INTERNATIONAL STUDENT ORIENTATION CHECKLIST – FALL 2015

International Student and Scholar Services (ISSS) has designed the following Checklist to facilitate your orientation as an international student at the University of North Carolina at Chapel Hill (UNC-CH) and to help you to comply with important University and immigration requirements. Details on each item follow this checklist.

☐ Check in at International Student and Scholar Services (ISSS) on your scheduled day and time. Bring your original and copies of your passport and Form I-20. Download your Form I-94 and bring a copy. Complete the PR-100 Form.

☐ Report your local address to ISSS. This must be done online through Connect Carolina (http://connectcarolina.unc.edu) in the “Update Personal Information” section no more than 10 days after arrival in the U.S. Select “Imm. Rprt Addr”. You must update your immigration reporting address within 10 days every time you move. See page 3 for details. Note: J-1 Students must also email ISSS of all address changes.

☐ Attend International Student Orientation Sessions: These mandatory sessions will be held in the Nelson Mandela Auditorium in the FedEx Global Education Center.

<table>
<thead>
<tr>
<th>Graduate/Professional and Transfer Students</th>
<th>Friday, August 14th 1:00pm - 5:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Undergraduate Students</td>
<td>Part I: Wednesday, August 12th 3:00pm- 5:00pm</td>
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<tr>
<td></td>
<td>Part 2: Thursday, August 13th 5:30pm – 6:30pm</td>
</tr>
<tr>
<td>Exchange Students</td>
<td>Monday, August 17th 9:00am - 3:00pm</td>
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☐ Apply for a Social Security Number at the Social Security Administration if you have an on campus job offer – OR – Apply for an Individual Taxpayer Identification Number (ITIN) if you are receiving a non-service scholarship or award. See pages 4-5 for details.

☐ Enroll in Health Insurance: You are required to have health insurance coverage as a condition of enrollment. The UNC System has chosen a Student Health Insurance Plan administered by Blue Cross/Blue Shield of North Carolina called Student Blue. Students must enroll or waive out by September 10, 2015. See pages 6-7 for more information.

☐ Submit Immunization Record Form: The general deadline for submission of the Immunization and Medical History form is June 15th. Students will be WITHDRAWN
FROM THE UNIVERSITY 30 days after classes begin if immunization requirements have not been met and the Immunization and Medical History information have not been received by Campus Health Services staff. See pages 7-8 for more information.

- Complete Tuberculosis (TB) Screening. Requirement must be met within the first 30 days of classes. Campus Health Services (CHS) can provide testing for students who must meet this requirement. Contact CHS at 919-966-2281 or immunizations@unc.edu if you have questions. See page 8 for more details.

- Apply for a North Carolina Driver’s License or State Identification card: New international students and scholars in F-1 or J-1 status should wait at least ten business days from the first day of classes before applying for the N.C. Driver’s License. Please see page 8 for more information.

- Register for classes: Late registration begins Tuesday, August 18th. The last day to add a course is Monday, August 24th. Information on how to register for classes via the web through Connect Carolina can be found at registrar.unc.edu/registration under “Registration Guide”, and/or at http://connectcarolina.unc.edu.

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WELCOME EVENTS:

What: International Welcome Reception- Ice Cream Social
When: Monday, August 17th, 4:00pm-6:00pm
Where: The FedEx Global Education Center Atrium
Why: Meet new international students and scholars and UNC students who have studied abroad at this gala event. Local Music!

**Other Welcome events:**

What: International Meet & Greet
When: Sunday, August 16, 1:00pm-2:30pm
Where: Upendo Lounge (located on the first floor of SASB North)
Why: Meet new international students!

What: Summer Reading Program Discussion
When: Monday, August 17, 1:00-3:00PM
Where: See the new student guide for locations.
Why: Discuss the summer reading book and get to meet new students!

What: “Not from NC?” Social
When: Wednesday, August 19th, 5pm-6pm
Where: Student Union Room 3408
Why: Meet other international students and domestic out-of-state students and enjoy some Southern culture!

