March 2014

General Information

Time to “Spring Forward”: Daylight Saving Time is just around the corner, which means the days are about to get longer! At 2:00 a.m. on Sunday, March 9, Daylight Saving Time will begin. Don’t forget to turn your clocks forward one hour before bedtime on Saturday, March 8th!

March Birthdays:
Happy birthday and blessings to the following students who will celebrate their birthdays in March:

Andreas Bienert
Geir Thomassen
Loreli Medellin Mendoza

Buying a Used Car?
Thinking about buying a used car? See this page of the OISS for some helpful tips on what to look for when buying a used car!

http://www.regent.edu/admin/stusrv/iiss/currentstudents.cfm

OSAL & International Programming:
In July 2012 the area of “international programming” was transferred from the OISS to the Office of Student Activities & Leadership (OSAL). Please feel free to contact OSAL Director, Roger Cheeks (rogeche@regent.edu / 352-4486), or Assistant Director, Jamie Brennan (jbrennan@regent.edu / 352-4928) with any questions, ideas, or suggestions you might have.

Outgoing Student Survey Results:
Since the Fall 2007 term, each international student who graduates from Regent has been asked to complete a confidential “Outgoing Student Survey” for the OISS. The survey is used to assess the services provided by the office and to identify the areas where we can improve. The current response rate for the survey is approximately 66%.

► Here is what the outgoing students have had to say so far:
--100% of respondents rated the overall services provided by the OISS as “Excellent” (88%) or “Good” (12%).
--100% of respondents indicated that they felt Very Well Adjusted (64%) or Well Adjusted (33%) here at Regent.
--100% of respondents indicated that they felt Very Well Informed (82%) or Well Informed (18%) about F-1 immigration rules & procedures.

► When asked what they liked the most about the OISS, a majority of the responses revolved around these areas:
--Friendly/service-oriented approach
--Personal care & concern for students
--Knowledge of immigration matters
--Clear/concise/thorough information
--Well organized and prompt/efficient service

► When asked to list any areas where they felt their needs could have been met better:
--75% of respondents listed nothing or indicated that their needs were adequately met.
--16% of respondents listed unrelated/miscellaneous things (like more staffing in the OISS, bus space & time for Walmart trips, computer orientation, etc.)
--9% of respondents mentioned networking/social/student activities.

OISS Purpose: Since July 2012, the purpose of the OISS is to: A) Support the immigration & adjustment needs of the international student community (SEVP matters, VA DMV & SSN apps., IRS/Tax Filing, etc.; B) Educate & advise University faculty, staff, & students on F-1 student immigration rules, procedures, & benefits; & C) Maintain University compliance with government regulations & reporting requirements. As such, the OISS maintains over 100 publications (Pre-Arrival Information Packets, International Student Handbook & Survival Guide, a comprehensive Website, numerous Immigration Forms/Handouts, etc.).

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The March 2014 OISS newsletter contains information about the following topics:

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--Buying a Used Car?
--OSAL & Intl. Programming
--Outgoing Student Survey Results

Important Immigration Info.
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--Attention all F-1 students (1-20 end dates)
--Employment Reminder

8843 & Tax Filing
--8843 Forms
--W-2s & 1042S Forms
--Tax Filing Assistance software
--Software Password Registration
--Deadlines & Mailing Addresses
--Importance of Photocopies
--Virginia STATE Tax Filing

Getting Involved & Upcoming Events
--Big-Brother/Big-Sisters Needed
--OSAL Events & Activities
--Spring OISS Information Sessions

Presented by:
Office of International Student Services (OISS)
Regent University, 201 Student Center
(757) 352-4130 / www.regent.edu/oiss
❖ 8843 Forms MUST be Filed by ALL F-1 Students & F-2 Dependents Who Were Physically Present in the United States in the Year 2013:

ALL F-1 international students & F-2 dependents who were physically present in the United States during the year 2013 are expected to complete a FEDERAL 8843 Form “Statement for Exempt Individuals and Individuals With a Medical Condition” -- whether or not you received any U.S. income, scholarship, or grant funds. (The 8843 is used by the Internal Revenue Service to track the physical presence of international student visa holders in the U.S. for future tax filing purposes and must be completed by ALL F-1 students & F-2 dependents who were physically present in the U.S. in 2013.)

Note: See “Deadline and mailing address section” for additional important information.

The 8843 form can be completed through a special international student tax filing software (called “GLACIER Tax Prep” -- see next message for details), but it is a simple and basic form you can complete on your own in a few minutes. The 8843 form can be found on this page of the IRS website:


❖ Watch Your Mail for Important Tax Forms (W-2s & 1042-S Forms):

Students who worked in the United States at any time during the year 2013 should have received a tax form in the mail from their employers, called the “W-2” form. The W-2 shows how much money you earned in 2013 and how much money was withheld in taxes. Other students who received taxable scholarship/fellowship/grant funds -- that exceeded the cost of tuition/books -- in 2013 are likely to receive a 1042-S form. The 1042-S shows how much scholarship money you received in 2013 and how much money was withheld in taxes (if applicable). If the scholarship/fellowship/grant funds you received in 2013 did not exceed the cost of tuition/books, then you probably will not receive a 1042-S form. The W-2s were mailed in January, but the 1042-S forms are usually not mailed until March. If you receive a W-2 form or a 1042-S form in the mail you may need to file a 1040NR or 1040NR-EZ for FEDERAL tax filing purposes and you can use the Glacier Tax Prep software to assist you with the completion of the FEDERAL tax forms (see below). The software will help you determine whether or not you need to file a 1040NR or 1040NR-EZ and which of the two forms you should use.

