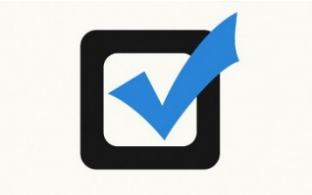
International Student And Scholar Services (ISSS)
Website: https://isss.unc.edu
General office email: isss@unc.edu

International Student and Scholar Services (ISSS) Arrival and Orientation Checklist

☐ **Check in at International Student and Scholar Services (ISSS)** at the day and time scheduled for your program. Bring your original Form I-20 or Form DS-2019, passport, and downloaded Form I-94 from https://i94.cbp.dhs.gov/.



☐ **Report your local address to ISSS** online through Connect Carolina (**http://connectcarolina.unc.edu**) in the **"Personal Information"** tab **no more than 10 days** after arrival in the U.S. Select "Imm. Rprt Addr." Report changes of address within 10 days of moving. See page 3 for details.

Note: J-1 Students must also email ISSS for all address changes to **isss@unc.edu.**

☐ **Attend an International Student Orientation Session:** These mandatory sessions will be held in the Nelson Mandela Auditorium in the FedEx Global Education Center. Find more details on page 3.

GRADUATE AND PROFESSIONAL STUDENTS	Wednesday, August 15th 4:00pm-6:00pm Friday, August 17th 2:00pm - 6:00pm
UNDERGRADUATE STUDENTS	Friday, August 17th 8:00am – 12:00pm
EXCHANGE STUDENTS	Monday, August 20th 9:00am - 3:00pm

☐ **Apply for a Social Security Number (10 days after ISSS check-in) 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 (including athletic awards).** 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**. See pages 6-7 for more information.

☐ **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 21st**. The last day to add a course is **Monday, August 27th**. Information on how to register for classes via the web through Connect Carolina can be found at **http://registrar.unc.edu/guide/registration-tasks/** and/or at **http://connectcarolina.unc.edu**.

Welcome Events

International Welcome Reception- Ice Cream Social

WHEN: Monday, August 20th 3:30pm-5:30pm

WHERE: The FedEx Global Education Center Atrium

WHY: Meet new international students and scholars, university faculty and administrators, and UNC students who have studied abroad at this gala event.

Undergraduate Student Summer Reading Program Discussion

http://summerreading.web.unc.edu/

WHEN: Monday, August 20th, 10:30am – 12:00pm

WHERE: See the new student guide for locations.

WHY: Discuss the summer reading book and get to meet new students!

Global Hangout: Food, Fun and Friends from Afar! (Undergraduate Students)

WHEN: Wednesday, September 5, 5PM-6:30PM

WHERE: FedEx GEC Atrium

WHY: Meet New Friends from North Carolina and Around the World in this Highly Interactive, Fun-Filled Fest!

Global Grads Information Sessions (Graduate Students)

http://graddiversity.web.unc.edu

WHEN: To be determined

WHERE: Graduate Student Center, 211A West Cameron Ave.

WHY: Provides international graduate students with detailed information on the American academic system and graduate campus resources.

Find more events on our website: **http://isss.unc.edu/events**

CHECKLIST DETAILS AND FURTHER INFORMATION:

INTERNATIONAL STUDENT AND SCHOLAR ORIENTATION

All new international students must attend the appropriate orientation session(s) as listed on page 1 in addition to other programs offered by departments, schools and colleges.

All International Student 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. There is no registration required to attend these sessions.

ADDRESS/PHONE NUMBER/EMAIL REPORTING

You must report your place of physical residence, telephone number and email address online at Connect Carolina **(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.

Please follow these directions for updating your preferred phone number. Only the "preferred" telephone number will be reported to SEVIS:

- Login to Connect Carolina Student Center
- Scroll down to the "Personal Information" tab
- Select "Phone Numbers" from the drop down menu
- You can add a new phone number or click "preferred" to an existing phone number
- Select SAVE.

Changes to your permanent address abroad must also be reported to International Student and Scholar Services, and also updated in Connect Carolina under the "SEVIS Foreign Address" field.

EMAIL ADDRESSES: ISSS notifies 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.

SPECIAL INSTRUCTIONS FOR J-1 STUDENT ADDRESS REPORTING:

Students in J-1 status are required to report their residential address and phone number 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 and phone number to **isss@unc.edu**.

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, birthdate, passport number and country of issuance. Also, 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 printed copy may be needed for work authorization, driver's 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.

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 whether there are tax treaties between the U.S. and your country.

Disclaimer: This information does not constitute legal tax advice. International Student and Scholar Services (ISSS) advisors are NOT experts in income taxes and cannot assist with the preparation or completion of individual tax return forms. Students with tax questions should consult with a qualified tax professional.

SOCIAL SECURITY NUMBER

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, NC. 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 the Registrar's office, 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. To avoid identity theft, do not give your number to telemarketers or solicitors.

