



WEEKLY UPDATE – March 2

OFFICE SPOTLIGHT

Gleeson Library

Gleeson Library is your home for research, discovery, and collaboration! The library's supportive staff are there to assist you in your academic research, studying, and more. Students can **chat with a librarian in real-time 24/7**, reserve group **study rooms**, and locate books and journals of interest. Check out their **blog**! Gleeson Library is your "one stop shop" for research and studying needs. **Learn more about library resources on their website »**



IMMIGRATION INFORMATION AND DEADLINES

Filing Your Taxes

It's important to be aware that, as a nonresident student in the US, you are legally required to file a tax return if you received US income during 2019. **Even if you didn't work or receive income in the US in 2019, you're still obliged to file a Form-8843 with the IRS.**

University of San Francisco has arranged free access to **Sprintax Tax Preparation** for you. Sprintax will guide you through the tax preparation process, arrange the necessary documents and check if you're due a tax refund. Please follow the steps below.

1. **Register and follow the simple instructions**
2. Complete the online questionnaire
3. Enter your unique code **SpTx2019USF501F** in the box on the 'Review your order' page
4. Sprintax will prepare your tax return

Once you complete the preparation process in the Sprintax software, you must print, sign, and mail your documents to the IRS. If you have any questions, the Sprintax team will be happy to help via their 24/7 live chat facility.

We offer **tax workshops** help you understand your US tax filing requirements for non-residents. Our workshops will be Thursday, March 19 from 11:45 a.m.–1 p.m. in Malloy 405 and Friday, April 3 from 1–2:15 p.m. in Malloy 230. Please **register for the workshop**.

EVENTS AND WORKSHOPS



Spring Break Travel Reminders

Planning to travel outside of the US during spring break? Be sure to become familiar with the **required documents for travel**. The travel signature on your I-20 or DS-2019 is valid for one year, so if it has expired or will expire before you return to the US, you need to obtain a new one from our office. Please note that these **requests take up to five business days** to process so make sure you bring your document to ISSS with sufficient time.

In light of the coronavirus, our office wants to remind you that any travel outside of the US is at your own discretion. Currently the US travel restrictions only address travel to mainland China. If someone has traveled to mainland China in the last 14 days they will not be able to enter the US. The travel restrictions do not include Hong Kong, Taiwan, Macau, or other countries nearby. If you are traveling near mainland China you may be asked about entering China when you arrive in the US. You will want to be able to show that you have not been in China in the last 14 days.

Keep in mind that these restrictions can change and make it difficult to return. You will want to make sure you plan for flight and entry delays so that you can return in time for classes. Also be aware of any stopovers and note the conditions in those countries before departing from your original destination.

You should always follow the **ISSS travel information** and make sure you have a travel signature and valid visa.



H1B, Job Success Workshops

Don't forget about the upcoming H1B and Job Success workshops coming up this week! Today, our staff will host **Job Success Strategies for International Students Workshop**. At this event, co-hosted by Career Services Center, students will learn about specific job resources available for international students and expectations in the US job market. This workshop will take place from **5:30–7 p.m.** in UC 402/403.

Register for this workshop »

Students will come together to learn about some options to remain in the US after completing their programs of studies. Martin Lawler, a local immigration attorney, will present information on employment options for F-1 students after the completion of their studies. F-1 students after the completion of their studies. Information will focus on the **H-1B Work Visa**, however information on the TN NAFTA, L-1 Multi-National Organization, and P-1 Athlete or Entertainer in a Group visas will also be provided. The workshop will take place **Thursday, March 5 from 5:30–7 p.m.** in Fromm Hall, Maraschi Room.

Register for this workshop »

ISSS OFFICE RESOURCES

Requesting a document from ISSS?

If you are requesting an immigration document or letter from our office, remember that we request **five business days** to process requests. Make sure you plan accordingly so you have enough time to receive your document before you need it. **You can also make some document requests through an online submission.**

ISSS Office Hours

ISSS holds regular business hours of Monday–Friday, 9 a.m.–5 p.m.

Adviser Appointments and Workshops

Appointments can be made online. Please visit the **ISSS website** to schedule an appointment. Appointments are still booked in 30-minute increments.

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