General Information

Congratulations, Graduates!
Although this list is not exhaustive, we would like to congratulate all past and present on-campus international students who have been served by the OISS and are expected to complete their degree requirements this May or August. We are very proud of you and your amazing accomplishments. We look forward to hearing how you will use the Christian leadership, knowledge, skills, and principles you acquired at Regent to change the world!

Expected Graduates for May 2014:
- Alise Krapane, MA
- Andreas Bienert, MA
- David Jimenez, MDiv
- Gabriela Viesca-Chavez, MA
- Loreli Mendoza, MA
- Min-shik Kim, JD
- Geir Thomossen, MFA

Expected Graduates for August 2014:
- Ezekiella Sam-Amaga, MA
- Meng-fei Li, MA

High Pollen & Allergy Season:
With the increasingly warmer temperatures arriving in April & May, we will start to see more and more flowering trees and blossoms in the area with high levels of pollen that tend to cause allergies. If you begin to have allergy symptoms this spring (sneezing, sore throat, itchy/watery eyes, etc.), you can check with a pharmacist about over-the-counter medications that might help to relieve the symptoms. You can also check with your doctor about possible prescription medications. It is advisable to keep your windows closed as the pollen will invade your home and you will start to have yellow pollen on your furniture and window ledges!

University Holidays:
The University will be closed on Friday, April 18 for Good Friday and Monday, May 26 for the Memorial Day holiday.

Spring & Summer Birthdays:
Congratulations and blessings to the following students who have birthdays in the upcoming months:

April:
- Gabriela Viesca-Chavez
- Tao Tang

May:
- Grace Kallimel
- Victor Mwavala

June:
- Brian Gitonga
- Min-shik Kim
- Raluca Petrut
- Ra Hee Jeon

July:
- Arun Daniel
- Brinda Patel
- Enoch Charles
- Jonatas Da Silva

Contacting OISS
Remember, during this interim period when we do not have a Director of International Student Services, you should contact Carolyn Hughes and Jamie Brennan with all questions, concerns and requests.

Carolyn Hughes: chughes@regent.edu
757-352-4867
Jamie Brennan: jbrennan@regent.edu
757-352-4928

The April & May, 2014 OISS newsletter contains information about the following topics:
- General Information
- Important Immigration Info.
- High Pollen & Allergy Season
- Spring & Summer Birthdays
- Contact OISS
- Farewell Messages
- Important Tax Reminders
- Departing the US
- Expiration of on campus employment
- Transferring-Out
- Leaving Regent
- Driver’s License Extension
- Post-Completion OPT Reminders

Getting Involved & Upcoming Events:
- Big-Brothers & Sisters Needed
- Weekly RUE Messages & OSAL

Presented by: Office of International Student Services, Regent Univ.
201 Student Center, 352-4130, www.regent.edu/oiss
Farewell Messages from Outgoing Students

Min-shik Kim,  
May 2014, MA  Candidate

Dear Regent Family,

Time flies and time has come to graduate!  
With the support of Regent community and God’s grace, we were be able to enjoy and go through 3 years of law school.

Over this long period of time, Regent University was more than just a school for us. People in Regent Community became a friend and even a family for us.

We also had our first son Daniel here. As we see him growing, we will remember the days at Regent. Its presence shall be really missed.

Thank you,  
Kim’s family

Andreas Bienert  
May 2014, MA Candidate

My experience here at Regent University has truly been outstanding. I look back at the past three years that I have spent here on campus, and take pride in saying, "there is no place like Regent." I am thankful for all the connections I have made and the relationships I was able to build. Regent provided me with an excellent platform for my future as a Mental Health Professional, which I look forward to building upon. Learning from excellent mentorship my faculty provided me with, I will be graduating with my M.A. in Counseling, and will continue to stay at Regent for my doctoral level education.

