International Admissions & Arrivals:

Helping International Students Get To UC Berkeley

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BIO Advisors

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Today’s Workshop

- Brief overview of international student population
- Non-Immigrant Information Form (NIF) process
- Obtaining an F-1 or J-1 Student Visa
- Quick GLACIER & ITIN overview
- Resources for Students Before/After Arrival
- Q&A
Today’s Outcomes

• Understand the international student admission and arrival experience
• Learn about BIO’s use of technology to deliver mandated services
• Learn about BIO’s services and programs for acculturation and transition to the US and campus
• Learn about the way international students interact with GLACIER and who needs an ITIN and why
Who is “International” Anyways?

- Very broad and self-defined
- Alphabet soup of visa classifications
- Technically, any student who is not a Permanent Resident or US Citizen
- BIO is concerned with students who are on non-immigrant F & J visas
International Student Growth

- 2006: 2688
- 2007: 2785
- 2008: 3069
- 2009: 3419
- 2010: 3774
- 2011: 4548
- 2012: 4926
- 2013: 5645
- 2014: 5913
- 2015: 5846
### Total Enrollment of International Students

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
<th>%Change from 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>1592</td>
<td>1705</td>
<td>3297</td>
<td>-1.08%</td>
</tr>
<tr>
<td>Graduate</td>
<td>838</td>
<td>1476</td>
<td>2314</td>
<td>+.43%</td>
</tr>
<tr>
<td>EAP</td>
<td>132</td>
<td>103</td>
<td>235</td>
<td>-1.13%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5846</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional International Student Populations*

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
<th>%Change from 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPT &amp; AT</td>
<td>665</td>
<td>985</td>
<td>1650</td>
<td>+30.64%</td>
</tr>
<tr>
<td>Masters Law (LLM)</td>
<td>99</td>
<td>111</td>
<td>210</td>
<td>+11.00%</td>
</tr>
<tr>
<td>Summer Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Sessions</td>
<td>1546</td>
<td>1249</td>
<td>2795</td>
<td>-2.27%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5055</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This data is not included in the ‘Total Enrollment’ table shown above, but are populations served by Berkeley International Office and the University.

### Top 20 Countries of Origin

<table>
<thead>
<tr>
<th>Rank</th>
<th>Country</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
<th>%Total</th>
<th>%Change from 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>China</td>
<td>1802</td>
<td>1861</td>
<td>31.83%</td>
<td>+3.27%</td>
</tr>
<tr>
<td>2</td>
<td>Korea, South</td>
<td>764</td>
<td>666</td>
<td>11.39%</td>
<td>-12.83%</td>
</tr>
<tr>
<td>3</td>
<td>India</td>
<td>505</td>
<td>441</td>
<td>7.54%</td>
<td>-12.67%</td>
</tr>
<tr>
<td>4</td>
<td>Canada</td>
<td>360</td>
<td>361</td>
<td>6.18%</td>
<td>+0.28%</td>
</tr>
<tr>
<td>5</td>
<td>Taiwan</td>
<td>165</td>
<td>175</td>
<td>2.99%</td>
<td>+6.06%</td>
</tr>
<tr>
<td>6</td>
<td>Indonesia</td>
<td>155</td>
<td>159</td>
<td>2.72%</td>
<td>+2.58%</td>
</tr>
<tr>
<td>7</td>
<td>United Kingdom</td>
<td>156</td>
<td>153</td>
<td>2.62%</td>
<td>-1.92%</td>
</tr>
<tr>
<td>8</td>
<td>Hong Kong</td>
<td>167</td>
<td>141</td>
<td>2.41%</td>
<td>-15.57%</td>
</tr>
<tr>
<td>9</td>
<td>France</td>
<td>124</td>
<td>134</td>
<td>2.29%</td>
<td>+8.06%</td>
</tr>
<tr>
<td>10</td>
<td>Japan</td>
<td>110</td>
<td>134</td>
<td>2.29%</td>
<td>+21.82%</td>
</tr>
<tr>
<td>11</td>
<td>Singapore</td>
<td>99</td>
<td>97</td>
<td>1.66%</td>
<td>-2.02%</td>
</tr>
<tr>
<td>12</td>
<td>Germany</td>
<td>85</td>
<td>83</td>
<td>1.42%</td>
<td>-2.35%</td>
</tr>
<tr>
<td>13</td>
<td>Australia</td>
<td>79</td>
<td>75</td>
<td>1.28%</td>
<td>-5.06%</td>
</tr>
<tr>
<td>14</td>
<td>Thailand</td>
<td>81</td>
<td>73</td>
<td>1.25%</td>
<td>-9.88%</td>
</tr>
<tr>
<td>15</td>
<td>Brazil</td>
<td>73</td>
<td>70</td>
<td>1.20%</td>
<td>-4.11%</td>
</tr>
<tr>
<td>16</td>
<td>Turkey</td>
<td>60</td>
<td>66</td>
<td>1.13%</td>
<td>+10.00%</td>
</tr>
<tr>
<td>17</td>
<td>Chile</td>
<td>63</td>
<td>64</td>
<td>1.09%</td>
<td>+1.56%</td>
</tr>
<tr>
<td>18</td>
<td>Mexico</td>
<td>58</td>
<td>62</td>
<td>1.06%</td>
<td>+6.90%</td>
</tr>
<tr>
<td>19</td>
<td>Malaysia</td>
<td>49</td>
<td>53</td>
<td>0.91%</td>
<td>+8.16%</td>
</tr>
<tr>
<td>20</td>
<td>Iran</td>
<td>46</td>
<td>52</td>
<td>0.89%</td>
<td>+13.04%</td>
</tr>
</tbody>
</table>
## 2015 Admission and Enrollment of Degree-seeking International Students

