

International Graduate Workshop

Office of International Services

Wednesday, November 4th, 2020



Welcome!



Agenda & Introductions:

Introduction

Admissions Updates

WebAdmit

Sponsored Students

Orientation

Immigration/Insurance




Admissions Updates

Ally Hollett, Sr. Credentials Analyst

Chris Adams, Associate Director, International Admissions Operations

Emily Tally, Sr. Credentials Analyst

A11 Extension Requests

 INDIANA UNIVERSITY

Atlas

[Launch Application](#)
[Admission](#)
[Departmental Services](#)
[International Office](#)
[Orientation](#)

Graduate A11 Hold Extension Request

(*) Information Required

University ID*

Will it be possible for the student to register for their final term if a one-time extension is granted? *

☐ Yes ☒ No

Please tell us in which term the student will be graduating?*

[Submit](#)

Due to Covid19:

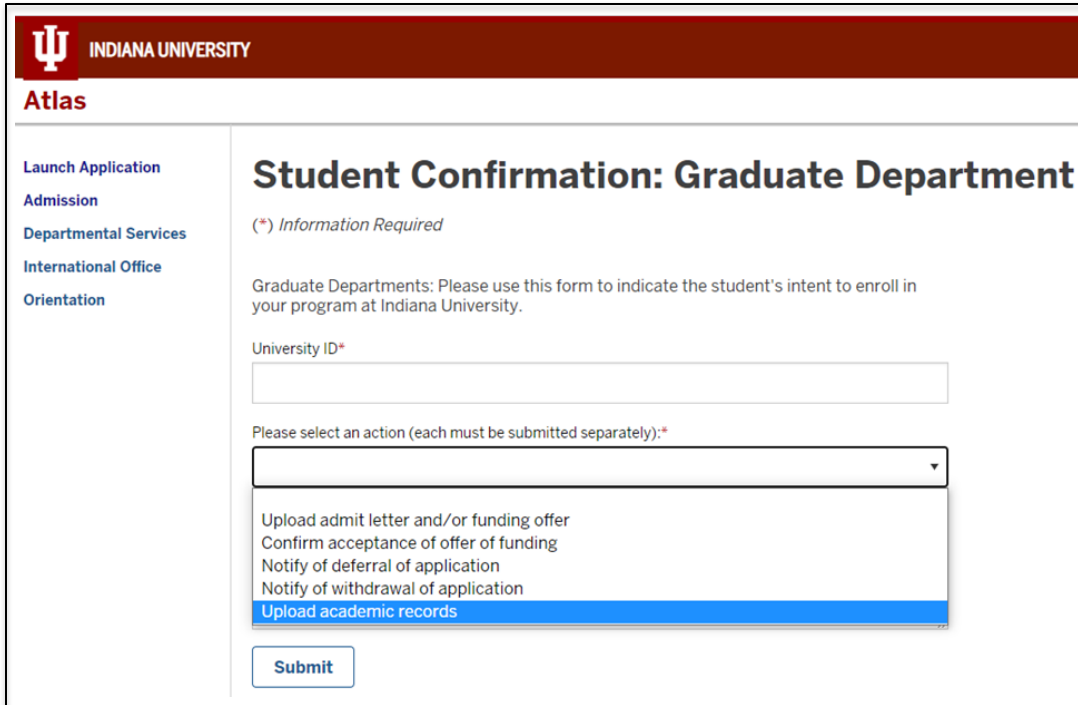
- Requests to extend an A11 into the final term will temporarily be allowed
- Each department is responsible for ensuring documents are provided to OIS before IU degree conferral

Things to remember:

- The A11 will stay on the student's record until final documentation is provided
- Admit packets list academic records students need to submit



Academic Record Uploads



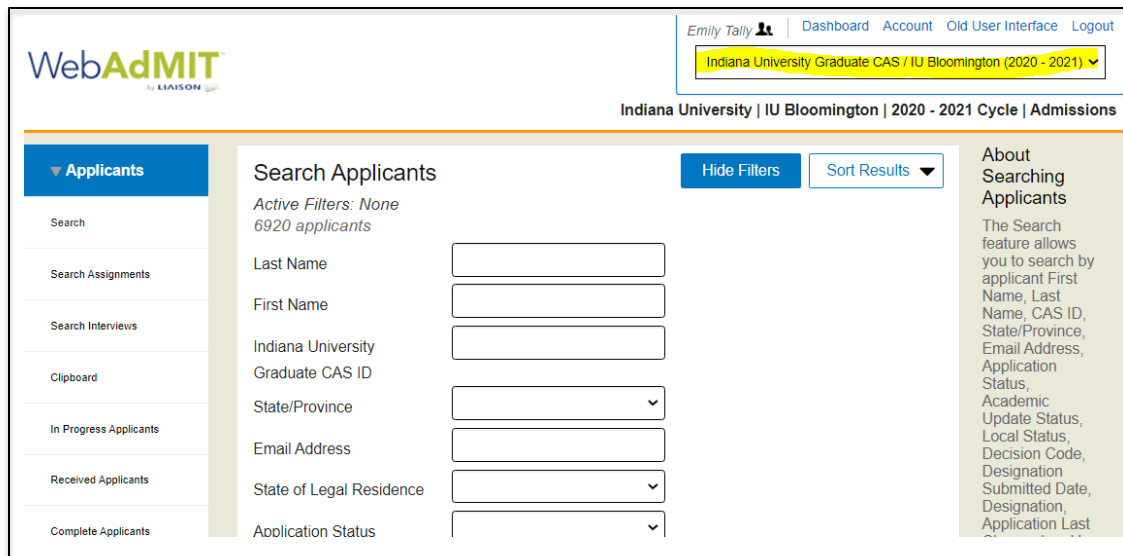
The screenshot shows the 'Student Confirmation: Graduate Department' form in the Atlas system. The header includes the Indiana University Psi logo and the word 'ATLAS'. A left sidebar contains navigation links: 'Launch Application', 'Admission', 'Departmental Services', 'International Office', and 'Orientation'. The main content area is titled 'Student Confirmation: Graduate Department' and includes a sub-header '(*) Information Required'. Below this, a paragraph states: 'Graduate Departments: Please use this form to indicate the student's intent to enroll in your program at Indiana University.' There is a text input field for 'University ID*'. Below that, a dropdown menu is labeled 'Please select an action (each must be submitted separately):*'. The dropdown menu is open, showing five options: 'Upload admit letter and/or funding offer', 'Confirm acceptance of offer of funding', 'Notify of deferral of application', 'Notify of withdrawal of application', and 'Upload academic records' (which is highlighted in blue). A 'Submit' button is located at the bottom of the form.

