

WELCOME to CLARKSON UNIVERSITY!!!

I would like to take this opportunity to welcome you to Clarkson University and to introduce you to the **International Student & Scholars Office (ISSO)**. The goal of this office is to make your experience as an international student as inviting as possible and to provide important information to maintain your immigration status. I hope your stay will be rewarding and enjoyable.

My location and contact information:

The ISSO is located in 107 Bertrand H Snell Hall. You can find a lot of useful information on the ISSO website at www.clarkson.edu/isso and can always reach me by email at tcasler@clarkson.edu.

Upon arrival:

Once you arrive you will need to see me so that I can endorse your I-20. Please be sure to bring your passport, visa and I-94 card; I will need to take copies of those documents for your international student file. A local address will be necessary for activating your SEVIS record. Please be sure to provide this address to me as soon as you have secured your living arrangements. Please also remember that a campus mailbox cannot be used – this must be the address where you physically live in Potsdam. Another reminder, **if you move your housing then you are required to notify me within 10 days so that we can report this change with the United States Citizenship & Immigration Service through SEVIS.**

Transfer Students:

Transferring to Clarkson University from another school will still require the information as stated above. Your immigration status transfer must be completed by this office in order to remain in valid student status.

Social Security:

Only students who have a University sponsored Research or Teaching Assistantship, a Partial Tuition Assistantship (if work is required in exchange for tuition) or who have obtained an on campus job will be eligible to apply for a Social Security Number. You will need to obtain a letter from the office sponsoring your stipend or on campus job. Applications will not be accepted by the Social Security Office, unless you have a letter from the International Student Advisor stating your eligibility to apply for a Social Security number.

(over)

ESL Testing:

All international students for whom English is their second language will be tested for their writing skills (LA005). Please see the enclosed ESL schedule for your specific testing period.

Graduate Teaching Assistants: New International students who have been designated a teaching assistant will be required to take an oral interview. The purpose of this interview is to assess the level of your English proficiency. You will schedule your interview directly with the ESL Director after your placement exam.

Orientation:

While I cannot make the orientation mandatory – it is **strongly recommended** that you attend the international orientation sessions. International students have the added responsibility of maintaining valid student status while in attendance at Clarkson University – therefore – orientation sessions can assist you in making the correct choices to maintain your status. The following orientation sessions have been scheduled:

- Graduate/Exchange Student Orientation – Tuesday, August 18, 2009 11:30 – 1pm
- Undergraduate/Exchange Student Orientation – Thursday, August 20, 2009 10:00 – 12:00 pm

☺ **So –come and enjoy food – fun – friends and facts!** ☺

Lending Cupboard:

For students in need of items such as, warm clothing, dishes, pots, pans, bedding, etc; a group of volunteers have established the Lending Cupboard which has many of these items and more. Details on this months schedule and directions can be found on the enclosed flyer or on the ISSO website at www.clarkson.edu/isso .

General:

- Enclosed are numerous reminders for international students as well as the ISSO New International Student Information Sheet. Please be sure to review and complete all the required information and return them to the appropriate office. It is very important that we remain in compliance with the immigration regulations.
- ***Be sure to use Clarkson University's e-mail***, this is how the University and myself communicates notices and announcements to you.
- Use the ISSO website to find more information on your stay at Clarkson.

If you have any questions or need any assistance do not hesitate to contact me. Again **WELCOME** to Clarkson University!

Tess Casler
Director,
International Student & Scholars Office

GRADUATE/EXCHANGE INTERNATIONAL STUDENT ORIENTATION



Date: Tuesday, August 18, 2009

Time: 11:30 a.m.— 1:00 p.m.

Location: Cheel Student Center
Barben Rooms A/B

Come and meet other new international students attending Clarkson University this Fall. Find out useful information regarding your international student status!

Lunch will be served!

You are strongly encouraged to attend!

ESL TESTING



Date: Tuesday, August 18, 2009

Time: 1:00 p.m.—3:00 p.m.

Where: 360 Science Center

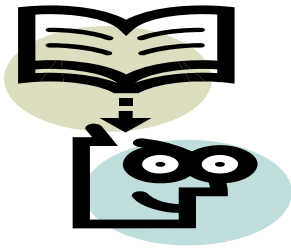
All incoming graduate students, for whom English is a second language, will be tested for their writing skills (LA005). This is a mandatory exam and those students needing additional English will be required to take the recommended ESL course(s) by the end of the fall semester.

You will be notified by e-mail/mail of the results of your exam.

Make-Up Exam: Thursday, August 20, 2009

Time: 1:00 p.m.—3:00 p.m.

