Welcome!

We, the team of International Center, would like to welcome you to The University of Texas at Dallas.

More than 6,000 international students representing more than 125 countries call our campus home. Dallas is an exciting international community enhanced by the students who choose to pursue their studies here.

The International Center is committed to providing programs and services of the highest quality in order to help you succeed academically, personally and professionally. We provide immigration advising, cultural and educational events, and orientation programs for new students. We look forward to meeting you during your stay at UT Dallas.

Sincerely,
Leticia Zamarripa
Director of Global Engagement
International Center

Immigration Matters for New Students

In order to remain in the United States legally and have access to the benefits connected with your non-immigrant status, you are responsible for meeting a number of United States Government requirements. The UT Dallas International Student Services Office (ISSO) provides international student advising and resources to assist you in maintaining those requirements.

Requirements to Maintain F-1 Status

- Do not work unless specifically authorized.
- Report every change of local address in the Orion system within 10 days of each move.
- Maintain USCIS full-time enrollment requirements every fall and spring semester. Summers are optional, unless it is your first semester in F-1 status or a new academic program, or your last semester before completing your studies.
- Apply for a new I-20 when you graduate from one program and continue in, or begin another program.
- Complete your academic program before your I-20 expires, or file for an extension prior to the expiration date. Always make normal progress towards completing your course of study.
- Remain in the United States no longer than 60 days after completing a full course of study or Optional Practical Training (OPT)
- Possess a valid, unexpired passport, I-20 and I-94. A valid F-1 visa is not required to maintain F-1 status.

If you have questions about how these requirements apply to you, ask an ISSO immigration advisor, or visit utdallas.edu/iss/nil-maintain.

Enrollment Requirements for F-1 Status

Each fall and spring semester, 12 credit hours (undergraduate students) or 9 credit hours (graduate students) must apply to the degree program listed on the I-20. Any courses that do not apply to the degree program on the I-20 must be taken in addition to the 12/9 credit hour requirement. For more information regarding fulltime enrollment requirements, visit utdallas.edu/iss/view-enrollreq.

- Only three hours of online courses can be applied to the fulltime requirement.
- You cannot take all of the fulltime requirement hours as prerequisite courses.
- You cannot take all of the fulltime requirement hours in an eight-week term.
- If it is your last semester and you lack only one class to complete your degree, it must be a “face-to-face” course (not online).

J-1 Student Orientation

J-1 students must meet with an immigration advisor to discuss the specific requirements of their J-1 status. If you do not cover these requirements with an immigration advisor during a breakout session at orientation, contact the immigration advisors at ISSOJ1@utdallas.edu to schedule your J-1 student orientation. For additional information about how to maintain J-1 status, visit the ISSO website at utdallas.edu/iss/maintain-j-1.

Please complete the section below:

1. I am a graduate student/undergraduate student (circle one).
2. I am required to take ________ credit hours every fall and spring semester unless I receive prior permission from ISSO to take less than the required amount of credits.

☐ I understand the enrollment calculator is a great online tool that I can use to determine how many credits I need each semester: utdallas.edu/iss/online-calculator.

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Important Immigration Notes

Travel
If you plan to travel internationally during your studies, you will need the following documents to re-enter the United States:
• A valid passport
• A valid, unexpired visa
• A valid, unexpired Form I-20, endorsed by an immigration advisor (F-1 students only)
• A valid OPT EAD and proof of employment (students on OPT only)
• A valid, unexpired Form DS-2019 endorsed by the issuing institution (J-1 students only)
• For more information about travel, visit utdallas.edu/issos/travel-outside-us

Passport
Maintaining a valid passport is your responsibility and is a requirement of your non-immigrant status. Your home country’s consulate or embassy in the United States will process your renewal request, which should be made at least six months before your passport’s expiration date. It is risky to attempt to re-enter the United States if your passport will expire within the next six months.

Changes in I-20s
F-1 regulations require students to possess a valid, up-to-date Form I-20. There are a variety of situations that may arise that require a student to update the information on his or her I-20. For a complete list of circumstances, funding requirements, and procedures to request a new I-20, visit utdallas.edu/issos/i20-maintain.

Social Security Number
To be eligible for a Social Security number, you must have work authorization and complete an application at a local Social Security office. Detailed information is available at utdallas.edu/issos/ssn.