Notes:

- Transcripts uploaded through Atlas are considered unofficial *unless...* the department notifies intlgrad@iu.edu that an uploaded **U.S. or Canadian** transcript(s) is official
- International transcripts are never considered official
- The "Comments" box is not functional :(
- Transcripts do not automatically import from WebAdmit



Deferrals CAS & Effect



The screenshot shows the WebAdMIT interface for Indiana University. At the top, there's a navigation bar with links for 'Emily Tally', 'Dashboard', 'Account', 'Old User Interface', and 'Logout'. Below this, a dropdown menu shows 'Indiana University Graduate CAS / IU Bloomington (2020 - 2021)'. The main header reads 'Indiana University | IU Bloomington | 2020 - 2021 Cycle | Admissions'. On the left, a sidebar lists navigation options: 'Applicants' (selected), 'Search', 'Search Assignments', 'Search Interviews', 'Clipboard', 'In Progress Applicants', 'Received Applicants', and 'Complete Applicants'. The central 'Search Applicants' section shows 'Active Filters: None' and '6920 applicants'. It includes input fields for 'Last Name', 'First Name', 'Indiana University Graduate CAS ID', 'State/Province' (a dropdown), 'Email Address', 'State of Legal Residence' (a dropdown), and 'Application Status' (a dropdown). To the right of the search fields are buttons for 'Hide Filters' and 'Sort Results'. Further right, an 'About Searching Applicants' section explains that the search feature allows searching by applicant First Name, Last Name, CAS ID, State/Province, Email Address, Application Status, Academic Update Status, Local Status, Decision Code, Designation Submitted Date, Designation, and Application Last.



CAS Cycles:

- One year, from winter to fall
 - 2020-'21 CAS Cycle includes Winter 2020 to Fall 2021

- Applications cannot transfer between CAS cycles

So...

- Deferrals to a new CAS cycle create a conundrum! What do we do?
- Two processes: admitted students & not yet admitted students



Deferrals

To be, or not to be (admitted)?

Student Confirmation eform in Atlas:

Please select an action (each must be submitted separately):*

Upload admit letter and/or funding offer

Confirm acceptance of offer of funding

Notify of deferral of application

Notify of withdrawal of application

Upload academic records

Not Yet Admitted Students:

- *Student* submits app in WebAdmit for new term
 - Coupon code can be used for app fee
- *Dept* submits withdrawal request via Atlas Student Confirmation eform

Don't forget!

- New admit/funding letters must be submitted, but not right away



Deferrals

To be, or not to be (admitted)?

WebAdmit Local Statuses indicating admission by dept & UGS:

Final Grad Admit (UGS Only Use)
Final GINT Admit (GINT office use only)
Final Grad Conditional Admit (UGS Only Use)
UGS Admit-GINT (UGS Only)
Final GINT Conditional Admit (GINT Office Use Only)

Student Confirmation eform in Atlas:

Please select an action (each must be submitted separately):*

<div>▼</div> <div>Upload admit letter and/or funding offer</div> <div>Confirm acceptance of offer of funding</div> <div>Notify of deferral of application</div> <div>Notify of withdrawal of application</div> <div>Upload academic records</div>

Admitted Students & Deferrals within a CAS Cycle:

- *Dept* submits deferral request via Atlas Student Confirmation eform
- *Student* responds to behavioral health questions

Don't forget!

- New admit/funding letters must be submitted, but not right away



Deferrals

Behavioral Health Questions

The email to the student looks like this:

Office of International Services

Student Confirmation: Graduate Department

Dear [REDACTED]:

The Office of International Services, Indiana University Bloomington (OIS) requests that you review / comment on the following request submitted to our office. If you have any questions please contact OIS and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

[Student Confirmation: Graduate Department](#)

Behavioral Health Questions Email:

- From ois@iu.edu with link to questions
- Subject line is *Student Confirmation: Graduate Department*
- Sent automatically when dept submits deferral request
- Deferral will not be processed until students respond
- Email does not mention deferral or behavioral health questions



Deferrals

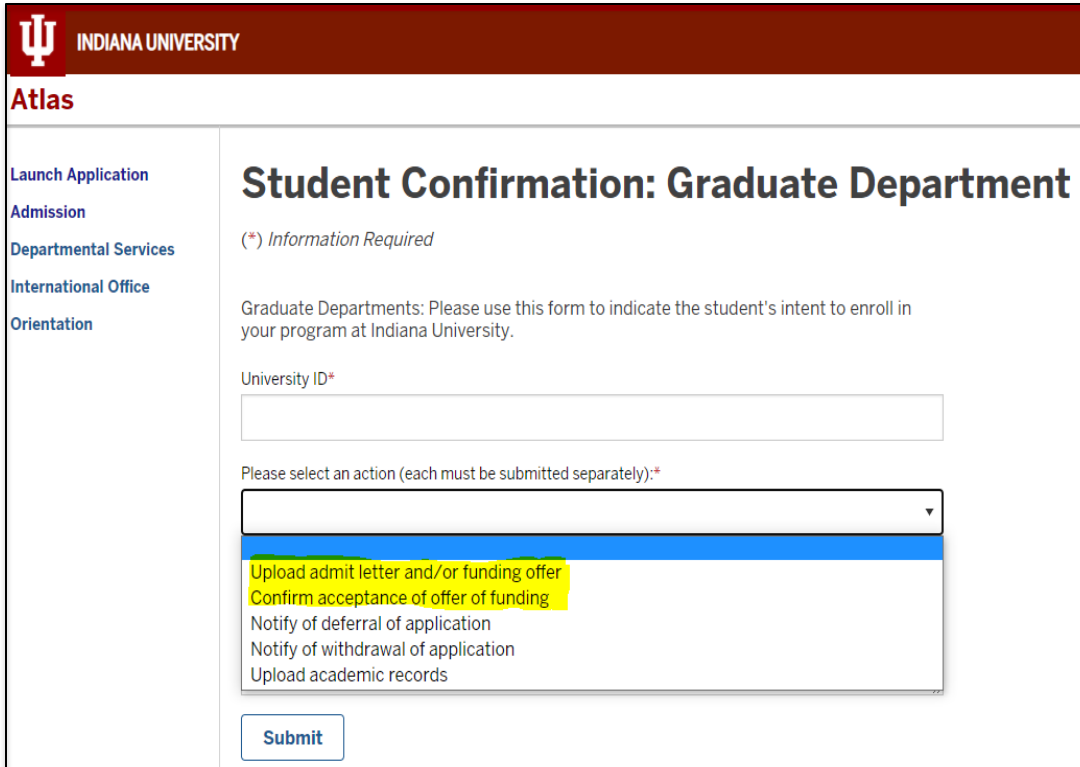
The admit coding cannot be entered directly into SIS for the new term without review because:

- A new immigration document needs to be created for the new term, which means financial documents need to be reviewed for the new term.
- The student cannot be admitted until the financial document review is completed.



Financial Review

The Secrets Revealed



The screenshot shows the 'Student Confirmation: Graduate Department' form on the Indiana University Atlas system. The header includes the IU logo and 'INDIANA UNIVERSITY'. A left sidebar lists navigation options: 'Launch Application', 'Admission', 'Departmental Services', 'International Office', and 'Orientation'. The main content area is titled 'Student Confirmation: Graduate Department' with a sub-header '(*) Information Required'. Below this, a text block states: 'Graduate Departments: Please use this form to indicate the student's intent to enroll in your program at Indiana University.' This is followed by a 'University ID*' field. A dropdown menu is labeled 'Please select an action (each must be submitted separately):*'. The dropdown is open, showing options: 'Upload admit letter and/or funding offer', 'Confirm acceptance of offer of funding' (highlighted in yellow), 'Notify of deferral of application', 'Notify of withdrawal of application', and 'Upload academic records'. A 'Submit' button is at the bottom.

INDIANA UNIVERSITY

Atlas

Launch Application
Admission
Departmental Services
International Office
Orientation

Student Confirmation: Graduate Department

(*) Information Required

Graduate Departments: Please use this form to indicate the student's intent to enroll in your program at Indiana University.

University ID*

Please select an action (each must be submitted separately):*

- Upload admit letter and/or funding offer
- Confirm acceptance of offer of funding
- Notify of deferral of application
- Notify of withdrawal of application
- Upload academic records

Submit

Funding offer must:

- State correct start term
- Be dated no earlier than one year out from the start term
 - Fall 2021 funding can't be earlier than Aug 23, 2020

Acceptance of Funding eform:

- Must be on file so we can record the dept funding on the I-20.

Students getting an AI position:

- Send intlgrad TEPAIC once you have it
 - Funding is contingent on passing scores



Financial Review The Secrets Revealed #COVID19

In order to be admitted to a residential program, students need to demonstrate funding coverage for the 1st year of expenses of their program.

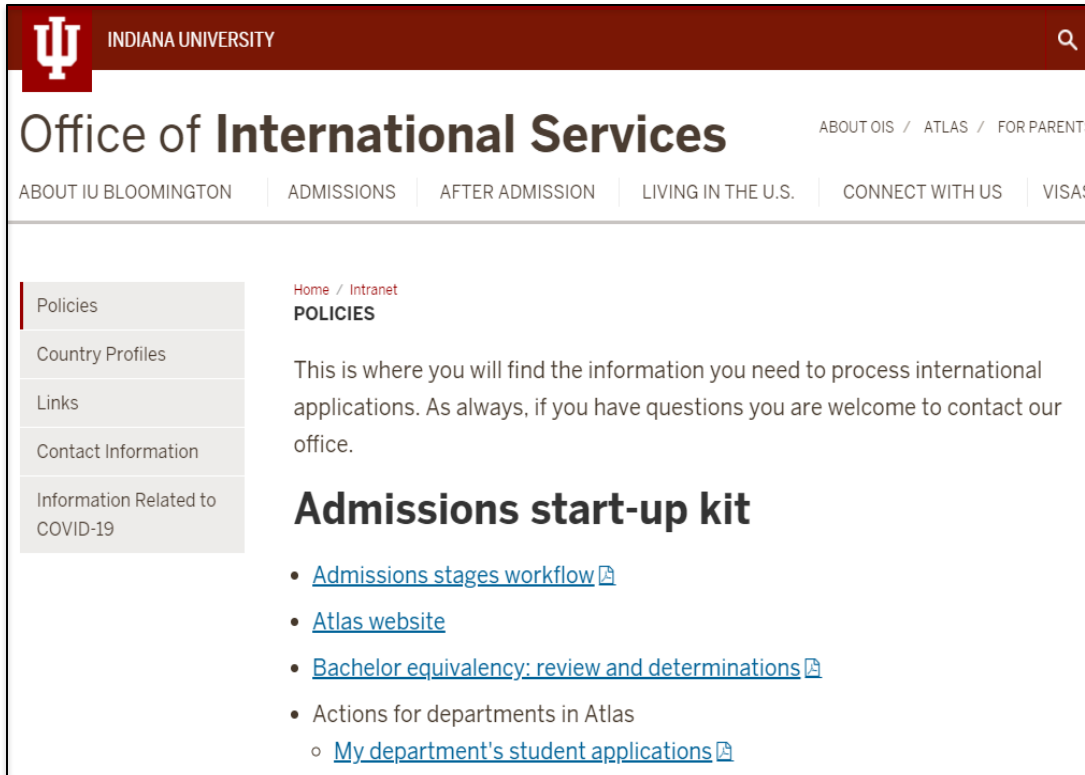
Due to COVID19, some students are opting to start online and later transition to residential. In these cases, we need to do the financial review again to create a new, accurate immigration doc.