Location: BH Snell 169



Tips/Reminders For International Students

- **Status** – This is your legal immigration status (F-1 or J-1). This status is noted at the US Port of Entry on the Form I-94.
- **Maintaining status:**
 - Be enrolled as a full-time student at all times
 - Undergraduate Students – minimum 12 credit hours
 - Graduate Students – minimum 9 credit hours
 - Always maintain a valid I-20 and be sure to have your I-20 signed once a year
 - Engage in on-campus work only. ***You must have authorization to engage in any off-campus work.***
 - Note: exchange students on F-1 visas are not eligible for curricular/optional practical training
 - Note: You are not eligible for curricular/optional practical training until you have completed one full academic year
 - Maintain all health requirements mandated by New York State
 - Maintain all financial obligations
- **Visa Stamp** – This stamp is entered into your passport at US Consulate or Embassy where you applied for it. It does not govern your stay – it only allows you entrance in the US in F/J student status
 - Note: You will not need to renew your visa if it expires and you are only traveling within the United States OR Canada, Mexico or the Caribbean
- **Passport** – You must always maintain a valid passport.
- **I-20** - You need to update your I-20 if you change majors/departments – degree sought – or if there is significant change to your financial support.
- **Social Security Numbers** - SSN are not required unless you have secured employment on campus while enrolled as a full time student. You can work 20 hours per week while school is in session, 40 hours during summer session. Once you have completed your program, you are not eligible to work on campus; unless approved for OPT (not applicable for Exchange Students).
- **Canadian Visas** – Applications are available in International Student Advisor’s Office. Some countries will not require a visa to enter Canada.
- **Immigration Documents** - If traveling outside of Potsdam, carry all original documents.
- **Tax Forms** – All international students must file 8843 Form each year, even if you earn no money. You may also need to file a 1040NR or 1040NR-EZ. This is required after January 1 and before April 15 of each year. Students will receive information on how to file during this time period.
- **Drivers License** – **All persons need one to drive!** Please check the NYS DMV for requirements on applying for a NYS driver’s license.
- **Lending Cupboard** – Sponsored by the Clarkson Club and carries an assortment of items from bedding to dishes. Hours and directions can be viewed at www.clarkson.edu/isso .
- **ISSO New Student Information Sheet** – The ISSO needs to validate certain information for your international file. Please complete the attached form and return to the ISSO at box 5651.

SOCIAL SECURITY NUMBERS

Only the following students will be eligible to apply for a Social Security Number through the Social Security Administration in Ogdensburg, NY.

Students who have obtained:

- Research Assistantship
- Teaching Assistantship
- Partial Tuition Assistantship (requires work in exchange for tuition scholarship)
- Other eligible on-campus employment

The United States government requires that all persons who will be working on campus obtain a Social Security Number. ***It is illegal to work and receive pay without obtaining this card!***

Please review the information below regarding Social Security Card procedures

- **This card grants you permission to work on campus only.**
- **The average time to receive a Social Security Card is approximately two weeks.**
- **You cannot apply more than 30 days prior to the start date of your employment**
- **Please be sure you have been ‘activated’ by the ISSO prior to applying for your social security card. ‘Activation’ required that your I-20 be endorsed and that you provided a local address here in Potsdam.**
- **Social Security Numbers are not required to open bank accounts – sign leases – or other contracts. This number is used for employment purposes only.**

To apply:

You need to physically go to the Social Security Administration in Ogdensburg, NY. The ISSO will schedule group trips in late August – however – if you cannot wait until then, then you will need to secure transportation to Ogdensburg to apply. The following are items necessary for your application.

1. A completed Social Security application. The can be printed online at <http://www.ssa.gov/online/ss-5.pdf>
2. Your original I-20, Visa, Passport, and I-94 card.
3. Letter from employer stating duties you will be performing (see your department)
4. Letter from the ISSO authorizing work permission based on department/employer letter. **NOTE: Please provide a copy of your employer letter/contract to the ISSO – once received your letter for SSA will be processed.**

SSA Address:

Social Security Administration Industrial Building #6
Commerce Park Drive
Ogdensburg, NY 13699

SSA Contact Numbers:

Local - 315-393-1417
Toll-Free – 1-800-772-1213

SSA Office Hours:

Monday – Friday 9:00 AM – 4:00 PM (Except Federal Holidays)

Directions by car:

Take US Route 11 to Canton and continue west on Route 68 to Ogdensburg. In Ogdensburg – make a right at the light onto Route 37. Continue north following signs to the Bridge to Canada. Turn left on Route 812 (Bridge Approach Road) and then take a right into Industrial Park. Follow signs to the Social Security Office in Building #6 on Commerce Park Drive.

INTERNATIONAL STUDENT & SCHOLARS OFFICE
NEW STUDENT INFORMATION SHEET

Clarkson Student ID#: _____

Last Name: _____ First Name: _____
(Name as written in passport and should correspond with name on your I-20)

Sex: _____ Male _____ Female Marital Status: _____ Married _____ Single
Number of dependents in the U.S.: _____

Native Language: _____

US Social Security #(if applicable): _____

Academic Level: _____ Freshman _____ Sophomore _____ Junior _____ Senior _____ Exchange Student
_____ Master's _____ Doctorate

Major: _____ 2nd Major: _____ Minor: _____

Academic Advisor: _____

Visa Status: _____ F-1 _____ J-1 _____ Other (please specify: _____)

Have you engaged in Curricular Practical Training or Optional Practical Training prior to coming to Clarkson University? _____ yes _____ no

If yes, please list the dates, employer, and hours per week:

Campus/Local Address _____ Campus Box #: _____

Local phone #: _____ Cell phone #: _____

Permanent Address in home country: _____

Home phone #: _____

Emergency Contact in U.S. (name and phone #): _____

Emergency Contact in Home Country (name and phone #): _____

Are you transferring from another educational institution in the U.S.? _____ Yes _____ No

If you are a transfer student, you must complete your transfer by seeing the International Student advisor, within one week of beginning classes. This is necessary to remain in status with the Immigration and Naturalization Service. To make an appointment call 268-7970 or email: tcasler@clarkson.edu

Please return this form 107 B.H. Snell Hall mail to CU Box 5651.
To make an appointment, call 268-7970 or email tcasler@clarkson.edu