

UNIVERSITY OF COLORADO BOULDER

# Sponsored Students Essentials

# Spring 2025



# Meet the Sponsored Student Services Team!

### **Paige Progar**

Senior Assistant Director, International Sponsored Student Services Paige.Progar@Colorado.edu

## Jessie Hughes

International Sponsored Student Principal Advisor Jessie.Hughes@Colorado.edu



# Spring 2025 Academic Calendar at a Glance

First Day of Classes

January 13 (Monday)

Martin Luther King Jr. Holiday-Campus Closed, No Classes

January 20 (Monday)

#### Spring Break

No Classes March 24-28

(Monday-Friday)

Campus Closed March 28

(Friday)

Last Day of Classes May 1 (Thurs.) Reading Day May 2 (Fri.) No Classes or Exams Final Exams May 3-7 (Sat.- Wed.)



# Spring 2025 Check-in Important Dates

#### Financial Guarantees Due February 5th

Must be sent to <u>3rdparty@colorado.edu</u> & <u>sponsoredadvising@colorado.edu</u>)

After this date you will be charged late fees

#### Submit Proof of Immunizations by January 14 (5pm)

Summer and Fall 2025 registration hold.

#### Insurance Waiver Deadline due February 13 (11:59pm)

You will be charged \$2,420, your sponsor will not pay this fee!

#### ISSS Canvas Course & ISSS Immigration Check-In Form

Latest Date to complete is February 12 (Required to maintain immigration status!) Don't wait!

SEVIS Transfer Students must complete Check-In by January 28.



International Student and Scholar Services (ISSS)



# Center For Community (C4C), S355 2249 Willard Loop Drive





# **Sponsored Student Advising Schedule**

Monday: 12:30pm-3pm Tuesday: 9am-11am (remote)\* Wednesday: 12:30pm-3pm Thursday: 2:30pm-4:30pm (remote)\* Friday: 12:30-3pm

## \*Remote sessions by appointment via Bookings/Teams:

https://outlook.office365.com/owa/calendar/InternationalStudentScholarServices@colorado.edu/bookings/

All other sessions in the C4C, drop-in



# Contact Us!

Email: sponsoredadvising@colorado.edu

Office phone numbers:

**Office:** (303) 492-8057 (mention that you're a sponsored student!)

Paige Progar: 303-492-2978 Jessie Hughes: 303-492-4143

(Please spell your name and leave ID number and phone number if you leave a voice mail.)



# **Sponsored Student Services Webpage**

- Contact information for Sponsored Student team
- Important dates
- ► Tasks to complete for new students
- ► Tasks to complete every fall and spring semester
- ► How to request documents for your sponsor
- ► F-1 visa reminders
- Resources on campus
- Other useful resources (driver's license, parking, scams, student clubs, etc.)

### Where to access the page from the ISSS website:

#### International Student and Scholar Services

OFFICE OF UNDERGRADUATE EDUCATION

🖀 Students Scholars CU Departments Programs & Events News & Alerts Forms & Handouts About Us

Home > Students > New Students

#### **New Students**

We look forward to welcoming you to campus and supporting you throughout your program.

- Contact International Admissions with any questions you have regarding obtaining an I-20.
  - Undergraduate students email intladm@colorado.edu
  - Graduate students email intlgrad@colorado.edu

#### **Pre-Arrival Information for International Students**

An international student is anyone in the U.S. on a non-immigrant temporary visa, such as F-1, J-1, H-4, E-2, TN, etc. U.S. permanent residents, refugees, and asylees are not considered "international" for ISSS reporting purposes.

International students must arrive on-campus in time to attend the mandatory orientation program.

 International students who hold F-1 or J-1 visas may enter the U.S. as early as 30 days prior to the program start date indicated on their I-20 (F-1 students) or DS-2019 (J-1 students).

Click on your student group below to access additional arrival information.

#### **Undergraduate Students**

First-year degree seeking students and students transferring from other institutions for a bachelors-level program.