What: Global Hangout
When: Thursday, September 10th, 5:30-7pm
Where: FedEx Global Education Center – Atrium
Why: Meet new friends from North Carolina and around the world in this highly interactive, fun-filled event!
Checklist Details and further information:

**International Student and Scholar Orientation**
All new international students must attend the appropriate orientation session(s) as listed below in addition to other programs offered by departments, schools and colleges.

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| First-Year Undergraduate Students | Part I: Wednesday, August 12th 3:00pm- 5:00pm  
|                                  | Part 2: Thursday, August 13th 5:30pm – 6:30pm |
| Exchange Students                | Monday, August 17th 9:00am - 3:00pm |

All orientation sessions will be held in the Nelson Mandela Auditorium located in the FedEx Global Education Center. Spouses are invited to attend. These sessions are designed to provide you with vital information about U.S. immigration requirements and the University’s procedures and services. The sessions also offer opportunities to meet other international students.

**Address Reporting**
You must report your place of physical residence online at Connect Carolina ([http://connectcarolina.unc.edu](http://connectcarolina.unc.edu)). Please follow these directions to update the SEVIS Immigration Reporting Address:

- Login to Connect Carolina Student Center
- Scroll down to the “Personal Information” tab
- Select “Addresses” from the drop down menu
- Click “Add a New Address” If the “Imm. Rprt Addr” is not already listed.
- Input your current U.S. Address and select “Imm. Rprt Addr” from the menu to the right.
- Select SAVE.

Changes to your permanent address abroad must also be reported to the program sponsor, and also updated in Connect Carolina under the “SEVIS Foreign Address” field.

**Special instructions for J-1 student address reporting:**
Students in J-1 status are required to report their residential address directly to the J-1 program sponsor listed in section 2 of the DS-2019 form, in addition to the Connect Carolina entry. If UNC-CH is your J-1 program sponsor, you must report your residential address to oisss@unc.edu.

Email addresses: ISSS notifies UNC-Chapel Hill international students of immigration updates and important news through email. *Please update your email address in Connect Carolina so that we can keep you informed.*

**Electronic Form I-94**
An electronic Form I-94 will be created at the port of entry by a Customs and Border Protection (CBP) official to record your arrival to and departure from the United States.
Travelers may access their Form I-94 on the CBP website (https://i94.cbp.dhs.gov) by inputting their name, passport number and country of issuance, class of admission, and date of entry to the US. Review the entry stamp which will be placed in your passport by CBP for accuracy. Check the class of admission (F-1, J-1, H-1B, etc.), the date of entry and “admitted to” date (D/S for F and J status) and bring errors to the attention of the CBP officer before leaving the customs area. Travelers are encouraged to print their electronic Form I-94 from the website upon arrival, as a print copy may be needed for work authorization, driver license and social security applications, etc.

Travelers at land ports of entry to the U.S. will receive a modified paper version called Form I-94A. Some individuals, such as refugees and asylees, will continue to receive a paper Form I-94.

**Taxes**

All non-immigrants in the United States are required to file annual U.S. income tax forms, whether or not they earn income in the U.S. Each year ISSS organizes tax workshops for the international community at UNC, usually in March or April.

Students who receive teaching or research assistantship stipends or wages for on-campus jobs may have taxes automatically withheld from their paychecks. Students receiving non-service scholarships, fellowships, or grants are responsible for paying income taxes on the amounts of their award that qualify as taxable, such as room and board. The amount of withholding may vary depending on tax treaties between the U.S. and your country.

**Social Security**

The Social Security system is a plan for U.S. workers for disability and retirement benefits. Most U.S. employees pay into the system through “FICA” (Federal Insurance Compensation Act) deductions from their paychecks. Many foreign students present in the U.S. in F-1 or J-1 status will be exempt from this tax. However, all persons who work (including TA’s and RA’s) in the U.S. are required to obtain a Social Security number for tax withholding and reporting purposes.

Students and scholars who will be employed in the United States will apply for a social security number through the Social Security Administration. The closest office is in Durham. The Social Security number is printed on the front of the Social Security card issued by the agency. When you receive your Social Security number, you should notify ISSS, the department employing you, and your bank. The Social Security number is a private identification number. Be very cautious to whom you give this number. Do not give your number to telemarketers or solicitors.

