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Getting Started:
A Quick Introduction to TC
The Office of International Services

WELCOME TO TEACHERS COLLEGE!
The Office of International Services (OIS) welcomes you to Teachers College, Columbia University. Our mission is to assist you, as an international student, in reaching your academic and professional goals and in gaining the best possible value out of your U.S. experience. We look forward to meeting and assisting you as you embark upon what we hope is an exciting and challenging educational career at our school.

The OIS is part of the Office of Enrollment and Student Services (OESS), and is the place to visit if you have concerns - academic, personal, cultural, financial - that affect your status as an international student. Contact us with your questions about immigration regulations, travel, employment, and related matters. Our office serves as the liaison between TC and U.S. government departments, including the Department of Homeland Security and the Department of State, on all matters concerning non-immigrant students and scholars at TC. We also serve as the key office for information and assistance to TC's academic and administrative departments regarding regulations and procedures for employing international students, faculty, and staff. Finally, we oversee arrangements for visiting scholars and overseas visitors.

OIS HOURS AND LOCATION
The OIS is located in 163 Thorndike Hall (in the lobby, at the main entrance). Our hours and contact information are as follows:

- **Fall / Spring Hours**:
  - 9:00am - 6:00pm (Mon. - Thurs.)
  - 9:00am - 5:00pm (Fri.)

- **Mailing Address**: TC Box 308
  - 525 West 120th Street
  - New York, NY 10027

- **Courier Address**: 163 Thorndike Hall
  - 535 West 120th Street
  - New York, NY 10027

- **E-mail**: tcintl@tc.edu
- **Telephone**: 1.212.678.3939
- **Facsimile**: 1.212.678.3681, Attn: Intl. Services
- **Web**: http://www.tc.edu/international

THE OIS STAFF
The director of the OIS is Marion R. Boulbee, EdD. Assisting Dr. Boulbee is an associate director, administrative assistant, and graduate assistant. The OIS also benefits from the contributions of numerous committed student volunteers and interns. We invite you to visit our office and introduce yourself. We also hope that you will consider joining our programs and events as participants, volunteers, and interns as you progress through your studies at TC.

SERVICES FOR STUDENTS
We offer a variety of services for international students. You may wish to talk about travel plans, working in the U.S., or requirements regarding full-time study. These are the ways you can get the information you need.

- **OIS web site** - Go to http://www.tc.edu/international to get detailed immigration and program information, download documents, and register for events.

- **Drop-In Advising** - You can drop in during office hours to ask a question, pick up forms, and get information on immigration and visa regulations, resources for academic and language adjustment, banking, and much more.

- **E-mail Advising** - E-mail is our primary means of keeping in touch with you. For the fastest response to your questions, write to tcintl@tc.edu. We will make every effort to respond within 1-2 business days.

- **Advising by Appointment** - If you have a special concern or confidential matter that you wish to discuss, you may call our office to set up an appointment with an OIS advisor.

- **Weekly Update listserv** - Our Weekly Update listserv provides the latest information about upcoming events, programs, and other news. To subscribe, go to our web site and click on “Listserv” to enter your preferred e-mail address.

- **F-1 and J-1 listservs** - All international students under TC's F-1 or J-1 immigration sponsorship are automatically enrolled in separate F-1 and J-1 listservs. We use these to communicate essential immigration information. You are responsible for reading and responding to information communicated through these listservs, as necessary.

- **Visa Orientation and F-1 Employment workshops** - Every semester we conduct visa orientation and immigration workshops for new and continuing international students, to explain immigration requirements and benefits in detail. We also hold F-1 Employment workshops throughout the year, to outline F-1 employment benefits and application procedures.

- **Programs and Events** - Throughout the year the OIS organizes a variety of campus-wide educational programs, workshops, and social and cultural events of interest to international students. These include Orientation and Ongoing Orientation, International Education Week (November), and International Week (April). Refer to Weekly Update and our web site for more information about how to participate in or volunteer for these events.
Upon arriving at TC, there are a number of things that you need to do. We offer a checklist to help you to get started. You should also consult the TC Student Handbook, available through the Office of Student Activities and Programs.

1. CHECK-IN AT THE OIS
Within ten days of arriving at TC, check in at the Office of International Services in 163 Thordike Hall. Bring your passport, I-94 card, and I-20 or DS-2019 with you. This is a mandatory procedure: under U.S. Department of Homeland Security guidelines, we are required to confirm your arrival. Failure to check in may lead to your immigration status being terminated. THE DEADLINE FOR CHECKING IN AT THE OIS FOR THE FALL 2006 SEMESTER IS FRIDAY, 9/15/2006. THE DEADLINE FOR THE SPRING 2007 SEMESTER IS FRIDAY, 2/2/2007.

When you check in at the OIS, you will also have the opportunity to meet our staff and volunteers, get useful information, sign up for events, and request a courtesy letter to open a bank account.

2. FIND HOUSING
If you do not have on-campus housing and need to search for an off-campus residence, take advantage of the resources offered by the Office of Residential Services. Residential Services has information about on-campus, off-campus, and temporary housing. Their office is located in 106 Whittier Hall, www.tc.edu/housing.

3. OPEN A BANK ACCOUNT
It's not safe to keep large amounts of cash in your dorm or apartment, so we recommend opening a bank account as soon as possible after you arrive. Deposit your checks so they clear in time for you to pay your bills. Ask the OIS for a courtesy letter to help you open a bank account, or otherwise notify us if you have problems or difficulties opening an account. Note: you do NOT need to have a Social Security Number to open a bank account, so please let us know if you are told otherwise.

4. SUBMIT YOUR MMR VERIFICATION FORM AND IMMUNIZATION RECORDS
If you have not done so already, you should submit your immunization records verifying immunity for measles, mumps, and rubella (MMR) to the Office of Insurance and Immunization Records in 159 Thorndike Hall. Under New York State law, you must document your immunization to measles, mumps and rubella before you can register for classes. Furthermore, you are also required to document immunization for meningitis, or sign and submit a waiver indicating that you understand the risks of meningitis. For more information go to: http://www.tc.columbia.edu/stlife/health/detail.asp?id=Immunization+Record+Information.

5. ATTEND THE NEW STUDENT EXPERIENCE / ORIENTATION FROM SEPTEMBER 1 - 5, 2006
Check-in for the New Student Experience orientation program begins at 8:00am in Alfred Lerner Hall, at West 115th Street and Broadway on the main Columbia campus. Sessions on Friday (9/1) will cover academic computing, registration, health insurance and immunization requirements, safety and security, student accounts, and other student services; Tuesday (9/5) sessions will focus on academic issues followed by department orientation, at which you will meet your advisor, fellow students, and register for classes. Through the New Student Experience there will also be a variety of informal events, workshops, and tours.

6. UPDATE YOUR ADDRESS WITH THE REGISTRAR
All F-1 and J-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the Office of the Registrar. Students living in TC housing will have their addresses updated automatically by the Office of Residential Services. Continue to update your address and contact information with the Registrar within 10 days of any move.

7. REGISTER AND START CLASSES
During Academic / Department Orientation on Tuesday, 9/5/06 you will receive a Personal Identification Number (PIN), which will allow you to register for classes online, by telephone, or in person. Most students spend the first few weeks “shopping” for courses. Talk to your faculty advisor or program coordinator about the courses you should take. Some programs follow a structured curriculum while others allow for considerable choice and flexibility. You may wish to register for multiple classes and “sit in” sessions before deciding by the end of the Add/Drop period on September 19th which classes you will take. ADD/DROP DEADLINE: 9/19/2006.

8. HEALTH INSURANCE WAIVER DEADLINE
All full-time students and students residing in TC housing are automatically enrolled in Columbia’s health service and health insurance plan. The health service is mandatory and cannot be waived. However, you may request a waiver of CU’s health insurance plan if you have comparable coverage through an alternative plan. A waiver request must be submitted to the Office of Insurance and Immunization Records, TR 159, by 9/19/2006. Please go their web site (see #4, above) for more information about waiver requirements and deadlines.
9. OBTAIN YOUR TC ID CARD
To ensure your safety and access to TC buildings, get your TC ID card as soon as possible. You must first register for classes. Then, look for TC identification card issuance sites - usually in the Whittier Cafe. For on-campus residents, a TC ID card will be obtained on move-in day. The Office of Safety and Security will have extended hours during the first week of classes to accommodate new student ID card processing.

10. PAY YOUR BILL AT STUDENT ACCOUNTS
Go in person to 133 Thompson or pay on-line or by phone. The bill will include charges for tuition and fees, health service / health insurance, and on-campus housing (if applicable). You are expected to pay in full by specific deadlines (Friday, September 8 for the Fall 2006 semester). Deferred payment plans are available. Forms of payment accepted are cash, credit cards, money orders, and checks (personal, certified, or traveler’s). Note: if you plan to wire payments from an overseas account, please make arrangements to ensure that payments are received in time to avoid late fees. All payments must be settled by the add/drop deadline of 9/8/2006.

Third Party Billing: If you are a student sponsored by a third party organization, company, or institution that is paying all or part of your bill, complete a Third Party Billing Agreement with Student Accounts. Also submit a copy of your Terms of Award to Student Accounts. If you do not have one, contact Marion Boulbee at the OIS.

11. CREATE A CUNIX E-MAIL ACCOUNT
All students will be assigned a CUNIX ID and corresponding e-mail account. CUNIX e-mail accounts have the format “abc123@columbia.edu.” To set up a CUNIX account, go online to any public terminal once you have registered. Or, you can also seek help at the TC Computer Lab at 242 Horace Mann Hall. NOTE: TC now uses students’ CUNIX addresses to make official notifications, so it is important that you check your CUNIX account regularly and/or link your CUNIX account to your own private e-mail account.

12. PARTICIPATE IN NEW INTERNATIONAL STUDENT ORIENTATION ON FRIDAY, SEPTEMBER 8
New International Student Orientation is for all international students- and anyone who feels “international!” Come and meet returning students, including representatives from student associations and groups, and learn more about the international community at TC. From 9:30am - 3:00pm in the Cafeteria, Grace Dodge Hall (ground level).

13. ATTEND A MANDATORY F-1 OR J-1 IMMIGRATION INFORMATION SESSION
These sessions are mandatory for all new and incoming international students, and are recommended for returning students who have been abroad for extended periods of time. See the box to the right for more detailed information.

14. PHOTOCOPY AND SAFEGUARD YOUR DOCUMENTS
It is much easier to replace lost or stolen items if there is a record. Photocopy your passport, I-20 or DS-2019 form, visa, and I-94 card, and store the copies in a separate location from the originals. Copy all identity or important documents you brought with you or obtain while in the U.S.

15. APPLY FOR A SOCIAL SECURITY NUMBER, IF YOU HAVE A JOB OR REQUIRED INTERNSHIP
Students who have employment are required have Social Security Numbers (SSNs). The Social Security Number is a nine-digit number used to track an employee’s earnings in the U.S. It is issued by the U.S. Social Security Administration (SSA) and it is not the same as the TC ID number. The OIS will provide you with detailed instructions on where and how to apply if you have a job. NOTE: Under current Social Security regulations, F-1 students are not eligible to apply for SSNs unless they have secured actual employment, such as an on-campus job (including teaching or research assistantships). If you are an F-1 student and do not have employment, the SSA will not accept your application for an SSN. However, if you have an SSN from a previous stay in the U.S., the number is still considered valid and can be used.

16. CONTACT YOUR CONSULATE IN NEW YORK CITY OR YOUR EMBASSY IN WASHINGTON, DC.
Most countries have consular representatives in New York City. Your consulate can provide such services as emergency assistance, cultural programming, and tax treaty information. Some countries require that citizens abroad register at the nearest consulate. If you need assistance contacting your local consulate or embassy, come to the OIS.

MANDATORY F-1 AND J-1 VISA ORIENTATION SESSIONS
In order to ensure that you are aware of the regulations and requirements of your immigration status, the OIS holds visa orientation sessions for your benefit. Topics covered include: immigration requirements for full-time study; employment; travel; immigration documents and forms; and consequences of not maintaining lawful F-1 or J-1 status. You are responsible for knowing all information presented in these sessions. Consequences of not abiding by immigration regulations can be severe. For this reason, attendance for new students is mandatory.

Fall 2006 J-1 VISa ORIENTATION SESSION
Friday, September 15
12:30 - 1:30pm, 285 Grace Dodge Hall

Fall 2006 F-1 VISa ORIENTATION SESSIONS
(Attendance at only 1 session required)

Tuesday, September 12
12pm - 2pm, 281 Grace Dodge Hall

Wednesday, September 13
10am - 12pm, 281 Grace Dodge Hall

Friday, September 15
2pm - 4pm, 285 Grace Dodge Hall

Tuesday, September 26
7:30pm - 9pm, Private Dining Room
TC Offices & Resources: A Quick Guide

After you arrive at Teachers College, you may need to take some time simply getting acquainted with the College’s many offices, buildings, and resources. All of the main TC office and classroom buildings are connected to one another. This short guide should help you get started.

TC BUILDING ABBREVIATIONS
TC’s main buildings are located between West 120th and W. 121st streets, from Broadway to Amsterdam Avenue. All offices and classrooms have a room designation which follows the coding system outlined below (see also next page).

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace Dodge Hall</td>
<td>GD</td>
</tr>
<tr>
<td>Horace Mann Hall</td>
<td>HM</td>
</tr>
<tr>
<td>Macy Hall</td>
<td>MY</td>
</tr>
<tr>
<td>Arthur Zankel (formerly Main) Hall</td>
<td>AZ / MH</td>
</tr>
<tr>
<td>Russell Hall</td>
<td>RH</td>
</tr>
<tr>
<td>Thompson Hall</td>
<td>TR</td>
</tr>
<tr>
<td>Thorndike Hall</td>
<td>TR</td>
</tr>
<tr>
<td>Whittier Hall</td>
<td>WH</td>
</tr>
</tbody>
</table>

OFFICES AT TEACHERS COLLEGE
In addition to your academic department and TC’s Gottesman Libraries (in Russell Hall), you will work with and become very familiar with some of TC’s offices. Among these are the following:

OFFICE OF ADMISSION (146 HM)
http://www.tc.edu/admission (212) 678-3710
- Receive counseling on application procedures
- Get information about programs and degree options
- Reapply to a new degree program
- Reapply for a new degree level
- Apply for transfer credit

OFFICE OF THE REGISTRAR (152 HM)
http://www.tc.edu/administration/registrar (212) 678-4050
- Register or add/drop classes in person
- Apply for your degree (graduation)
- Submit a change of address / change of name form
- Submit a Certificate of Equivalency (COE) form
- Request an official transcript or enrollment verification
- Resolve a problem with your registration / grades
- Request a room reservation for an event

OFFICE OF STUDENT ACTIVITIES & PROGS. (160 TR)
http://www.tc.edu/stlife/
- Learn about ongoing activities and events
- Learn about TC student organizations
- Volunteer for New Student Experience / Orientation
- Get a copy of the TC Student Handbook
- Learn about the TC Aquatic Center
- Learn about the TC Writing Center
- Learn about the TC Student Senate
- Rent a Student Locker
- Get information about resources for families

STUDENT ORGANIZATIONS AT TEACHERS COLLEGE
There are approximately 30 active student associations and organizations at TC, responding to a wide variety of academic, cultural, national, and geographic interests. You are encouraged to learn more about these groups by dropping by the Office of Student Activities and Programs in Thorndike Hall. Below is a partial list of student associations currently active at TC.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ASWG</td>
<td>African Studies Working Group</td>
</tr>
<tr>
<td>ALAS</td>
<td>Association of Latin American Students</td>
</tr>
<tr>
<td>BGPTC</td>
<td>Buddhists for Global Peace at TC</td>
</tr>
<tr>
<td>TCCSA</td>
<td>TC Chinese Student Association</td>
</tr>
<tr>
<td>CLS</td>
<td>Coalition of Latino/a Scholars</td>
</tr>
<tr>
<td>FOJ</td>
<td>Friends of Japan</td>
</tr>
<tr>
<td>KGSA</td>
<td>Korean Graduate Student Association</td>
</tr>
<tr>
<td>MELA</td>
<td>MELA - The Indian Student Association</td>
</tr>
<tr>
<td>SAVE</td>
<td>South Asian Voices for Education</td>
</tr>
<tr>
<td>SIE</td>
<td>Society for International Education</td>
</tr>
<tr>
<td>TSA</td>
<td>Taiwanese Student Association</td>
</tr>
<tr>
<td>TESOL</td>
<td>TESOL / Applied Linguistics Roundtable</td>
</tr>
<tr>
<td>TCJA</td>
<td>TC Jewish Association</td>
</tr>
</tbody>
</table>
TC BUILDING ABBREVIATIONS

OFFICE OF INSURANCE AND IMMUNIZATION RECORDS (TR 159) http://www.tc.edu/stlife/health/detail.asp
- Submit immunization records and forms
- Get information about CU health service / insurance
- Submit an application for a health insurance waiver
- Resolve immunization-related student account holds

OFFICE OF CAREER SERVICES (44 HM) http://www.tc.edu/careerservices/
- Learn about job fairs and job opportunities
- Take a career development workshop
- Receive counseling about resume writing techniques
- Search databases for internships and job openings
- Talk about long-term career strategies

OFFICE OF FINANCIAL AID (138 HM) http://www.tc.edu/financialaid/
- Get information about TC scholarship procedures
- Apply for Grant-in-Aid

OFFICE OF ACCESS FOR STUDENTS AND INDIVIDUALS WITH DISABILITIES (166 TR) http://www.tc.edu/oasid
- Get information about services for the disabled
- Work with the visually and hearing impaired

OFFICE OF RESIDENTIAL SERVICES (WH 106) http://www.tc.edu/housing
- Apply for on-campus housing
- Get information about off-campus options
- Get your TC Identification Card
- Report a security problem or incident

OFFICE OF STUDENT ACCOUNTS (133 TH) http://www.tc.edu/administration/controller/student-accounts
- Pay your student bill
- Sign up for the deferred payment plan
- Submit a Third-Party Billing Agreement
- Pay for transcripts or duplicating orders
- Make inquiries about charges to your account
- Receive reimbursements for authorized TC expenses

OFFICE OF DOCTORAL STUDIES (153 HM) http://www.tc.edu/administration/doctoral
- Obtain information about EdD and PhD requirements
- File applications for doctoral exams and certification
- File dissertations

OFFICE OF ENROLLMENT AND STUDENT SERVICES (148 HM) http://www.tc.edu/oess/
- Receive consultation on student-related issues
- Address concerns relating to TC student services

COMPUTING AND INFORMATION SERVICES (234 & 241 HM) http://www.tc.edu/computing/
- Access the computer lab for school work
- Take software training classes
- Print papers and scan documents

DOCUMENT SERVICES (34 AZ / MH) http://www.tc.edu/controller/document-services/duplicating
- Make photocopies
- Purchase course packets
- Send and receive faxes
- Purchase paper supplies
TC Neighborhood Resources: A Quick Guide

This is a partial listing of resources in the immediate TC neighborhood to help you get started.