#### New Students

Immigration Documents Applying For Your Student Visa Health Insurance & Immunization Entering the U.S. Completing Immigration Check-II Community Resources Undergraduate Student Arrival Graduate Student Arrival Exchange Student Arrival Sponsored Student Arrival New Student Frequently Asked q Current Students

#### New Student Resource

Immigration Check-In

### Where to access the page from the ISSS website:

#### International Student and Scholar Services

OFFICE OF UNDERGRADUATE EDUCATION

Students Scholars CU Departments Programs & Events News & Alerts Forms & Handouts About Us

#### Home > Students > Current Students

#### **Current Students**

As you go through your program here, you will face many new and exciting challenges. You will find that there are cultural differences to learn and adjust to, and we hope that these online resources will be useful to you as you continue to adapt to life in the U.S.

There are also immigration regulations that you are expected to abide by but can be very confusing. We are here to help you. Resources on F-1 status and J-1 status regulations are available here on our website, but you can also stop by our office to speak with one of the advisors for clarification and additional questions. If you are a student on a status other than F-1 or J-1 and have questions regarding your status, please contact an advisor.

#### New Students

#### Current Students

F-1 Student Overview

- J-1 Student Overview
- Information for all Internationa

Sponsored Student Services

Resources and Support

International Student and Scholar Services Location: Center for Community, S355 2249 Willard Loop Drive

Mailing Address: International Student & Scholar Services University of Colorado Boulder Tel: +1 (303) 492-8057 Fax: +1 (303) 492-5185 isss@colorado.edu sponsoredadvising@colorado.edu

### **Be Boulde**

University of Colorado Boulder © Regents of the University of Colora Privacy • Legal & Trademarks • Camp Who can help me with my questions? What questions do they answer?

## CU ISSS Advisor

- Immigration
- ► Sponsor policy
- ► Sponsor help
- Sponsor documents
- ► Work/internships
- Navigating CU

### <u>CU Academic</u> <u>Advisor</u>

- Program/Major Requirements
- Course Registration
- Academic advice
- Navigating CU

### Academic Coach

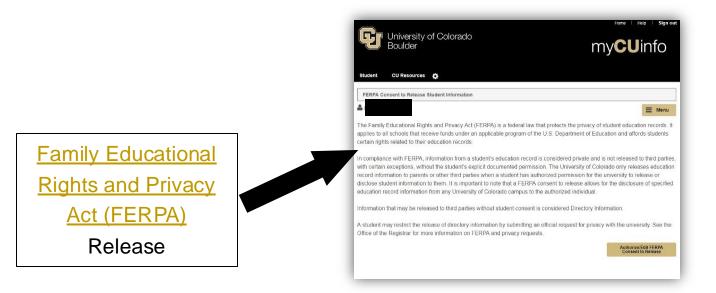
- ► Time Management
- ► Exam Preparation
- Study Techniques
- Organization
- Motivation
- And so much more!

### Always allow a few business days for all requests!



# FERPA Release – Authorization to provide transcripts and information to your sponsor

In order for us to provide your sponsor with the information they need about you, you must sign a FERPA Release form <u>online</u> in your Buff Portal.





## **FERPA Release**

- Family Educational Rights and Privacy Act (FERPA) prohibits universities from providing your educational information <u>unless you give consent</u>.
- ► The CU Boulder FERPA Release
  - Permits release of your Educational Records, Financial Records, and Immigration Records
  - Does NOT permit release of your CU Housing, Medical, or Student Conduct records



# **Security Passphrase**

- ► If you call ISSS and talk to a Sponsored Student Advisor on the phone, the advisor will ask you to give your security passphrase in order to confirm your identity.
- Your sponsor does not need to know your security passphrase, it is for your use when calling a campus office.
- Set your Security Passphrase up through your Buff Portal.





shall use strong passwords. i shall use strong passwords. | 5ha!! u53 \$qr0ng-p@5sw0rdz!

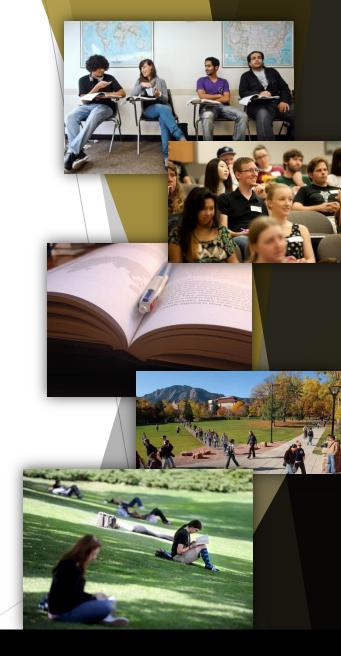


## Maintain <u>full-time</u> enrollment

- Undergraduate Students: <u>12 credit hours</u> per semester
- Graduate Students: <u>5 graduate credit hours</u> per semester
  - If you are taking a combination of graduate and undergraduate courses: <u>8 credit hours</u> per semester
  - Registration requirements <u>may change</u> later in a program.