-Andreas Bienert

Important Tax Reminders!  
Deadlines & Mailing Address for the FEDERAL 8843 & 1040NR/1040NR-EZ Forms:

► For F-1 students who were employed and earned taxable wages in 2013 (money earned from employment, internships, or assistantships), the 8843 should be filed together with the 1040NR or 1040NR-EZ tax forms, and the filing deadline is: April 15, 2014.

► For F-1 students who only received taxable scholarship, fellowship, or grant funds in 2013 (that did not exceed the cost of tuition & books), the 8843 form should be filed together with the 1040NR or 1040NR-EZ tax forms, and the filing deadline is: June 16, 2014.

► For F-1 students who did NOT receive any wages, or taxable scholarship/fellowship/grant funds in 2013, but were physically present in the United States in 2013, the 8843 form should be filed--by itself--and the filing deadline is: June 16, 2014.

• If you do NOT owe any money/taxes to the IRS, the Mailing Address for the FEDERAL 8843/1040NR/1040NR-EZ is:

  Department of the Treasury  
  Internal Revenue Service Center  
  Austin, TX 73301-0215

• If you DO owe some money/taxes to the IRS, the Mailing Address for the FEDERAL 8843/1040NR/1040NR-EZ is:

  Internal Revenue Service  
  P.O. Box 1303  
  Charlotte, NC 28201-1303

  (NOTE: Students who use Glacier Tax Prep to file your taxes should use the mailing address provided by the software company.)

Regent staff members are not qualified/permitted to assist students with their individual tax filing/forms/questions, so you may want to consider using a tax preparation/consultation service to complete your taxes. GLACIER Tax Prep is a web-based tax return preparation system designed specifically for internationals. F-1 students who have lived in the United States for 5 years or less can apply for a password to use the system directly from the software company. Information about the GLACIER TAX Prep’s Individual License can be found on this web page: http://www.arcticintl.com/gtp_individual.asp The cost for individual use is $34.

  (NOTE: If you do not wish to use the GLACIER Tax Prep software, another alternative is to hire an off-campus international tax specialist/consultant, like H&R Block or Liberty Tax Filing, to assist you with your tax filing obligations as a foreign national in the U.S. The cost for such assistance may start at around $100-$150.)

► For QUESTIONS on FEDERAL tax filing, you can call the United States Internal Revenue Service (IRS) at: 1-800-829-1040.
Deadline & Mailing Address for Virginia/State 760/763 Forms:
For students who live in Virginia Beach, the 760/760PY Virginia/STATE Income Tax Forms should be mailed with a copy of the 8843 and a copy of your complete FEDERAL Income Tax Return (1040NR/1040NR-EZ) to this address:

Commissioner of Revenue
2401 Courthouse Drive, Bldg. #1
Virginia Beach, VA 23456-9002

► The STATE Tax Filing DEADLINE is: May 1, 2014 ◄

For the Virginia tax forms and more information you can go to the Virginia Department of Taxation website @ www.tax.virginia.gov

► Assistance with Virginia/STATE Tax Filing:
Assistance with the STATE Income Tax Filing can be obtained through the Virginia Beach Commissioner of Revenue’s Office at: 2401 Courthouse Drive Building #1 in Virginia Beach. The office is open from 8 a.m. – 5 p.m. and the best time to go for assistance is early morning. For further questions, please call: 385-4483, or visit: www.tax.virginia.gov.

► For more details on Federal & State Tax filing & the 8843, please see the March, 2014 OISS Newsletter:
http://www.regent.edu/admin/stusrv/iss/iss_news_cal.cfm

Getting Involved & Upcoming Events

Big-Brothers/Big-Sisters Needed:
The OISS is inviting current international students to serve as an informal “big-brother” or “big-sister” to an incoming international student. As a big-brother/sister you will serve as a point of reference if the newly admitted student has questions regarding adjustment, churches, restaurants, or how to get around. If you are interested in helping our new students adjust to Regent and life in the U.S. in general, please send an e-mail to Brinda Patel at brinpat@mail.regent.edu
Thank you!