Students in F-1 and J-1 immigration status will not be eligible for a social security number unless they have obtained an on-campus job offer. Students in F-1 or J-1 immigration status should request a letter from ISSS verifying student status before applying for the Social Security number. J-1 students sponsored by organizations other than UNC-CH should obtain a letter from their sponsor verifying employment eligibility. The Social Security office is a twenty-minute drive from UNC.

Please take the following documents with you when you apply for the SSN:
- Passport
• **Form I-94** (print your automated Form I-94 from [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov))
• **F-1 students**: Form I-20 and letter from on-campus employer verifying employment or job offer
• **J-1 students**: Form DS 2019; letter from J program sponsor; and letter from on-campus employer verifying employment or job offer
• **Letter signed by ISSS staff** (For F-1 and J-1 only)
• **Social Security Application**

**Individual Taxpayer Identification Number (ITIN)**

Students who are not employed by the University who receive a *non-service scholarship, fellowship or grant* and do not have a U.S. social security number will need an Individual Taxpayer Identification Number (ITIN) for tax withholding and reporting purposes. The ITIN is not a photo identification. It does not change your immigration status or your right to work in the United States.

The ITIN is a number assigned by the Internal Revenue Service (IRS) to people who are not employed or who do not qualify for a Social Security Number (SSN) but need to have a number for federal tax or banking purposes. Students who are not employed by the University who receive a *non-service award* or wish to claim tax treaty benefits will need to apply for an ITIN. Dependent visa holders who are not eligible for a Social Security Number but need a number for a federal tax return, including claiming reduced withholding under an income tax treaty should also apply for an ITIN.

Tax withholding and reporting is required by the U.S. Internal Revenue Service with respect to most payments made to non-resident aliens. Taxes may be automatically deducted from award payments by the University or other funding source. If tax is not withheld before payment is made, students should be prepared to save sufficient funds to pay their taxes each year. A tax treaty with your country may reduce the amount of withholding.

**Obtaining an ITIN**

**Instructions for Students in F or J Status**

Students and their dependents in F or J immigration status must apply for the ITIN through UNC’s International Student and Scholar Services (ISSS). Instructions for F and J students and dependents can be found on the ISSS website. Bring the required documents to ISSS between 10:00am and noon, Monday-Friday, including IRS Form W-7, passport, Form I-20 or DS-2019, I-94, and W-8BEN (if claiming tax treaty benefits). An ISSS advisor will provide a letter required as part of the W-7 filing, copy the necessary documents for the W-7 application, and assist you in mailing the packet to the IRS. When you receive the ITIN from the IRS, report the number both to ISSS and to the University Registrar (Records Section).

**Immigration Status Other than F or J**

Individuals in an immigration status other than F or J who have federal tax reporting or filing requirements and do not qualify for social security numbers may apply for an ITIN in person at a Taxpayer Assistance Center [http://www.irs.gov/uac/Contact-My-Local-Office-in-North-Carolina](http://www.irs.gov/uac/Contact-My-Local-Office-in-North-Carolina) (Durham is the closest) or by mail. Please carefully read the information at [http://www.irs.gov/Individuals/General-ITIN-Information](http://www.irs.gov/Individuals/General-ITIN-Information) and follow the
instructions for form W-7 at http://www.irs.gov/Forms-&-Pubs and in Publication 1915:

Disclaimer: ITIN information is based on guidance from the IRS, but it is not guaranteed that you will receive an ITIN.

**Mandatory Health Insurance**

One of the greatest surprises to many international visitors is the cost of medical treatment and health care in the United States. All students enrolled in 4-year schools in the University of North Carolina system who meet the following three criteria, are **required** to have health insurance coverage as a condition of enrollment:

1. An undergraduate student enrolled in a minimum of 6 credit hours per semester or a graduate student enrolled in a minimum of 1 credit hour per semester;
2. AND enrolled in a degree-seeking program;
3. AND eligible to pay the Campus Health Services Fee.