### **\*\*Your sponsor may require additional credit hours.**

**Note:** No more than 3 credits of distance learning credits (such as online course credits) will count towards the full-time requirement for both undergraduate and graduate students.





# **Drop Advising Required Hold**

As of **January 30**, there will be a "Drop Advising Required" Hold on your account that prevents you from dropping courses without ISSS permission.

This is to help prevent your accidentally dropping below full-time enrollment.

This will NOT prevent you from:

- ► Adding a class
- Ordering a transcript
- Registering for the next semester

If you need to drop a class, email <a href="mailto:sponsoredadvising@colorado.edu">sponsoredadvising@colorado.edu</a>



## GET ISSS & SPONSOR APPROVAL BEFORE DROPPING CLASSES BELOW FULL TIME!

- <u>Seek Help: instructor, tutor, help room, academic advisor, academic coach</u>
- Reduced Course Load options:
- F1 immigration regulations permit a Reduced Course Load (RCL) if
  - Medical reasons, with medical documentation (physical or mental health) .
  - Academic reasons <u>one time only</u>, with documentation (Unfamiliarity with U.S. teaching methods, English proficiency, difficulty with reading, improper course level)
  - Final Semester



# YOU SHOULD ALWAYS ASK YOUR SPONSOR & ISSS FIRST, BEFORE...

- Changing your major- we will contact you for new proof of funding if you do change your major.
- Adding a second major or a minor
- Dropping a class
- Registering for online, remote, or hybrid courses
- Registering for Continuing Education courses
- Applying for work/internships
- Applying for an education abroad program (Start Early!)
- Registering at another university or community college

When in doubt, ASK!

DO NOT ASK YOUR FRIENDS; ASK YOUR SPONSOR. Come to Sponsored Student Advising or email us



# **Religious Accommodations**

If you want to miss a day of class for a religious event or holiday, speak with your faculty members to request accommodations as early as you can.

Be prepared to get any notes you missed and make up any work.

For more information on the University's policy, see the <u>Religious Accommodations</u> webpage.



# Rooms for Prayer (Meditation/Quiet Rooms)

- ECOT 359 In the Engineering Center
- Hours of Availability (whenever the building is open):
  - Monday through
    Friday 7:00am 7:00pm
  - Weekends/Campus Holidays/Home Football Games -CLOSED
  - All CEAS students have BuffOne access to the EC 24/7.

- UMC Quiet Space In the UMC on the 2<sup>nd</sup> floor
- Hours of Availability (whenever the building is open):
  - Monday through Thursday - 7:00am-12:00am
  - Friday and Saturday -7:00am-10:00pm
  - Sunday 11:00am-12:00am
  - Campus Holiday/Boulder Bolder/Home Football Games - CLOSED

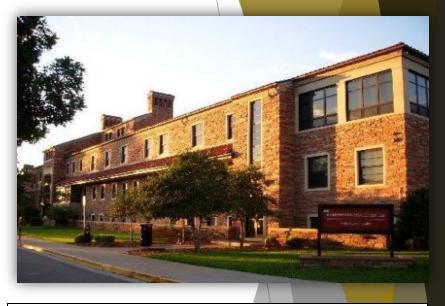
- E103A In Norlin Library on the 1st floor
- Hours of Availability (whenever the building is open):
  - Monday through Thursday – 8:00am-10:00pm
  - Friday 8:00am-5:00pm
  - ► Saturday CLOSED
  - Sunday 10:00am-10:00pm



## Waive CU Health Insurance by February 13!

- Since your sponsor provides your health insurance: <u>waive CU</u> <u>Health Insurance through your Buff Portal – Billing</u> <u>Information tab – Other Billing Services – "Select or Waive</u> <u>Health Plans."</u> Your Sponsor cannot waive it for you!
- If you do not waive CU Health Insurance, you will automatically be enrolled in CU Gold SHIP Plan Health Insurance and you will have to pay the \$2420. per semester fee yourself.
- You must waive the University health insurance policy your first semester in the U.S. and again every Fall semester.