Weekly RUE Messages & OSAL Website:
Be sure to check the RUE (Regent Upcoming Events) by email every Wednesday for a wide array of on-campus activities and events as well as this page of the OSAL (Office of Student Services & Activities) website: http://www.regent.edu/admin/stusrv/student_activities_and_leadership/
**Important Immigration Information**

**Reminder Regarding I-94 Arrival/Departure Records (I-94 cards):**

Starting on **April 26, 2013**, the U.S. Customs & Border Protection (CBP) is no longer issuing paper I-94 Arrival/Departure Records for those arriving in the United States by air and sea ports of entry (except in limited circumstances that do not apply to F-1 students). The I-94 cards will still be issued to those who arrive by land (like by car from Canada/Mexico). CBP will still maintain a record of your arrival and departure but it will be done electronically. According to CBP: “If a traveler needs a copy of their I-94 (record of admission) for verification of alien registration, immigration status or employment authorization, it can be obtained from: www.cbp.gov/I94” “Travelers will not need to do anything differently upon exiting the U.S. Travelers issued a paper I-94 should surrender it to the commercial carrier or CBP upon departure. The departure will be recorded electronically with manifest information provided by the carrier or by CBP. If travelers did not receive a paper Form I-94 and the record was created electronically, CBP will record their departure using manifest information obtained from the carrier.” For more details on this important change, please visit this government website: www.cbp.gov/I94 or www.cbp.gov

**Travel Signature Requests & Deadline for Summer Travel:**

All F-1 students (and dependents) who plan to depart the U.S. and return for their studies will need a “recent” travel signature on your I-20s for reentry purposes. Please be reminded that you MUST submit your completed I-20 Travel Signature Request Form at least 2 weeks prior to your departure date. A “recent signature” is one that has been handwritten in ink by the DSO/PDSO (The typed name that appears automatically through SEVIS must be accompanied by an actual hand written signature.) The signature cannot be more than 12 months old by the time you will reenter the U.S. Students who fail to meet the 2 week deadline will need to leave the OISS your I-20 with a completed express mail envelope where we can send you the form once we are able to process your late request. The forms will be sent at your expense. ►The OISS Travel Signature Request Form can be found here: www.regent.edu/admin/stusrv/iss/onlineform.cfm
► Please see the OISS webpage entitled “Departing and Reentering the U.S.” for other important travel details: http://www.regent.edu/admin/stusrv/iss/departing.cfm

**Change of Address Reminder:**

All F-1 students, please be reminded that--outside of web-registration periods--you are REQUIRED to report any address changes BOTH to the Registrar’s Office AND to the Office of International Student Services within 5 days of the change. Please do not hesitate to contact the OISS if you have any questions. (Special Note for Graduates on Post-Completion OPT: Those who will graduate and remain in the U.S. for post-completion OPT must report any address changes to the Office of International Student Services directly. The OISS must continue to maintain your address for immigration/SEVIS reporting purposes during your authorized OPT period.)

**Attention ALL F-1 Students--Check your I-20 Completion Date:**

All F-1 students should check the date by which you are expected to complete your studies on Page 1, Section 5 of your most recent I-20. If the completion date on your current I-20 is May or August, 2014, and you will not complete all of your degree requirements this May or August, you MUST submit an application for an “F-1 Program Extension” at least 1 month before the completion date listed on Section 5 of your current I-20. If you qualify for an F-1 Program Extension, a new I-20 will be issued to you. You may need to submit a new Financial Certification Form before a new I-20 can be issued. Failure to apply for an extension at least 1 month prior to your I-20 expiration date can cause you to be in violation of your F-1 status, can make you ineligible for any employment benefits, and can interfere with your degree completion. Applying for a timely F-1 Program Extension is YOUR responsibility as an F-1 student, so please take care of this important matter as soon as possible. F-1 Program Extension applications are available at the Office of International Student Services, and on our website www.regent.edu/admin/stusrv/iss/onlineform.cfm (Important Note: Participation in the May graduation ceremony is irrelevant for immigration purposes. It does not matter if you walk at the graduation ceremony or not--what matters is the date you complete all of your degree requirements. If your I-20 expires in May and you are approved to walk at the ceremony in May, but you will not complete all of your degree requirements until August, you must apply for an I-20 Program Extension in order to maintain your lawful F-1 status until August.)
May or August Degree Completers