**UNC System-Wide Student Health Insurance Plan:**

- Student Blue is administered by Blue Cross/Blue Shield of North Carolina.
- The cost per semester is $863.50 and will be automatically applied to a student’s account unless the student waives out by the deadline.
- Dependent coverage may also be purchased at the Student Blue website. Please be aware that J-2 dependents (spouses and children) of J-1 students are required by federal regulation to have health insurance coverage during their stay in the U.S. We strongly urge F-1 students to purchase insurance for their dependents present in the U.S.
- Graduate students who work on campus as teaching assistants (TAs) or research assistants (RAs) are not eligible for the UNC-System Student Health insurance Plan. TAs and RAs will be covered by the RA/TA Student Blue Health Insurance Plan and should sign up for that insurance through their employing departments.
- The medical insurance coverage period is from August 1, 2015 through July 31, 2016.
- The website for the UNC-Chapel Hill Student Health Insurance Plan is: [www.bcbsnc.com/content/studentblue/uncch/](http://www.bcbsnc.com/content/studentblue/uncch/). Read this information to familiarize yourself with your plan’s coverage.

**Waiver Requests**

- Students who have proof of alternate creditable health insurance coverage can choose to waive out of the UNC system health insurance plan.
- Deadline for the waiver request to be submitted to Blue Cross/Blue Shield is **September 10, 2015** for fall semester and **January 31, 2016** for spring.
- The waiver request can be found at the Student Blue website for UNC-Chapel Hill ([www.bcbsnc.com/content/studentblue/uncch/](http://www.bcbsnc.com/content/studentblue/uncch/)). The waiver request will be evaluated by Blue Cross/Blue Shield of North Carolina, and a response to the waiver request will be sent to the student within 5 business days.
- Student Blue can be reached with WAIVE/ENROLL/RENEW questions by email at [email@studentbluenc.com](mailto:email@studentbluenc.com) or by calling 1-888-351-8283.
STUDENTS IN F-1 OR J-1 IMMIGRATION STATUS PLEASE NOTE:  UNC-Chapel Hill policy requires international students in F or J immigration status to meet additional health insurance requirements to those listed on the student insurance website for all UNC students.  The UNC-CH policy “Health Insurance for International Students in J or F Immigration Status” can be viewed at: http://tinyurl.com/intlinsurance. The UNC-CH Student Health Insurance Plan satisfies the additional requirements listed in the UNC-CH policy.  Any alternate creditable insurance plan chosen by a student in F or J status must meet the requirements found in the UNC-CH policy.

Students in J-1 status must meet federal regulations governing J-1 Exchange Visitors and their dependents.  The federal regulations are listed in the UNC-CH “Health Insurance for International Students in J or F Immigration Status” policy.  The UNC System-wide Student Health Insurance Plan meets the federal requirements.  Any alternate creditable insurance plan chosen by a student in J status must meet the federal requirements.

Immunizations
The State of North Carolina requires immunizations for all students, which may be in addition to those required for general admission to the United States in a non-immigrant status.  The immunization requirements are mandatory for all students who are enrolling at the University of North Carolina at Chapel Hill.

- The general deadline to submit your “Immunization Record and Medical History Form” to Campus Health Services is June 15th.
- If you do not obtain the required immunizations in which you are deficient and submit your forms to Campus Health Services within 30 days of the beginning of the semester, you will be withdrawn from the University.
- If vaccinations are needed, these can be obtained for a fee at Campus Health Services (CHS).
- The “Immunization and Medical Health History Form” can be found on http://connectcarolina.unc.edu under the “More Student Links” section.
- Students who have already mailed their immunization records to CHS can call the immunization coordinator at 919-966-2281 or e-mail immunizations@unc.edu to confirm that your immunization records have been received and to find out if you have complied with the State requirements.  You will need your student identification number (PID) so CHS can look up your records.
- You can also go to http://connectcarolina.unc.edu to check your immunization status.
- If you do not wish to mail your records, and instead have them with you, you must personally go to Campus Health Services and present your immunization records to find out if you have complied with the State of North Carolina requirements.  You will need your student identification number (PID) so that they can look up your records.
- Required immunizations include: PPD (Tuberculin Skin Test)*; DTP (Diphtheria-Tetanus-Pertussis) Series and Tetanus booster; MMR (measles/mumps/rubella) and for some students, Hepatitis B vaccine.  For detailed information: http://campushealth.unc.edu/services/immunizations
**Tuberculosis (TB) Screening**

It is the policy of Campus Health Services (CHS) that all incoming international students be screened for Tuberculosis (TB) according to standard guidelines.