Even with insurance, expect to pay a copay when seeking care.



Questions? Call the Student Health Plans Office 303-492-5107 or email studentinsurance@colorado.edu.



# Can I use CU Medical Services on my sponsor-provided medical insurance?

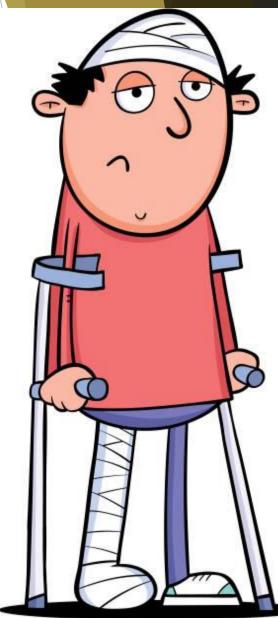
- ► Yes, maybe.
  - Health Services bills all U.S.-based insurance companies directly. CU Health Services may or may not be an in-network provider with your insurance. You may have to pay a co-pay or deductible.

#### OR

You may purchase the <u>BuffCare plan</u> on top of your sponsorprovided insurance for \$270. BuffCare covers many out-of-pocket expenses for on-campus care including co-pays, co-insurance and deductible costs.

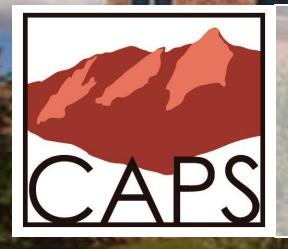


If you do not wish to use or cannot use CU Medical Services at Wardenburg, be sure to find a primary care provider (doctor) in the Boulder area that you can visit when you're sick or have an injury. NOW is the time to look.





# Feeling Stressed? Homesick? Lonely? Counseling and Psychiatric Services (CAPS)



CAPS 303.492.2277 (CAPS) 24/7 Center for Community N352 Medical Services at Wardenburg William's Village Clinic www.Colorado.edu/health



# CAPS

Services Provided:

- Confidential! No information is shared.
- Individual meetings by appointment
- After-hours crisis line (24/7 support)
- Workshops
- E-Let's Talk
- Psychiatry/Medication Services

\*Most services are free of charge https://www.colorado.edu/counseling



## Submit Immunization Records to CU Medical Services at Wardenburg

- You must provide proof of immunization to CU Medical Services by <u>January 14, 2025.</u>
- More information can be found at this link: <u>https://www.colorado.edu/health/immunization-requirements</u>
- You can ask for more information about this by emailing <u>StudentInsurance@colorado.edu</u>
- A registration hold for Summer and Fall 2025 will be placed on your account if not completed by the deadline.



# Complete the Community Equity Training in Canvas

The Community Equity Training in Canvas is required for all students.

- Note: If you <u>do not</u> to complete this training, there will be a hold on your account that will prevent class registration for the Fall 2025 semester and have possible consequences for your immigration status.
- If you have additional questions about this training, please contact oiectraining@colorado.edu



## **CU Book Access Program Fee**

- For Spring 2025, all undergraduate students will be automatically opted into the CU Book Access program. Your sponsor does not pay this charge, as they provide you funds for books and materials. You must pay it by February 5 to avoid late fees.
- This gives all students access to their required textbooks and course packs for one low cost.
- For example; a Physics/Engineering student may have to purchase a \$500 textbook for a Thermodynamics course; however, this plan allows them to pay just \$293.33 per semester for all their books instead of paying for each individual textbook.
- **Note**: CU Book Access costs a flat rate of \$269 plus tax (total of \$293.33) and includes access to all required digital and print materials.

## Opting out of the CU Book Access Program

- Students can opt out of CU Book Access by January 29, 2025 (the university's spring course drop deadline). We strongly recommend that students review their course material costs/needs before deciding to opt-out. For more information, please click here.
- To opt out of CU Book Access or choose the Select Access program, use the link provided in the email you received at the start of the term or in the "My Course Materials" tab in Canvas.
- Please note: if you choose to opt out of courseware, you may lose access to submit your homework via your class's Canvas page, as an active subscription is required to submit homework via courseware.