<table>
<thead>
<tr>
<th></th>
<th>Applied</th>
<th>Admitted</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshmen</strong></td>
<td>13,308</td>
<td>1,155</td>
<td>609</td>
</tr>
<tr>
<td><strong>Transfer</strong></td>
<td>3,260</td>
<td>563</td>
<td>440</td>
</tr>
<tr>
<td><strong>Grad</strong></td>
<td>18,077</td>
<td>2,360</td>
<td>1,093</td>
</tr>
</tbody>
</table>
Undergrads vs. Grads: Past 10 Years
## Top 10 Undergraduate Programs

<table>
<thead>
<tr>
<th>Rank</th>
<th>Program</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Undeclared</td>
<td>1310</td>
</tr>
<tr>
<td>2</td>
<td>Economics</td>
<td>264</td>
</tr>
<tr>
<td>3</td>
<td>Limited (EAP Students)</td>
<td>167</td>
</tr>
<tr>
<td>4</td>
<td>EECS</td>
<td>146</td>
</tr>
<tr>
<td>5</td>
<td>Computer Science</td>
<td>143</td>
</tr>
<tr>
<td>6</td>
<td>Statistics</td>
<td>113</td>
</tr>
<tr>
<td>7</td>
<td>Architecture</td>
<td>87</td>
</tr>
<tr>
<td>8</td>
<td>Applied Mathematics</td>
<td>86</td>
</tr>
<tr>
<td>9</td>
<td>Business Administration</td>
<td>84</td>
</tr>
<tr>
<td>10</td>
<td>Mechanical Engineering</td>
<td>79</td>
</tr>
</tbody>
</table>
## Top 10 Graduate Programs

<table>
<thead>
<tr>
<th>Top 10 Master’s Programs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Business Administration</td>
<td>193</td>
</tr>
<tr>
<td>2 Law: LLM</td>
<td>172</td>
</tr>
<tr>
<td>3 Tie: Civil and Environmental Engineering &amp; IEOR</td>
<td>65</td>
</tr>
<tr>
<td>4 Business Administration: Financial Engineering</td>
<td>55</td>
</tr>
<tr>
<td>5 Mechanical Engineering</td>
<td>53</td>
</tr>
<tr>
<td>6 Architecture</td>
<td>49</td>
</tr>
<tr>
<td>7 Information Management and Systems</td>
<td>40</td>
</tr>
<tr>
<td>8 Statistics</td>
<td>30</td>
</tr>
<tr>
<td>9 Public Policy</td>
<td>29</td>
</tr>
<tr>
<td>10 Journalism</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Top 10 Ph.D. Programs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mechanical Engineering</td>
<td>137</td>
</tr>
<tr>
<td>2 Electrical Engineering and Computer Science</td>
<td>126</td>
</tr>
<tr>
<td>3 Computer Science</td>
<td>90</td>
</tr>
<tr>
<td>4 Chemistry</td>
<td>84</td>
</tr>
<tr>
<td>5 Civil and Environmental Engineering</td>
<td>68</td>
</tr>
<tr>
<td>6 Economics</td>
<td>66</td>
</tr>
<tr>
<td>7 Physics</td>
<td>62</td>
</tr>
<tr>
<td>8 Mathematics</td>
<td>39</td>
</tr>
<tr>
<td>9 Tie: Materials Science &amp; Eng, Business Admin &amp; IEOR</td>
<td>38</td>
</tr>
<tr>
<td>10 Law: JD</td>
<td>35</td>
</tr>
</tbody>
</table>
Student Visa Options