Students in F-1and J-1 immigration status are eligible for a social security number only if they have obtained an on-campus job offer. Students must request a letter from ISSS verifying the student's immigration status before applying for their Social Security number. J-1 students with a program sponsor other than UNC-CH must obtain a letter from their sponsor verifying employment eligibility before beginning employment or applying for a Social Security number.

Please take the following documents with you when you apply for the SSN:

- **Passport**
- **Form I-94** (print your Form I-94 from 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 authorizing employment; and letter from on-campus employer verifying employment or job offer
- **Letter signed by ISSS staff** (For F-1 and J-1 students only)
- **Social Security Application available at:** https://www.ssa.gov/forms/ss-5.pdf.

Additional information about applying for a Social Security Number is available online at: https://studyinthestates.dhs.gov/obtaining-a-social-security-number.

INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)

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 reporting 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. Dependents of F-1 or J-1 students who are not eligible for a Social Security Number but need a number for completing a federal tax return, including claiming reduced withholding under an income tax treaty should also apply for an ITIN. The ITIN does not authorize work in the United States.

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 an 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. Students must schedule an appointment with an advisor to apply for an ITIN. ISSS requires the following documents: 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 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 (Durham is the closest) or by mail. Please carefully read the information at 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: http://www.irs.gov/pub/irs-pdf/p1915.pdf.

DISCLAIMER: ITIN INFORMATION IS BASED ON GUIDANCE FROM THE IRS, BUT DOES NOT GUARANTEE 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 $1,293.88 and will be automatically applied to a student's account unless the student waives out by the deadline.
- Dependent coverage is not provided through Student Blue. 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 F-2 dependents present in the U.S. UNC offers a plan for international students and dependents through GeoBlue. For more information, ask ISSS.
- Graduate students who work on campus as teaching assistants (TAs) or research assistants (RAs) will be covered by the RA/TA Student Blue Health Insurance Plan and should sign up for that insurance through their employing departments. Graduate student TAs and RAs must **waive out** of the Student Blue plan to avoid charges on their student account. See **http://studentbluenc.com/#/uncch/waive**.
- The medical insurance coverage period is from August 1, 2018 through July 31, 2019.
- The website for the UNC-Chapel Hill Student Health Insurance Plan is: **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, 2018** for fall semester and **January 31, 2019** for spring.
- The waiver request can be found at the Student Blue website for UNC-Chapel Hill (**http://studentbluenc.com/uncch**). The waiver request will be evaluated by Blue Cross/Blue Shield of North Carolina, and a response 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** 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 on the ISSS website: **http://isss.unc.edu/current-students/specific-j-1-student-requirements/**. 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**.
- A $25 non-compliance charge will be placed on your student account if you do not submit records via your ConnectCarolina To Do List item by the 1st day of classes.
- 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 "I**mmunization and Medical Health History Form**" can be found on **http://connectcarolina.unc.edu** under the "**More Student Links**" section. Do not email, fax or mail immunization and health history forms. Everything must be uploaded into ConnectCarolina.
- You can also go to **http://connectcarolina.unc.edu** to check your immunization status.
- 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**
- For additional information, please email immunizations@unc.edu or call 919-966-2283.

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.**
- 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

International students and scholars must first be registered (F-1 students) or validated (J-1 students/scholars) in SEVIS (Student and Exchange Visitor Information System) before applying for a North Carolina Driver's License (NCDL). SEVIS registration 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 and phone number 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**) for other application requirements.

INTERNATIONAL STUDENT EVENTS

International Student and Scholar Services organizes many events and informational sessions throughout the year for students and their families. Please monitor our office events calendar for more information: **http://isss.unc.edu/events/.** You can also follow us on Twitter: ISSS_UNCCH or like us on Facebook: @UNCISSS.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES STAFF

DR. ELIZABETH BARNUM	Director
MS. JEAN HUGHES	Associate Director
MS. IOANA COSTANT	Assistant Director – Faculty and Research Support Services
MS. JANE ROSENBERG	Assistant Director – Student and Exchange Visitor Services
MS. AMANDA MILLS	Assistant Director- Student and Support Services
MS. TRINH NGUYEN	International Student and Scholar Advisor
MS. KORY SOPKO	International Scholar Advisor
MS. DEBORAH RAD	International Scholar Advisor
MS. GRETCHEN GOSNELL	International Scholar Advisor
MS. JESSICA LARSEN	International Student and Scholar Advisor: MBA Advisor
MR. JONATHAN DAVIS	Data Systems Coordinator
MS. TARA MEADOWS-NEILL	Records Manager

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	**isss@unc.edu**
OFFICE HOURS	Mon-Fri (except University holidays): 9:00am-4:00pm
WALK-IN ADVISING HOURS	Monday, Friday: 2pm-4pm Tuesday, Thursday: 10am-12pm, 2pm-4pm
WEBSITE	**http://isss.unc.edu**