BANKS
While there are a number of banks that operate throughout the city, the banks closest to the TC area include the following. Prior to going to a bank branch, drop by the OIS to request a bank letter - you will need this prior to opening an account. We recommend that you spend some time “shopping” between different banks. Ask about minimum balances, service fees, ATM (automatic teller machine) charges, and debit and credit card options for students.

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America</td>
<td>2770 Broadway at W. 107th Street</td>
</tr>
<tr>
<td>Banco Popular</td>
<td>2852 Broadway at W. 111th Street</td>
</tr>
<tr>
<td>Citibank*</td>
<td>1310 Amsterdam Ave. at W. 123rd St.</td>
</tr>
<tr>
<td>Chase Bank</td>
<td>2824 Broadway at W. 109th Street</td>
</tr>
<tr>
<td>Commerce Bank</td>
<td>2831 Broadway at W. 109th Street</td>
</tr>
<tr>
<td>Washington Mutual Bank</td>
<td>2875 Broadway at W. 112th Street</td>
</tr>
</tbody>
</table>

* Citibank maintains an ATM machine in the TC Commuter Lounge (ground level of Main Hall).

BOOKSTORES
The city is served by a large bookstore chains, including Barnes and Noble (www.bn.com) and Borders Books (www.Borders.com). The closest bookstores are the following. Most books for TC courses will be sold at the TC Bookstore.

<table>
<thead>
<tr>
<th>Bookstore</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC Bookstore</td>
<td>W. 120th Street &amp; Amsterdam Avenue</td>
</tr>
<tr>
<td>CU Bookstore</td>
<td>W. 115th Street &amp; Broadway (at Alfred Lerner Hall)</td>
</tr>
<tr>
<td>Labyrinth Bookstore</td>
<td>W. 112th Street between Broadway and Amsterdam Avenue</td>
</tr>
</tbody>
</table>

GUEST HOUSING AND HOSTELS
There are very few major hotels operating in the immediate TC neighborhood. However, TC as well as other nearby institutions maintain hotel-style guest accommodations at varying rates.

<table>
<thead>
<tr>
<th>Guest Housing</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>International House</td>
<td><a href="http://www.ihouse-nyc.org">www.ihouse-nyc.org</a></td>
</tr>
<tr>
<td>TC Guest Housing</td>
<td><a href="http://www.tc.edu/housing">www.tc.edu/housing</a></td>
</tr>
</tbody>
</table>

CU Conference Housing www.columbia.edu/cu/housing
Union Theological Seminary www.uts.columbia.edu

There are also nearby hostels that cater to travelers:

<table>
<thead>
<tr>
<th>Hostel</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Youth Hostel</td>
<td><a href="http://www.hinewyork.org">www.hinewyork.org</a></td>
</tr>
<tr>
<td>Jazz on the Park Hostel</td>
<td><a href="http://www.jazzonthepark.com">www.jazzonthepark.com</a></td>
</tr>
</tbody>
</table>

GROCERIES AND DRUG STORES
There are three small supermarkets and one large wholesale market (Fairway) in the TC area, as well as numerous drug store chains. These chains sell not only pharmaceuticals and medicine also general household, personal care, and health and beauty items.

<table>
<thead>
<tr>
<th>Supermarkets</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple Tree Market</td>
<td>W. 120th St. and Amsterdam Avenue</td>
</tr>
<tr>
<td>MET Supermarket</td>
<td>W. 123rd St. and Amsterdam Avenue</td>
</tr>
<tr>
<td>Morton Williams</td>
<td>W. 115th Street and Broadway</td>
</tr>
<tr>
<td>Fairway</td>
<td>W. 131st Street at Tenth Avenue</td>
</tr>
<tr>
<td>Citarella</td>
<td>W. 125th Street and Amsterdam Ave.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug Stores</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duane Reade</td>
<td>W. 123rd St. and Amsterdam Avenue</td>
</tr>
<tr>
<td>Rite Aid</td>
<td>W. 110th St. and Broadway</td>
</tr>
</tbody>
</table>

POST OFFICE AND MAIL SERVICE
The U.S. Postal Service (USPS) provides both domestic and international mail service. Go to http://www.usps.com for post office branch or “station” locations, postal (“ZIP”) code information, and postage rates.

<table>
<thead>
<tr>
<th>Post Office Branch</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia University</td>
<td>W. 112th Street between Broadway &amp; Amsterdam Avenue</td>
</tr>
<tr>
<td>Morningside Annex</td>
<td>W. 125th Street between Morningside &amp; Manhattan avenues</td>
</tr>
</tbody>
</table>

TC’s Post Office, on the ground level of Main Hall, handles on-campus mail only. Stamps for US and air mail can be purchased from a USPS machine in the Commuter Lounge.

Federal Express maintains a branch for domestic and international express and courier service, on W. 116th Street and Broadway, opposite the main Columbia University gate (credit card required - no cash accepted).

SUBWAY AND TRANSPORTATION
The TC campus is served by the Number 1 subway line, with the two closest stations at Broadway and W. 116th Street and Broadway and W. 125th Streets. The A, B, C, and D subway lines stop nearby in Harlem at W. 125th Street and St. Nicholas Avenue (take the northbound M60 from W. 120th Street and Broadway to St. Nicholas Avenue).

The M104, M4, M11, and M60 buses also stop near the campus at West 120th Street and Broadway. For information about New York City subway and bus service, go to http://www.mta.info.
**Academics at TC: A Quick Glossary**

The following is a quick guide to academic and administrative terminology used at Teachers College. Mastering the terms or “lingo” will help you to get familiar with your academic program and administrative procedures.

**ACADEMIC ORGANIZATION, ADVISEMENT, AND PLANNING**

**Academic Adviser.** A faculty member assigned to advise you on your academic career at TC. You should discuss with your adviser academic matters such as course selection, your study plan, academic objectives, and academic performance.

**Academic Calendar.** Published in the Student Handbook as well as the TC web site, the Calendar lists important dates and deadlines for registering, paying tuition and fees, applying for graduation, and more. The Calendar also lists official College holidays.

**Academic Term (or Semester).** TC runs on a semester system, in which the academic calendar is divided into two 15-week terms: the autumn or fall semester is from September - December, and the spring semester is from January - May. Two six-week sessions are also offered during the summer vacation period.

**Advising or Office Hours.** A time each week of the academic term set aside by a professor or instructor to meet with students or advisees to discuss course selection, course content, or other matters of academic concern. Office hours are usually walk-in, which means that you do not need to have an appointment to see the professor. However, some professors prefer to meet students by appointment.

**COE, or Certificate of Equivalency.** A COE is a form you file to request points for academic activity outside of coursework, such as required or elective internships, research for the MA or doctoral thesis, preparation for required examinations, and work as a graduate/research assistant (see the Appendix for a sample COE form).

**Core Courses or Core Requirements.** These are mandatory courses that you must take to qualify for your degree. Core requirements usually include a specific number of courses in a student’s major area of concentration.

**Course Packet.** A set of readings required for a course. Usually, these are pre-ordered by a course instructor and can be purchased at TC Document Services in 34 Zankel (Main) Hall. Other instructors use ClassWeb (see next page) to post readings and other information.

**Credit or Point.** A unit earned for taking a course or for engaging in other approved academic activity. You must complete a certain number of credits of coursework to qualify for your degree (e.g., at TC, most Master of Arts programs require completion of 32 credits of coursework). Most courses at TC are offered for 3 credits/points.

**Department.** TC’s faculty is divided among nine academic departments. Each department has a department chair. Departments are sub-divided into different programs of study and areas of concentration, and each program has a faculty program coordinator.

**Electives.** Courses other than required courses that you may choose to take for credit toward your degree. A program may require you to do a certain number of elective credits in order to qualify for your degree.

**Faculty.** The faculty of the College includes professors, instructors, and lecturers; they are responsible for teaching students through courses and workshops. Certain members of the faculty also engage in research and carry out administrative duties on behalf of the College.

**Full-Time / Part-Time.** You must be registered for a minimum of 12 credits/points in order to be considered a full-time student at Teachers College during the fall or spring semester. Part-time enrollment is a load of less than 12 credits/points.

**Grade (Letter or Pass/Fail).** Courses are typically taken for letter grade, which reflects your performance in a particular course. Certain courses offer Pass orFail instead of letter grades. If you wish to receive a Pass or Fail grade in a course which typically offers letter grades, you must make a request to the instructor within the first three meetings of the course.

**Lecture Course.** In a lecture course the primary mode of instruction consists of regular lectures by the course instructor.

**Pre-Requisite.** A pre-requisite is a course that must be taken and completed before enrolling in a more advanced course. For example, Biology I may be a pre-requisite for taking Biology II.

**RCL, or Reduced Courseload.** International students are permitted to take a reduced course load (less than 12 points) in certain circumstances. Read the appropriate sections of this handbook for more information (see the Appendix for a sample RCL form).

**Seminar.** A seminar typically has fewer students than a lecture course. In a seminar the primary mode of instruction is independent research and class discussion under the guidance of a professor.

**Study Plan.** An arrangement where you (in consultation with your academic adviser) outline what course you will take in a
particular semester. This is an important process that ensures you take those courses that are required for graduation in a time- and cost-efficient manner.

**Syllabus.** A detailed description of a course. The syllabus is usually handed out by the course instructor at the beginning of the course. A typical syllabus outlines the course’s academic objectives, meeting dates, course assignments and requirements, and the instructor’s office hours, contact information, and grading policy.

**Writing Style (APA / MLA / Chicago).** Most courses require that formal written work, such as research papers, conform to certain writing guidelines. The most commonly-used is APA (American Psychological Association) style. Information about APA style is available through the TC Graduate Writing Center. Other styles include MLA (Modern Language Association) and Chicago.

**REGISTRATION AND IDS, STUDENT ACCOUNTS, AND ADMINISTRATIVE MATTERS**

**Add / Drop (or Drop / Add).** A period of time at the beginning of each academic term (usually the first ten days), during which you can make changes to your schedule by dropping or adding courses without incurring penalties.

**ClassWeb.** An on-line portal available through the TC web site home page which is often used by course instructors to post on-line materials, reading assignments, and other course-related materials.

**CUNIX.** CUNIX is the Columbia email server on which all Columbia (including TC) faculty, staff, and students have accounts. Students can use CUNIX to send and receive email and publish web pages free of charge.

**Hold.** If you have a ‘hold’ placed on your student account, you will be unable to register for courses or receive student services. A hold may be placed on your account because of failure to pay your College charges, submit immunization or other records, return library books, or meet other College requirements.

**ID Card.** Your TC ID Card is a photo identification card issued by the TC ID office in 106 Whitier Hall. You will need an ID to gain access to TC buildings and residence halls. The ID is also needed for certain College services and resources, such as the College libraries. ID cards are issued at the beginning of each term.

**ID Number or User ID Number.** Your TC ID number is the number that TC uses to maintain your academic and personal records. For many international students, the TC ID number will be in the format “@000xxxxx”; the TC ID number may also be the student’s Social Security Number. You will need your TC / User ID number to log on to the Student Information System, which contains your address information, academic records and grades, your billing and student account information, and your student holds.

**Instructor’s Permission / Special Permission.** Certain courses may require either the instructor’s permission or special permission before you can register for the course. For example, a master’s degree student may require special permission to register for a course reserved for doctoral students. To request special permission, go to the Registrar’s Office to pick up a **Special Approval / Override** form, which needs to be signed by the course instructor before you can register for the course.

**PIN.** Your PIN is the password connected to your TC ID number. Your PIN is needed to log on to the Student Information System.

**Registration / Registrar’s Office.** Registration is the process of selecting and enrolling in courses for a particular academic term. Registration is overseen by the Office of the Registrar. The Registrar’s Office is responsible for publishing the College’s course schedule, maintaining each student’s academic and address records, issuing transcripts and official enrollment verifications, determining each student’s full-time or part-time enrollment status, and certifying eligibility for degrees.

**Student Account / Office of Student Accounts.** As a TC student you have a student account (identified by your ID number). Your student account reflects your College charges (including your tuition, fees, and other charges) and financial aid awards. The Office of Student Accounts is responsible for adding charges and processing all payments made to your student account.

**Student Information System (SIS).** An on-line portal available through the TC web site home page which contains your personal and address information, course registration and grades, student account status, and student holds.

**Schedule / Bill (‘Sched/Bill’).** A printout of classes and TC-related charges and payments for a particular semester.

**UNI.** Your UNI is the first part of your Columbia University e-mail address. For example, if your Columbia e-mail is “aaa123@columbia.edu,” your UNI is “aaa123.” You will need to know your UNI to log on to MyTC, ClassWeb and other on-line resources.
Immigration, Travel, and Tax Information for F-1 and J-1 Students
How to Maintain Lawful F-1 Status

DEFINITION OF F-1 STUDENT STATUS
U.S. immigration regulations permit you to enter the U.S. in F-1 status if (1) you have been admitted to an academic or language institution to pursue a full-time program of study, and (2) you are able to finance the expected tuition, living expenses, and fees for the duration of your program. Additionally, F-1 status is a non-immigrant status, which means that you must also maintain a residence abroad that you do not intend to abandon.

WHY MAINTAIN LAWFUL F-1 STATUS?
Maintaining lawful F-1 status requires that you comply with certain rules and regulations. Failure to maintain F-1 status may mean loss of important immigration benefits, including eligibility to accept employment, remain in or return to the U.S. following a trip abroad, transfer to another school, or change to another non-immigrant status.

HOW TO MAINTAIN F-1 STUDENT STATUS

1. MAINTAIN A VALID PASSPORT
Your passport is issued by your government to verify your eligibility to travel. You must have an unexpired passport, valid for at least six months into the future, at all times while in the U.S. Contact your country’s consulate for renewal procedures if your passport is due to expire in the near future.

2. MAINTAIN A VALID AND UNEXPIRED FORM I-20 FROM TEACHERS COLLEGE (see pp. 16-17)
In order to obtain and maintain lawful F-1 status you must first request a Form I-20 (“Certificate of Eligibility for Nonimmigrant [F-1] Student Status”) from TC. TC will issue an I-20 to you upon verifying your admission to a full-time program of study and your ability to meet your educational and living expenses (and the living expenses of your dependents, if any). An I-20 is necessary to: (1) apply for an F-1 visa; (2) enter the U.S. as an F-1 student; and (3) document lawful F-1 status while in the U.S.

Your I-20 should reflect at all times correct and up-to-date information regarding your name and personal information, school of attendance, academic program and degree level, expected start and end dates of your program, and financial requirements and sources. If there is a significant change to any of these items - e.g., if you change majors, are admitted to a new degree program or degree level, need to extend your on-going program, or transfer to another school - you will need a new I-20. Contact the OIS for more information about appropriate procedures.

If you received a Form I-20 from another school, but intend to enroll at TC instead, contact the OIS. As an F-1 student, your I-20 must be issued by the school at which you will maintain full-time enrollment. You cannot attend TC on another school’s I-20 if you are no longer attending that school.

Do not throw away previously-issued I-20s, including any I-20s you may have received from previously-attended schools. All of your I-20s should be retained for your permanent immigration records.

3. MAINTAIN AN I-94 CARD GRANTING YOU ADMISSION INTO THE U.S. IN F-1 STATUS FOR DURATION OF STATUS (see p. 18)
The I-94 card, called a “departure/arrival record,” is a small white card issued and processed by U.S. Customs and Border Protection (CBP) at an airport or port-of-entry. The card records your name, date of birth, country of citizenship, and indicates the date of your entered the United States and your immigration status. Your immigration status determines the rules and conditions of your stay in the U.S., including how long you are allowed to stay.

As an F-1 student, you should always receive an I-94 card annotated “F-1 D/S” when you enter the U.S. This indicates that you have been admitted into the U.S. as an F-1 student for “duration of status.” Duration of status means that you are permitted to remain in the U.S. as long as you are a full-time student making normal progress toward degree completion; and/or any period of authorized Optional Practical Training following completion of studies; and/or a period of sixty (60) days to prepare for departure.

Special care should be taken to keep your I-94 card (as well as all other immigration documents) safe. Your I-94 card, in particular, should be attached securely to your passport, since it constitutes official verification that you were allowed to enter the U.S. in lawful F-1 status. If you do not have an I-94 card annotated “F-1 D/S,” contact the OIS immediately.

WHAT IF MY F-1 ENTRY VISA HAS EXPIRED?
The F-1 entry visa is a stamp affixed to a page in your passport by a U.S. consulate overseas. It is a travel document which allows you to request entry into the U.S. as an F-1 student. While you must have a valid F-1 visa to enter the U.S. (citizens of Canada and Bermuda excepted), the visa has no effect on your ability to stay in the U.S. once you have arrived. Your eligibility to stay depends not on your entry visa’s expiration, but rather upon having a valid I-20 and I-94 card, and complying with other F-1 regulations as outlined in this section.

4. ENROLL IN A FULL COURSE OF STUDY EVERY FALL AND SPRING SEMESTER (OR RECEIVE AUTHORIZATION FOR A REDUCED COURSELOAD FROM THE OIS)
A full course of study is defined as 12 credits of coursework or the equivalent (see Chapter 6). You must register for a full course of study or receive permission for a reduced course load in order to maintain F-1 status. Failure to pursue
a full course of study without receiving reduced course load approval from the OIS constitutes a violation of F-1 status.

5. MAKE NORMAL, FULL-TIME PROGRESS TOWARD DEGREE COMPLETION
You are expected to make normal, full-time progress toward meeting degree requirements. Delays in completing program requirements due to failing grades, incompletes, lack of consultation with faculty advisors are considered unacceptable. Only valid medical or academic reasons (e.g., changes in academic topics or advisors, research topics, or problems in data collection) are considered acceptable grounds for delay in meeting degree requirements.

Employment - defined as the exchange of services for compensation (salary, wages, stipends, or other benefits such as housing or tuition) - must receive the prior written authorization of the OIS or, in certain situations, the U.S. Citizenship and Immigration Services (USCIS). Engaging in employment without authorization is considered a violation of F-1 regulations, leading to termination of status.

7. NOTIFY THE OFFICE OF THE REGISTRAR OF ANY CHANGES TO YOUR U.S. LOCAL RESIDENTIAL ADDRESS AND/OR OTHER CONTACT INFORMATION WITHIN TEN DAYS OF ANY CHANGE
All F-1 students are required to maintain an up-to-date local residential address and other contact information with their schools, so that this information may be reported to the Department of Homeland Security. If you move, notify the Office of the Registrar within 10 days. The updated address information will be received by the OIS and reported to Homeland Security on your behalf.

8. NOTIFY THE OIS IF YOU INTEND TO BE OUTSIDE OF THE U.S. FOR MORE THAN FIVE (5) CONSECUTIVE MONTHS, OR IF YOU INTEND TO TAKE A LEAVE OF ABSENCE AT ANY TIME DURING YOUR STUDIES
If you plan to depart the U.S. for a period of five (5) consecutive months or more for any reason (to conduct research abroad, to take a leave of absence, to take a job), please contact the OIS in advance. In general, your F-1 status will be terminated once you have been outside of the U.S. for more than 5 consecutive months.