F-1 Status (I-20) or J-1 Status (DS-2019)

Some visa statuses allow incidental study

F-2 & B-1/B-2 may NOT study full-time
## F-1 & J-1 Student Visa Comparison

<table>
<thead>
<tr>
<th>F Visa</th>
<th>J Visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Self-funded or sponsored, 1 year minimum</td>
<td>• 51% minimum non-personal support for the duration of the program</td>
</tr>
<tr>
<td>• On campus employment up to 30 days before I-20 start date</td>
<td>• On campus employment on or after DS-2019 start date with BIO authorization</td>
</tr>
<tr>
<td>• Employment authorization for off campus internships available, i.e. CPT</td>
<td>• Employment authorization for off campus internships available, i.e. Academic Training (AT)</td>
</tr>
<tr>
<td>• 12 months of OPT to work after graduation with 17+ months for some STEM majors</td>
<td>• AT for work after graduation</td>
</tr>
<tr>
<td>• Spouse cannot work; may study part-time</td>
<td>• Spouse can work with J-2 work permission</td>
</tr>
<tr>
<td></td>
<td>• May be subject to 212(e) 2-year home rule or 12 month bar (to research scholar status)</td>
</tr>
</tbody>
</table>
## Dependent Visas

<table>
<thead>
<tr>
<th>F-2</th>
<th>J-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Married spouse and children under 21 only</td>
<td>• Married spouse and children under 21 only</td>
</tr>
<tr>
<td>• Part-time or Recreational/vocational study only</td>
<td>• FT or PT study is ok</td>
</tr>
<tr>
<td>• No work eligibility</td>
<td>• Can work full time but must apply for work permission from USCIS</td>
</tr>
<tr>
<td>• Not eligible for SSN</td>
<td>• Can be eligible for SSN once work permission is issued</td>
</tr>
</tbody>
</table>
International Student Arrival Process

1. Admission notification
2. Statement of Intent to Register
3. Create CalNet
4. Create bConnected account
5. Statement of Legal Residence
6. NIF submitted, confirmation sent
7. NIF
8. Pay SEVIS Fee
9. Get Visa
10. Student arrives

Incomplete

BIO issues & mails I-20 or DS 2019
Non-Immigration Information Form (NIF)

- Online application system for admitted students to request their visa document
- It interfaces with campus & US immigration systems to receive data
- Student provides supplemental information & supporting documents
Who Must Complete the NIF?

All non-immigrant students at UC Berkeley complete the NIF. This includes students who intend to hold F-1 or J-1 status, as well as other non-immigrant classifications such as E-2, J-2, L-2 and H-4.

Students cannot schedule an F or J student visa appointment at the U.S. embassy until they have completed the NIF and have the I-20 or DS-2019 SEVIS ID number.
NIF’s Submitted by Month (Spring & Summer 2015)
Accessing the NIF

CalCentral

NIF will appear as Task

Direct Access: https://io.berkeley.edu/nif

Our BIO Website
http://internationaloffice.berkeley.edu/students/new/nif

What is the NIF?
The Nonimmigrant Information Form (NIF) is an online application form that gathers information from international students about their status in the U.S. The NIF is also used to request a Certificate of Eligibility (I-20 or DS-2019) for those who will have F-1 or J-1 student status while at UC Berkeley.

The NIF is for Fall or Spring admitted students in degree or exchange programs. If you are attending UC Berkeley for Summer Sessions only, see our Summer Sessions Information.