► Departing the U.S.
Please be reminded that you must depart the U.S. within 60 days from the date you complete your degree if you are not transferring to another school, beginning a new degree program at Regent, applying for OPT, or applying for a change of status. For students who will complete their degree requirements in May, the Term End date of April 26, 2014 for Graduate schools and May 3, 2014 for CAS/Law School will be reported in SEVIS, and you will have 60 days from this date to depart the U.S. Please contact the OISS if you have any questions.

► Expiration of “On-Campus Employment” Authorization
Once all of your degree requirements have been met by the April 26/May 3, 2014 Term End date, you can no longer work at Regent as a student under the “on-campus employment” benefit, which is only available to currently enrolled students. Please communicate your last day of work to your supervisor and sign the Resignation/Termination form to end your employment. The April 26/May 3, 2014 Term End date will be reported to the USCIS through SEVIS. Those who are completing degrees in May and planning to work at Regent after April 26/May 3, 2014 as a regular or temporary employee of the University (and not as a degree-seeking student) will need to visit the Human Resources Office after you receive the EAD for the “post-completion OPT” benefit. You will need to complete a new I-9 “Employment Eligibility Verification” form or to update any existing I-9 forms that you submitted as a student. You will also need to show proof of proper employment authorization. For F-1 students, that would be the Employment Authorization Document (EAD) you will receive when you apply for post-completion Optional Practical Training (OPT). OPT employment authorization allows you to work “anywhere” in the United States (including Regent) as long as the position is “directly related” to your major field of study. Please note that engaging in unauthorized employment is a serious violation that will result in the loss of your lawful F-1 immigration status and possible deportation as explained on page 2 of your I-20. Thank you for your attention to this important matter!

Students Who Will Transfer-Out of Regent or Attend Another U.S. Institution After Graduation:
F-1 international students who are planning to transfer-out of Regent in order to complete their degrees at another U.S. institution must first complete a “Request for Transfer-Out” form so that your SEVIS record can be released from Regent and your new school can issue you a Transfer I-20. International students who will graduate from Regent and will attend another U.S. institution for a new degree program must also complete the “Request for Transfer-Out”. The “Request to Transfer-Out” MUST be submitted to the OISS within 30 days after you complete your studies/degree at Regent (Term End date), within 30 days after the program end-date on your I-20, or within 30 days of your last enrollment at Regent, whichever comes first.

Attention Students Who will Leave Regent Without Completing your Degree:
All F-1 students who will not graduate and will not continue their studies at Regent after the Spring 2014 semester are required by immigration regulations to apply for prior approval from the Office of International Student Services (OISS) before they leave Regent/stop/cease their attendance. The approval must be obtained from the OISS before the student withdraws or leaves Regent. To comply with this regulation, you must complete the OISS “Request for Withdrawal Form”, which is available at www.regent.edu/admin/stusrv/iss/onlineform.cfm. (This includes students who are withdrawing, taking a leave of absence, unable to meet all graduation requirements, or just returning home for personal reasons.) Students who are authorized by the OISS to withdraw are given a 15 day grace period to depart the United States. Students who fail to comply with this requirement are NOT eligible for the 15 day grace period, must depart the U.S. immediately, and are likely to experience immigration problems with any future entries to the United States. Please contact the OISS if you have any questions.