9. DEPART THE U.S. WITHIN SIXTY (60) DAYS OF COMPLETING YOUR PROGRAM AND/OR OPTIONAL PRACTICAL TRAINING (see “Completion of Studies”)

REINSTATEMENT TO F-1 STATUS
Failure to maintain F-1 status may lead to a loss of eligibility for F-1 benefits including: on- or off-campus employment, recertification of your I-20 for travel and re-entry, extension of your I-20 for your current program, or transferring your F-1 immigration sponsorship to or from another school. If you “fall out of” F-1 status you may be entitled to seek reinstatement. Reinstatement requires an application to the U.S. Citizenship and Immigration Services (USCIS). The USCIS may grant reinstatement if you have not been out of status for more than five (5) months, do not have a record of repeat violations, are currently pursuing or intending to pursue a full course of study, have adequate financial means, have not engaged in unauthorized employment, and can establish that the original violation resulted from circumstances that were inadvertent or beyond your control. Consult the OIS for reinstatement procedures.

If your application for reinstatement is approved, you will be permitted to continue study in the U.S. and will be entitled to resume F-1 travel and employment benefits. If you are found ineligible for or denied reinstatement, you may be required to depart the U.S. and seek re-entry with a new I-20 for initial attendance and (in certain circumstances) a new F-1 visa.

F-2 DEPENDENTS OF F-1 STUDENTS

Who qualifies for F-2 status?
Only the spouse and/or minor children of an F-1 student who accompany the student are eligible for F-2 status. No other family members are permitted to obtain F-2 status.

How do my dependents obtain F-2 status?
If you plan to have members of your family join you while you are at TC, you should request separate I-20(s) for each dependent so that they may apply for F-2 visas at a U.S. consulate abroad. Before the OIS can issue an I-20 for a family member, you will need to provide proof of adequate financial support for your dependent(s).

What restrictions are placed upon F-2 dependents?
F-2 dependents are not allowed to work in the U.S. under any circumstances. An F-2 dependent also may not enroll in full-time study leading to an academic or professional degree objective. An F-2 may take classes that are recreational or avocational, such as an English-language or arts class. If admitted to a full-time and/or academic program, the F-2 dependent must obtain F-1 status. F-2 dependent children also lose their eligibility to remain in F-1 status upon reaching the age of 21.

What are the implications for F-2 dependents?
F-2 dependents are not eligible to receive any immigration benefits (such as Optional Practical Training) after the age of 21. They may remain in the U.S. for a maximum of 5 years. If an F-2 dependent reaches the age of 21 while in the U.S., they are eligible to apply for an F-1 visa.

COMPLETION OF STUDIES DATE
Your eligibility to remain in the U.S. or to apply for certain immigration benefits (such as Optional Practical Training) depends on your completion of studies date. This is not your graduation date, which is the date TC awards you your degree. Rather, it is the date that you complete the requirements for your degree (e.g., the date of your last class, the date you submit your final thesis, project, or dissertation requirement, etc.).

DEPARTURE FROM U.S.
After completing your degree requirements (and any period of authorized post-completion Optional Practical Training), you are allowed a 60-day period to prepare for departure, transfer to a new school, or to apply for a change to another status.

Early Withdrawal. If you decide to withdraw from TC, you must submit a request to the OIS prior to withdrawing. You will be granted a 15-day period to prepare for departure. Failure to obtain the PRIOR approval of the OIS cancels eligibility for the 15-day grace period. ☑
<table>
<thead>
<tr>
<th>U.S. Department of Justice</th>
<th>Certificate of Eligibility for Nonimmigrant (F-1) Student</th>
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<tr>
<td>Immigration and Naturalization Service</td>
<td>Status - For Academic and Language Students (OMB NO. 1115-0051)</td>
</tr>
</tbody>
</table>

Please read instructions on Page 2. This page must be completed and signed in the U.S. by a designated school official.

1. **Family Name (surname):**
   - **First (given) Name:**
   - **Middle Name:**

2. **School (School district) name:**
   - **Teachers College, Columbia University**
   - **School Official to be notified of student's arrival in U.S. (Name and Title):**
     - Andrew Advisor
     - Assistant Director, International Services
   - **School address (include zip code):**
     - 525 West 120th Street
     - New York, NY 10027-6696
   - **School code (including 3-digit suffix, if any) and approval date:**
     - NYC214F01459000 approved on 01/15/2003

3. This certificate is issued to the student named above for:
   - **Continued attendance at this school.**

4. Level of education the student is pursuing or will pursue in the United States:
   - **MASTER'S**

5. The student named above has been accepted for a full course of study at this school, majoring in **Industrial and Organisational Psychology**. The student is expected to report to the school no later than 05/01/2006 and complete studies not later than 05/21/2008. The normal length of study is 20 months.

6. English proficiency:
   - **This school requires English proficiency.**
   - **The student has the required English proficiency.**

7. This school estimates the student's average costs for an academic term (undergraduate, up to 12) months to be:
   - a. Tuition and fees $21,420.00
   - b. Living expenses $16,120.00
   - c. Expenses of dependents (0) $0.00
   - d. Other (specify): $0.00
   - **Total $37,540.00**

8. **Visa issuing post**
   - **Date Visa Issued**

9. **Student’s Copy**
   - **SEVIS**
   - **Certificate of Eligibility for Nonimmigrant (F-1) Student**
   - **Student’s Copy**
   - **Approval Number:**
   - **Student’s Copy**
   - **Approval Number:**

10. **School Certification:**
    - I certify under penalty of perjury that all information provided above in items 1 through 9 was completed and correct as of the date I signed this form. The student is expected to report to the school no later than 05/01/2006 and complete studies not later than 05/21/2008. The normal length of study is 20 months.

11. **Remarks:**
    - **M.A., Organisational Psychology**

12. **Name of School Official**
    - **Signature of Designated School Official**
    - **Title**
    - **Date Issued**
    - **Place Issued (city and state)**

13. **Name of Student**
    - **Signature of Student**
    - **Date**

14. **Name of parent or guardian**
    - **Signature of parent or guardian**
    - **Address (city)**
    - **(State or Province) (Country) (Date)**

---

Sample I-20 (Front and Back)

Form I-20 A-B (Rev. 04-27-88)
IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILYNAME: STUDENT FIRST NAME: Joseph

Student Employment Authorization:
Employment Status: Type:
Duration of Employment - From (Date): To (Date):
Employer Name: Employer Location:
Comments:

Event History
Event Name: Event Date:

Current Authorizations: Start Date: End Date:

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School:

Andrew Advisor

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<thead>
<tr>
<th>Name of School Official</th>
<th>Signature of Designated School Official</th>
<th>Title</th>
<th>Date Issued</th>
<th>Place Issued (city and state)</th>
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Form I-20 A-B (Rev. 04-27-88)N
Sample I-94 Card and F-1 Visa

YOUR I-94 CARD SHOULD ALWAYS BE ANNOTATED “F-1 D/S” TO SHOW THAT YOU HAVE BEEN ALLOWED TO ENTER THE U.S. IN VALID F-1 STATUS FOR DURATION OF STATUS.
F-1 Full-Time Study & Reduced Courseload Requirements

FULL-TIME STUDY REQUIREMENT
As an F-1 student you are required to study on a full-time basis every fall and spring semester (study during the summer vacation period is not required). At Teachers College, full-time status requires registration for 12 credits of coursework or the equivalent (see next section, below). However, in specific circumstances you may request permission from the OIS to engage in a reduced courseload (part-time study).

HOW TO OBTAIN FULL-TIME STUDENT STATUS / FULL-TIME EQUIVALENCY
At Teachers College, full-time study requires registration for twelve (12) credits/points of coursework or the equivalent. If you are registered for 12 credits/points of coursework (or more), you are automatically full-time and in compliance with F-1 enrollment requirements. (You are also automatically considered “full-time” if you are a doctoral student registered for Dissertation Advisement 8900. PhD students in Psychology who are undertaking year-long clinical internships are considered full-time with registration for the appropriate internship course.) Certificate of Equivalency (COE). If you are registered for less than 12 credits of coursework, you may still qualify for the equivalent of full-time status if you are doing (in addition to your coursework) other kinds of non-credit academic work “outside of the classroom.” You can request equivalency points for the hours spent on qualifying non-credit academic activities by filing a Certificate of Equivalency (COE) with the Office of the Registrar (go to the Appendix for a sample copy of the COE form). The Registrar will grant 1 point for every 3 hours per week spent during the fall / spring on eligible academic activities, including:

• Supervised research for the master’s integrative experience, including the master’s project or comprehensive examination
• Supervised research for the doctoral dissertation
• Preparation for doctoral certification or language exams
• Practicum, student teaching, fieldwork, or internship course (you must be registered in a course defined as such)**
• Other non-credit academic activity, such as a graduate assistantship or research assistantship, done in direct connection with your academic program (additional signature from an OIS advisor required).

**NOTE: if you are doing a paid internship or fieldwork assignment, you may also need to request employment authorization from the OIS. See the chart on the next page and the section on Employment in Chapter 8 of this Handbook for more details.

To request equivalency points, file a COE by the end of the Add/Drop period, following these steps:

1. Pick up a COE form from the Office of the Registrar or the OIS. Read all instructions on the form.
2. In consultation with your academic advisor, indicate on the COE form the number of hours per week of academic activity you expect to spend for each category listed on the COE. For example, if you are doing an internship for elective credit, and expect to spend 10 hours per week at the internship site, write “10” on the correct line of the form.
3. Have your advisor (or the internship or fieldwork instructor) sign the COE. Once your advisor has signed the COE, bring it to the OIS so that we may make copies of the COE for your immigration records and for your own personal records.
4. Submit the COE to the Registrar in HM 152 for processing.
5. After a few days, check your registration on-line or confirm with the OIS or the Registrar that your COE has been processed and that you have been granted full-time equivalency. Contact the Registrar and the OIS if your COE is not processed for any reason.

IMPORTANT NOTES ABOUT FILING A COE:

1. The total number of coursework credits and COE points must equal 12 in order to qualify for full-time status. If your total number of credits/points is less than 12, you may need to register for additional courses.
2. You are not billed for COE points. You are required to pay only for coursework credits.
3. If the information on a COE changes for any reason (for example, if you take on additional non-credit academic work), you may submit a new COE. Please be sure to indicate on the new COE that the information either supplements or replaces a previously-submitted COE.

HOW TO REQUEST AUTHORIZATION FOR A REDUCED COURSELOAD (RCL)
F-1 regulations permit you to take a reduced courseload of less than 12 credits/points, but only in specific situations. In all cases, permission for a reduced courseload (RCL) is granted by the OIS only, and not by your department and/or the Registrar. Furthermore, you must submit a
**FULL-TIME OR PART-TIME?**
For F-1 Students: How to Maintain a “Full Course of Study” or Request Permission for a Reduced Courseload

<table>
<thead>
<tr>
<th>Fall and Spring</th>
<th>Do I need to file a Certificate of Equivalency (COE) with the Registrar by the end of the Add/Drop Period?</th>
<th>Do I need to obtain approval from the OIS?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FULL-TIME STATUS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am registered for 12 credits of coursework (no more than 1 course or 3 credits of which can be done through on-line or distance education)</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>I am registered for less than 12 credits of coursework, but have non-credit activities related directly to my degree program (comprehensive exam preparation; thesis, project, or dissertation research; graduate teaching or research assistantship; internship or fieldwork assignments, etc.).</td>
<td>YES - file a Certificate of Equivalency (COE) by the end of add/drop period</td>
<td>NO - however, if non-credit activities include paid off-campus internship or fieldwork, you may need to apply for curricular practical training work authorization.</td>
</tr>
</tbody>
</table>

**REDUCED COURSELOAD (PART-TIME ENROLLMENT) PERMITTED IN THE FOLLOWING CASES:**

| I am in my first semester of study in the U.S. and would like to take less than 12 credits because of: (a) difficulty with the English language; (b) unfamiliarity with U.S. teaching methods; or (c) initial difficulty with the reading requirements | NO | YES - prior approval from the OIS is required by the end of the add / drop period |
| I was improperly placed in a course that was too advanced and had to drop it. | NO | YES - prior approval from the OIS is required before dropping the course |
| I have a documented medical illness or condition which prevents me from engaging in full-time study. | NO | YES - a letter from a doctor or medical provider verifying medical reasons for part-time study must be submitted to the OIS |
| I am in my last semester of study and have fewer than 12 credits or the equivalent to complete my degree requirements. | NO | YES - prior approval of the OIS is required, based on your faculty advisor’s certification |

**request for a reduced courseload PRIOR to the end of the add/drop period and/or dropping any classes.**

The OIS is permitted to grant an RCL only in the following situations (see chart, previous page):

- If you are in first semester of study in the U.S. and are having academic difficulties due to challenges with the English language or unfamiliarity with U.S. teaching methods
- If you have been in improperly placed in a course that is too advanced for you and you are unable to register for a course at the appropriate level
- If you have a letter from a doctor recommending a reduced courseload due to a medical illness or condition
- If you are in your final semester of study, and do not need a full courseload to complete your requirements

In order to request authorization for a RCL follow these steps:

1. Pick up an RCL Authorization Request Form (see Appendix for a sample) at the OIS, and read the instructions. Complete and submit the form, along with any required signatures and/or documentation, to the OIS by the end of the add/drop period or prior to dropping any classes.
2. If your RCL request is approved, the OIS will notify the Department of Homeland Security by issuing an updated authorization page (p. 3) of your I-20 indicating that the RCL was approved. You will be notified by e-mail when the RCL and the updated I-20 has been processed.
IMPORTANT NOTES:
1. If your RCL request is not approved, you must enroll on a full-time basis by registering for 12 credits of coursework or filing a COE as detailed in the previous section.

2. If you are requesting approval for a RCL on the basis of language or other academic difficulties, you may be required to take supplementary coursework, such as language instruction, to address your specific academic situation.

SATISFACTORY ACADEMIC PROGRESS
F-1 students are required under F-1 regulations to make normal, full-time progress toward degree completion. Students who fail to make full-time progress toward degree completion due to unsatisfactory academic performance may be found ineligible for immigration benefits such as employment and/or extensions. Furthermore, College policy stipulates that 8 credits of C- or lower constitutes grounds for dismissal from the program. Contact the OIS in the event of academic difficulties or problems.

FREQUENTLY ASKED QUESTIONS

Q. I am registered as a full-time student, but want to withdraw from a course. Is this permitted?
A. If, after withdrawing, you are still registered for more than 12 credits / points, you are still full-time and do not need to notify the OIS. However, you should consult with your advisor to see how withdrawing may affect your ability to meet your degree objective. Keep in mind that your I-20 grants you only a certain amount of time to complete your degree requirements.

If withdrawing from the course causes you to fall to part-time enrollment, you must first request approval from the OIS for a reduced course load. If you are granted permission you may withdraw from the course. However, if you do not meet one of the conditions outlined above, you cannot withdraw from the course without violating your immigration status.

Q. If I withdraw from a course, am I entitled to a refund?
A. It depends on when you withdraw. Refunds are made on a sliding scale, such that you are refunded a greater portion of your tuition the earlier you withdraw. Please consult the Office of the Registrar to determine your eligibility for a refund.

Q. I’m in my first semester, and I heard that I don’t have to be a full-time student.
A. Students who are new to U.S. higher education may request a reduced course load of 9 credits / points if they are having language or academic adjustment difficulties. To request a reduced course load on this basis, come by the OIS to complete a reduced course load form.

Q. I am in my final semester and have only a few credits plus my final project to complete. Should I file a Certificate of Equivalency or a Reduced Course Load?
A. File a COE with the Registrar to request points for the work you are doing for your final project. If, after the COE is processed, the total number of points is still less than 12, request approval for a reduced course load from the OIS.

Q. I was told by the OIS that I am not qualified for a reduced course load. What does this mean?
A. The OIS is permitted to grant a student permission to take a reduced course load in very specific situations (see previous page for more details). If the OIS determines that you are not eligible for a reduced course load, you are required to take a full course load at 12 points / credits or the equivalent.
F-1 Employment Options & Procedures

F-1 EMPLOYMENT DEFINED
F-1 students have limited options for accepting lawful employment in the U.S. Employment is defined as paid work, i.e., the provision of goods and services in exchange for compensation. Compensation is typically in the form of wages or salary, but can include benefits such as stipends, housing, food, or other kinds of material and financial support.

PRIOR AUTHORIZATION REQUIRED
Employment always requires prior written authorization from the OIS or, in certain cases, the U.S. Citizenship and Immigration Services (USCIS). Go to the OIS web site or read below for more detailed information.

GENERAL REQUIREMENTS
You are eligible to accept F-1 employment only if you meet certain general requirements in addition to the specific requirements for each type of employment outlined below. As a rule, you must be a full-time student making normal, full-time program toward degree completion; and have valid F-1 documents, including an unexpired passport, a valid Form I-20 from TC, and an I-94 card marked “F-1 D/S”

NOTE: Having a Social Security number (SSN) does not give you employment authorization. You are required to have a SSN if you have been authorized to accept employment, but having a SSN by itself does not mean you are authorized to work.

OIS WORKSHOPS
Every fall and spring semester the OIS holds F-1 employment workshops to explain F-1 employment options and procedures. If you are interested in learning more about F-1 employment, please read this section of your handbook and attend a workshop. Workshop schedules are announced through our Weekly Update listserv.

TYPES OF F-1 EMPLOYMENT
Each type of F-1 employment has specific rules and restrictions (see the chart on the next page for more details). We will survey F-1 employment options and then discuss in greater detail procedures for on-campus employment, Curricular Practical Training, and Optional Practical Training.

(a) On-Campus Employment (includes any TC or Columbia University office): you must be a full-time student in lawful F-1 status. If you are new to U.S. higher education you are expected to complete one semester of study before accepting on-campus employment. You may work no more than 20 hours per week during the academic year; full-time during vacation periods is permitted.

(b) “Affiliated” Employment: available if you are a graduate student conducting research at an off-campus site “educationally affiliated” with the established curriculum of your program, or pursuant to contractually-funded research grants involving your faculty advisors.

(c) Severe Economic Hardship Employment: available after you have completed at least one academic year of full-time study, if you suffer economic hardship due to unexpected circumstances beyond your control. You must be able to document (1) the unexpected nature of the hardship; (2) the unavailability of suitable on-campus work; (3) your ability to maintain full-time study while working.

(d) International Organization Employment: available if you have been granted an offer of employment from a recognized international organization. It requires an application to the USCIS with the prior recommendation of the OIS.

PRACTICAL TRAINING. There are two types of “practical training” or employment authorization for work that is directly related to your field of study.

(e) Curricular Practical Training: available if you have an offer of employment that fulfills the requirements of a required or elective internship, practicum, or fieldwork course which is an integral part of the established curriculum of your department. It may be full- or part-time depending on the curricular requirements of your program. You must have completed at least one academic year of full-time study and be in F-1 status, unless your program requires a first-year internship or fieldwork experience.