- If the student starts online in Fall 2020 and plans to come to campus in the Spring, we are looking for coverage over Spring 2021 and Fall 2021.
- New funding offers from depts should state a funding start date of Spring 2021.
- Any new funding offers require a new confirmation of acceptance of funding

It's really all about when the student will travel here.



INTRANET Updates Policy Section



The screenshot shows the Indiana University Office of International Services Intranet. The header is dark red with the IU Psi logo and the text "INDIANA UNIVERSITY". Below the header, the page title is "Office of International Services" with a search icon. A navigation bar includes links: "ABOUT IU BLOOMINGTON", "ADMISSIONS", "AFTER ADMISSION", "LIVING IN THE U.S.", "CONNECT WITH US", and "VISAS". On the left, a sidebar menu lists: "Policies", "Country Profiles", "Links", "Contact Information", and "Information Related to COVID-19". The main content area shows the breadcrumb "Home / Intranet" followed by "POLICIES". A paragraph states: "This is where you will find the information you need to process international applications. As always, if you have questions you are welcome to contact our office." Below this is the section "Admissions start-up kit" with a bulleted list of links: "Admissions stages workflow", "Atlas website", "Bachelor equivalency: review and determinations", and "Actions for departments in Atlas" (which includes a link to "My department's student applications").

INDIANA UNIVERSITY

Office of International Services

ABOUT IU BLOOMINGTON | ADMISSIONS | AFTER ADMISSION | LIVING IN THE U.S. | CONNECT WITH US | VISAS

Home / Intranet
POLICIES

This is where you will find the information you need to process international applications. As always, if you have questions you are welcome to contact our office.

Admissions start-up kit

- [Admissions stages workflow](#)
- [Atlas website](#)
- [Bachelor equivalency: review and determinations](#)
- Actions for departments in Atlas
 - [My department's student applications](#)

Admission's Start-Up Kit

- Workflow outline
- Bachelor Equivalency
- Procedure docs on actions you can take in Atlas

Supplemental Materials

- Workshop PPT
- Example admit letter wording
- TEPAIC info

Policies

- Deferrals
- Finalizing Admissions
 - Review
 - Admit coding
 - A11 Process
- GINT to GRAD
- Track 1 & 2 Explanations
- More...