Who Must Complete The NIF
All non-immigrant students must complete the NIF as part of their admission acceptance. This includes students who intend to hold F-1 or J-1 status, as well as other classifications such as E-2, J-1, L-2 and M-1 (see Other Visa Classifications).

Accessing The NIF
Approximately 2-3 business days after submitting your Statement of Intent to Register (SIR), you can log in to the NIF:
- Fall 2018 admits must wait to complete the NIF until mid-March.
- Undergraduates use Cal Central
- Graduates: use Graduate Division
- ELM Students: use Berkeley Law
- Readmits: access The NIF after your readmission is processed

Fall Admits: NIF access starts in March.
Spring Admits: NIF access starts in October.

If you are unable to access the NIF or have technical difficulties with it, contact Berkeley International Office at mia@berkeley.edu.

Required Materials to Complete The NIF
Gather the following items before you start the NIF:

- Passport
- Photos
- Evidence of financial support
- Registration documents
- Employment authorization
- Proof of English proficiency

The NIF Tutorial
Review this Introduction to the NIF and find out how to get your I-20 or DS-2019.

Open the Tutorial as a Power Point [pptx]
Open the Tutorial as a PDF
Welcome to the NIF!

Congratulations on your admission to UC Berkeley! "Student Name"!

The staff at Berkeley International Office extends a warm welcome to you. We are here to provide advising and assistance to the international community at UC Berkeley.

Non-immigrant Information Form (NIF)

Why is there a NIF?
1. To determine what type of immigration status you will hold while at UC Berkeley.
2. To gather information (if necessary) from you that is required to produce a Certificate of Eligibility for an F-1 or J-1 student visa.

Start my NIF
First things, first...

Your Immigration Status at UC Berkeley

First, we need to determine what type of immigration status you will hold while at UC Berkeley.
Almost all international students at UC Berkeley use the F-1 student visa. J-1 visas must meet certain funding requirements to qualify.
Click here for a comparison of F vs. J Student Status

1. What immigration status do you plan to hold while at UC Berkeley?
Process & Navigation

1. Welcome to the NIF
2. About You
3. Your Visa Status
4. Academic Program
5. Dependents
6. SEVIS Transfer
7. Change of Level
8. Change of Status
9. Change of Funding
10. Remaining Actions
11. Delivery Method

The NIF Process

To complete your NIF:
- Answer all required questions of this online application
- All F-1/J-1 visa applicants will need to upload
  - Passport biographical page
  - Proof of funding
  - Other documents as determined by your answers

Navigating the NIF
- Use your browser’s BACK button to return to a previous page
- Use the Wizard on the left to navigate to previous sections. Clicking a Wizard section will return you to the first page of that section
- You may change your answers up until you submit your NIF.
- You may exit the NIF at any time - your answers will be saved.

How long does it take?
- Your Certificate of Eligibility will be issued 10 business days (about 2 weeks) after you have submitted a complete application.
- This does not include mailing time.
- Expedited is NOT available.
- Please complete your NIF as soon as possible.

Questions about the NIF: Please email nif@berkeley.edu or call 510-642-2816. Our office hours are Monday-Friday, 9:00am-12:00pm and 1:00pm-4:00pm (Pacific Standard Time).

Questions about your Visa Status: Please email internationaloffice@berkeley.edu or call 510-642-2816. International Student Advisors are available on Monday - Friday 10:00am to 12:00pm and 1:00pm to 4:00pm (Pacific Standard Time).

Start my NIF
The Non-immigrant Information Form (NIF)

Biographical Information
Please enter your information exactly as it appears on your passport biographical page.

1. Passport Surname(s)/Nom(s)

This is a required field.

2. Passport Given Name(s) / Prénom(s)

This is a required field.

3. Sex/Gender

- Male
- Female

This is a required field. Select at least one option.

4. Date of Birth

This is a required field.

5. Country of Birth

This is a required field. Select at least one option.

6. Country of Citizenship

This is a required field. Select at least one option.