(f) Optional Practical Training: you must have completed at least one academic year of full-time study and be in F-1 status. OPT is limited to 2 months per degree level. It allows paid, professional-level employment in your field of study. It does not require a job offer but does require an application to the USCIS, which may take up to 3 months to process. OPT may only be part-time (up to 20 hours per week) during the academic year if you are still taking courses, but may be full-time during the summer, and/or once all coursework has been completed, and/or once all degree requirements have been completed. Part-time OPT is deducted at a rate of 50% (e.g., 2 months of part-time OPT equals 1 month of full-time OPT).

ON-CAMPUS EMPLOYMENT PROCEDURES

Employment on the TC Campus
1. Prior to applying for an on-campus job, make sure that it is not “work-study.” Work-study jobs are for U.S. citizens and permanent residents who are receiving U.S. government
## F-1 EMPLOYMENT OPTIONS: A BRIEF OVERVIEW

<table>
<thead>
<tr>
<th>TYPE OF EMPLOYMENT AND DEFINITION</th>
<th>IS THE WORK EMPLOYER-SPECIFIC?</th>
<th>WAITING PERIOD AND HOURLY RESTRICTIONS</th>
<th>APPROVAL GRANTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Employment:</td>
<td>Yes and no. Employment is limited to TC or CU departments only (TC or CU must be the employer), but is not specific to particular departments.</td>
<td>1 semester waiting period for students new to U.S. higher education. Work cannot exceed 20 hours per week during the academic year; may be full-time during vacations.</td>
<td>OIS</td>
</tr>
<tr>
<td>Affiliated Employment:</td>
<td>Yes, employment is authorized for a specific employer, location, and dates</td>
<td>Same restrictions as on-campus employment.</td>
<td>OIS</td>
</tr>
<tr>
<td>Severe Economic Hardship:</td>
<td>No, employment does not have to specific to particular employers or fields.</td>
<td>Must complete 1 academic year at TC before becoming eligible. Work cannot exceed 20 hours per week during the academic year.</td>
<td>Requires OIS recommendation; USCIS approves application. USCIS may take up to 3 months to process application.</td>
</tr>
<tr>
<td>International Organization:</td>
<td>Yes, employment is limited to qualified international organizations.</td>
<td>None, as long as student is in valid F-1 status</td>
<td>Requires OIS recommendation; USCIS approves application. USCIS may take up to 3 months to process application.</td>
</tr>
<tr>
<td>Curricular Practical Training:</td>
<td>Yes. Employment is authorized for a specific employer, location, and dates.</td>
<td>Must complete 1 academic year of full-time study and be in F-1 status to be eligible, unless academic program requires 1st-year internship experience. Work may exceed 20 hours per week during school year only in exceptional circumstances and is contingent upon departmental approval.</td>
<td>OIS</td>
</tr>
<tr>
<td>Optional Practical Training:</td>
<td>No, as long as employment is directly related to field of study.</td>
<td>Must complete 1 academic year of full-time study and be in F-1 status to be eligible. Work may not exceed 20 hours per week during school year. Full-time employment permitted only during summer vacations, after completion of all coursework for degree, and all degree requirements.</td>
<td>Requires OIS recommendation; USCIS approves application. USCIS may take up to 3 months to process application.</td>
</tr>
</tbody>
</table>

financial aid. If the job is work-study, you are not permitted to take it.

2. If you have been offered a non-work study job at TC, go to the Office of Human Resources (HR) in AZ/MH 112 and pick up a “Post-Hire Packet.” Be sure to inform HR that you are an international student.

3. Take the Post-Hire Packet to your supervisor so that s/he may complete the information regarding your job duties, hours, salary, etc.

4. Bring the Post-Hire Packet to the OIS so that we may verify your eligibility to accept the position. If you are eligible, the OIS will sign the form authorizing you to accept the job.

If you need a Social Security Number (SSN), the OIS will also provide you with detailed instructions regarding SSN.
application procedures. While you do not need a SSN in order to start working, you will need to obtain one for payroll processing and tax reporting.

5. Return the completed Post-Hire Packet to Human Resources for payroll processing.

NOTE: If you hold two or more different on-campus jobs you may not need to complete separate Post-Hire Packets. However, keep in mind that the total number of hours you work for all on-campus jobs may not exceed 20 hours per week during the school year.

Employment on the Columbia University Campus
1. If you have been offered a non-work study job on the main Columbia University campus, you must first request a Columbia On-Campus Employment Letter from the OIS.

2. The OIS will need to verify with Human Resources that you are not working on the TC campus (or, if you are, how many hours per week you are currently working). You cannot work more than 20 hours per week during the school year, inclusive of work done on both the TC and Columbia campuses.

3. Once the OIS has verified this information, we will issue a letter verifying your eligibility to work on the Columbia campus. Take the letter - along with your I-20, passport, and I-94 card - to the International Students and Scholars Office (ISSO) to complete an I-9 Employment Eligibility Verification Form. Also ask the OIS for instructions about applying for a Social Security Number (SSN) if you do not have one.

4. Return the I-9 to your employing department and complete any relevant tax forms. Your department will submit all materials to Columbia’s Human Resources for processing.

CURRICULAR PRACTICAL TRAINING PROCEDURES

1. Discuss internship, practicum, or fieldwork options and requirements with your advisor to see if and when it is required or appropriate for you to pursue outside experience in addition to your courses and other academic work.

2. Obtain a job offer letter from your prospective employer detailing the employer’s name, the employment site or location, the hours per week, the dates of employment, and a description of the major job duties.

2. Pick up a CPT Authorization Request Form from the OIS and complete the first page. Take the form and the job offer letter to your department for review. A member of your department - typically, an internship instructor, fieldwork coordinator, or academic advisor - must review the job description and approve the internship or fieldwork experience. If the proposed employment meets the program’s academic requirements for internship / fieldwork experience, the instructor should sign the CPT Authorization Request Form in the faculty approval section on the second page.

3. If the employment is being done as a for-credit elective internship or practicum, register for the appropriate course. If the internship is a zero-credit requirement for all degree candidates in your program, registration may not be required depending on your program.

4. Once you have a completed CPT Authorization Request Form signed by the appropriate faculty advisor, and have registered for the appropriate course, bring all documents - including the job offer letter - to the OIS.

5. The OIS will review all of the materials. If all requirements are met, the OIS will authorize you for CPT. Authorization requires that we issue an updated employment authorization page of your Form I-20 to you with the information about the employer’s name, employment site, and dates of authorized employment indicated on it.

6. CPT allows you to work for a specific employer at a specific location and for specific dates. If for any reason you cease employment or if you are no longer pursuing the academic objective upon which the CPT authorization was based (for example, if you withdraw from the internship or fieldwork course) the CPT authorization becomes null and void. Contact the OIS immediately in the event this takes place.

OPTIONAL PRACTICAL TRAINING PROCEDURES

1. Come to the OIS or go to the OIS web site to download an I-765 Employment Authorization Packet. Read the instructions on the front of the packet.

2. Submit an F-1 OPT Request Form to the OIS. On the form indicate the dates you wish to be authorized for OPT. If you are doing OPT after completing your program, your OPT “start” date can be no later than 60 days beyond the date you complete all requirements for your degree. For example, if you complete your degree requirements on May 15, your OPT must start no later than July 14 (May 15 plus 60 days).

3. The OIS will review your request. If it is approved, the OIS will process an updated I-20 with an OPT recommendation printed on page 3 of the form. If necessary, your new I-20 will reflect in Section 5 a new completion of studies date.

4. Once you have picked up the new I-20, submit the I-765 application to the USCIS. The application includes a complete I-765 form, a check or money order for US $180 (current as of 7/1/06), two color passport photos, and photocopies of your passport ID page, visa(s), I-94 card (both sides), and copies of all I-20s, including the I-20 with your OPT recommendation printed on it. Also include copies of any previously-issued Employment Authorization (EAD) cards. The OIS will review your I-765 application packet with you.

5. Mail the application to the USCIS (recommended: certified, express, or priority mail). The USCIS will process your application and notify you if there is any missing information. It takes the USCIS about 2-3 months on average to process
an OPT application - you may not start work until you have received your EAD from the USCIS and the authorization period has begun.

6. Check Case Status On-Line at http://uscis.gov to track your application. Once processed, the EAD card will be sent to the mailing address indicated on your I-765 application form.

7. Upon receiving the EAD card, you are required to provide a copy of the card to the OIS for your immigration records.

STUDENTS ON POST-COMPLETION OPT

You may apply for optional practical training on a “pre-completion” or “post-completion” basis, i.e., before or after completing your degree requirements - as long as you have been a full-time student for at least one academic year and are in lawful F-1 status when you apply for OPT.

For students on post-completion OPT, you are still considered an F-1 student, even if you have already completed your studies and/or received your degree form Teachers College. OPT is a benefit of F-1 status, allowing you to pursue training based upon your educational program.

While on post-completion OPT, you should be sure to retain the following documents, especially when traveling.

1. A valid passport
2. A valid I-20 from TC, signed by the OIS every six months during the OPT authorization period
3. A valid I-94 card marked “F-1 D/S” (while in the U.S.)
4. A valid F-1 visa (in order to travel outside of and re-enter the U.S.)
5. A valid EAD card and an employment or job verification letter.

You are required to notify the OIS if you discontinue post-completion OPT for any of the following reasons: by returning to a new full-time program of study; by departing the U.S. permanently for your home country or another overseas destination; or by changing your non-immigrant status to another classification, such as H-1B status. Contact the OIS at tcintl@tc.edu if you have any questions regarding your status while on OPT.

Additionally, since you are still under the sponsorship of Teachers College, you will need to maintain a valid U.S. residential address with the OIS. Please contact the OIS at tcintl@tc.edu in the event of any change to your residential address and/or other contact information.
How to Maintain Lawful J-1 Status

DEFINITION OF J-1 STATUS
A J-1 exchange visitor is a person who comes to the U.S. temporarily to study, teach, conduct research, or receive training as a participant in a J-1 Exchange Visitor Program (EVP). Teachers College has been designated by the U.S. Department of State, Bureau of Educational and Cultural Affairs, as EVP P-1-00189.

Students may attend TC as J-1 exchange visitors under the sponsorship of either TC's Exchange Visitor Program or another Exchange Visitor Program, such as IIE/Fulbright, AMIDEAST, or LASPAU. J-1 students under the sponsorship of an external EVP should contact their sponsor for immigration advice and certification. NOTE: the following information is intended primarily for J-1 students under TC's EVP. Students under the sponsorship of an external EVP should consult with their sponsor about J-1 policies, procedures, regulations, and authorizations.

J-1 VERSUS F-1 STATUS
There are key differences between J-1 student status and F-1 student status. While both presuppose admission to a full-time program of study, J-1 status is reserved for those who receive substantial support from institutional sources, such as U.S. or home government agencies, public or private foundations and organizations, or educational institutions such as TC or home-country universities. Additional key differences between J-1 and F-1 status include the following:

• J-1 students and their J-2 dependents must comply with a mandatory health insurance requirement as set out by the U.S. Department of State. Failure to maintain adequate health insurance constitutes grounds for termination of status.

• Certain J-1 exchange visitors may also be subject to Section 212(e) of the Immigration and Nationality Act, also known as the "two-year home residency requirement" (see below). Those subject to the requirement are expected to return to their home country or country of permanent residence for at least two years before becoming eligible for certain U.S. immigration classifications, including H-1B1 (working visa) status, L-1 status, and U.S. permanent residency.

• Unlike F-2 dependents, J-2 dependents may study and are eligible to apply for employment authorization from the U.S. Citizenship and Immigration Services (USCIS).

• F-1 students in lawful F-1 status may transfer between schools to engage in different fields of study at different degree levels, or even lawfully terminate studies upon completion of a lower degree objective. However, J-1 students are subject to tighter restrictions on transfer eligibility. Generally, J-1 students are allowed to transfer between programs involving similar academic fields.

• J-1 exchange visitors and their dependents are granted thirty (30), rather than sixty, days to prepare for departure once completing studies and/or any period of authorized Academic Training.

HOW TO MAINTAIN LAWFUL J-1 EXCHANGE VISITOR STATUS

1. MAINTAIN A VALID PASSPORT
Your passport is issued by your government to verify your eligibility to travel. You must have an unexpired passport, valid for at least six months into the future, at all times while in the U.S. Contact your country's consulate for renewal procedures if your passport is due to expire in the near future.

2. MAINTAIN A VALID, UNEXPIRED FORM DS-2019 FROM TEACHERS COLLEGE OR AN EXTERNAL J-1 EXCHANGE VISITOR PROGRAM (see p. 29)
In order to obtain and maintain lawful J-1 status you must first obtain a Form DS-2019 from TC or an external J-1 Exchange Visitor Program authorizing you to engage in full-time study at TC. A valid DS-2019 is necessary for the purposes of: (1) applying for an J-1 exchange visitor visa; (2) entering the U.S. as a J-1 student; and (3) documenting your status as a J-1 student while residing in the U.S.

Your DS-2019 should reflect at all times correct and up-to-date information regarding your name and personal information, degree level and subject of study, and financial sources. If there is a significant change to any of these items - e.g., if you change majors, are admitted to a new degree program or degree level, need to extend your ongoing program, or transfer to another school - you will need a new DS-2019. Contact the OIS for more information about appropriate procedures and restrictions.

TC will issue a DS-2019 to you if you meet certain J-1 eligibility requirements, including confirmation of admission to a full-time program of study and adequate funding to meet the educational costs and living expenses of your program (and the living expenses of your dependents, if any). The initial funding for your program must be substantially or primarily from non-personal or non-family sources to qualify for J-1 status. Ordinarily, DS-2019s are based on the duration of confirmed funding sources.

You should not throw away previously-issued DS-2019s. All of your DS-2019s together should be retained for your permanent immigration records.

3. MAINTAIN AN I-94 CARD GRANTING YOU ADMISSION INTO THE U.S. IN J-1 STATUS FOR DURATION OF STATUS (see p. 30)
The I-94 card, called a "departure/arrival record," is a small white card issued and processed by U.S. Customs and Border Protection (CBP) at an airport or port-of-entry. The card records your name, date of birth, country of citizenship,
and indicates the date of you entered the U.S. and your immigration status. Your immigration status determines the rules and conditions of your stay in the U.S., including how long you are allowed to stay.

As a J-1 student, you should always receive an I-94 card annotated “J-1 D/S” when you enter the U.S. This indicates that you have been admitted into the U.S. as a J-1 student for “duration of status.” Duration of status means that you are permitted to remain in the U.S. while you are a full-time student making normal progress toward degree completion or while engaged in any post-completion Academic Training, as indicated on your DS-2019; and a period of thirty (30) days to prepare for departure.

Special care should be taken to keep your I-94 card (as well as all other immigration documents) safe. Your I-94 card, in particular, should be attached securely to your passport, since it constitutes official verification that you were allowed to enter the U.S. in lawful J-1 status. If you do not have an I-94 card annotated “J-1 D/S,” contact the OIS immediately.

4. ENROLL IN A FULL COURSE OF STUDY EVERY FALL AND SPRING SEMESTER (OR RECEIVE AUTHORIZATION FOR A REDUCED COURSELOAD FROM THE OIS).

A full course of study is defined as 12 credits of coursework or the equivalent (see Chapter 9). You must register for a full course of study or receive permission for a reduced course load in order to maintain lawful J-1 status. Failure to pursue a full course of study without reduced course load approval from the OIS constitutes a violation of J-1 status.

If you are sponsored by an external organization such as IIE, LASPAU, or AMIDEAST, your sponsor will determine whether you are in compliance with J-1 enrollment requirements.

5. MAKE CONSISTENT PROGRESS TOWARD YOUR ACADEMIC OBJECTIVE

As your DS-2019 indicates, you are being sponsored for a concrete academic objective, such as a particular degree in a particular field of study. You are expected to make consistent, full-time progress toward reaching that objective. Activities which prevent timely progress toward realizing your original academic objective are not acceptable, and changes in your original objective may require Department of State approval.

6. MAINTAIN ADEQUATE HEALTH INSURANCE FOR YOU AND YOUR J-2 DEPENDENTS WHILE IN THE U.S.

As a J-1 student you (and any J-2 dependents) are required to maintain adequate health insurance coverage while in the U.S. Health insurance coverage requirements are printed on the back of your Form DS-2019. If you are enrolled in Columbia’s health insurance plan, your J-1 health insurance requirements are considered met. Note: U.S. State Department insurance does not meet J-1 insurance requirements and cannot be used as the basis for waiving Columbia’s health insurance plan.

7. DO NOT WORK WITHOUT THE AUTHORIZATION OF YOUR J-1 SPONSOR

Employment - defined as the exchange of services for compensation (salary, wages, stipends, or other material goods such as housing or tuition) - must receive the prior written authorization of your J-1 sponsor. Students sponsored by TC must seek approval from the OIS. Students sponsored by an external J-1 organization must seek approval from their sponsor.

8. NOTIFY THE OFFICE OF THE REGISTRAR OF ANY CHANGES TO YOUR U.S. LOCAL RESIDENTIAL ADDRESS AND/OR OTHER CONTACT INFORMATION WITHIN TEN DAYS OF ANY CHANGE.

All J-1 students are required to maintain an up-to-date local residential address and other contact information with their schools and their J-1 sponsors. If you move, notify the Office of the Registrar within 10 days. Also notify the OIS and your J-1 sponsor so that the appropriate updates may be made on your behalf.

8. NOTIFY THE OIS OR YOUR J-1 SPONSOR IF YOU WILL COMPLETE MORE THAN THIRTY (30) DAYS PRIOR TO THE END DATE INDICATED ON YOUR DS-2019.

If you are going to complete your program more than 30 days prior to the end date on your DS-2010, contact the OIS and/or your J-1 sponsor.

9. DEPART THE U.S. WITHIN THIRTY (30) DAYS OF COMPLETING YOUR PROGRAM AND/OR ACADEMIC TRAINING (see below).

If you have completed your program and/or any approved post-completion Academic Training, you are expected to depart the U.S. within thirty (30) days of the expiration of your DS-2019.

J-1 IMMIGRATION VIOLATIONS

J-1 regulations distinguish between minor, technical violations and more substantive violations. Technical violations may be “corrected” by your J-1 sponsor, but substantive violations require an application to the U.S. Department of State for reinstatement. An example of a technical violation would include failing to submit an otherwise completed and acceptable application for an extension of your J-1 program before your current DS-2019 expires. An example of a substantive violation would include failing to maintain
adequate health insurance, which leads to automatic termination of J-1 status. Substantive violations are considered severe and reinstatement to J-1 status is difficult. It is imperative that you understand and comply with all regulations in order to remain in lawful J-1 status.

Because the differences between “technical” and “substantive” violations of J-1 regulations are complex, and because each individual case will vary, you should contact the OIS and/or your J-1 sponsor for more information.

THE TWO-YEAR HOME RESIDENCY REQUIREMENT
As a J-1 student, you may have been made subject to Section 212(e) of the Immigration and Nationality Act, often called the “two-year home residency requirement.” To check whether or not you are subject, check your J-1 entry visa and your Form DS-2019. If you were made subject to the requirement, all J-2 family members are also subject.

J-1 exchange visitors are subject to the requirement if they have received home-government or U.S. government funding and/or they are studying a field which is considered highly desirable by their home country and is listed on the “Exchange Visitors Skills List.”