# Make sure Third-Party Billing Office has a current, valid Financial Guarantee from your Sponsor

- Spring 2025 Tuition and Financial Guarantees due <u>February 5, 2025.</u> If late, you will be charged <u>late fees and finance charges.</u>
- Check with your sponsor or <u>3rdparty@colorado.edu</u> to confirm your sponsor provided a Financial Guarantee.
- You are responsible to ensure the Third Party Sponsorships Office always has a valid Financial Guarantee. Forward it to <u>3rdparty@Colorado.edu</u> and <u>sponsoredadvising@Colorado.edu</u>.
- Check your account in Buff Portal frequently (before 5<sup>th</sup> of each month) for unpaid fees. Optional fees are not paid by sponsors.
  - Financial holds prevent transcripts from being sent to sponsor & prevent you from registering for classes.

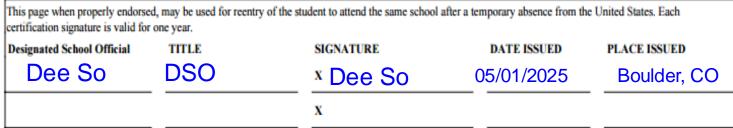


# **Taking an international trip?**

# **I-20 Reprint Requests for Travel**

- You need a travel signature on your I-20 to re-enter the U.S.
- Use our I-20 Reprint Request eForm to obtain one
  - *MyISSS Portal > I-20 Reprint Request Form*
- A travel signature is valid for 12 months

#### TRAVEL ENDORSEMENT





I-20 will be emailed to you. Print and hand-sign in blue ink.



# The ISSS Homepage

## https://www.colorado.edu/isss/

#### International Student and Scholar Services OFFICE OF UNDERGRADUATE EDUCATION Advising Services MyISSS Porta Programs & Events News & Alerts Forms & Handouts Scholars CU Departments Resources & Support About Us Students Monday, August 19: In-Person Advising Canceled **ISSS Virtual Suggestion Box** ISSS in person, walk-in advising is canceled August 19, 2024 so that ISSS staff may participate in the International Student Submit anonymous feedback. Orientation. Share ideas. Voice concerns. Prov During this time, schedule a remote appointment, call (303-492-8057) or email ISSS (isss@colorado.edu, sponsoredadvising@colorado.edu). **Crisis Support for International Comm Black Lives Matter Remote Advising** Student Advising: Schedule Remote Advising Appointment CU Systemwide Lands Recognition Sta Scholars: Contact the ISSS advisor assigned to your department to schedule an appointment Subscribe to ISSS News Scholar Advising: Search for ISSS Advisor By Department, Research Institute, or CU Campus Visit Campus

×.

For walk-in advising hours, view our Advising Services webpage.

#### **ISSS News**

# Making Requests from the ISSS Website

#### https://www.colorado.edu/isss/

- Submitting Requests online
  - Can be done through MyISSS Portal or Forms

and Handouts

- Request new I-20, I-20 Extension, Leave of absence request, ask for •
- a reduced course load

International Student and Scholar Services office of undergraduate education											
								Advising Services	MyISSS Portal	Departmental Ser	
*	Students	Scholars	CU Departments	Programs & Events	News & Alerts	Forms & Handouts	Resources & Support	About Us			
М	MvISSS (Student/Scholar Portal)										

#### (Student/Scholar Portar)

MyISSS online services is your portal for ISSS immigration-related request e-forms and notifications.

#### On this page:

- How to Access MyISSS Portal
- MyISSS Overview
- Guides

#### Launch MyISSS Portal

 It is recommended that you use the FireFox browser with the MyISSS portal

/ices

Service Alert: MyISSS E-Form Submission

# Stay in the loop!

# Access your CU e-mail

- <u>Firstname.lastname@colorado.edu</u> or your <u>identikey@colorado.edu</u>
- Follow instructions by Office of Institutional Technology (OIT)
  - Email <u>oithelp@colorado.edu</u> for assistance
- Check your CU email <u>daily</u>, even when you are in your home country on vacation!
  You are responsible for information emailed to you at this account, be sure to read all official emails!
- Use your Colorado.edu email address when contacting CU departments
- Avoid forwarding your CU email to too many different accounts



## Pay attention to emails and alerts from isss@Colorado.edu or sponsoredadvising@Colorado.edu

- Please be sure to read these emails right away. They will help you avoid problems with your immigration status.
- If an email has ISSS in the subject line, please read it!
  - Example: 'ISSS: Request for Information'
- Your @colorado.edu email address will be automatically subscribed to this list.
- Last minute advising schedule changes will be communicated from these emails.