7. Non-Berkeley Email address

Berkeley International Office will use this address to contact you about your NIF if necessary.
1. Welcome to the NIF

2. About You
   - Your Visa Status
   - Academic Program
   - Dependents
   - SEVIS Transfer
   - Change of Level
   - Change of Status
   - Proof of Funding
   - Required Uploads
   - Delivery Method

3. Biographical & Address Info
   - Are they in the US?
   - Are they transferring?
   - Will they apply for a change of status?

4. Academics
   - Confirmation of program
   - Summer start?

5. Visa Situation?
   - Are they in the US?
   - Are they transferring?
   - Will they apply for a change of status?

Trigger additional sections
Funding Requirement (F vs J)

**Undergraduate**
- Tuition: $41,078
- Living: $25,200
- Total: $66,278

**Graduate**
- Tuition: $32,458
- Living: $25,200
- Total: $57,658

Spouse +$7,000
Child $ + 4,000

2. How will you fund your first year at UC Berkeley?
   1. Check all funding types you will use to demonstrate funding for your first year.
   2. List the US Dollar amount available for each type of funding.
   3. Your Total Resources must match your Total Budget. Make adjustments as necessary until you reach the exact amount.
   4. You will be required to upload proof of each type of funding as part of your NIF.

- My own personal funds (including loans) $ 
- My family’s (or other individual’s) funds $ 
- UC Berkeley Awards (scholarships, GSI/GSR, grants etc) $ 
- Employer/institutional support/award $ 
- Other type of funding. $
Documenting Funding

- All students are required to meet or exceed specific minimum budget to qualify for visa document
- Acceptable Funding > less than 6 months old!
  http://internationaloffice.berkeley.edu/funding_documentation
  - Bank statements
  - Private sponsor support letter required if not personally funded
  - Berkeley Award Letter or Department Support Statement – specific funding totals per year are appreciated
  - Official sponsor support letters (government, corporation, scholarship)
Uploading Documents

Required for all
- Passport
- Funding

Other docs
- Summer enrollment
- Dependent Passports

Upload Documents
In order to complete your NIF, you must upload certain required documents. Please note, this list is customized based on the information you included in the previous sections. If we need additional documentation we will contact you in a separate email.

IMPORTANT: If your proof of funding documents do not meet the above-mentioned criteria, they will be rejected. This will cause a delay in your application.

TO UPLOAD:
1. Click the green Add Files button
2. Select the correct file to upload
3. Once file has been uploaded, identify your document by selecting an option in the drop-down menu under "Type of Document" on the right
4. Repeat this process for all required documents. You may upload more than one type of each document, if necessary
5. To finish the process, click Submit Uploads. You will not be able to make changes after you click Submit

Average processing time for your certificate of eligibility is **10 business days**. If you would like to track the progress of your application, please log back into your NIF. Thank you.

According to your profile information, Vanina González, we need the following documents from you:
- Passport - Required
- Proof of Funding - Required

Note: Maximum File Size limit is 10MB

What's required?
Add files

Berkeley
UNIVERSITY OF CALIFORNIA
Uploading Documents

Select Type of Document

Select Type of Document

Multiples of same type of document is ok

Submit Uploads
Finishing the NIF

Choose Delivery Method
1. Express Mail (payment required)
2. USPS Airmail
3. Pick Up

BIO recommends Express Mail for quicker delivery and added security.

NIF Submission
Click submit below to finish!

Thank you for submitting your Nonimmigrant Information Form (NIF). Your answers and uploads will be reviewed and if anything is incomplete, Berkeley International Office will email you.

Processing Time: Your Certificate of Eligibility will be issued 10 business days (about 2 weeks) after you have submitted a complete application. Expedites are NOT available.

Notifications: BIO will use the email address providing to contact you about your application and any missing documents.

Changes to your application: You may edit the answers to your questions up until your application is reviewed by our NIF team. However, you will not be able to upload additional documents until our staff has requested them from you. If you must make changes to your uploads, please email nif@berkeley.edu.

While you wait:
Check out our new student page, learn how to apply for a visa, etc etc

& then SUBMIT!!!!

Processing Time: 10 business days from complete submission
Tracking Progress

Log back into NIF
• Processing Stage
• Summary of answers
• SEVIS ID
NIF Questions?
What is an I-20?

- A document created by the admitting school via SEVIS
- Required to apply for an F-1 student visa*
- Required for entering the U.S. along with the visa.