If you are subject to the requirement, you are expected to return to your home country (or country of permanent residence) for at least two years before becoming eligible for certain types of U.S. visas, including the H-1B work visa, the L-1 transferee visa, and U.S. permanent residency (“green card” status). In order to document that you have satisfied the requirement, you should retain any travel, employment, expense and other records which document all periods of presence in your home country.

Being subject to the requirement does not mean that you are not permitted to exit and re-enter the U.S. as a tourist or in other visa classifications (for example, as a B-2 tourist or F-1 student). However, if you are subject you are not permitted to change to another immigration classification from within the U.S. You must depart the country, apply for the appropriate visa at a U.S. consulate overseas, and re-enter accordingly. For more information about the requirement, please contact the OIS or your J-1 sponsor.

COMPLETION OF STUDIES DATE
Your eligibility to remain in the U.S. or to apply for certain immigration benefits (such as Academic Training) depends on your completion of studies date. This is not your graduation date, which is the date TC awards you your degree. Rather, it is the date that you complete the requirements for your degree (e.g., the date of your last class, the date you submit your final thesis, project, or dissertation requirement, etc.).

DEPARTURE FROM THE U.S.
After completing your studies and any authorized post-completion Academic Training, you are allowed a 30-day period to prepare for departure from the U.S., to transfer to a new J-1 sponsor, or to apply for a change to another status.

J-2 DEPENDENTS OF J-1 STUDENTS

Who Qualifies for J-2 Status?
Only the spouse and/or minor children of a J-1 student who accompany the student to the U.S. are eligible for J-2 status. No other family members are permitted to obtain J-2 status. If you plan to have members of your family join you, separate DS-2019s will be issued for each family member, to allow them to apply for J-2 visas.

How Do My Dependents Obtain J-2 Status?
Your J-1 sponsor (either TC or an external J-1 program) must issue a DS-2019 for each family member. If you are a J-1 student sponsored by TC, you will need to provide proof of adequate financial support for your dependent(s). Check our Application for Visa Certificate (AVC) for the current estimate of expenses for dependents.

If you are under the J-1 sponsorship of another exchange visitor program, contact your sponsor to determine their procedures for issuing DS-2019s to your dependents.

What Benefits Do J-2 Dependents Have?

Study. J-2 dependents are permitted to study full or part-time depending on their interest and ability.

Employment. J-2 dependents can seek employment authorization under certain circumstances. Employment authorization requires an application to the U.S. Citizenship and Immigration Services (USCIS) via Form I-765. Come to the OIS for information. Employment authorization applications typically take up to 2-3 months to process, and can be authorized only to support the J-2 family member’s personal educational, vocational, or financial interests. The J-2 dependent cannot seek employment to provide financial support to the J-1 student.

Can my J-2 Dependent Apply for a Social Security Number?
Yes, but only if the J-2 has been granted employment authorization by the USCIS. Once the J-2 has a valid Employment Authorization Document (EAD) card, the OIS can provide further information about applying for a SSN.

What Restrictions are Placed on J-2 Dependents?
J-2 status depends on the physical presence of the J-1 in the U.S. Additionally, dependent children lose J-2 status upon reaching the age of 21.

Like the J-1 student, J-2 dependents must be covered by adequate health insurance. Failure to maintain adequate health insurance is considered a violation of status.

If the J-1 student is subject to the two-year home residency requirement, all J-2 dependents are similarly subject to the requirement. The J-2 would not be able to change immigration status within the United States.

As always, for more information contact the OIS and/or your J-1 exchange visitor sponsor.
**Sample Form DS-2019**

**CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS**

<table>
<thead>
<tr>
<th>1. Family Name: STUDENT</th>
<th>First Name: Joseph</th>
<th>Middle Name:</th>
<th>Gender: MALE</th>
<th>N00000000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth: 01-01-1990</td>
<td>Birth City: COUNTRY A</td>
<td>Country of Birth: COUNTRY A</td>
<td>Position:</td>
<td>J-1</td>
</tr>
<tr>
<td>Legal Permanent Residence Country Code:</td>
<td>Legal Permanent Residence Country:</td>
<td>Position Code:</td>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>525 West 120th Street</td>
<td>10-2001</td>
<td>DS-2019 (formerly IAP-66)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York, NY 10027</td>
<td>10-2001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of this form:** Extend an on-going Program

<table>
<thead>
<tr>
<th>4. Exchange Visitor Category: STUDENT DOCTORATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. During the period covered by this form, the total estimated financial support (U.S.) is to be provided to the exchange visitor by:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Program Sponsor Funds:</th>
<th>Personal Funds:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
<td>$25,000.00</td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>

**U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE):**

<table>
<thead>
<tr>
<th>7. Andrew Advisor ANDREW ADVISOR</th>
<th>Alternate Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Official Preparing Form: 525 West 120th Street</td>
<td></td>
</tr>
<tr>
<td>Date of Certification: 07-14-2006</td>
<td></td>
</tr>
<tr>
<td>U.S. Department of State</td>
<td></td>
</tr>
<tr>
<td>Signature of Official Preparing Form:</td>
<td></td>
</tr>
<tr>
<td>Date of Certification: 07-14-2006</td>
<td></td>
</tr>
</tbody>
</table>

**Statement of Responsible Officer for Relocating Sponsor (FOR TRANSFER OF PROGRAM):**

1. **Effective date:** [mm-dd-yyyy] - [mm-dd-yyyy]
2. **Transfer of exchange visitor from program number:** [mm-dd-yyyy]
3. **Maximum validation period is one year*:** [mm-dd-yyyy]
4. **Subject/Field Code:** [mm-dd-yyyy]
5. **Social Sciences, General**

**TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year)*:**

1. **Exchange Visitor is in good standing at the present time**
   - **Date:** [mm-dd-yyyy]
2. **Exchange Visitor is in good standing at the present time**
   - **Date:** [mm-dd-yyyy]

**Preliminary Endorsement of Consular or Immigration Officer Regarding Section 212(c) of the Immigration and Nationality Act and PL 94-484, as amended (see item 6 of page 2):**

| 1. | Not subject to the two-year residence requirement. |
| 2. | Subject to two-year residence requirement based on: |
| A | Government financing and/or |
| B | The Exchange Visitor Skills List and/or |
| C | PL 94-484 as amended |

**TRAVEL VALIDATION BY RESPONSIBLE OFFICER:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
</table>

**EXCHANGE VISITOR CERTIFICATION:** I have read and agree with the statement on item 2 on page 2 of this document.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Place</th>
<th>Date</th>
<th>10-2001</th>
</tr>
</thead>
</table>

*See Page 2

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**International Student Handbook 2006 - 2007 | 29**
YOUR I-94 CARD SHOULD ALWAYS BE ANNOTATED “J-1 D/S” TO SHOW THAT YOU HAVE BEEN ALLOWED TO ENTER THE U.S. IN VALID J-1 STATUS FOR DURATION OF STATUS.
J-1 Full-Time Study Requirements & Reduced Courseload Options

FULL-TIME STUDY REQUIREMENT
As a J-1 student you are generally required to study on a full-time basis every fall and spring semester (study during the summer vacation period is not required). At Teachers College, full-time status requires registration for 12 credits of coursework or the equivalent (see next section, below). However, in certain circumstances you may request permission to engage in a reduced courseload. This permission must be granted by the OIS if you are sponsored by Teachers College, or by your sponsoring J-1 organization.

HOW TO OBTAIN FULL-TIME STUDENT STATUS / FULL-TIME EQUIVALENCY
At Teachers College, full-time study is considered to be twelve (12) credits/points of coursework or the equivalent. If you are registered for 12 credits/points of coursework (or more), you are automatically considered full-time and therefore in compliance with J-1 enrollment requirements - you do not need to do anything further. (You are also automatically considered “full-time” if you are a doctoral student registered for Dissertation Advisement 8900. PhD students in Psychology who are undertaking year-long clinical internships are considered full-time with registration for the appropriate internship course.)

Certificate of Equivalency (COE). You may still qualify for full-time equivalency if you are registered for fewer than 12 credits/points but are doing non-credit academic work for your program “outside of the classroom.” You can request equivalency points for the hours spent on qualifying academic activities by filing a Certificate of Equivalency (COE) with the Office of the Registrar. The Registrar will grant 1 “point” for every 3 hours per week spent during the fall / spring on eligible academic activities, including:

- Supervised research for the master’s integrative experience, including the master’s project or comprehensive examination
- Supervised research for the doctoral dissertation
- Preparation for doctoral certification or language exams
- Practicum, student teaching, fieldwork, or internship course (you must be registered in a course defined as such)**
- Other non-credit academic activity, such as a graduate assistantship or research assistantship, done in direct connection with your academic program. If COE is for an assistantship at TC, additional signature from an OIS advisor is required.

Example: if you indicate on your COE that you are spending 10 hours per week working at an internship site, you would be granted 3 points of equivalency, as long as you are registered for the appropriate internship course.

**NOTE: if you are doing a paid internship or fieldwork assignment, you may also need to request employment authorization from the OIS or your J-1 sponsor. See the chart on the next page and the section on Employment in Chapter 8 of this Handbook for more details.

To request equivalency points, file a COE by the end of the Add/Drop period, following these steps:
1. Pick up a COE form from the Office of the Registrar or the OIS. Read all instructions on the form.
2. In consultation with your academic advisor, indicate on the COE form the number of hours per week of non-credit academic activity you expect to spend in the appropriate category listed on the COE. For example, if you are doing an internship for elective credit, and expect to spend 10 hours per week at the internship site, write “10” on the correct line of the form.
3. Have your advisor (or the internship or fieldwork instructor) sign the COE. Once your advisor has signed the COE, bring it to the OIS so that we may make a copies for your immigration records and for your personal records.
4. Submit the COE to the Registrar in 152 HM for review and processing.
5. After a few days, check your registration on-line or confirm with the OIS or the Registrar that your COE has been processed and that you have been granted full-time equivalency. Contact the Registrar and the OIS if your COE is not processed for any reason.

IMPORTANT NOTES:
1. The total number of coursework and COE points must equal 12 in order to qualify for full-time status. If, after your COE is processed, your total number of points is less than 12, you may need to register for additional courses.
2. You are not billed for COE points. You are required to pay only for coursework credits.
3. If the information on a COE changes for any reason (for example, if you take on new academic work), you may submit a new COE. Please be sure to indicate on the new COE that the information replaces a previously-submitted COE.

### HOW TO REQUEST AUTHORIZATION FOR A REDUCED COURSELOAD (RCL)

In very specific situations J-1 regulations allow you to take a reduced course load of less than 12 credits/points. In all cases, permission for a reduced course load, or RCL, must be granted by the OIS or your J-1 sponsor.

If you are a J-1 student under the sponsorship of Teachers College, the OIS will consider requests for a reduced course load under the following circumstances:

- If you have a letter from a doctor or medical care provider recommending a reduced course load due to a medical illness or condition
- If you have bonafide academic reasons (such as an initial adjustment to graduate education, language difficulties, or related academic concerns) which make a reduced course load academically advisable
- If you are in your final semester of study, and do not need a full course load to complete your requirements
- If are sponsored by TC and wish to request authorization for a RCL, you must submit a **written request** to the OIS outlining reasons for the reduced course load.

Provide documentation as requested by the OIS.

If your request for a reduced course load is not approved, you are required to enroll on a full-time basis by registering for 12 credits of coursework and/or filing a COE as detailed in the previous section.

### FULL-TIME OR PART-TIME? : REQUIREMENTS FOR MAINTAINING J-1 STATUS

<table>
<thead>
<tr>
<th>Fall and Spring</th>
<th>Do I need to file a Certificate of Equivalency (COE) with the Registrar by the end of the Add/Drop Period?</th>
<th>Do I need to obtain approval from the OIS?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FULL-TIME STATUS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am registered for 12 credits of coursework</td>
<td><strong>NO</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>I am registered for less than 12 credits of coursework, but have non-credit activities related directly to my degree program (comprehensive exam preparation; thesis, project, or dissertation research; graduate teaching or research assistantship; internship or fieldwork assignments, etc.).</td>
<td><strong>YES</strong> - COE required by the end of add/drop</td>
<td><strong>NO</strong> - however, if non-credit activities include paid off-campus internship or fieldwork, you may need to apply for academic training authorization from the OIS or your J-1 sponsor</td>
</tr>
<tr>
<td><strong>LESS THAN FULL-TIME IS PERMITTED IF:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have a medical problem which prevents full-time study, and I can provide a letter from a doctor recommending a reduction in course load due to medical reasons</td>
<td><strong>NO</strong></td>
<td><strong>YES</strong> - prior approval from the OIS or your J-1 sponsor is required, except in cases of medical emergency</td>
</tr>
<tr>
<td>I have compelling academic reasons, such as academic difficulties, which make a reduced course load academically advisable</td>
<td><strong>NO</strong></td>
<td><strong>YES</strong> - prior approval from the OIS or your J-1 sponsor is required</td>
</tr>
<tr>
<td>This is my final term of study; I will complete my degree requirements or program objectives by the end of the final term</td>
<td><strong>NO</strong></td>
<td><strong>YES</strong> - you must have the approval of the OIS or your J-1 sponsor</td>
</tr>
<tr>
<td>I am engaged in academic training on a full-time basis</td>
<td><strong>YES</strong> - COE required to maintain full-time status</td>
<td><strong>YES</strong> - you must have approval from the OIS for academic training</td>
</tr>
</tbody>
</table>
J-1 Employment Options & Procedures

J-1 EMPLOYMENT DEFINED
J-1 students have limited options for accepting lawful employment in the U.S. Employment is defined as paid work, i.e., the provision of goods and services in exchange for compensation. Compensation is typically in the form of wages or salary, but can include benefits such as stipends, housing, food, or other kinds of material and financial support.

PRIOR AUTHORIZATION REQUIRED
Employment always requires that you obtain prior written authorization from your J-1 sponsor.

GENERAL REQUIREMENTS
You are eligible to accept J-1 employment only if you meet certain general requirements in addition to the specific requirements for each type of employment outlined below. As a rule, you must:

• be a full-time student making normal, full-time program toward degree completion; and

• have valid J-1 documents, including an unexpired passport, a valid Form DS-2019 from TC or a J-1 sponsor, and an I-94 card marked "J-1 D/S"

NOTE: Having a Social Security number (SSN) alone does not constitute employment authorization. You are required to have a Social Security number if you have been authorized to accept employment, but having an SSN in no way constitutes employment authorization. SSNs are required for tax reporting and employment record-keeping purposes only.

TYPES OF J-1 EMPLOYMENT
Each type of J-1 employment has specific rules and restrictions (see the chart on the next page for more details).

(a) On-Campus Employment (includes any TC or Columbia University office): You must be a full-time student in lawful J-1 status. If you are new to U.S. higher education you are expected to complete one semester of study before accepting on-campus employment. You may work no more than 20 hours per week during the academic year; full-time during vacation periods is permitted.

(b) Employment Required by a Scholarship, Fellowship, or Assistantship: this type of employment usually occurs on-campus, with TC as the employer. In certain circumstances, however, the employment might entail work with your academic advisor at a school site or other site affiliated with your program.

(c) Economic Necessity: available if you suffer "serious, urgent, and unforeseen circumstances" after acquiring J-1 status. If authorized, employment must not interfere with maintaining a full course of study. The application must be made to your J-1 sponsor, and must include materials explaining how the unforeseen circumstances led to the need. If approved, Economic Necessity employment permits up to 20 hours per week of employment during the academic year, full-time during the annual vacation.

(d) Academic Training: Academic Training is employment that is integral to your program of study. It can be done before or after completion of studies, and may include internships, practica, fieldwork, or other employment integral to the realization of your academic objectives. It may be either full- or part-time, and is always authorized by your J-1 sponsor.

As a J-1 student you are eligible for a maximum of 18 months of Academic Training, although the total amount of academic training cannot exceed the time spent studying. For example, if your program of study is only 12 months, you cannot have more than 12 months of Academic Training. If you graduate with a doctoral degree you may be eligible for a total of 36 months of post-doctoral Academic Training in research or college teaching.

You may apply for post-completion Academic Training before completing your degree requirements, but you must apply no later than 30 days after completing your degree requirements. “Completion” refers to the date you finish your degree requirements and not necessarily your graduation date. To apply, you must have a written job offer.

The procedures outlined below apply specifically to students who are sponsored directly by Teachers College’s J-1 Exchange Visitor Program.

ON-CAMPUS EMPLOYMENT PROCEDURES
On-Campus Employment requires the following procedures.

Employment on the TC Campus
1. Prior to applying for a TC on-campus job, make sure that it is not “work-study.” Work-study jobs are designated for U.S. citizens and permanent residents who are receiving U.S. government financial aid. If the job is work-study, you are not permitted to take it.

2. If you have been offered a non-work study job at TC, go to the Office of Human Resources (HR) in AZ/MH 112 and pick up a “Post-Hire Packet.” Be sure to inform HR that you are an international student.

3. Take the Post-Hire Packet to your supervisor so that s/he may complete the information regarding your job duties,
hours, salary, etc.

4. Bring the Post-Hire Packet to the OIS so that we may verify your eligibility to accept the position. If you are eligible, the OIS will sign the form authorizing you to accept the job.

If you need a Social Security Number (SSN), the OIS will also provide you with detailed instructions regarding SSN application procedures. While you do not need a SSN in order to start working, you will need to apply for a number for payroll processing and tax reporting. Upon receiving your SSN, report this information to your hiring department so that they may notify TC’s payroll department.

5. Return the completed Post-Hire Packet to Human Resources for payroll processing.

NOTE: If you hold two or more different on-campus jobs you may not need to complete separate Post-Hire Packets. However, keep in mind that the total number of hours you work for all TC jobs may not exceed more than 20 hours per week during the school year.

Employment on the Columbia University Campus
1. If you have been offered a non-work study job on the main Columbia University campus, you must first request a Columbia On-Campus Employment Letter from the OIS.

2. The OIS will need to verify with Human Resources that you are not working on the TC campus (or, if you are, how many hours per week you are currently working). You cannot work more than 20 hours per week during the school year, inclusive of work done at both TC and Columbia.

3. Once the OIS has verified this information, we will issue a letter certifying your eligibility to work on the Columbia campus. Take the letter - along with your DS-2019, passport, and I-94 card - to the International Students and Scholars Office (ISSO) to complete an I-9 Employment Eligibility Verification Form. Also ask the OIS for instructions about applying for a Social Security Number (SSN) if you do not have a SSN.

4. Return the I-9 to your employing department and complete any relevant tax forms. Your department will submit all materials to Columbia’s Human Resources department for processing.

ECONOMIC NECESSITY PROCEDURES
1. Submit a letter to the OIS explaining in detail the nature and sources of the “sudden, urgent, and unforeseen” economic situation that led to your situation of economic necessity. Also provide:

(a) supporting documentation which confirms your reasons, such as a letter from your financial sponsor which explains why the sponsor is no longer able to provide adequate financial support for your studies

(b) a budget which outlines in detail your expected educational and living costs for the upcoming year, and the anticipated sources of revenue and income that you can rely on.

