



WEEKLY UPDATE – March 15

Finances and Taxes

This week's newsletter includes information 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**. Please keep in mind that you can expect email responses within one–three days depending on the urgency of the question and volume of emails received. Note that this week during spring break (March 15–19), our office is open and processing time remains the same, however our chat and phone features are limited to 10 a.m.–2 p.m.

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*.



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**.

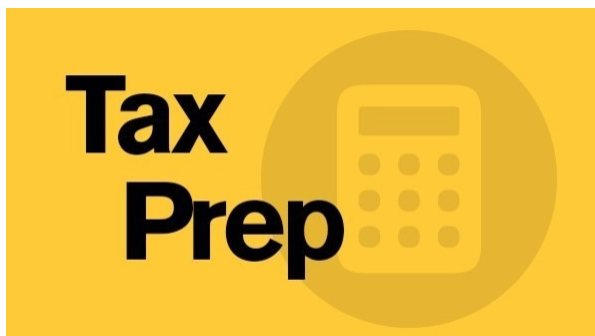


ISSS Tax Workshop

The ISSS office will offer a tax workshop to help you understand your U.S. tax filing requirements for non-residents, as well as to provide you with information and instructions about the below items. This workshop will take place on **Friday, March 26 from 10:30–11:30 a.m.**

Register to attend »

- Taxable scholarships
- U.S. tax treaties
- Social Security Number (SSN) and Individual Tax Identification Number (ITIN) application procedures
- Using the USF purchased tax software, Sprintax



Sprintax Workshops

In addition to the ISSS workshop, you can also attend a Sprintax webinar, which 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.

- Monday, March 15, 2:30 p.m. EST **Register »**
- Monday, March 29, 2 p.m. EST **Register »**
- Tuesday, April 6, 1 p.m. EST **Register »**
- Tuesday, April 13, 1 p.m. EST **Register »**

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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