- Students from countries with an increased incidence of tuberculosis (TB) or who have spent greater than one month in a country with an increased incidence of TB must provide documentation of TB screening.

- Acceptable TB screening tests include the Tuberculin Skin Test (TST) or a TB blood test (e.g. QFT-G or T-spot). **The TST or TB blood test must have been done within the past 12 months prior to the first day of classes.**

  Documentation of the TST or blood test is acceptable only from a United States facility. If the TST skin test result is equal to or greater than 5mm or the TB blood test is positive, you will be required to schedule a TB evaluation with a Campus Health provider before your immunization status can be cleared.

- To find countries excluded from this test, please see [https://campushealth.unc.edu/services/immunizations/international-student-tb-information](https://campushealth.unc.edu/services/immunizations/international-student-tb-information).

- If you cannot provide the results of a TB screening test, do not have a current TB screening test (within the last 12 months), or if your current test was not done in a United States facility, please call 919-966-2281 and choose option 2 to schedule an appointment to get the test done at Campus Health Services.

- This must be completed within the first 30 days of class. If you have any questions, please call 919-966-2283 or email immunizations@unc.edu and the Immunization Coordinator will assist you.

**North Carolina Driver’s License**

In order for international students and scholars to apply for the North Carolina Driver’s License (NCDL), they must first be registered (F-1 students) or validated (J-1 students/scholars) in SEVIS (Student and Exchange Visitor Information System). This can take up to 30 days after classes begin. Students are advised to wait at least ten business days after the start of classes before applying for the NCDL at a local Division of Motor Vehicles (DMV) office. To ensure your SEVIS record is registered on time, make sure you have updated your Immigration Reporting Address in Connect Carolina (as described in the section above) and that you are enrolled for classes full-time for the semester.

Please consult the DMV website ([www.ncdot.org](http://www.ncdot.org)) for other application requirements.
# International Student and Scholar Services Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Dr. Elizabeth Barnum</td>
<td>Director</td>
</tr>
<tr>
<td>Ms. Jean Hughes</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Ms. Ronit Weingarden</td>
<td>Assistant Director – Faculty and Research Support Services</td>
</tr>
<tr>
<td>Ms. Jane Rosenberg</td>
<td>Assistant Director – Student and Exchange Visitor Services</td>
</tr>
<tr>
<td>Ms. Amanda Mills</td>
<td>Assistant Director- Student and Support Services</td>
</tr>
<tr>
<td>Mr. Noel Bynum</td>
<td>International Student and Scholar Advisor</td>
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<tr>
<td>Ms. Deborah Rad</td>
<td>International Scholar Advisor</td>
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<tr>
<td>Ms. Gretchen Gosnell</td>
<td>International Scholar Advisor</td>
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<tr>
<td>Ms. Jessica Larsen</td>
<td>International Student and Scholar Advisor: MBA Advisor</td>
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<tr>
<td>Mr. Jonathan Davis</td>
<td>Data Systems Coordinator</td>
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<tr>
<td>Ms. Holly Maguire</td>
<td>Records Manager</td>
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<tr>
<td>Ms. Erin Adkins</td>
<td>International Services Assistant</td>
</tr>
<tr>
<td>Ms. Jailene Nieves-Mercado</td>
<td>International Services Assistant</td>
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</tbody>
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## Office Information

| Physical Location     | Room 2004 FedEx Global Education Center           |
|                       | 301 Pittsboro Street                              |
|                       | University of North Carolina at Chapel Hill       |
|                       | Chapel Hill, NC 27516                             |

| Mailing Address       | International Student and Scholar Services (ISSS) |
|                       | CB# 5240                                          |
|                       | University of North Carolina at Chapel Hill        |
|                       | Chapel Hill, NC 27599-5240                        |

| Telephone:            | 919-962-5661                                      |
| Facsimile:            | 919-962-4282                                     |
| Email                 | oisss@unc.edu                                    |
| Office Hours          | Mon-Fri (except University holidays): 9:00am-4:00pm |
| Website               | [http://isss.unc.edu](http://isss.unc.edu)      |