*Canadian citizens do not require a visa to enter the U.S. as an F-1 student, but do need the I-20.
What is a DS-2019?

- A document created by the admitting school or exchange program via SEVIS
- Required to apply for a J-1 student visa *
- Required for entering the U.S. along with the visa.

* Canadian citizens do not require a visa to enter the U.S. as a J-1 student, but do need the DS-2019.
Student Visa Basics

• Purpose – used for entry only

• All foreign nationals (except Canadian nationals) must have a valid visa to enter the U.S.

• Visas can only be issued outside the U.S. at a U.S. embassy or consulate

Applying for a Non-Immigrant Visa in London
Visa Application Timeline & Process

Student receives I-20/DS-2019

Understand & gather required documents for interview

Pay SEVIS fee

Review embassy or consulate website for requirements*

DHS fee, must be paid prior to visa interview

Next...

Make visa appointment & pay visa fee

Receive visa

*I-20/DS-2019, proof of funding, SEVIS fee receipt, admissions & award letters, evidence of ties to home country
Points to Consider with Visa Processing

- **Appointment Availability**
  - Consulates & Embassies closed for US and local holidays
  - Summer is a busy time

- **Administrative Processing**
  - 2 – 3 months
  - Common amongst Indian, Chinese, Iranians, and students in sciences

- **In Case of Visa Denial**
  - Contact Berkeley International Office
  - Obtain reason in writing
Arriving to the U.S. - Port of Entry

New students can enter the U.S. no more than 30 days before program start date listed on the I-20 / DS-2019
- Program start date = 1st day of instruction
- Graduate Students - August 17, 2016
- Undergraduate Students - August 24, 2016

Inspection by Customs & Border Protection (CBP) at the airport
- Determine eligibility to enter U.S.
- Stamp Passport with F-1/J-1 and Duration of Status (D/S)
- All within 30-45 seconds! (Hopefully!)

Once here, complete arrival confirmation process with BIO
I-94 Arrival Record

• Every time a student enters the U.S., they will receive an I-94 Number/Arrival Record
• I-94 number is available online (https://i94.cbp.dhs.gov) within a day of entry
• Important parts
  – Class of Admission
  – Admit Until Date

I-94#
F-1 or J-1
D/S
Activating the student’s immigration record after arrival

- All students
- Within 30 days of start date

- Enrolled
- Deadline: 30 days from start of class
- No Registration Blocks
- Local/Physical Address in CalCentral
- Fees Paid or Deferred Payment Plan
- Upload I-94 Arrival record

- Must be registered with campus
- Verification of visa status
Arrival Questions?
Central Payroll relies on GLACIER to determine:

- U.S. tax residency status via substantial presence test.
- Tax withholding rate for payments.
- Tax treaty eligibility: may apply to Nonresident Aliens (NRA) and Resident Aliens (RA).
- These elements impact:
  - Federal income tax withholding
  - Medicare and Social Security Tax withholdings
- Tax Reporting forms

A completed GLACIER record is required for all foreign nationals who receive payments from the University.
GLACIER Process

To ensure proper tax withholding, the international student must:

• Log-in to GLACIER website through www.online-tax.net
• Complete the online GLACIER record using I-20, DS-2019, Electronic I-94
• User will be instructed to sign & bring/email GLACIER and immigration forms to the Payroll Office at Warren Hall
• GLACIER documents should be submitted to Payroll within 10 days of setting up their GLACIER account

Payroll reviews the documents, updates GLACIER when complete and updates PPS or BFS for tax treatment.

GLACIER Tax Prep
Helpful Tips

• International students must access their GLACIER records and update their record if they receive any change in immigration status, immigration duration, new address, etc.

• International students should also update their record when their funding changes.

• If your department pays a large number of international students, you can request a GLACIER Administrator 3 role. As an Administrator 3 you will have the responsibility of entering the information from the GLACIER Information Form into GLACIER directly. Contact glacieradmin@berkeley.edu to request Administrator 3 access.

• If you do not have a large number of international students, the student may request a GLACIER record by contacting glacieradmin@berkeley.edu
Tax ID Numbers: SSN vs ITIN vs Nothing?