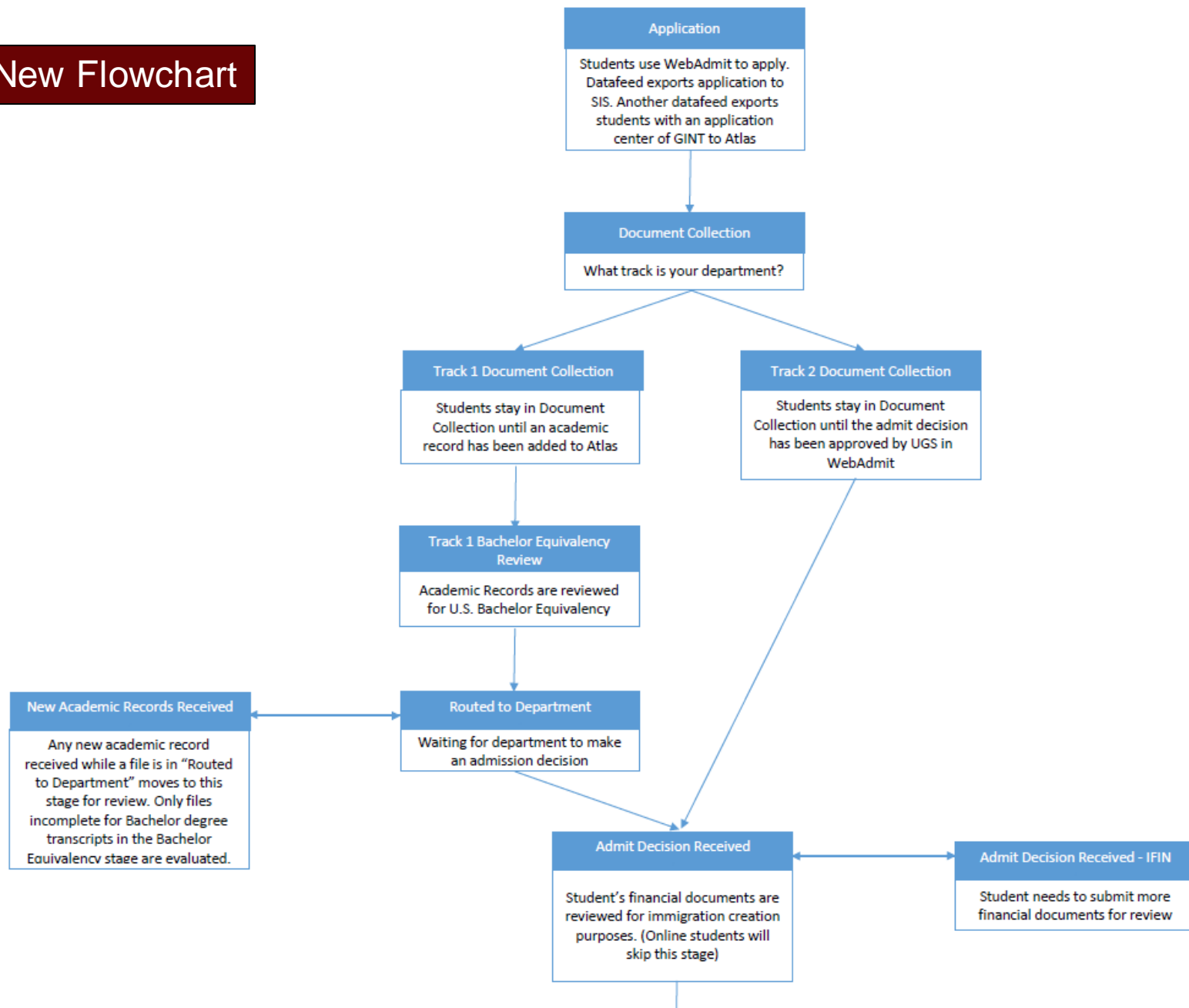


Old Flowchart

Stage number	Stage Name	Description	Contact intlgrad
	Application	Student uses the e-app to apply. (Students that apply using a paper application or fall into suspense may take longer to enter SIS.)	3 days after submission of application, if not in iStart
s1a s1b (Track 2)	Document Collection	<ul style="list-style-type: none"> For Track 1 programs, students wait in this stage until we receive an academic record from the student. For Track 2 programs, an admission decision from the department triggers movement to Admit Decision Received. 	2 days after submission if still in this stage
s2	Track 1 Bachelor Equivalency review	Academic Records are reviewed for U.S. Bachelor Equivalency.	5 days after records have been uploaded into iStart, if still in this stage
s3a	Routed to Department	File has Bachelor Equivalency review complete and is waiting for the department to make an admission decision.	2 days after a decision is routed, if still in this stage
s3b	New Academic Records Received	Any new academic record received while a file is in "Routed to Department" moves to this stage for review. Only files incomplete for Bachelor degree transcripts in the Bachelor Equivalency stage are evaluated.	3 days after the records have been uploaded into iStart, if still in this stage
s4a	Admit Decision Received	When an admission decision is received via Quali Workflow or iStart routing, financial document review is completed. Any students that are insufficient or received funding are moved to a new stage to await further materials.	5 days after admission decision has been sent via Quali Workflow or iStart, if still in this stage
s4b	Admit Decision Received-IFIN	Student needs to submit financial documentation that shows sufficient proof of funds for study and living expenses.	1 day after new financial documents are uploaded to iStart, if still in this stage



New Flowchart



Start-Up Kit

Confirmation eform: Academic Records

Notes

Graduate students cannot submit electronic academic records directly to the OIS. They must submit hardcopies, or provide copies of their academic records to the graduate department for submission through Atlas.

All international academic records submitted via Atlas are considered Unofficial by the OIS.


Academic records from domestic institutions will be considered Unofficial unless the department notifies the OIS that they are Official. Email intlgrad@iu.edu to tell the OIS if you are submitting a domestic transcript that your department considers Official.

Steps to take in Atlas:


- 1.) Click, "Student Confirmation: Graduate Department."


Admission


Lists


 My Department's Student Applicants


Tasks


 Admissions Financial E-Form Submission


 Graduate A11 Hold Extension Request


 View Response to Request for Evaluation


 Student Confirmation: Graduate Department

 Admissions Mass Upload - Student Confirmation

 Regional Campus A11 Hold Extension Request

 External Org ID Request

 Graduate Department Request for Evaluation

 Graduate Admission Packet Shipping Preference

- 2.) Enter the UID and select, "Upload academic records" from the dropdown menu. Answer the question that appears.

- 3.) Use the, "Select File" button to add the academic record.

Information presented by The Office of International Services | Poplars 221 | 400 E. Seventh St. | Bloomington, IN 47405
For further information or suggestions, please contact us at (812) 855-9086 or intlgrad@iu.edu

Policy Details

Track 1 and Track 2

To allow for greater flexibility of the graduate process, International Admissions has two departmental "Track" options to distinguish procedures that relate to specific departmental management preferences. Track 2 departments have greater control over the application process of their students.

Track 2 Departments:

- Law LLM & SJD
- Mathematics
- MBA
- Telecommunications
- MSIS/MSA
- Chemistry
- Computer Science
- East Asian Language & Culture
- Informatics
- Information & Library Science
- Data Science (Residential)
- Intelligent Systems Engineering

All departments not listed above are Track 1. Several differences between Track 1 and Track 2 departments exist:

Track 1	Track 2
OIS is part of the admission's process, OIS does a bachelor equivalency review for departments as part of the workflow.	Department maintains control over the admission's process, OIS is not involved until we receive the admit decision. OIS does not do a bachelor equivalency review until the Final Admission Review stage.
Students are told to send their academic records to OIS, and OIS will forward them to the department after we upload them in Atlas.	Departments can request a review outside of the workflow by submitting the Request for Evaluation eform in Atlas.
Students are told to send their academic records to OIS, and OIS will forward them to the department after we upload them in Atlas.	Students are told to send their academic records to the department. The department can forward/upload these records to Atlas for our final admission review.
Students will receive automatic communications from OIS depending on what stage they are in, telling them to submit academic records, waiting on the department to make an admit decision, submit financial documents, etc.	Department maintains control of communications with their students. The OIS will only send communications to students regarding final official academic document reminders, financial document review, shipping information reminders, and SEVIS transfer-in reminders.

Information presented by The Office of International Services | Poplars 221 | 400 E. Seventh St. | Bloomington, IN 47405
For further information or suggestions, please contact us at (812) 855-9086 or intlgrad@iu.edu



We're gunna do our best!



Please be patient as we may take longer than usual to respond/provide answers



Liaison/WebAdmit Updates

Kim Bunch, Director of Finance and Administration, University Graduate School

WebAdmit cycles

1. The 2019-20 cycle closed on October 30.
 - You can still process and route applications
 - Applicants can no longer apply for Fall 2020\
2. The 2020-21 is currently active.
 - Ensure your website link is updated to the new cycle or new Deep Link.
 - Some edits to Q4's are allowed. Please contact our office if you have edits so we can assist.
3. The 2021-22 cycle will be active on March 1, 2020. Prelaunch will open very soon. You will determine when your program opens based on the 'start date' you choose. Think about this very closely as we have had to change many of these.



Prelaunch

1. The 2021-22 prelaunch cycle will open in early November. More information will be sent soon
2. Deadline to build/edit Q4's will be early January 2021. Please do not wait until January to start this process, as this can take some time to review.
3. Domestic and international application deadlines can be added if you have multiple deadlines.



Important Dates

1. Webinar Training:

- November 9, 3-4pm Webinar: Communicating with applicants in WebAdmit. Registration: <https://register.gotowebinar.com/register/3898526694088534283>
- November 19, 3-4pm. Webinar: Configuration Portal Training to build your Q4. Registration: <https://register.gotowebinar.com/register/3408043353515641357>

2. Prelaunch for 2021-22:

- Opens in early November
- Deadline is mid-January for all edits and new Q4's
- 2021-22 cycle will open on March 1, 2021, although you will determine when your program opens.