2. The OIS will review your materials, and if warranted approve your request by issuing a letter permitting employment in the U.S. on the basis of economic necessity.

3. Economic necessity permits you to engage in any kind of employment up to 20 hours per week during the school year (inclusive of any on-campus employment), full-time during the vacation periods.

4. Authorization is granted for a maximum of one year, or until your Form DS-2019 expires, whichever is earlier. If your DS-2019 is due to expire, you must request an extension of your DS-2019 and, if applicable, economic necessity employment.

No further documentation besides the OIS authorization will be required for you to accept employment on the basis of economic necessity.

ACADEMIC TRAINING PROCEDURES
1. Obtain a job offer letter from your prospective employer detailing the employer’s name, the employment site or location, the hours per week, the dates of employment, and a description of the major job duties.

2. Take the letter to your academic advisor. The advisor must approve the proposed training as consistent with the educational objectives of your academic program. The advisor must also issue a letter specifying:

(a) the goals and objectives of the training program;
(b) a brief description of the training (based on the letter provided by your prospective employer);
(c) how the training relates to your major field of study; and
(d) why it is an integral or critical part of your academic program.

3. Bring your advisor’s recommendation letter and a copy of your employer’s letter to the OIS. If the training program is warranted and satisfies all the criteria established by the Exchange Visitor Program, you will be given a letter of authorization.

COMPLETION OF STUDIES AND ACADEMIC TRAINING.
To apply for Academic Training following completion of studies, you must have a written offer of employment. You must apply not later than 30 days after completion of studies, although the job itself may start later. Note that “completion of studies” refers to the date you complete your degree requirements, NOT the date of graduation (which may be later than your completion of studies date).

Academic training is job-specific, but you can request authorization for multiple employers / sites as long as it meets the criteria above. If you are engaged in post-completion Academic Training and are subject to the 2-year home residency requirement, you should not expect to take a “permanent” job such as a tenure-track position.
How to Travel in F-1 or J-1 Student Status

RETURNING TO THE UNITED STATES
Always contact the OIS prior to traveling if you have any questions about what you need to do in order to return to the U.S. safely. Keep in mind that travel to the U.S. is subject to strict rules of eligibility. A U.S. immigration inspector at a port-of-entry is entitled, under U.S. immigration law, to refuse entry to anyone who has not met entry requirements. However, as an F-1 or J-1 student, you and your dependents should find entry to the U.S. straightforward as long you understand and follow these instructions.

DOCUMENTS NEEDED FOR RE-ENTERING THE UNITED STATES
Most international students in F or J status will need the following to enter the U.S.

1. An unexpired passport, valid at least six months into the future.

2. An unexpired F-1 or J-1 entry visa, valid for entry into the U.S.

3. An unexpired Form I-20 (for F-1 students) or DS-2019 (J-1 students) with a valid travel recertification signature. The I-20 or DS-2019 should reflect, accurately, your biographical data, your school or J-1 sponsor, your program and degree information, and (for F-1s) your expected completion date or (for J-1s) your DS-2019 expiration date. Contact the OIS if any information on your I-20 or DS-2019 is incorrect or out of date.

The I-20 or DS-2019 should also have a travel recertification signature (on page 3 of the I-20; page 1 of the DS-2019) preferably no more than a semester old. Although travel signatures are valid for a period of up to one year, the OIS recommends obtaining travel recertification more frequently.

NOTE: F-1 students and J-1 students under TC sponsorship should obtain a travel signature from an advisor at the OIS only. In order to be eligible for a travel signature, you must have been a full-time student in the most recent semester of registration, be making normal, full-time progress toward your degree, and have no registration holds or balances preventing you from registering for future semesters of study. If you have any registration holds, you will need to have these “cleared” before the OIS can recertify your document for travel.

J-1 students under the sponsorship of a non-TC exchange program such as IIE/Fulbright, LASPAU, or AMIDEAST must obtain travel recertification from their sponsors, not the OIS.

4. Evidence of current enrollment at TC and financial ability (recommended), in the event that an immigration inspector requests evidence confirming your enrollment and/or financial resources as stated on your I-20 or DS-2019.

UPON ENTERING THE UNITED STATES
Upon entering the United States, an immigration inspector will review your passport, visa, and I-20 or DS-2019. After the inspector has determined that you are eligible to re-enter the U.S. as an F-1 or J-1 student, s/he will issue an I-94 departure record granting you F-1 or J-1 status for “duration of status,” or “F-1 (or J-1) D/S.” “Duration of status” indicates that you have permission to stay in the U.S. as an F-1 or J-1 student as long as you are a full-time student in good standing pursuing the degree objective at your school, as indicated on your I-20 or DS-2019. (See page 16 and page 28 for examples of I-94 cards for F-1 and J-1 students, respectively). If for any reason you are not granted an I-94 card reading “F-1 D/S” or “J-1 D/S,” contact the OIS immediately.

SPECIAL TOPICS
THE I-901 SEVIS FEE
The US Department of Homeland Security’s I-901 SEVIS fee, in the amount of US$100, must be paid by any student starting a new program of study in the U.S. as an F-1 or J-1 student. Most students who began their studies in the U.S. on or after September 1, 2004 will have paid the fee. If you began your studies before September 1, 2004 and have maintained lawful F-1 or J-1 status since your initial entry, you will not in most circumstances be made subject to the fee. However, individual circumstances and situations may vary. If you are a continuing student and/or need to apply for a visa in the future, consult with the OIS regarding whether or not you will need to pay the I-901 SEVIS fee.

IF YOUR VISA HAS EXPIRED
Your visa does not determine how long you may stay in the United States. However, to reenter the U.S. in valid F-1 or J-1 status you must have a valid F-1 or J-1 visa. You can obtain a visa only from a U.S. consulate outside the U.S., usually in your home country. Since consular procedures vary from country to country, and getting a visa may take a considerable period of time, we advise speaking to International Services prior to finalizing any travel plans.

In most cases, a visa renewal will require that you provide all the documents needed for re-entry into the United States, with additional documentation showing that you have maintained full-time registration while at TC, and that you continue to have sufficient financial resources to finance your education. Transcripts, scholarship letters, or new
bank statements may be necessary. Additionally, you should contact the OIS if any information on your I-20 or DS-2019 needs to be changed or updated.

Go to http://www.UnitedStatesVisas.gov for information about the specific requirements and timelines at the consular post to which you will be applying for your visa.

TRAVEL TO CANADA, MEXICO, AND THE CARIBBEAN

If you are an F-1 or J-1 student / scholar, traveling Canada, Mexico, or the adjacent islands of the Caribbean (see below) for a short-term trip lasting less than 30 days, you do NOT need to obtain a new visa to reenter the U.S. You may present an expired entry visa, along with your valid passport and recertified I-20 or DS-2019, for this purpose. However, you must ALSO retain your I-94 card when departing. When you return, an immigration inspector will ask to see your I-94 card to show that you were in lawful F-1 or J-1 status when you departed the U.S. Without the I-94 card, you will not be able to re-enter the U.S. without a valid F-1 or J-1 visa.

Important Note: If you go to Canada, Mexico, or the adjacent islands of the Caribbean for the specific purpose of applying for a new F-1 or J-1 visa at a U.S. consular post, your visa application must be successful. Otherwise, you cannot return to the U.S. You will be required to return to your home country directly and attempt a visa application from there. Please consult with the OIS if you want to apply for a visa at a U.S. consulate in one of these destinations.

FAMILY MEMBERS IN F-2 OR J-2 STATUS

If you have dependent family members in F-2 or J-2 status, you should confirm that each family member has his or her own individual I-20 or DS-2019. The I-20 / DS-2019 will indicate your name and program information as well as the family member’s name and biographical data. Your family member(s) must have a valid F-2 or J-2 visa, an unexpired passport, and copies of your I-20 / DS-2019 and visa in order to be eligible to return.

CANADIAN CITIZENS

If you are a Canadian citizen, you do not need an entry visa to enter the U.S. However, to enter the U.S. in F-1 or J-1 status, you must present your passport, your I-20 or DS-2019, and proof of admission to TC and financial ability when entering the U.S. Upon entering, you must present these documents and request F-1 or J-1 status. An immigration inspector must issue you an I-94 card indicating that you are admitted for either F-1 or J-1 status for duration of status (“F-1 D/S” or “J-1 D/S”). If you do not receive an I-94 card, you are considered a short-term tourist not eligible to study or to accept employment benefits associated with F-1 or J-1 status.

If you are a landed immigrant of Canada you must have a valid F-1 or J-1 visa in addition all of the documents mentioned above to enter the U.S. in F-1 or J-1 status.

STUDENTS ON POST-COMPLETION OPTIONAL PRACTICAL TRAINING OR ACADEMIC TRAINING

To reenter the U.S. in while on post-completion Optional Practical Training (F-1 students) or Academic Training (J-1 students), you will need the following documents:

F-1 students must have: (1) an unexpired passport; (2) a valid F-1 entry visa (Canadian and Bermudan citizens excepted); (3) a Form I-20 signed within SIX months from the date of re-entry, with the OPT recommendation printed on page 3; (4) an unexpired Employment Authorization Document (EAD) card issued by the U.S. Citizenship and Immigration Services indicating approval for OPT; (5) a letter from an employer verifying that you have secured an appropriate training position or job and that you are expected to return to the U.S. to resume employment.

J-1 students must have: (1) an unexpired passport; (2) a valid J-1 entry visa (Canadian and Bermudan citizens excepted); (3) an unexpired Form DS-2019 extended for the purpose of academic training with a travel signature no more than one year old; (4) a letter from your J-1 sponsor authorizing them for academic training; (5) a letter from your employer verifying that you have secured a training position and that you are expected to return to the U.S. to resume employment.

CANADIAN VISITOR VISA INFORMATION

Canada is a popular travel destination for international students studying at TC. Please remember, however, that travelling to Canada - even if only for a day - requires careful preparation, since the Canadian government has its own visa and entry requirements.

As we cannot be responsible for any information regarding Canadian immigration regulations, we recommend that you visit or go to the web site of the Canadian Consulate General to determine travel requirements for entering Canada.

Canadian Consulate General

Immigration Section
1251 Avenue of the Americas (btw. W. 50th & 51st streets)
New York, New York 10020-1175
Tel: (212) 596-1783 * Fax: (212) 596-1725
http://www.dfait-maeci.gc.ca/new_york/

If you need to go to the Canadian Consulate General to apply for a visitor’s visa, please be sure to obtain a travel signature on your I-20 or DS-2019 first. Your visa application may be delayed without recent, up-to-date evidence of your eligibility to return to the U.S. as an F-1 or J-1 visitor. ■
Tax Information for Non-Resident Aliens

INTRODUCTION TO U.S. TAXES

U.S. tax laws, particularly those that apply to international students, are very complex. Because many international students find tax requirements and procedures difficult to understand, they ignore or fail to meet their obligations under U.S. tax law. While non-compliance may not have immediate consequences, there may be severe penalties later. The U.S. government requires those who live in and earn income in the U.S. to pay taxes, and tax evasion is considered a serious offense. Tax records of foreign nationals are reviewed at important junctures, such as when they apply to adjust their status to U.S. permanent residency.

TAX ASSISTANCE, INFORMATION, AND FORMS

Because of the complexity of tax regulations, the OIS is unable to provide detailed tax advice. You should speak to a qualified international tax specialist regarding tax-related questions. General tax information, as well as publications and forms, may be found on the U.S. Internal Revenue Service (IRS) web site at http://www.irs.gov. Of particular relevance to students in F or J status are the following:

- Publication 519 US. Tax Guide for Aliens
- Publication 520 Scholarships and Fellowships
- Publication 901 U.S. Tax Treaties

HOW THE U.S. TAX SYSTEM WORKS

The U.S. follows a reconciliation system in assessing taxes. In most cases, taxes are withheld by employers and other financial institutions at the time any taxable U.S.-source income is earned, or any taxable benefits distributed. For example, employers are required to withhold any applicable U.S. federal, state, and local taxes from an employee’s paycheck. Then, every April, each taxpayer files a tax return to reconcile how much tax was withheld during the previous year, against how much tax is owed. If too much tax was withheld, the individual taxpayer will receive a refund. If too little tax was withheld, the taxpayer may owe additional taxes.

The information covered in this section pertains to non-resident taxation. Students who have been in the U.S. for more than 5 years should see a tax specialist for guidance.

W-4 Form

All employees must fill out a W-4 form before going on payroll. Based on projected earnings and the number of allowable exemptions, this form determines the amount of money withheld from an employee’s pay for the Internal Revenue Service and the New York State Division of Taxation. There are special instructions for nonresidents to use in filling out the W-4, outlined in the section below on Forms Guidance.

U.S. law assesses substantial penalties for under-withholding of federal taxes. It is better to have the money withheld and get it refunded the next year when you file your tax return than to risk having to pay the tax, plus interest and the penalty if you make a mistake.

Tax Treaties and Form 8233

The U.S. has over tax treaties with over 50 countries. Although there are similarities among them, the treaties vary in significant ways in terms of the benefits they offer to students, the types of income covered, the total amount of the exemption, and the number of years one can claim the benefit. Although some treaties exempt 100 percent of certain types of income, most treaties exclude only a portion of students’ earnings, including assistantships. TC withholds tax on your total expected earnings unless you claim an exemption from taxation on some or all of your earnings.
Countries with which the U.S. has tax treaties are listed in IRS Publication 901, US. Tax Treaties. Existence of a tax treaty does not automatically mean that a citizen of that country does not have to pay U.S. taxes, as the terms of each treaty will vary.

**Claiming Exemption from Taxes Based on a Tax Treaty**
Individuals holding employment, assistantships or fellowships who are eligible for treaty benefits may claim those benefits by filing IRS Form 8233 in addition to Form W-4. Form 8233 may be downloaded from the IRS web site at http://www.irs.gov. Individuals are responsible for their own tax decisions. They are also responsible for notifying the payroll office when their tax treaty benefit ends. In order to claim a tax treaty benefit, Form 8233 must be filed every January.

The TC OIS, Human Resources, and Payroll staff cannot, interpret tax treaties. For a full analysis students must consult a tax professional or their consulate.

**ANNUAL TAX FILING REQUIREMENTS**

F-1 and J-1 students and their dependents are subject to annual tax filing requirements for each year they are present in the U.S. The deadline for filing all tax forms is **April 15** for the previous year. For example: April 15, 2007 is the filing deadline for anyone who was present in the U.S. during the 2006 calendar year. (Note that the tax year refers to the calendar year, not the academic year.) The general steps toward meeting your tax filing requirements are:

1. **COMPLETE IRS FORM 8843**
   
   **ALL F-1 and J-1 students and their dependents are required to file, at minimum, IRS Form 8843, “Statement for Exempt Individuals and Individuals with a Medical Condition,” even if they had NO U.S.-based income during the tax year and were present in the U.S. for only a brief time during the year. Form 8843 is available over the IRS web site and must filed by April 15th for the previous calendar year.**
   
   If you earned no U.S.-based income, you are required to file Form 8843 only. However, if you earned U.S. based-income, you must file federal and state income tax returns.

2. **PREPARE A FEDERAL INCOME TAX RETURN**
   
   Any F-1 or J-1 student or J-2 dependent who had U.S.-source income or earnings derived from employment (including assistantships) during the tax year is also required to file U.S. federal and state tax returns. Collection of federal income tax is the responsibility of the Internal Revenue Service (IRS).
   
   The federal tax obligations of foreign nationals are determined by several factors: immigration status, length of time in the U.S., purpose for being in the country, intent to return to the home country or to remain for an extended period in the United States, country of citizenship, and type of income. Different combinations of these factors result in different tax obligations.

   - **Non-Resident Alien Tax Forms (1040NR-EZ / 1040NR)**
     
     As noted above, F-1 and J-1 students are generally considered **non-residents** for tax purposes during their first five years in the U.S. After five years, students are presumed to be resident aliens for tax purposes (see IRS Publication 519 for more information). Non-resident aliens will generally file IRS Form 1040NR-EZ; those with more complex cases will need to file IRS Form 1040NR. Nonresident tax returns are filed with the Internal Revenue Service Center, Philadelphia, PA 19255.

   - **Assistantships, Fellowships, and Scholarships**
     
     All students must pay taxes on stipends or salaries paid in connection with teaching, graduate, and research assistantships. Stipends are not scholarships or fellowships. The entire stipend is subject to taxation. International students who are not eligible to claim tax treaty benefits must have taxes withheld from their paychecks and must file a tax return between January 1 and April 15 of the following year. (See “Tax Treaties” and “Filing Tax Returns and Obtaining Refunds” below.)

     Students who are degree candidates do not pay tax on amounts received as a scholarship or fellowship grant which are used for tuition and direct educational expenses such as required fees, text books, supplies, and equipment. Expenses for room and board and other personal items are not considered educational expenses for the purpose of determining tax liability. Students who are not degree candidates must pay income tax on the entire amount of their fellowship award.

   - **W-2 and 1042S Forms**
     
     In January, everyone who was on a payroll in the previous year receives from the employer a W-2 form, a statement of the amount of money withheld from total earnings for federal tax, social security taxes (FICA), and state taxes. Each W-2 has three or four identical pages: one to be submitted to the IRS with the federal tax return; one to be submitted with the state tax return; one to be submitted with the city tax return; and one to be retained for your personal records.

     Non-resident recipients of fellowships and individuals who have claimed tax treaty benefits receive a 1042S statement of income. A portion of the income reported on the 1042S is subject to federal and state taxes. The portion of income that is taxed depends on education-related expenses and whether any portion of the income is exempt by treaty. See Publications 519, 520, and 901.

**REFUNDS:** In many cases, taxpayers are due a refund because more money was withheld from their pay than

**ON-LINE TAX RETURN FILING ASSISTANCE (CiNTAX)**

The Columbia University International Students and Scholars Office (ISSO) provides CiNTAX, an online tax preparation program, for use by Columbia and TC international students and scholars. This program offers user-friendly, step-by-step guidance for completing U.S. federal non-resident alien tax returns and (for a fee) state tax returns. TC students will have access to this program from the OIS website in March 2007 prior to the April 2007 filing deadline for the 2006 calendar year. A valid Columbia internet (cunix) account is required.
they owe in taxes. If a refund is due, the IRS sends a check directly to the taxpayer. If more tax is due, the taxpayer must send the IRS a check for the full amount with the return by the April 15 deadline. In order to claim a refund, a return must be filed - refunds of excess withheld tax is not automatic.

Individuals who have earned income in the U.S. and who fail to file an income tax return may later be required to pay fines and interest charges in addition to any taxes owed.

3. PREPARE A STATE INCOME TAX RETURN

Students who earned income in New York, even if it was exempt by treaty from federal income tax, may owe New York State and New York City income tax. Students who live in New York file as residents of New York; students who live in New Jersey file as non-residents of New York and must also file as residents of New Jersey. State tax forms are available in libraries and over state tax department web sites. As with U.S. federal tax filing deadlines, New York and New Jersey tax returns are due no later than April 15 for the previous calendar year.