Note: Some employers do not mail W-2 forms, and it may only be available electronically. If you did not receive your W-2 in the mail yet, contact the payroll staff at your place of employment.

❖ Tax Filing Assistance Software:

As many of you know, the Student Services Office has purchased a special international student tax filing software (GLACIER Tax Prep) in the past that our international students have used to complete their FEDERAL taxes. This year, F-1 students -- who have lived in the United States for 5 years or less -- will be able to apply for a password directly from the software company, so Student Services has not purchased the software this year. The name of the software is called “GLACIER Tax Prep.” Regent staff members are not qualified/permitted to assist students with their individual tax filing/forms/questions, so please consider taking advantage of this special software. The software was created especially for foreign citizens who are unfamiliar with U.S. tax filing procedures. 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 the 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.)

❖ Deadlines & Mailing Addresses for the FEDERAL 8843 & 1040NR/1040NR-EZ:

❖ TAXABLE WAGES/INCOME

For F-1 students who were employed & earned TAXABLE wages/income (money earned through employment, internships, and assistantships): The 8843 form should be filed together with the 1040NR/1040NR-EZ form, and the filing DEADLINE is: April 15, 2014.

❖ TAXABLE SCHOLARSHIP/FELLOWSHIP/GRANT FUNDS

For F-1 students who did not earn any wages/income but received taxable scholarship/fellowship/grant funds: The 8843 form should be filed together with the 1040NR/1040NR-EZ form, and the filing DEADLINE is: June 15, 2014.
PHYSICALLY PRESENT IN THE U.S. IN 2013
For F-1 students who did NOT earn any wages/income AND/OR did not receive any scholarship/fellowship/grant funds, but were PHYSICALLY PRESENT in the United States in 2013: The 8843 form should be filed by itself and the filing DEADLINE is: June 15, 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.)

↑ Importance of Photocopies:
All students should make a photocopy of each FEDERAL & STATE form they complete for their personal records before mailing the form to the IRS and the Virginia Commissioner of Revenue. You should keep the photocopies for at least 3 years and use them as examples for after you graduate/return home because you will likely need to file taxes at that time. Students who complete a STATE Income Tax Return will need to make an additional photocopy of the completed 8843 and FEDERAL Income Tax Return (1040NR or 1040NR-EZ) to mail along with your STATE return. This is important! (Details on Virginia STATE tax filing are found below.)

✈ Virginia/STATE Tax Filing Information (Form 760/760PY):

Students who were employed in 2013 and received taxable wages (money earned from employment, internships, or assistantships), and students who received other funds that may be taxable (including money received from scholarships, grants, fellowships, dividend funds, etc.) will need to complete the 1040NR or 1040NR-EZ before they can determine whether or not they will need to file a Virginia/STATE Income Tax Return. Rules regarding Virginia/STATE tax filing were provided by the Virginia Beach Commissioner of Revenue’s Office and are as follows:

♦ Residents (including dependents and students) must file an individual Virginia/STATE income tax return if:
  --Single, & Virginia adjusted gross income is $11,950 or more; or
  --Married, filing a joint or combined return, and total Virginia adjusted gross income for both spouses is $23,900 or more; or
  --Married, filing a separate return, & Virginia adjusted gross income is $11,950 or more.

(NOTE: Virginia adjusted gross income is your federal adjusted gross income (which can be found on the FEDERAL 1040NR/1040NR-EZ income tax return once you complete that form) plus any Virginia additions, minus the Age Deduction and any Virginia subtractions. Complete lines 1 - 9 of Form 760 to compute your Virginia adjusted gross income. Virginia adjusted gross income does not include standard or itemized deductions, the child and dependent care expense deduction, personal exemptions, or other deductions from income.)

♦ Nonresidents with income from Virginia sources are subject to the same filing requirements as residents. This means that the filing threshold for a nonresident is determined by Virginia adjusted gross income computed as a resident (see line 9 of Form 763), including income from all sources. The filing threshold for a nonresident cannot be based solely on income from Virginia sources.

♦ Part-Year Residents are also subject to the same filing requirements as residents. In computing Virginia adjusted gross income for a part-year resident (see line 10 of Form 760PY), the Virginia subtractions include the subtraction for income received while living in another state.

Special Note: If you worked in Virginia and had Virginia withholding you should file a Virginia tax return to get all of your state withholding funds back, even if you are under the filing threshold.