Sponsored Students

Daniel Whitmer, Associate Director, Sponsored Student Services

Sponsored Student Programs – Bringing the World to IU

Armenia

Azerbaijan

Bahrain

Botswana

Brazil

Burma

Chile

Colombia

Costa Rica

Ecuador

Ghana

Honduras

Indonesia

Japan

Jordan

Kuwait

Lebanon

Malaysia

Oman

Pakistan

Palestine

Paraguay

Portugal

Saudi Arabia

South Korea

Taiwan

Thailand

Tibet

Tunisia

Turkey

Ukraine

United Arab

Emirates

Yemen



Sponsored Students

- Definitions
- Funding
 - Fully-funded students
 - Fulbright Program
- Recruitment and Admissions Issues



Contact: Daniel Whitmer, Associate Director,
Sponsored Student Services, djwhitme@iu.edu



Exchange students:
Becca Trestler, intlexch@indiana.edu



Orientation Updates

Katie Goodroad, Coordinator for International Orientation and Outreach

International Orientation



Here is what we can cover:

- Atlas Checklist
- Canvas Online Orientation
- Immigration Review
- Optional Social Events
- Submitting Academic Records
- TB Testing/ Immunization Compliance



Canvas Online Orientation



Welcome to Indiana University

We are excited that you are joining IU Bloomington. The Office of International Services has worked with other offices and faculty members throughout campus to create this online orientation program for new international students. You can complete this program at your own pace, please be certain to complete any required components of the modules before you arrive on campus to ensure you are prepared for your first semester at IU.

Learning Modules

Within each of the learning modules below there will be both required and optional content, as well as reflection and comprehension questions. You can also join the [IU International Orientation Group](#) on Facebook to meet other incoming students from across the world. Again, we want to welcome you to the IU community. Go Hoosiers!

Immigration & U.S. Laws

Academics at IU

Campus Life

Finances & Employment

Health & Safety

Housing & Food

Required Sessions

Find a list of all the required components [here](#).



Video Tutorials & Quiz

Graduate Academic Culture (required)



Video Overview



Having trouble opening YouTube? [Download the video here](#) .

You can also read along with the [script](#) .

Staying in Status Immigration Session (required)



Video Overview

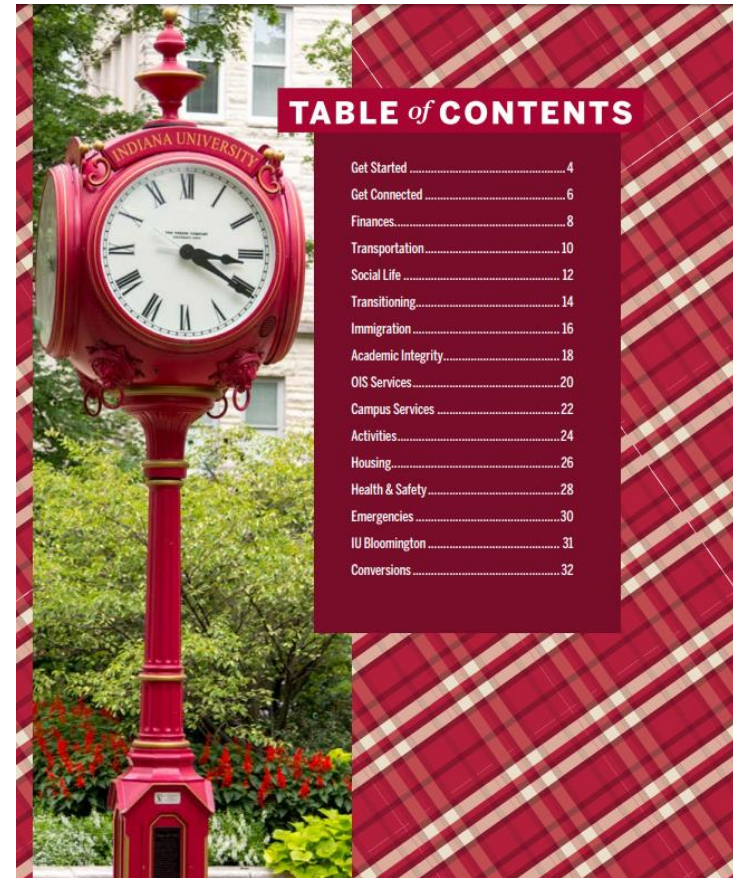
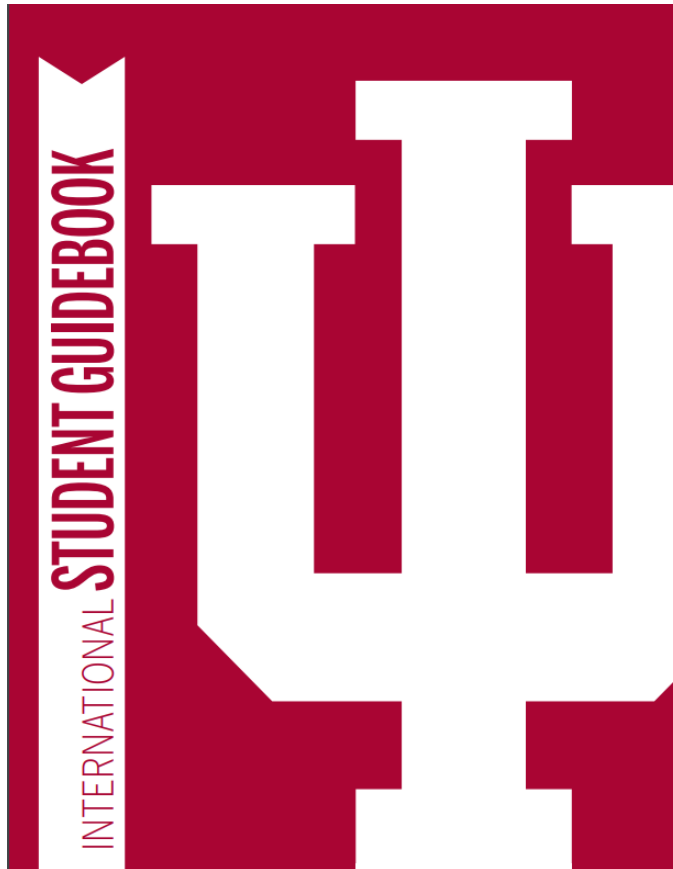


Having trouble opening YouTube? [Download the video here](#) .