CINTAX (see above) will prepare state and local tax returns for most states, although for an additional fee. You can also obtain assistance with state and local tax filing obligations, contact a tax specialist or refer to the web sites of the New York and New Jersey state tax departments for further guidance. For more information, go to the following sites:

New York:  http://www.tax.state.ny.us
New Jersey:  http://www.state.nj.us/treasury/taxation/

SOCIAL SECURITY INFORMATION

The U.S. national retirement and disability insurance plan is known as Social Security. With very few exceptions, all people who work in the U.S. are required to pay into the system. Generally, F-1 and J-1 students are not required to make social security payments and therefore should have no social security taxes withheld, as long as they have been in the U.S. for five years or less, and therefore are non-residents for tax purposes. Social Security tax is also known as "FICA." J-2 dependents who are working, however, must pay social security tax. Consult the Social Security and FICA provisions in IRS Publication 519 if you are an F-1 or J-1 student and you believe your employer is improperly withholding Social Security tax from your paycheck.

Social Security Number/Tax Identification Number

Everyone who is employed in the U.S. must obtain a Social Security number, which is used by the U.S. government to identify wage earners for tax purposes. The Social Security number is printed on a light blue card, referred to as the Social Security card. The number assigned to many new international students by Teachers College (@000xxxxx) is not valid for use outside TC; nor is it valid for payroll purposes within the college. This number issued by TC is only a student identification number to maintain attendance and grade records.

To obtain a Social Security number, contact the OIS for more information. In general, valid F-1 or J-1 employment authorization is required; for F-1 students, evidence of actual employment is also necessary. J-2 dependents must have a valid Employment Authorization Document (EAD) card from the U.S. Citizenship and Immigration Services to obtain a Social Security number.

J-2 dependents who do not have work authorization and F-2 dependents (who are not eligible for Social Security numbers) must apply to the Internal Revenue Service for a tax identification number (ITIN). This number is required and may be applied for by filing Form W-7 along with the first tax return.

A FINAL NOTE

Teachers College does not provide tax advising to American students or staff; nor can it offer advice or assistance to foreign nationals enrolled or employed at TC.

The information contained in this chapter is intended to give you a general sense of your obligations under the law. For in-depth analysis and assistance, you must consult a professional tax accountant or attorney specializing in nonresident tax matters.

FORMS GUIDANCE

(A) COMPLETION OF FORM W-4 BY NON-RESIDENT ALIEN STUDENTS AND SCHOLARS

Introduction: Withholding of Wages

Wages and other compensation paid to a non-resident alien for services performed as an employee are usually subject to graduated withholding at the same rates as resident aliens and U.S. citizens. Therefore, your compensation, unless it is specifically excluded from the term "wages" by law, or is exempt from tax by treaty, is subject to graduated withholding.

Tax Treaties

Although no withholding is required if the compensation payments are exempt from income tax under a provision of a tax treaty, the non-resident alien employee is still required to complete the W-4. In addition, Form 8233 must be completed to claim a treaty-based exemption from withholding, as noted in the instructions for Item 7, below. Form 8233 must be filed each year in order to claim a tax treaty benefit for that year.

Instructions on Completion of Form W-4 for Non-Resident Alien Students and Scholars

If you are an employee at TC and you receive wages subject to graduated withholding, you will be required to fill out a Form W-4 and submit it to TC’s Office of Human Resources at the time of hire. Also fill out Form W-4 for a scholarship or fellowship grant to the extent it represents payment for past, present, or future services and for which you are not claiming a tax treaty withholding exemption on Form 8233 (discussed below). These are services you are required to perform as an employee and as a condition of receiving the scholarship or fellowship or tuition reduction.

Nonresident aliens should fill out Form W-4 using the following instructions instead of the instructions on the Form W-4. This is because of the restrictions on a nonresident alien’s filing status, the limited number of personal
exemptions a nonresident alien is allowed, and because a nonresident alien cannot claim the standard deduction.

1. Check only “Single” marital status on line 3 (regardless of your actual marital status).

2. Claim only one allowance on line 5, unless you are a resident of Canada, Mexico, or the Republic of Korea (South Korea). Citizens of these countries may claim the same personal allowances as U.S. citizens.

3. Write "Non-Resident Alien" or NRA above the dotted line on line 6 of the form.

4. Do NOT claim “Exempt” withholding status on line 7. If you are eligible to claim a tax exemption under an income tax treaty, Form 8233 should be completed in addition to Form W-4. Form W-4 should be completed as outlined above and will apply at the time a treaty-based exemption no longer applies.

Signature: The form should be signed and dated.

Special Notes:

Citizens of India. If you are eligible for the benefits of Article 21(2) of the United States–India Income Tax Treaty, you may claim an additional withholding allowance for the standard deduction. You can claim an additional withholding allowance for your spouse only if your spouse will have no gross income for 2005 and cannot be claimed as a dependent on another U.S. taxpayer’s 2005 return. You may also claim an additional withholding allowance for each of your dependents not admitted to the United States on “F-2” or “J-2” visas if they meet the same rules that apply to U.S. citizens. You do not have to request additional withholding on line 6.

(B) COMPLETION OF FORM 8233 BY NON-RESIDENT ALIEN STUDENTS AND SCHOLARS

International students and scholars who wish to claim a tax treaty-based exemption from federal taxes on compensation for personal services performed at TC are required to file Form 8233 when filing Form W-4. Form 8233 must be filed by

1. All students, trainees, teachers, researchers, and individuals performing dependent personal services (services as an employee) and

2. Individuals performing independent personal services (independent contractors and honorarium recipients)

Form 8233 is valid only for the calendar year in which it is filed and must be refiled each year.

In addition to Form 8233, students, teachers, and researchers claiming a treaty-based exemption are required to provide an additional statement. Sample statements are available in Appendix A in IRS Publication 519.

Instructions for Completion of Form 8233 for International Students and Scholars

Year - Enter the calendar year to which the form applies.
INTERNATIONAL STUDENTS’ RIGHTS AND RESPONSIBILITIES IN THE UNITED STATES

The United States Constitution guarantees certain rights to all people living in this country. In general, international students in the United States enjoy the same constitutional protection as do citizens and permanent residents.

However, international students, like all nonimmigrants, are subject to immigration laws that do not apply to citizens and permanent residents. These laws regulate nonimmigrants’ entry to the United States, the conditions under which they may remain in the country and re-enter after traveling abroad, and eligibility for such immigration benefits as employment or change of status.

§ RIGHTS
International students enjoy freedom of speech, freedom of assembly, protection from unreasonable searches and seizures, and the other protections included in the U.S. Bill of Rights, the first ten amendments to The Constitution of the United States. International students may express their views freely and join with others to express and publish ideas, popular or unpopular, as long as these expressions are made in an orderly and peaceful manner.

International students are protected against discrimination on the grounds of race, religion, color, and national origin. There are federal, state, municipal, and university rules protecting citizens and international students from most forms of discrimination. The Teachers College policies on affirmative action, non-discrimination and equal opportunity are included in the Student Handbook.

§ RESPONSIBILITIES
The concept of individual rights carries with it a fundamental belief in individual responsibility. In the United States, ignorance of the law is not a valid defense against prosecution for violations. All visitors are expected to know and obey the laws of the United States while residing here.

§ THE RIGHTS AND RESPONSIBILITIES OF TEACHERS COLLEGE STUDENTS
Students are expected to be familiar with college rules, regulations, and procedures. It is important that all international students have a thorough understanding of the information contained in the College Policies section of the Student Handbook.

Policies and procedures include: Admission and Continuation of Enrollment, Academic Standards, Grades, Degree Program Requirements, Evaluation Procedures for Doctoral Certification, Termination of Enrollment of Emotionally Ill Students, Access to Student Records, Financial Matters, Statement on Academic Conduct, Student Conduct Code, and Ombudsperson. Policy Statements on a Drug-free Campus, Sexual Harassment and Acceptable Use of Information Technology Resources are also included in the Student Handbook.

Students should conduct themselves as mature and law abiding members of both the college community and the general community. Behavior which jeopardizes the health or safety of the college community is subject to review and possible penalty in accordance with the procedures and practices of the college.

§ CONFIDENTIALITY OF RECORDS
Americans believe that all people have a fundamental right to privacy. The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of each individual student. As a student in the United States you are protected by FERPA. This law gives you the right to

- inspect and review your educational records
- request your record be amended if you find inaccurate or misleading information
- require that the College obtain your written consent prior to disclosing personally identifiable information about you
- file a complaint with the U.S. Department of Education if you feel TC is not following FERPA guidelines
Under the law, each institution determines within guidelines what is known as “directory information.” This information can be released at the discretion of the university, unless you submit a form (available in the Office of the Registrar) stating you do not want it made available. Directory information at Teachers College consists of name, local and permanent address, email address, major field of study, dates of attendance at the College, degrees conferred and their dates. International Services does not release information to outside individuals without the consent of the student.

In addition to your academic records, your records at Columbia Health Services and at Counseling and Psychological Services (CPS) are confidential. They are about you, are not discussed in situations outside of the offices that provide the specialized services, and will not be given to your parents or other family members. That means that, except in a life-threatening situation, staff may not reveal to other people the information in those files... even if those people are your parents, professors or friends.

**NOTE: INFORMATION SOUGHT BY THE FEDERAL GOVERNMENT REGARDING THE IMMIGRATION STATUS OF NONIMMIGRANT STUDENTS IS NOT COVERED BY FERPA.**

Complete information about FERPA and how it is applied is included in the Student Handbook.

**§ CONSEQUENCES OF CRIMINAL CONVICTIONS**

Sometimes, international students fear that if they are convicted or even accused of a violation of any law, they will be deported immediately and automatically. This is not true. In most cases, conviction of a single misdemeanor or minor offense will have no affect on a student's immigration status.

Conviction of a more serious offense can result in deportation. For example, if a student is convicted of petty theft, disturbing the peace, drunkenness, or a similar minor offense, it will not affect his/her immigration status. Students can be deported if convicted of a crime involving “moral turpitude,” e.g., possessing drugs or engaging in prostitution, or if convicted of a crime for which they are sentenced to at least one year of prison. Immigration law provides for the possible deportation of any person who is a “narcotic addict” or who is “convicted of a violation of... any law or regulation relating to the illicit possession of or traffic in narcotic drugs or marijuana.” Furthermore, a student who is found guilty of a serious offense may be deemed, for future entry purposes, inadmissible to the United States.

**§ PUBLIC BENEFITS**

Although international students enjoy many of the same civil rights as citizens and permanent residents of the United States, they are not eligible for government-funded programs. Individuals in F or J status should never accept public benefits from federal, state, county, or local government agencies because doing so jeopardizes their nonimmigrant status. Public benefits include Medicaid, Aid to Families with Dependent Children, food stamps, subsidized housing, and all other aid programs funded in whole or in part with government funds. Accepting such benefits can result in the loss of student status and a bar to re-entry to the United States.

Cooperation between state social service agencies and the Department of Homeland Security (DHS) makes it possible for the DHS and the United States Department of State to identify nonimmigrants who accept public benefits. International students who have accepted public benefits may be denied visas at consulates abroad or may be denied entry to the United States at the U.S. port of entry.

Nonimmigrants are prohibited by U.S. law from becoming a “public charge,” i.e., someone who is financially dependent on government funds, in the United States. When nonimmigrants apply for visas, they are required to show documentation of sufficient funds to cover all of their living expenses, and those of their dependents, during their stay in the United States. The ability to cover all of one’s personal and family expenses is a condition of obtaining and maintaining F-1 or J-1 status. In accepting public benefits international students declare themselves unable to meet their financial obligations and thereby render themselves ineligible for F-1 or J-1 status.

Frequently, social service agencies, hospitals, or public housing administrators unwittingly encourage international students to apply for public benefits because they are unaware of the regulations governing nonimmigrant status or they do not know the immigration status of the individuals they are advising. Further, although the U.S. citizen children of nonimmigrants may be eligible for public benefits, by accepting those funds the children’s parents acknowledge their inability to support their dependents and thus risk being judged to have violated the conditions of their F-1 or J-1 status.

All individuals in F-1 and J-1 status must have adequate health insurance for themselves and their dependents to cover medical costs. All international students and scholars must be able to provide shelter, food, and clothing for themselves and their dependents as a condition of maintaining their nonimmigrant status. □
TC Forms and Other Information
OIS Document / Update / Subscription Request Form

Used by: Office of International Services. Use this form to submit a request for a bank letter, certified letter, or invitation letter from the OIS, to subscribe to the OIS's Weekly Update listserv, or to report a change of address (students on post-completion OPT only).

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TEACHERS COLLEGE
COLUMBIA UNIVERSITY
OFFICE OF INTERNATIONAL SERVICES

REQUEST FOR OIS DOCUMENT / UPDATE / SUBSCRIPTIONS

INSTRUCTIONS. Complete and submit this form to request one of the following letters from International Services, or to request subscription to our Weekly Update listserv. Please allow up to two business days for the letter to be completed. You will be notified by e-mail once the letter is ready or if we have any questions about your request.

A. YOUR INFORMATION

Name: ____________________________________________

TC ID #:_______________________________

Tel #: ____________________________________________

E-Mail: ________________________________

B. YOUR REQUEST

☐ Bank Letter. Courtesy letter from OIS to assist you in opening a bank account. You must provide a U.S. local address below:

_____________________________________ Are you now living at this address? ☐ Yes ☐ No

_____________________________________ If no, when will you move to this address?

_____________________________________ ZIP:

☐ Certified Letter verifying your name, country of citizenship, date of birth, academic program, expected date of graduation, and enrollment status at TC. If your letter is to be used for a special purpose, or must be addressed for a specific person/organization please indicate on the back of this sheet:

☐ Invitation Letter. Please indicate on the back of this sheet the full NAME of the person or persons whom you would like to invite, their relationship to you (e.g., parent), the expected dates of their visit or visits, and the reasons for the invitation (graduation, etc.)

NOTE: F-1 students who wish to get a letter for a Social Security number must have an on-campus job or other valid F-1 employment. Please speak to an OIS advisor if you have an on-campus or off-campus job and require a Social Security number. F-1 students who do not have valid F-1 employment are not eligible for Social Security numbers.

☐ Subscription to OIS Listserv. To enroll in the Office of International Service's "Weekly Update" listserv for students, to receive the latest news and updates about office services and office hours, programs, and events.

☐ Address Update for Students on Post-Optional Practical Training

_____________________________________ Are you now living at this address? ☐ Yes ☐ No

_____________________________________ If no, when will you move to this address?

_____________________________________ ZIP:

I agree for the OIS to act on my request for the above.

____________________________________________________ ___________________________________
Name (Signature)      Date

---

BOX 308, 525 WEST 120TH STREET, NEW YORK, NY 10027-6696 · (212) 678-3939 · FAX (212) 678-3681 · EMAIL tcintl@columbia.edu
OIS Reduced Courseload Form

Used by: Office of International Services. Use this form to submit a request from the OIS for authorization to take a reduced courseload (RCL). Acceptable grounds for a reduced courseload include first-semester language or academic difficulties, medical illness, or last semester of studies.

TEACHERS COLLEGE
COLUMBIA UNIVERSITY
OFFICE OF INTERNATIONAL SERVICES

STUDENT REQUEST FOR PART-TIME ENROLLMENT (REDUCED COURSELOAD)

INSTRUCTIONS. Complete and submit this form to the Office of International Services (OIS) if you are an F-1 or J-1 student seeking permission to take a reduced courseload (part-time enrollment). Please note: a reduced courseload can be granted only in certain circumstances and always requires the prior authorization of International Services. Do NOT assume that you have permission to take a reduced courseload without the prior written confirmation of the OIS. A reduced courseload without permission is considered an immigration violation leading to a loss of immigration status.

Do not complete this form if you are taking less than 12 credits but doing other non-credit academic activity (e.g., exam preparation, thesis or project research, graduate assistantship, elective or required internships and fieldwork) that makes you eligible for full-time equivalency. You should instead file a Certificate of Equivalency (COE) with the Office of the Registrar to request full-time equivalency.

A. YOUR INFORMATION

Name: __________________________________________ ID#: _________________ E-mail: __________________
Department / Major: _______________________________ Degree Level: ______________________

B. REQUEST FOR REDUCED COURSELOAD

1. I am requesting permission to take a reduced courseload for: □ Fall 20____ □ Spring 20____

2. I intend to take ________ credits this semester. My immigration status is: □ F-1 □ J-1

3. Reason for requesting reduced courseload (check one):

   A. _____ Initial difficulty with the English language. You are in your first semester of study in the U.S. and are having initial difficulty with the English language. Enrollment in OIS’s Academic Language & Culture Workshop or equivalent required.

   B. _____ Unfamiliarity with U.S. teaching methods and expectations. You are in your first semester of study in the U.S. and are having initial difficulty due to unfamiliarity with U.S. teaching methods and expectations. Enrollment in OIS’s Academic Language & Culture Workshop or equivalent required

   C. _____ Initial difficulty with the reading requirements. You are in your first semester of study in the U.S. and are having initial difficulty with the reading requirements for your program. Enrollment in OIS’s Academic Language & Culture Workshop or equivalent required.

   D. _____ Medical Condition or Illness. You must present a letter from a doctor or medical care provider indicating the nature of the illness and recommending part-time enrollment or, if medically warranted, no coursework. No more than 12 months of permission per degree level may be granted on the basis of a medical condition. Permission can be granted only one semester at a time.

   E. _____ Last semester of study. You are in your last semester you need less than 12 credits (or the equivalent as determined by a COE) to complete your degree requirements. You have your advisor’s certification that the current semester will be your final semester of registration. Once granted, you are no longer eligible to request an extension for your current program. You must complete your degree requirements by the end of the current semester.

_____________________________________________________ ____________________________
Your Signature       Date

C. FACULTY ADVISOR’S CERTIFICATION. A signature of a faculty or departmental advisor is necessary only if you are requesting a reduced courseload because it is your last semester of study (reason E, above).

_____________________________________________________ ____________________________
Advisor’s Signature      Date

Advisor’s Name       Advisor’s E-mail

BOX 308, 525 WEST 120TH STREET, NEW YORK, NY 10027-6696 · (212) 678-3939 · FAX (212) 678-3681 · EMAIL tcintl@columbia.edu
TEACHERS COLLEGE
COLUMBIA UNIVERSITY
OFFICE OF INTERNATIONAL SERVICES

F-1 CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION REQUEST

INSTRUCTIONS: Complete and submit this form to the Office of International Services (OIS) if you are an F-1 student requesting authorization for curricular practical training (CPT). Curricular practical training allows you to accept employment in your field of study that is “integral to the established curriculum” of your degree program. This means that the employment is not only related to your field of study, but is connected to an academic requirement or elective, as outlined in #3 below.

In order to receive authorization for CPT, you must follow this procedure:
1. Obtain a job offer letter which specifies your duties, beginning and ending dates of employment (maximum one year), number of hours per week, and employment site (including zip code).
2. Take the job offer letter and this form to your faculty advisor or course instructor. Your advisor must review the proposed employment and authorize it on the basis of one of the categories listed in #3, below.
3. Register for the appropriate internship, fieldwork, practicum, or student teaching course, if necessary (note: CPT authorization cannot be based on independent study).
4. Once you have faculty approval and have registered for the specified course, bring this form and a copy of your job offer letter to the OIS to submit your CPT authorization request.

