



WEEKLY UPDATE – April 5

## Tax Filing for International Students

This week's newsletter includes information to remind you about filing taxes as an international student. As always, if you have any general questions, you can contact our office by **chat**, **phone**, or **email**. If you have specific immigration questions, you can also **make an appointment with your ISSS adviser online**.

## Filing Taxes

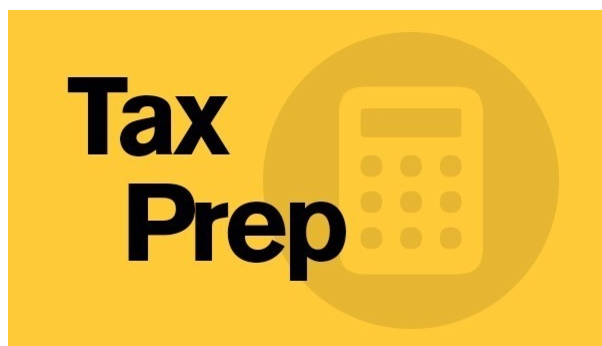
It's important to be aware that, as a non-resident student in the US, you are legally required to file a tax return if you received US income during 2020. Even if you didn't work or receive income in the US in 2020, you're still obliged to file a Form-8843 with the IRS. The University of San Francisco 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 and reference the **MyISSS student handbook**, *Accessing Sprintax to File Taxes*. Note that U.S. tax forms from individuals must be submitted by **May 17, 2021** (extended from April 15, 2021).



**Access via Academic Objective record in MyISSS account:**

1. Log into the **MyISSS portal**.
2. Go to your User home page by clicking on the home button at the top of your screen.
3. Under the Records column, click on "Academic Objective."
4. Find the Learning Content box and click "Tax Filing for Foreign Nationals."
5. Click on #2 Login to Sprintax or create a new account here. You should be taken to the Sprintax website and will be prompted to sign in or create an account.

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 through the live online chat, by phone at **(866) 601-5695**, or by **email**.



## Sprintax Workshops

Sprintax is offering tax workshops that will cover: an overview of tax for nonresident students and scholars, who must file a 2020 US tax return, what income forms students/scholars may receive, forms that need to be completed and sent to the IRS, terms like FICA, ITIN and Form 1098-T, what happens if students don't file, or misfile, state tax returns and IRS stimulus payments. See dates and register below.

Tuesday, April 6, 1 p.m. (ET)

**Register »**

Tuesday, April 13, 1 p.m. (ET)

**Register »**



## Maintaining Status

A reminder that the last day to drop courses or withdraw from a course is Monday, April 12. As a reminder, F-1 students must be enrolled full-time unless approved by ISSS for a reduced course load.

Full-time status for undergraduate students is 12 or more units and 6 or more units for graduate students.

If you have questions about dropping or withdrawing from a course and are unsure of how it would affect your status, please **email** ISSS. **See the full academic calendar »**

## ISSS OFFICE RESOURCES

### Requesting a document from ISSS?

If you are requesting an immigration document or letter from our office, remember that we request **ten 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 make document requests through online submission.**

### Adviser Appointments and Workshops

**Appointments can be made online.** Please visit the **ISSS website** to schedule an appointment. Appointments are still booked in 15-minute increments.

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**UNIVERSITY OF SAN FRANCISCO**  
International Student and Scholar Services

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