You can also read along with the [script](#) .



Online Guidebook




Atlas Checklist

Preparing to Come to Campus

- ☐ REQUIRED
[Emergency and Personal Contact Information](#)
- ☐ REQUIRED
[Housing Information](#)
- ☐ OPTIONAL
[Special Assistance for Medical Reasons](#)
- ☐ REQUIRED
[U.S. Arrival Date \(F-1\)](#)
- ☐ REQUIRED
[Bloomington, Indiana Arrival Date](#)
- ☐ REQUIRED
[Arrival \(U.S.\) Address Information](#)
- ☐ REQUIRED
[Arrange Transportation to Bloomington](#)

Immigration Review

- ☐ REQUIRED
[Upload Your I-94 Record \(after U.S. arrival\)](#)
- ☐ REQUIRED
[Passport Upload](#)
-  NOT YET AVAILABLE
[Visa Stamp Information and Upload](#)
- ☐ REQUIRED
[Upload Your I-20 or DS-2019](#)



Submit Immigration Documents

Gather your immigration documents.

- **Passport information**
- **Visa stamp**
- **I-20 or DS-2019**
- **Latest I-94**
Download as soon as possible at
<https://i94.cbp.dhs.gov/I94/#/home>

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 17696
Most Recent Date of Entry: 2016 August 05
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname :
First (Given) Name :
Birth Date : 1989May16
Passport Number : K38
Country of Issuance : India

[Get Travel History](#)

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

[For inquiries or questions regarding your I-94, please click here](#)

[Accessibility](#) | [Privacy Policy](#)



Immigration Review

- Students upload documents *after* US arrival via Atlas. Immigration Advisor reviews documents online after student completes upload (allow 2 business days).
- Required to be completed before registration hold can be removed.
- **Essential:** Students complete Immigration Review ASAP upon US arrival.



Submit Final Academic Records

- Official, original, English translation
- Turn in as soon as possible. A registration hold for spring semester will be applied if not completed.



DETERMINE WHAT YOU NEED TO SUBMIT

Every country has a unique education system. Determine what you need to submit at ois.iu.edu/folder/academicrecords or in the Next Steps page of your admission packet. They must be official, original, and translated (if non-English).



GATHER YOUR DOCUMENTS

Contact your school to gather all the required (original) materials to submit.



SUBMIT ORIGINALS TO OIS

Submit your documents during orientation, or bring them to OIS in Poplars, room 221.



OIS REVIEWS

It takes up to 2 weeks for OIS to review your documents.

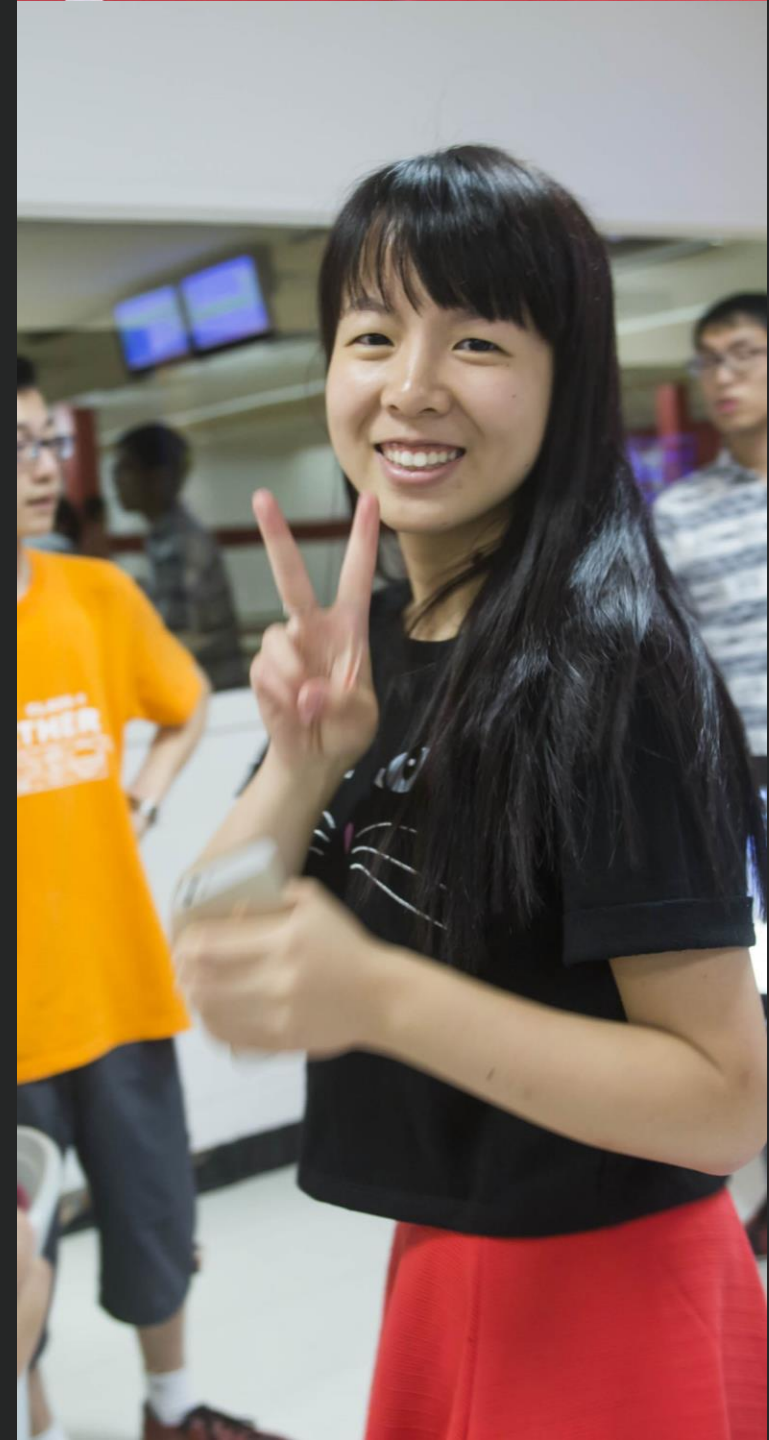


HOLD IS REMOVED

Your hold will be removed once the review is complete. Check your student center in **One.IU**.