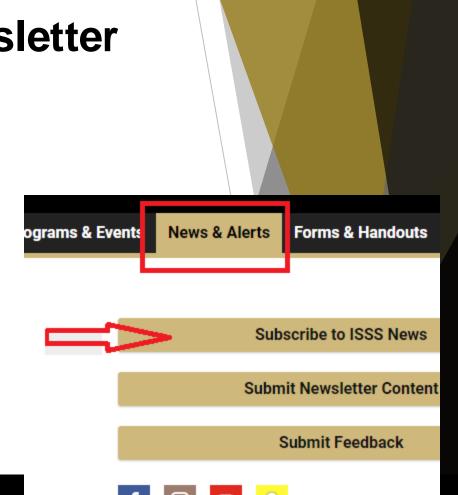




# Want to know about social events and immigration updates?

# Look out for the monthly ISSS Newsletter

- The ISSS Newsletter is emailed to all international students and scholars usually on the first Tuesday of every month.
- The ISSS Newsletter includes articles about fun activities, interesting information and critical immigration updates.
- You can also submit content to share with the international community!





## Spring 2025 Activities

### **Spring International Coffee Hour Dates**

Friday, January 17<sup>th</sup> Friday, February 7th

Friday, March 7<sup>th</sup>

Friday, April 4th



### iFest

April 13th, <a href="https://www.colorado.edu/event/ifest/">https://www.colorado.edu/event/ifest/</a>

The CU International Festival is the largest student organized event on campus and is free and open to the public.



# Stay Connected: Follow Us

## Follow our Instagram:

https://www.instagram.com/isss.cu





## Spring Involvement Fair https://www.colorado.edu/involvement/bif

- •Join the Registered Student Organizations (RSOs) on campus to learn more about the various clubs to get involved in!
- Where? UMC Glenn Miller Ballroom & Room 235
- When? Wednesday, January 22, 11:00am-2:00pm
- RSOs include but are not limited to:

Engineers in Action Student Government International Festival CU International Muslim Student Association Model United Nations Farm & Garden Club

**Dungeons and Dragons** Conference on World Affairs Student Ambassadors DU Disc Golf Women in Computing

Hiking Club Juggling Club Middle Eastern Student Association Society of Women Engineers TEDXCU Hacky Sack Club





# Contact Us!

Email: sponsoredadvising@colorado.edu

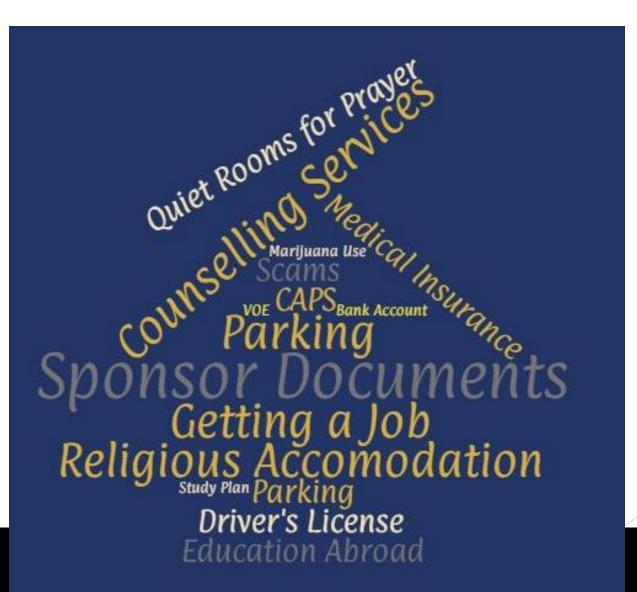
Location: Center For Community (C4C), S355 2249 Willard Loop Drive

Remote Advising Booking: <u>https://outlook.office365.com/owa/c</u> <u>alendar/InternationalStudentScholarServices@colorado.edu/bookings/</u>

Phone Numbers: Paige: 303-492-2978 Jessie: 303-492-4143 Office: (303) 492-8057 (mention that you're a sponsored student!) (Please spell your name and leave ID number and phone number if you leave a voice mail.)



