 12th from 9:00 AM—4:00 PM.** Stop by our offices in Armstrong Hall (right above the Office of the Registrar), anytime between 9:00 AM and 4:00 PM on Monday, March 12th to request a new travel signature and your request will be processed the same day.

St. Patrick's Day in the United States

The United States celebrates St. Patrick's Day on March 17 of each year. St. Patrick's Day is not a federal holiday in the U.S. so schools, businesses and organizations are open as usual and public transport systems run on their regular schedules. St. Patrick's Day traditions in the U.S. include wearing at least one small green item (or else you might get pinched!), symbols such as a shamrock or leprechaun, eating corned beef and cabbage, and parades that celebrate Irish-American culture and communities in the U.S.

For more information about the St. Patrick's Day holiday in the U.S., see: <http://www.timeanddate.com/holidays/us/st-patrick-day>.





Kick your Summer Internship Search into Gear—Lunch and Learn

Thinking of doing an unpaid or paid off-campus internship in the U.S. this summer? Bring your own lunch and join the Career Center and the Office of International Programs for this informative presentation on what you can do now to ensure a meaningful summer of experience. We will focus on basic search tools as well as specific considerations for you as an international student.

Internship Workshop
Friday, March 2nd
12:30—1:30 PM
Armstrong Room 210

New U.S. Customs and Border Protection traveler compliance system

U.S. Customs and Border Protection (CBP) is taking proactive steps to ensure travelers comply with their terms of admission by sending reminders about time left in the United States, and notifications to travelers who may have overstayed their period of admission. The reminders and notifications are sent to travelers via e-mail. Travelers may receive an e-mail indicating they have 10 days or less remaining on their admission into the United States, or an e-mail regarding a potential overstay violation. CBP has established an easy to use traveler compliance check that is available on the I-94 website. Travelers may check their admission status at <https://i94.cbp.dhs.gov> and clicking on the 'View Compliance' tab. E-mail notifications will come from travelercompliance@cbp.dhs.gov. If your notification e-mail did not come from this address, it may be a phishing scam or other fraudulent e-mail.

Travelers in-scope for the e-mail notification process will begin with certain Visa Waiver Program (VWP) travelers and will gradually expand to include most classes of admission. As additional in-scope travelers are included in the process, the 'View Compliance' tab will be updated. You can check this tab to see if you are eligible for the compliance check.



What is an I-94 record?

Your travel in and out of the U.S. is recorded electronically by Customs and Border Protection (CBP) through the I-94 Arrival/Departure Record. This important record lists your entry date, port of entry, and visa status in which you were admitted to the U.S. The I-94 record may be required as proof of status for F-1 or J-1 benefits applications, employment verification, and other official purposes.

When you travel through an air or sea port into the U.S. usually you will receive an F-1 or J-1 stamp in your passport. Your admission information will be recorded in your electronic I-94 record. Students who come through a land border crossing will receive a paper I-94 card. If you receive a paper I-94 card, keep the card stapled into your passport at all times.

How do I access my electronic I-94 record?

After you arrive in the U.S., you should print a paper copy of your electronic I-94 card record from the [Customs and Border Protection website](#). It's important to check that your electronic travel record is accurate and accessible. Keep the I-94 record paper copy with your other immigration documents.

What if there is a mistake on my electronic I-94 record?

Sometimes CBP officers make errors in students' electronic I-94 records. Some errors, especially those regarding visa type or date of expiration, can be harmful to your immigration status. If you see an error on your electronic I-94 record, it may be possible to have it corrected. Contact your OIP advisor immediately if you notice an error.

What happens to my I-94 record when I leave the country?

If you have a paper I-94 card, that card will be removed from your passport when you exit the country to go overseas, but not if you exit the country to go to Canada, Mexico, or most islands in the Caribbean. A new I-94 record will be issued when you reenter the country. If you have an electronic I-94 record, your departure information will be collected by the U.S. government from airline manifests; under these circumstances, nothing will be collected from you. If you have an electronic I-94 record, but leave the U.S. by a border crossing, Customs and Border Protection recommends that you take other proof of your exit with you.

As always, OIP staff is available as a resource to our international student community. If you have questions or concerns, please reach out to an OIP advisor or come to our office during drop-in hours.



Office of International Programs

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The Office of International Programs (OIP) serves students who study off-campus (domestically and internationally), incoming international students, faculty who lead students on off-campus programs, and international faculty who require immigration services.

OIP provides comprehensive services for degree-seeking international students and exchange students, including individualized immigration advising, specialized workshops, and orientation programs.

For more information, contact Lisa Kosiewicz Doran, International Student Specialist at ISS@ColoradoCollege.edu.

We're on the Web!

<http://www.coloradocollege.edu/offices/international/international-students/>

Daylight Savings Time Begins: Sunday, March 11th

Daylight Savings Time in the U.S. begins on Sunday, March 11th, at 2:00 AM, so don't forget to set your clocks **AHEAD** one hour as you go to bed on Saturday night, March 10th!

For more information about Daylight Savings Time and its history in the U.S. see: http://aa.usno.navy.mil/faq/docs/daylight_time.php



March Birthdays

The Office of International Programs would like to wish a very happy birthday to all the international students who will be celebrating their birthday in March!

Yuliya Bazavluk

Quinten Eggink

Jake Emilio

Zizhen (Trillian) Fan

Edith Lee

Xintong Liu

Ruochen (Melody) Mao

Maitreyi (Maits) Menon



Lee-Ann (Palesa) Mokoena

Ana Gabriela Pareja Alfaro

Lidiia Pletneva

Ryota Sakurai

Saria Sato Bajracharya

Haonan (Louie) Shi

Ying Wang

Yu (Caroline) Wu

Mostafa Zaki-Taha