

UNG GLOBAL

INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

QUARTERLY NEWSLETTER



Jimmy Carter Presidential Library Field Trip

What's in this issue?

Spring Break Travel Signatures

Applying for Graduation

OPT Workshops

Taxes

On-Campus Employment

Student Spotlight



[ungglobal](https://www.instagram.com/ungglobal)



[UNGInternationalStudents](https://www.facebook.com/UNGInternationalStudents)



go.ung.edu/iss

TRAVEL SIGNATURES

If you are planning to travel internationally for Spring Break or summer vacation, you must have a valid travel signature on your I-20 or DS-2019.

A travel signature is valid for one year. Without a signature, you may not be able to re-enter the U.S. If you forget to have your I-20 signed before you leave the U.S., you will be responsible for covering the costs of your new document to be sent to you.

There are a few ways to obtain a travel signature if you need one.

By Appointment

You may have other questions in addition to needing a travel signature. If so, you should [schedule a time with your international advisor](#) to get a travel signature so that they can schedule adequate time to answer your other questions.

Document Drop-Off

If you simply need a travel signature and have no other questions for your advisor, you can drop off your I-20 or DS-2019 with the Staff Associate in the CGE and pick it up the next day.

Cumming & Oconee Students

Your international student advisor will schedule days to be on your campus before Spring Break to sign your documents for travel.



APPLYING FOR GRADUATION

Are you finishing your degree this semester? Make sure that you apply for graduation! The application for graduation is open, and the sooner you apply, the quicker you get processed. If you apply after the deadline, you will be charged a \$100 late fee.

Instructions for applying can be found online on [the Registrar Office website](#). All questions should be directed to the Registrar's Office.

All graduation ceremonies, regardless of your home campus, will be held in Dahlonga in the Convocation Center.

It is important for you to review the [Commencement Tips and Information](#) to know how to order tickets for your family and friends, where to be and when, and what to bring with you to the ceremony.

If you have family and friends traveling to the U.S. for the graduation ceremony who need to apply for visas, the CGE has provided [information and an invitation letter template](#) for your use. The CGE does not write letters of invitation for these visitors.

OPT WORKSHOPS

[Optional Practical Training \(OPT\)](#) is a benefit that gives F-1 students an opportunity for work experience in the U.S. before and/or after completion of a degree.

Are you graduating this May? Join us for an OPT workshop and find out how to start the application process.

[Tuesday, January 21, 5:00-6:00 PM](#)

[Wednesday, January 22, 12:00-1:00 PM](#)



TAXES

You may have already received emails or information this year related to filing U.S. tax forms. Each student has different requirements for what should be filed each year.

In February, you should receive an email from your International Student Advisor with information on filing tax forms. UNG works with a company called Sprintax to help you file the appropriate forms and to do so at a discounted cost, so even if you have started receiving emails about filing tax forms, we recommend that you wait until you receive more information from us!

If you are a student athlete or on a Rotary scholarship, you will not be able to file your tax forms until your 1042-S tax form is available. The 1042-S form will be sent to you electronically.

More information on tax obligations for F-1 students and J-1 students and scholars can be [found on the CGE website](#).

The deadline for filing your tax forms is April 15, 2020.

To Do
Check your email for tax information!

Know your deadlines!

ON-CAMPUS EMPLOYMENT

F-1 and J-1 students are permitted to work up to 20 hours per week on any of UNG's campuses during fall and spring semesters but must have authorization from the Center for Global Engagement (CGE).

If you are interested in looking for an on-campus job, you may start your [search on the Human Resources website](#). It is important to remember that international students can only work in the Job Category of **Student—Institutional**.

Many international students have never had a job before, so they are not confident in applying or building their résumé. The CGE **highly** recommends that you visit the [Career Services office or website](#) to get help from experienced career counselors on building your résumé and cover letter. In addition to tips on applying for jobs, Career Services can help you practice and prepare for interviews, compare job offers, and much more!

If you are offered an on-campus job, it is important to remember that you **must** have a social security number in order to begin working. You must have an offer from a department in order to apply for a social security number. You can find information on how to get started with your [application for a social security number on the CGE website](#). Your International Student Advisor will help you understand the application process. If you receive a social security number, it is important to keep it safely locked up at home unless you need it.

Students must be in good academic standing and have an Active SEVIS record in order to work on campus. If a student fails to maintain status, the CGE will notify Human Resources that the student is no longer eligible to work on-campus.

INTERNATIONAL STUDENT SPOTLIGHT



NAME: Mayu

CAMPUS: Dahlongega

MAJOR: Business

WHERE I'M FROM: I came here first as an exchange student from Nanzan University in Nagoya, Japan. I was born and raised in Nagoya. Nagoya is the third largest city in Japan, and we people in Nagoya have a really unique culture and language.

WHAT I MISS MOST ABOUT HOME: I miss my family the most. This is my first time to live apart from my family, so it is a little bit hard for me, but I am getting used to it, and this experience will make me strong, I think. In addition to my family, I miss any kinds of Japanese food.

WHAT I ENJOY MOST ABOUT UNG: I enjoy the campus itself. All of the buildings are different from my Japanese campus. They are all beautiful, and I really like them. And the people here are so kind and nice. Not only the students, but also the people who work on campus are really friendly. I am really happy to be on this campus.

CAMPUS & COMMUNITY INVOLVEMENT: I am working as a Japanese tutor on campus. I find a lot of people who are interested in Japanese culture through my job which makes me happy. I also like to go to campus events. All of the events are new to me, and it is really fun.

FUTURE CAREER PLANS: I want to be a person who is like a bridge between Japan and other countries. In order to be like that, I need to improve my English skills more, and I want to know more about business. So I am thinking to go to graduate school to get my MBA after my graduation at University.

Would you like to be featured in a future edition of our newsletter? [Email Ronda](#) to let her know!