# **Questions?**

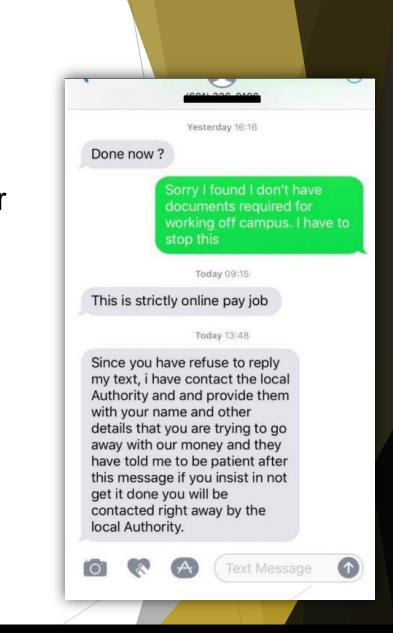




# **Scam Warning**

Scammers will:

- Pose as bank/ government/ immigration officials, or potential employers.
- Claim false problems with your immigration record or account
- Demand money or account information immediately
- ► Threaten with arrest or account closure
- Please also be careful when shopping online for things such as cars, pets, and other expensive items.





### What to do if a scammer calls you:

- ► Hang up!
- ► Do not provide any personal information
- Do not provide any payment
- Legitimate banks/ government/ immigration officers and potential employers will <u>never</u>:
  - call you to ask for account info or payment over the phone
  - call you to discuss an immediate deportation or arrest
  - ► threaten you

Remember the 3 R's: 1. Recognize 2. Refuse 3. Report





## What to do if a scammer calls you:

### **Reporting Scams**

In addition to reporting a scam to the local police department, you can also report a scam to the following offices:

<u>Colorado Attorney General's Office</u>

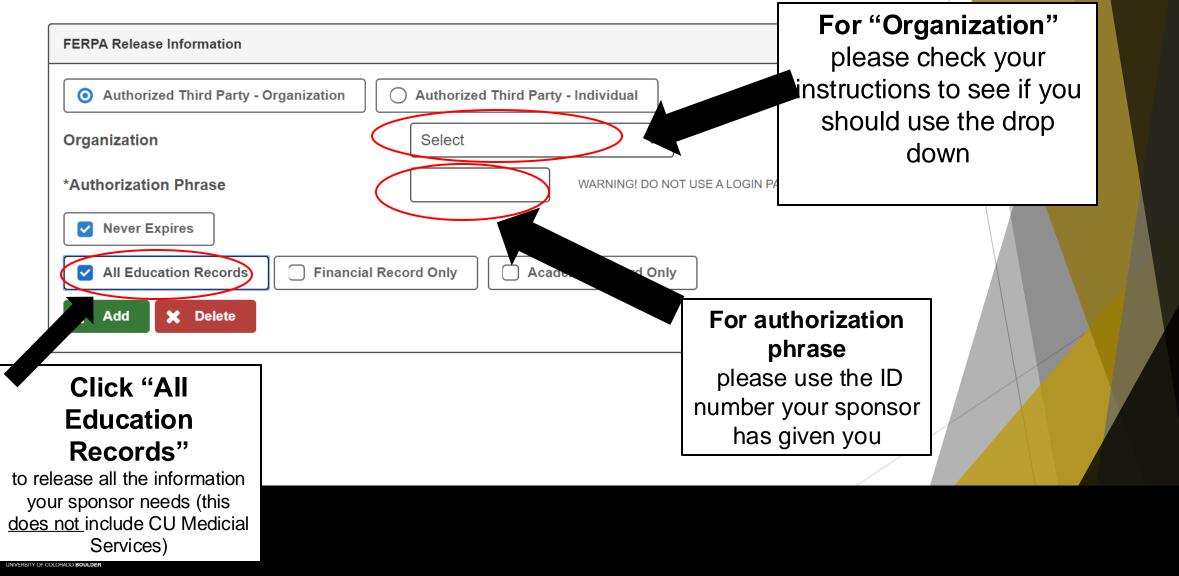
You may want to contact the following offices to seek additional support or assistance <u>All offices are located at CU Boulder:</u>

- <u>OVA</u>
- <u>CAPS</u>
- <u>CUPD</u>





# Please complete your FERPA release.







# Study Plan & SACM advisor letter

- Fill out your sponsor's Study Plan form to the best of your ability.
- Make an appointment with your academic advisor through your Buff Portal Advising and note you would like to review your study plan or ask for a SACM advisor letter (we can provide a template).
- Please plan ahead. Allow several days, maybe more at busy times.