Bring all documents at least 5 business days prior to your anticipated employment start date. If your CPT request is approved, the OIS will issue an updated I-20 employment authorization page (I-20 page 3) with the appropriate CPT authorization indicated on the form.

A. TO BE COMPLETED BY THE STUDENT (Please print clearly)

Name: _______________________________________________ ID#: ______________________________
Department: ___________________________________________ E-mail: ____________________________
Major: ___________________ Degree Level: ___________________

1. I am requesting: ☐ Full-time curricular practical training (More than 20 hours per week)***
   ☐ Part-time curricular practical training (20 hours per week or less)***

   ***College teaching is calculated at 10 hours per week per course.

   NOTE: If you request an aggregate total of 12 months or more of FULL-TIME curricular practical training within one degree program, you will lose your eligibility for any further optional practical training related to that degree. Speak to an advisor at International Services for more information.

2. I would like to work from _______________ (start date) to _______________ (end date). [one year maximum]
   Authorization is granted on a semester-by-semester basis, even if the proposed training is more than one semester. Proof of course registration must be submitted to OIS each semester.

3. The proposed training is being done as (check one):
   ☐ An internship, fieldwork, or practicum for ________credit(s) for each of the following term(s):
     Fall 200___  Spring 200___  Summer A 200___  Summer B 200___
     Course number and name: _______________________________________________________.

   NOTE: curricular practical training may not be authorized for independent study but must be for a course specifically intended for internship, practicum or fieldwork experience.

   ☐ Non-credit / zero-credit internship required for all degree candidates in my program, as published in the TC bulletin.

   ☐ Doctoral candidates only: for site-specific dissertation research. For doctoral candidates who have completed all coursework requirements and are engaged in dissertation research at an off-campus location or site. Registration for Doctoral Seminar or Doctoral Advisement 8900 is required.

TURN OVER >>>
OIS OPT Recommendation Request Form

Used by: Office of International Services. For F-1 students only. Use this form to request an OIS recommendation for F-1 Optional Practical Training.

Complete this form in its entirety and submit it to the Office of International Services if you are an F-1 student requesting a recommendation for Optional Practical Training.

A. YOUR INFORMATION

Name: ______________________________________ ID#: ______________________

Department / Major: ______________________ Email: ______________________

Degree Level (circle one): MA / MS / EdM / EdD / PhD Tel: ______________________

I will complete / have completed all coursework for my degree by: ______________________

I will complete all degree requirements by: ______________________

B. YOUR REQUEST

I am requesting the following recommendation for OPT:

1. I am requesting:
   [ ] Pre-completion OPT (before completion of degree requirements)
   [ ] Post-completion OPT (after completion of all degree requirements)

2. Check One:
   [ ] Full-time (More than 20 hours per week)
   [ ] Part-time (20 hours per week or less)

NOTE: full-time OPT is permitted during the following situations ONLY: (a) during the annual summer vacation period; after all coursework requirements for the degree (but before the final thesis project or dissertation) have been completed; or (c) after all degree requirements (including the final thesis project or dissertation) have been completed.

3. I would like to work from ______________ (start date) to ______________ (end date).

4. Please describe, briefly, the type of training you are looking for or intend to pursue (e.g., school psychologist, technology specialist, etc.). You do not need to have a specific job offer or employment position to apply for Optional Practical Training, but keep in mind that any training you pursue must be related to your field of study.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

5. Were you ever authorized for Optional Practical Training in the past? [ ] Yes [ ] No

   If yes, please indicate date(s) of authorization, which school you were attending when you were authorized, and whether it was full-time or part-time:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

6. Were you ever authorized for 12 months or more of full-time curricular practical training (CPT) in the past? [ ] Yes [ ] No

   If yes, please speak to an advisor at International Services.

SEE REVERSE PAGE >>>

BOX 308, 525 WEST 120TH STREET, NEW YORK, NY 10027-6696 · (212) 678-3939 · FAX (212) 678-3681 · EMAIL tcintl@columbia.edu
**Change of Name Form**

Used by: Office of the Registrar. Use this form to report a name change (e.g., due to marriage). Please keep in mind that your immigration documents and school records must reflect your name as indicated in your passport.

---

<table>
<thead>
<tr>
<th>TEACHERS COLLEGE, COLUMBIA UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Registrar</td>
</tr>
</tbody>
</table>

**CHANGE OF NAME FORM**

<table>
<thead>
<tr>
<th>NAME ___________________________</th>
<th>ID# ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES OF ATTENDANCE ___________________</td>
<td></td>
</tr>
<tr>
<td>DATE OF BIRTH ______________________________</td>
<td></td>
</tr>
</tbody>
</table>

This is to certify that I am the student who has been enrolled in Teachers College under the name of: *(print former name)*

<table>
<thead>
<tr>
<th>NAME ___________________________</th>
<th>first</th>
<th>middle</th>
<th>last</th>
</tr>
</thead>
</table>

I now wish my name to appear on my Teachers College records as: *(print your name EXACTLY as you wish it to appear)*

<table>
<thead>
<tr>
<th>NAME ___________________________</th>
<th>first</th>
<th>middle</th>
<th>last</th>
</tr>
</thead>
</table>

**DOCUMENTATION:**

I am presenting one of the following forms of documentation to substantiate my new name: *(check one)*

- [ ] Marriage License  
- [ ] Driver’s License  
- [ ] Passport  
- [ ] Birth Certificate

**OR** I have had this form notarized below:

<table>
<thead>
<tr>
<th>Notarization: Subscribed and sworn to before me this _______ day of <strong><strong><strong>/</strong></strong></strong> month ______ year</th>
</tr>
</thead>
<tbody>
<tr>
<td>County of ___________________  State of ___________________</td>
</tr>
<tr>
<td>Signature of Notary ________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE ___________________________</th>
<th>DATE ___________________________</th>
</tr>
</thead>
</table>
Change of Information Form

Used by: **Office of the Registrar**. Use this form to report updates to your mailing and/or permanent address, or to request your Student ID number be linked to your Social Security Number. International students in F or J status must maintain a U.S. residential address and overseas address on file with the Office of the Registrar. Optional Practical Training.

**TEACHERS COLLEGE, COLUMBIA UNIVERSITY**
Office of the Registrar

**CHANGE OF INFORMATION FORM**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name, First Name</td>
<td></td>
</tr>
</tbody>
</table>

**ADDRESS CHANGE**

This will change your address in the computer system accessed by all administrative offices (Registrar, Admissions, Student Aid and Student Accounts) at Teachers College. If you are an employee (including work-study) you should also change your W-2 address with the Human Resources Office.

New Mailing Address:

<table>
<thead>
<tr>
<th>street address 1</th>
<th>area code</th>
<th>phone number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>street address 2</th>
<th>preferred email address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>city</th>
<th>state</th>
<th>zip code</th>
</tr>
</thead>
</table>

☐ Check this box if your mailing address is the same as your permanent address

New Permanent Address:

<table>
<thead>
<tr>
<th>street address 1</th>
<th>area code</th>
<th>phone number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>street address 2</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>city</th>
<th>state</th>
<th>zip code</th>
<th>country</th>
</tr>
</thead>
</table>

Do you wish that your address be withheld from the public? ☐ YES ☐ NO

**OTHER INFORMATION**

☐ Check this box if you wish to change your ID # to

Social Security Number (copy of card must be attached)  
Generated

Date of Birth  
Month  Day  Year

STUDENT SIGNATURE  DATE
Certificate of Equivalency
Used by: Office of the Registrar. Use this form to request full-time equivalency. The form should be submitted to the Registrar no later than the end of the add/drop period. You must request full-time equivalency if you are taking less than 12 credits but are doing other non-credit academic work such as exam preparation, thesis or project research, required internships, or teaching/research assistantship. You do not need to complete this form if you register for 12 credits or more or if you are a doctoral student who is registering only for Doctoral Advisement 8900.

**CERTIFICATE OF EQUIVALENCY**
Please read the instructions before filing!

**TO BE COMPLETED BY THE STUDENT**

NAME ____________________________________________ STUDENT ID NUMBER ____________________________

ADDRESS ___________________________________________________________________________________________

TELEPHONE NUMBER ____________________________________________________________

ACADEMIC TERM FOR REQUESTED CERTIFICATE OF EQUIVALENCY (e.g., Spring 2001)

________________________________________________ (Indicate only one term. For the Summer term, please indicate Session A or B or both.)

DEGREE PROGRAM ___________________________ MAJOR ________________________________________

Total Number of Points Registered for the Term: ___________

OR

If not enrolled in course work, registered as a:

Doctoral Candidate (IND6000) __________ Master Candidate (IND4000) __________

Indicate the number of **hours per week** devoted to one or more the following activities: (NOT points of credits – see instructions on the reverse for point equivalents)

<table>
<thead>
<tr>
<th>Hours per Week</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supervised research on doctoral dissertation</td>
</tr>
<tr>
<td></td>
<td>Supervised research/study for the Integrative Experience for the Master’s degree (Master’s project or Master’s comprehensive exam)</td>
</tr>
<tr>
<td></td>
<td>Preparation for the required doctoral certification or language exam</td>
</tr>
<tr>
<td></td>
<td>Practicum, Student Teaching or Internship Course(s) <strong>(MUST be currently registered in a course defined as such)</strong></td>
</tr>
<tr>
<td></td>
<td>Fieldwork Course <strong>(MUST be currently registered in a course defined as such)</strong></td>
</tr>
<tr>
<td></td>
<td>Other (Specify activity – attach additional page if needed)</td>
</tr>
</tbody>
</table>

Please sign the following statement:

“The preceding information is correct to the best of my knowledge. I agree to inform the Office of the Registrar of any changes that may occur.”

Student’s Signature: __________________________________________ Date __________________________

**TO BE COMPLETED BY THE ADVISOR:**

“The student named above is my advisee, and the information provided above is accurate to the best of my knowledge. All of the work in which the student will be engaged is required for the successful completion of this student’s degree program.”

Advisor’s Signature: __________________________________________ Date __________________________

Name and Department of Advisor: ____________________________

**TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR:**

“According to the information provided above, the student meets eligibility requirements for the following enrollment status:”

<table>
<thead>
<tr>
<th>FULL-TIME</th>
<th>HALF-TIME</th>
<th>LESS THAN HALF-TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>_____________________</td>
</tr>
</tbody>
</table>

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Registration Instructions and Worksheet
Used by: Office of the Registrar. Follow the instructions on this worksheet to get registered for classes.

B-4. Teachers College Registration Services
Call (212) 678-3200 Monday-Saturday, 8:00 a.m. to 11:00 p.m.
or use https://info.tc.columbia.edu

REGISTRATION STEPS
• Review the SCHEDULE OF CLASSES
• Consult with your academic advisor about your class selections for the term. You are responsible for obtaining your advisor’s approval for the classes you select. Registering for classes that your advisor has not approved can seriously compromise your ability to fulfill degree requirements, and may have unintended financial consequences.
• Obtain special permission from the instructor of any course listed in the Schedule of Classes which requires instructor approval. Approval for all special permission courses MUST be entered into the computer system by the department before you can register via Touch-tone or TC-Web services.
• Overrides for waivers of prerequisites, corequisites, major requirements or closed classes must be authorized in writing and entered into the computer system by the Registrar’s Office. The form for overrides/special approvals may be obtained in the Office of the Registrar and in section C-2 of this bulletin.

REGISTRATION MATERIAL
To access the registration system, you must have the following:
• A touch-tone telephone or a computer with web access.
• Your 9-digit Student ID Number (usually your Social Security Number). If your Student ID number begins with the “@” symbol, only enter the 8 numeric characters for your ID when prompted by the telephone system to enter your Student ID Number. For example, if your Student ID number is @00099999, enter 00099999.
• Your 6-digit PIN (Personal Identification Number). If you have an old 5-digit PIN that was issued prior to Spring 1998, you should use 9 + your old PIN.
• A Schedule of Classes
• Your completed Registration Worksheet.

PERSONAL ID NUMBER (PIN)
In combination with your Student ID Number, your 6-digit PIN provides access to your confidential registration and grade information through TC-Web or the Touch-tone System. Though a PIN has been assigned to you, we encourage you to change it to any 6-digit code you will remember. You may change your PIN by selecting the “Change PIN” option at the main menu of the Touch-Tone system or TC-Web. You should keep your PIN confidential at all times. If you lose or forget your PIN, you must come to the Registrar’s Office with your TC ID card to receive a new one. For security reasons, PINs may not be released over the telephone.

SCHEDULE/BILLING STATEMENT
You may review your schedule and bill on the Student Information System on TC-Web. Please be certain to review the Class Schedule for payment dates. If you are on campus you may request a printed schedule/bill from the Office of the Registrar.

PAYMENT
Payment must be remitted to the Office of Student Accounts upon registration in accordance with the dates indicated in the Class Schedule. Payment may be made through Touch-tone Services and the Student Information System on TC-Web by selecting the appropriate menu item. Failure to make payments according to the due dates will result in the assessment of late payment penalties.

PROGRAM CHANGES
The last day to add/drop is noted in the Academic Calendar in the Class Schedule and the Catalog. For further information regarding add/drops and withdrawals consult the Class Schedule and the Teachers College catalog. Refunds of tuition resulting from courses dropped during the add/drop period or withdrawal are usually processed by the Office of Student Accounts within 1 week.

HELPFUL HINTS
• Carefully follow web or voice instructions.
• Be certain to confirm all of your registration entries (initial registration, adding courses, dropping courses) before exiting the Touch-tone system. Transactions are not processed until you confirm. Check your schedule before exiting TC-Web.
• Teachers College Touch-tone Services are frequently easier to access during the early morning or late evening hours.
• TC-Web and Touch-tone systems are also available for you to add and drop classes through the change of program period. You may also use this system to learn of your grades for the past 3 terms, and to make payment by credit card.
• Enrollment in Health Service and Health Insurance plans is not available through Touch-tone Services, but is available through TC-Web. Enrollment/waiver forms are available through the Office of Student Life and the Office of the Registrar.
# Teachers College Touch-Tone Services

CALL 212-678-320  Monday - Saturday, 8:00 a.m. - 11:00 p.m.

On the Web at: https://info.tc.columbia.edu/

## Registration Worksheet

**Please Complete This Worksheet Before Calling**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Number</th>
<th>SEC</th>
<th>Course Title</th>
<th>PTS</th>
<th>Days/Times</th>
<th>Instructor Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>ORLA4001</td>
<td>001</td>
<td>Overview of Administration</td>
<td>3</td>
<td>TR 4:40-6:45</td>
<td></td>
</tr>
</tbody>
</table>

**Please Complete This Worksheet Before Registering**

https://info.tc.columbia.edu/, or 212-678-3200

**Reminder: You Must Confirm Your Classes Before You Exit**

(Touch-tone Option #3 in the Register/Drop Menu - View Student Schedule on TC-Web)

### Main Menu
- To Register: Press 1
- To Make Credit Card Payments: Press 2
- To Hear Your Grades: Press 4
- To Exit and Hang Up: Press 9

### Registration Menu
- To Register: Press 1
- Registration Information: Press 2
- To Change Your PIN: Press 3
- To Return to Main Menu: Press 9

### Register/Drop Menu
- To Add Courses: Press 1
- To Drop Courses: Press 2
- To Confirm Courses: Press 3
- To List Current Schedule: Press 5
- To Return to Previous Menu: Press 9
Request for Enrollment Verification

Used by: Office of the Registrar. Use this form to request official TC verification of your enrollment status as a full-time student. This may be useful to carry when traveling and/or applying for a new visa.

Teachers College
Columbia University

Office of the Registrar
152 Horace Mann

REQUEST FOR ENROLLMENT VERIFICATION

Student Information:
Name: ___________________________ Student ID #: __________________
Address: _________________________ Phone: _______________________
When do you anticipate completing the degree program you are currently admitted to? __________________________
Are you registered for the current term? ________________________________
Have you filed a Certificate of Equivalency (COE) form? __________________________

Please be sure to complete this form fully and sign below.

PLEASE NOTE:
1. Enrollment in future terms can NOT be verified.
2. Fewer than 6 points is defined as LESS THAN HALF-TIME.
3. Doctoral Dissertation Advisement (xxxx 8900) is considered FULL-TIME.

Verification Type:
_____ I have attached a form from my lender or other agency to this form.
_____ Please issue the letter of enrollment verification verifying my enrollment as a
       _____ HALF-TIME STUDENT (6-11 points) or
       _____ FULL-TIME STUDENT (12 or more points)
       for the following term(s): __________________________

Additional Information:
If you wish to have additional information included in your letter, please indicate this information
below. If you are requesting a verification for deferment of a loan, please include your loan
account number.

______________________________________________________________________________

Receipt of Completed Letter:
_____ I will pick up the enrollment verification from the Receptionist in the Registrar’s Office, 152
       Horace Mann. (Please allow one week.)
_____ Please mail the enrollment verification to the address below:
       __________________________________________________________________________

Signature of Student: ___________________________ Date: __________________

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DIRECTORY OF IMPORTANT NUMBERS

Area codes for the New York City area include 212, 718, 646, and 917.

When dialing to or from a public telephone number, you must first dial “1” plus the area code plus the telephone number, even for local calls within the city.

Example: 1-212-678-3939

If calling a TC extension from another TC extension, you only need to dial the last four numbers to reach.

Example: x3939

PUBLIC INFORMATION AND SERVICES

Fire or Medical Emergency
Directory Information
Non-Emergency Services
911
411
311

CAMPUS EMERGENCY NUMBERS

TC Security
Columbia Security
CU Health Services On Call
Columbia Area Volunteer Ambulance
St. Lukes Roosevelt Emergency Room
3333
(212) 854-5555
(212) 854-0120
(212) 854-5555
(212) 523-3335

CAMPUS INFORMATION

TC General Information
Columbia General Information
(212) 678-3000
(212) 678-3939
(212) 854-0120
(212) 854-1754

KEEP IN TOUCH WITH THE OIS

WEB
Check our web site for information about events, TC and New York City links, maintaining immigration status, financial aid, travel, employment, and programs and events!

http://www.tc.edu/international

LISTSERV
Our weekly listserv has updates and reminders regarding programs, deadlines, office hours, international news, and fun things to do. Subscribe by going to our web site for the direct link.

E-MAIL
The quickest way to communicate with members of our staff and get answers to your questions. Save time by sending us an e-mail and we’ll respond as quickly as we can.

tcintl@tc.edu

TELEPHONE
Call us during office hours to speak to a staff member.

(212) 678-3939

FACSIMILE
If you need to send us documents, you can fax them to us at the following number

(212) 678-3681, ATTN: INTL. SERVICES

Please note: as our facsimile machine is located in another office, we cannot make immediate confirmation that any faxes sent to our office have been received.

MAIL / AIRMAIL

TC Office of International Services
Box 308
525 West 120th Street
New York, NY 10027

EXPRESS MAIL

TC Office of International Services
163 Thorndike Hall
535 West 120th Street
New York, NY 10027
USA