✈ Mailing Address & Deadline for STATE Tax Filing:
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 at 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. Monday thru Friday and the best time to go for assistance is early morning. For further questions, please call: 385-4483, or visit: www.tax.virginia.gov.
**Important Immigration Information**

**Attention May Graduates & Program Completers--**

Program Completion Forms & On-Campus Employment Termination:
All F-1 students who will graduate/complete their academic/degree programs in May must complete the “F-1 Student Program Completion Form” and submit it to the OISS by **March 21, 2014**. The forms are available online at: [www.regent.edu/admin/stusrv/iss/onlineform.cfm](http://www.regent.edu/admin/stusrv/iss/onlineform.cfm)

F-1 students, who will complete their degrees/studies in May, must note that their “on-campus” employment benefit and authorization will end on the last day of the Spring 2014 term (“Term End” date), which is **May 3, 2014** for Law & Undergraduate Students, and **April 26** for Graduate Students. Please communicate your last day of work with your supervisor and sign the Resignation/ Termination form to end your employment. The Term End date will be reported to the U.S. government through SEVIS. Any F-1 students who are graduating and planning to work at Regent after Spring 2014, as a regular or temporary employee of the University (and not as an enrolled student), in a position that is “directly related” to your major field of study, will need to visit the Human Resources Office after you receive the EAD for post-completion OPT. You will need to complete a new I-9 “Employment Eligibility Verification” form or update any existing I-9 forms that you submitted as a student. You will also need to show proof of proper employment authorization as a graduate. For F-1 graduates, that would be the Employment Authorization Document (EAD) you 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) in a position that is “directly related” to your major field of study. Please contact the OISS for any questions you might have about this important matter.

**Attention All F-1 Students--I-20 End-Dates & Program Extensions:**
Please check your F-1 program completion date on your most recent I-20 (section 5) If, for any reason, you will not complete your degree/studies by the date listed there, you must apply for a “Program Extension” at least 30 days before the end-date listed on the I-20. If you qualify for an extension, a new I-20 will be issued to you with a revised program end-date. For the extension application, you will need to submit paperwork from your academic department, and you will need to complete a Financial Certification Form with recent financial documentation. **This will take several weeks to prepare, so please plan accordingly.** Students who do not request an extension at least 30 days before the program end-date on their I-20 could fall out of lawful immigration status and may not be able to complete their degrees. Application packets for F-1 Program Extensions are available at the OISS and on-line at: [www.regent.edu/admin/stusrv/iss/onlineform.cfm](http://www.regent.edu/admin/stusrv/iss/onlineform.cfm)

Please take care of this important matter as soon as possible. For questions, please call the OISS at 352-4130.

**Employment Reminder:**
As an important reminder, F-1 student visa holders are not permitted to work on-campus for more than 20 hours per week in total while school is in session. (One cannot work 22 hours one week and 18 hours the next week for an average of 20 hours per week.) Working without proper permission (for more hours than authorized or without written permission) is a serious violation of the F-1 immigration status which can lead to deportation as explained on the I-20. Please contact the OISS for any questions you might have.

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**Getting Involved & Upcoming Events**

**Big-Brother/Big-Sisters Needed for Incoming Students:**
The OISS is inviting all current international students to serve as a big-brother or a big-sister to our incoming international students who are being admitted for the Fall 2014 term. As a big-brother/sister you will serve as the point of reference if the new students have questions regarding life at Regent (adjustment, churches, shopping, restaurants, etc.). If you are interested in helping our new students adjust to Regent, and life in the U.S., please send an e-mail to Brinda Patel at brinpat@mail.regent.edu **by March 31, 2014**.

(NOTE: Sometimes we have more volunteers than incoming students, and vice-versa. If we have more volunteers than new students we may try to match the new students with two big-brothers/sisters this year. The OISS G.A. should notify you if we do not have a new student to match you with by June/July and will check to see if you are interested in serving for a later semester. Thank you!)
Office of Student Activities & Leadership (OSAL) Events:
Please check the RUE (Regent Upcoming Events) email sent by Student Services every Wednesday morning, visit this web page: http://www.regent.edu/admin/stusrv/student_activities_and_leadership/, or contact Jamie Brennan for the activities and events organized by OSAL for the months of March and April (jbrennan@regent.edu / 352-4928).

OISS Immigration Sessions for the Spring 2014 Semester:
The Spring 2014 OISS Immigration Session Calendars were mailed to all students in January, but some details have changed since that time.
► F-1 Student Curricular Practical Training (CPT) Employment Benefit (Mandatory for all F-1 students who plan to do a required academic internship during the Spring or Summer 2014 terms)
  • Friday, March 21, 12:00 p.m.
  LOCATION: Room 252, Student Center
  • Thursday, April 10, 1:00 pm
  LOCATION: Room 252, Student Center
► F-1 Student Optional Practical Training (OPT) Employment Benefit (Mandatory for all F-1 students who plan to apply for OPT this Spring 2014)
  • Friday, April 04, 1:00 p.m.
  LOCATION: Room 252, Student Center