# **Online Course Audit**

- KCO students, ISSS has an agreement with your sponsor and we will send these for you each semester if you have the appropriate FERPA Release.
- If you are not sponsored by KCO, you can also request an Online Course Audit from the <u>Registrar's Office (not from your academic</u> advisor or ISSS).
- Please allow several days for processing.



# Enrollment Verification Form or Course Registration

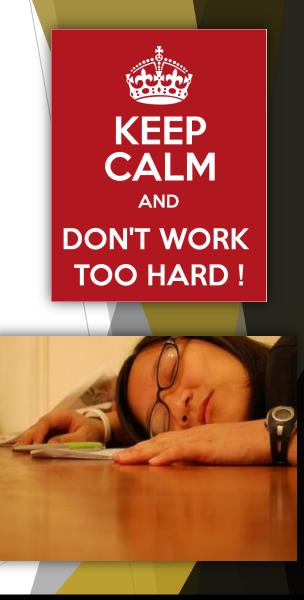
- KCO students, ISSS has an agreement with your sponsor and we will send these for you each semester if you have the appropriate FERPA Release.
- SACM students, you may be asked to upload this to your SACM portal.
- KGSP, Embassy of Oman, Aramco, SABIC, SCO: we send a copy of your course registration each semester if you have the appropriate FERPA Release.



### Do NOT <u>work on-campus</u> for more than <u>20 hours</u> per week while school is in session

**Note**: On-campus employment means:

- 1. You will be **paid by CU-Boulder** 
  - OR
- 2. You are working for a non-CU company that is **located on the CU Boulder campus** <u>AND</u> your **duties directly serve CU Boulder students** (such as working at Subway in the UMC).
  - **<u>NOT</u>** on-campus work: working online for a company not located on campus, driving for Uber or Lyft, or private tutoring.





### **Do NOT Work Off-Campus without authorization**

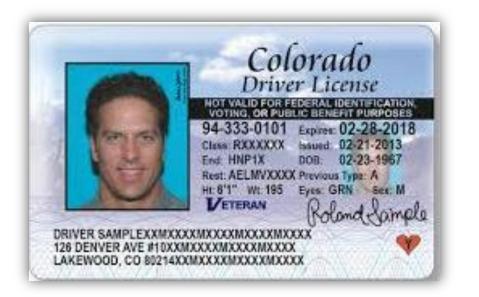


- If you work off-campus <u>without</u> <u>PRIOR authorization</u> from a Sponsored Student Advisor, your F1 status will be terminated and you will have to depart the U.S. immediately.
  - You must receive <u>approval for</u> <u>employment</u> from ISSS first!
- You may be eligible for <u>Pre-</u> <u>Completion OPT</u>, <u>Post Completion</u> <u>OPT</u>, and <u>CPT</u> after 2 semesters



## **Driver's License**

- You should take driving lessons if you do not already have a driver's license in your home country.
- Before taking a driving test, it is a good idea to review the driver's manual online.





# **Parking on Campus**

- ► There is no free parking on campus. Make sure you pay the hourly fees to avoid an expensive parking ticket.
- If you park more than a few times a month, it may be cost effective to buy a <u>Student Parking Permit</u>.
- ► Your sponsor will not pay for parking tickets.







# **Visa Revocation**

- If you are arrested for a DUI (driving under the influence of alcohol or drugs, including marijuana) your visa will be revoked.
  - Please note: As an international student studying in the U.S. you are subject to federal law, <u>NOT</u> Colorado state law
- A conviction is not required, just an arrest.
- If you exit the U.S. with a revoked visa, a new visa will be required for re-entry.
- If your visa is revoked, and you attempt to fly to /enter the U.S., you could be sent back by the airline before boarding the plane, before taking a connecting flight, or at POE.
- You may become ineligible for future benefits, such as employment.







# Legal Issues

- If you experience any legal issues while you are here (arrests, court dates, license revocation, etc.), <u>please</u>
   <u>come see us for advising immediately so we can advise</u>
   <u>you.</u>
- Legal issues can impact your immigration status.