Examples of Arrival Social Events

- Welcome Reception
- Virtual Meet and Greet
- Cooking Tutorials
- Dance Tutorials
- HoosierFest
- Depending on campus decisions...



Programs After Orientation

GSConnect

GSConnect gives graduate students, scholars, and their families a place to gather each month.

- Welcome Reception
- Pumpkin Carving
- International Trivia Night
- Mixology Class



Tentative Fall 2021 Schedule

- I-20 Required Arrival Date: Wednesday, August 11
- Can arrive to the US as early as 30 days before their required arrival date
- Classes begin Monday, August 23
- TB testing would be assigned based on student's **arrival** and session availability.
- Optional social programming



Immigration & Insurance Updates

Jenny Bowen, Director, International Student Advising

Christina Fidel, Director of Client Services

A few thoughts on admit letters

- SAA or similar funding
 - Students limited to 20 hours/week of on-campus work
 - "expected to work **at least** 20 hours/week" is problematic
- Internships required?
 - Reminder: International students need authorization to partake in internships, practica, experiential learning, etc.
 - Eligible only after student has been in the U.S., enrolled full-time, for 30 weeks
- COVID-19 caused some challenges!
 - Offering funding?
 - Are there changes if the student deferred?
 - Or started online?



Full Funding (SAA, Fellowship, etc.)

- Did you offer funding?
 - Please fill out the "Student Confirmation: Graduate Department" e-form to let us know if the student accepted it
 - Are you offering full funding (student shows no additional financial documentation, unless bringing dependents)? This would include: full tuition remission, health insurance and a stipend
 - Stipend amount should be at least

\$15,953



Spring 2021 – known and unknown

- No new guidance from the government as yet
- Some Embassies/Consulates are open and issuing visa stamps, but not all
- Challenges with travel/entry to the U.S.
- ***Unchanged!*** Full-time enrollment still required to maintain immigration status
 - Reduced Course Load possibilities



A few other details

- New students (deferrals and brand new)
 - Need to do Pre-Arrival Checklist through Immigration Review upon arrival to U.S. (A19)
- New students (online starters)
 - A19 hold adjusted to 12/1/2020 - Immigration Review required
- Continuing students
 - On-campus work authorization – 20 hours/week until 12/18; winter break (12/19/2020 - 1/18/2021)
 - Travel - - or maybe just enjoy Bloomington?
 - Final semester/OPT - in the U.S.



Applying for a Social Security Number

- All F-1 and J-1 students working on campus need an SSN
- All students should wait at least 2 weeks after arriving in the US to apply for their SSN (info won't be immediately in the SAVE database)
- Most F-1 students will need a DSO letter from OIS in order to obtain an SSN – exceptions are F-1 students who are on CPT or have an Employment Authorization Document
- All J-1 students sponsored by IU need a sponsor letter in order to obtain an SSN. J-1 students not sponsored by IU should contact their sponsor to get a sponsor letter



SSN, continued

- Students who need a letter from OIS should fill out the appropriate e-form in Atlas. (1-3 business days needed for review/approval)
- In addition to the appropriate letter from OIS, all students will need to provide a valid passport, I-20 or DS-2019, and one other piece of ID (student ID, credit card, etc.) when applying for the SSN at the Social Security office.
- You may remember the bus trip – we hope to be able to do that again in the future.



During COVID-19

- Many SSA offices across the country remain closed. Bloomington's SSA has been making appointments available to students who need an SSN
- Students schedule appointments directly with the SSA – after approval of the DSO letter request.
- Students need documents with “wet” signatures, so the employment letter should be on letterhead and the student should have their original I-20 document (not an electronic version)
- The only time a contract can be used as the employment letter is if we are able to do a bus trip. Otherwise, an employment letter (<https://ois.iu.edu/doc/ssn-employer-letter.pdf>) is needed.





Requirements

International students and their dependents are required to be enrolled in the IU International Plan while they study in the U.S.

- Premium billed to bursar account 30 days before 1st day of classes if students are registered. Dependents must be enrolled separately.
- Fall 2020 (Aug. 1—Dec.31): \$636
- Spring 2021 (Jan. 1—July 31): \$888
- Prices for AY 2021-2022 are unknown but an increase (maybe 10%) is likely





Exemptions are a thing

Students outside of the U.S. due to COVID-19 do not need to be enrolled in the plan but must submit a Health Insurance Exemption request no later than 10 days after the first day of classes.

- Other exemption types exist

Students with a SAA who qualify for insurance are covered under the IU GA Plan beginning on the *date of hire* and are automatically exempt.

- It's important that date of hire be as early in the semester as possible – 8/1 for Fall, 1/1 for Spring
- If hiring information is not in HRMS by the beginning of the semester, students will be billed for the IU International Plan. OIS audits charges and reverses them, but it takes time.
- When SAA contract ends, insurance coverage ends.

Exemptions, continued

Students with a Fellowship of at least \$3,718 per semester are covered under the IU Fellowship Recipients Plan and are automatically exempt.

- It's important for fellowship awards to be disbursed before HR sends their final list of eligible enrollees to Anthem – sometime in September or February
- If disbursement has not happened by the beginning of the semester, students will be billed for the IU International Plan. OIS audits charges and reverses them, but it takes time.
- If fellowship award is lost, insurance coverage usually remains.



It's possible to waive the GA or Fellowship Plan to join the IU International Plan.

- Students with dependents save money by switching to the IU International Plan.
- File waiver with HR
- Contact OIS to be enrolled and billed

Thank you!