Driver’s License Extensions for May Graduates & OPT Applicants:
If your Virginia driver’s license is expiring with your studies on or around April 26, 2014 for Graduate School and May 3, 2014 for CAS/Law School, and you will need an extension, visit this page of the OISS website for information on how to extend your license through your 60 day grace period, or through your authorized OPT period: http://www.regent.edu/admin/stusrv/iss/DMVandDriverLicencesforGraduates.cfm

Reminders for Post-Completion OPT Applicants:
► OPT Application Information & EAD Reminder
OPT applicants should be checking for mail from USCIS. You will either receive an “I-797 Notice of Action” or a “Request for Additional Evidence”. The Notice of Action will tell you that your application was received and is being processed. If you receive a “Request for Additional Evidence”, you must read it carefully and respond promptly. Please feel free to contact the OISS for assistance. ► Please be reminded that you MUST send a copy of your EAD to the OISS as soon as you receive it.◄
Travel Information for OPT Graduates

Please be reminded that F-1 graduates are advised NOT to leave the U.S. after graduation until you receive your EAD and have a job offer. If you leave before the OPT application is processed, your pending OPT application may be considered “abandoned” by USCIS, and you will not be able to return to the U.S. in F-1 status. If you wish to travel and return to the U.S. to engage in post-completion OPT after you have received your EAD, you must have the following items for a smooth reentry:

1. Passport valid at least 6 months into the future;
2. Valid F-1 Visa (Does not apply to Canadians);
3. Valid I-20 endorsed for travel by the OISS on “page 3” within the past 6 months;
4. Valid EAD with current employment dates; and
5. Letter of Employment from your employer including your salary and dates of employment.

F-2 dependents will need the following items for a return to the U.S. after a departure while the F-1 is on post-completion OPT:

1. Passport valid at least 6 months into the future;
2. Valid F-2 Visa (Does not apply to Canadians);
3. Valid Dependent I-20 endorsed for travel on “page 3” within the past 6 months;
4. Copy of F-1’s OPT I-20 endorsed for travel within past 6 months (if the recommended OPT dates do not appear on the dependent’s I-20s)
5. Copy of the F-1’s valid EAD; and
6. Copy of F-1’s Letter of Employment from the employer including salary and employment end dates.

Remember that, after graduation, the F-1 regulations allow those with authorized OPT to reenter the U.S. in F-1 status with proper documents to “resume” employment, so proof of employment is critical for a smooth reentry. Also, remember that your lawful F-1 status will end 60 days after the expiration date on your EAD, so you must depart the U.S. by that date if you haven’t applied for a change of status or have not been issued an I-20 to pursue a new degree at another U.S. institution.

Immigration Responsibilities While on Post-Completion OPT

You must send a copy of your EAD to the Office of International Student Services (OISS) as soon as you receive it. You must also report any address changes, immigration status changes (to H-1B, etc.), name changes, or interruptions in employment to the OISS within 10 days! In addition, you cannot accrue an aggregate of more than 90 days of unemployment during your authorized post-completion OPT dates, so it is important that you send your employer’s name and address to the OISS immediately and that you remain employed while on post-completion OPT. NOTE: You must allow at least 1 week for the OISS to report your employer’s name and address in SEVIS, so do not wait until the 90th day of unemployment. If you decide not to use your OPT and will depart the United States instead, you are required to report this to the OISS as well. Please be mindful of these important responsibilities for maintaining your lawful F-1 status during your OPT period. Failure to do so could cause serious immigration problems for you in the future.

OISS Immigration Sessions for Summer 2014:

Click here for the Immigration Sessions offered by the OISS this summer:

CONGRATULATIONS to our International Student Graduates!

Felicidades! GRATULIEREN! Apsveicam! Gratulerer! Chukhahaeyo!

We look forward to seeing how you will change the world!

Mexico- Felicidades
Norway- Gratulerer
Spain- Felicidades
Latvia- Apsveicam
South Korea- Chukhakaeyo
Austria- Gratulieren