- **Student has on campus job (ex. GSI/GSR, etc)**
  - Need Social Security Number
    - All funding goes directly to tuition; Student will not receive excess funds
      - No additional steps
      - No Tax ID Number
      - No GLACIER Account
    - Student will receive a stipend or excess funds directly
      - Need GLACIER Account
      - Need Tax ID number:
        - If student has SSN, add to GLACIER
        - If student doesn't have SSN, apply for ITIN

- **Student is getting UCB Scholarship, Fellowship, Grant, or Stipend**
Who can get an SSN and when?

<table>
<thead>
<tr>
<th>Issue</th>
<th>F-1</th>
<th>J-1 students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible for SSN?</td>
<td>Yes, with a JOB offer beginning within the next 30 days</td>
<td>Yes, with a job offer OR a fellowship</td>
</tr>
<tr>
<td>Documents needed</td>
<td>Employment offer letter</td>
<td>On campus authorization from BIO</td>
</tr>
</tbody>
</table>

For application process and sample employment letter, please visit http://internationaloffice.berkeley.edu/social_security_application
Individual Tax Identification Number (ITIN)

• Used by F-1 fellowship, scholarship or grant recipients who are not eligible for SSN due to receiving non-service funds.
• Two ways to apply for an ITIN at UC Berkeley:
  – BIO mails ITIN application on behalf of international students
    • Process outlined at: http://internationaloffice.berkeley.edu/itin_faqs
  – Student sets up an appointment with Payroll by emailing glacieradmin@berkeley.edu
• ITIN application (W-7) generated through GLACIER.
• ITIN number or request for additional information will be mailed to student in 2-4 months.
ITIN/SSN/GLACIER questions?

Please email Catherine Berberich
cjberberich@berkeley.edu
Berkeley International Office
Resources & Events
Web Resources

internationaloffice.berkeley.edu

- iStart: 101 Course
  - What is BIO, Maintaining Status, Academics & Campus Life, quizzes
- New Student Webinars
  - Housing, First Year Experience, Money Matters & Academic Success
- iStart: Cal Edition mobile app

Welcome to UC Berkeley! The staff at Berkeley International Office look forward to your arrival. We know you have a lot to do! The links below are provided to help you get organized for a smooth transition to the campus and to complete all the requirements to maintain your immigration status.

Requirements:

- Submit your online NIF.
- Apply for your visa.
- Complete the iStart 101 Course.
- Complete Online Arrival Confirmation.
- Join Orientation Events.
This online course presents essential information to help you succeed at UC Berkeley and is part of your required Document Checklist. In this course, you will complete four (4) learning modules. Please complete the modules by August 28, 2015.

You may resume this course at any time if you are not able to complete it in one sitting. Quiz results are for Berkeley International Office purposes only and will not affect your UC Berkeley transcripts or grade point average (GPA).

Instructions:

1. Click the "Modules" link at left to access the four (4) learning modules. You may complete the modules in any order.
2. Review the video in each module and then take the related quiz. You are allowed multiple attempts to master the quizzes. A perfect score is not required.

If you have any questions, please email internationaloffice@berkeley.edu.
New International Student Orientation
Sunday, August 14–Friday, August 19

Freshmen & Transfer Students' Orientation
Sunday, August 16: Welcome & Social Events
Monday, August 17: Freshman Program
Tuesday, August 18: Transfer Program

Graduate Students' Orientation
Wednesday, August 19: Orientation Program

Education Abroad Program (EAP) Students' Orientation
Friday, August 21: Orientation Program

Supplemental programming all week for all students
Resource Fair: August 14

Want to join? Email internationaloffice@berkeley.edu
Leading up to Fall...

- Frequent New Student Bulletins
- International Peer Mentorship Program
- US & Chinese Social Media Community Building
- 30+ Volunteer Led Social Activities
- Extended Orientation Workshops & Events
- Fall 2015 For-Credit International Student Experience Class
Questions?

• Employment authorization
• Access issues & preferred communication methods
• Financial aid
• Study abroad
• Readmitted students
• Top visa rules
• Arrival delays
THANK YOU!

Amy Griggs - akgriggs@berkeley.edu
Vanina Granell - vgranell@berkeley.edu
Catherine Berberich (GLACIER, ITIN, Tax questions) - cjberberich@berkeley.edu

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