Post-Arrival Checklist

- Attend International Student Orientation.
- Take your Tuberculosis (TB) Screening
  Required for all new students born outside of the United States and must be administered and interpreted in the United States. The TB screening takes 3-4 days to process and it must be completed prior to enrollment. The UT-Dallas Student Health Center offers screenings for students.
- Submit scanned copy of your I-94 (in English) through Comet. comet.utdallas.edu. J-1 students will need to complete an additional Reporting Form.
- Update your U.S. local address and U.S. phone number in Galaxy (Orion Student Service Center). The Department of Homeland Security (DHS) requires you to update your U.S. local address and phone number within 10 days of any change.
- Review the Academic Calendar for registration and payment deadlines.
  - Registration deadline:________________________
  - Payment deadline:___________________________
  - Census day:________________________________
- Manage your holds. You cannot register for classes until holds are removed. Use Galaxy to determine how to clear your holds.
  - Common holds include:
    1. Int’l Hold: ISSO – Will be removed after attending International Student Orientation.
    2. Enrollment Hold, Office of the Registrar – Submit Meningitis Vaccination Form
    3. Enrollment Hold, Student Health Center – Take Tuberculosis (TB) Screening
    4. Enrollment Hold, Office of Admissions – Submit missing academic documents (e.g. transcripts, degree certificates, test scores, etc.).
    5. Cannot Register Online – You must meet with your academic advisor to register for classes.
- Meet with your academic advisor. Some graduate students may have a mandatory orientation for their major. Academic advising will be completed at this orientation.
- Pay your tuition and fees with the Bursars Office.
- Apply for your Comet Card (student ID).
- Take a printout of your class schedule (with your UTD ID showing) to the Comet Card Office on the second floor of the Student Services Building Addition (SSA 12.324) to apply for your Comet Card.
- Make a decision about mandatory health insurance coverage.
- Apply for a Dallas Area Rapid Transit (DART) pass after registering for classes.
- Become familiar with the requirements for maintaining your F-1 status or J-1 status.
- Attend cultural events and get involved at UT Dallas.
Tax Compliance
All international students who receive U.S. Source Income from UT Dallas, including wages (TA/RA, on-campus job), taxable scholarships, housing stipends, awards, etc., need to follow the instructions under “How to complete FNIS” section at utdallas.edu/bursar/taxes/ to complete the FNIS tax compliance process. The Foreign National Information System (FNIS) is a tax analysis software to help determine international students’ tax status, tax liability, and treaty eligibility. Failure to complete this process could lead to errors in your income.

Foreign National Tax Return (FNTR) is an online tax software that assists in preparation of individual income tax return for international students. To gain access to FNTR, contact the UT Dallas Tax Compliance Office by email at taxcompliance@utdallas.edu during tax season (February through April).

For more information about tax filing, such as tax forms and when and where to file, visit utdallas.edu/icp/taxes.

Office of the Bursar
The UT Dallas Bursar Office oversees financial transactions between University students, staff and faculty. Their functions include assessment, billing and collection of tuition and fees, including creating refunds for students. For more information about the Bursar Office, visit utdallas.edu/bursar. For questions about paying UT Dallas tuition and fees, visit utdallas.edu/bursar/payments/payment-options.

Tuition Calculation
Your tuition and fees will be determined after you register for classes. These costs vary based on your tuition plan, program of study, number of hours and types of classes. As an international student, you will be assessed a fee for student health insurance and an international special services fee. Insurance rates and the international special service fee amount can be found on the Bursar’s “Other Fees” webpage. For details about waiving the insurance fee, visit utdallas.edu/insurance/international. Tuition bills may be viewed online through EZPay at utdallas.edu/ezpay. For more information about tuition calculation or tuition refunds, visit the Bursar Office website at utdallas.edu/bursar.

Tuition Payment
After you have registered for classes with your academic advisor, your tuition and fees will be established for the semester. Your next step is to pay your tuition and fees to the UT Dallas Bursar Office. You may make payment through one of the following methods:

**PAYMENT OPTIONS**

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Where to Pay</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Check (eCheck)</td>
<td>EZPay Only</td>
<td>No fee</td>
</tr>
<tr>
<td>Cash (not recommended or security purposes)</td>
<td>Bursar Office Only</td>
<td>No fee</td>
</tr>
<tr>
<td>Check, Cashier’s Check, Demand Draft, Money Order, Traveler’s Check</td>
<td>Bursar Office (EZPay processes checks)</td>
<td>No fee</td>
</tr>
<tr>
<td>Credit Card - American Express, Discover and MasterCard Only</td>
<td>EZPay Only</td>
<td>1.9% fee</td>
</tr>
<tr>
<td>International Wire Transfer</td>
<td>Flywire Only</td>
<td>UT Dallas does not charge a fee for accepting wire transfers</td>
</tr>
</tbody>
</table>

**PAYMENT PLANS**

<table>
<thead>
<tr>
<th>Type of Plan</th>
<th>Where to Enroll</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment Plan</td>
<td>EZPay Only</td>
<td>$25 set-up fee</td>
</tr>
<tr>
<td>Short-Term Loan</td>
<td>Orion Only</td>
<td>1.25% origination fee, no down payment</td>
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</table>

Tuition Refunds
UT Dallas is a public institution and we follow the state mandated refund schedule defined in Section 54.006 of the Texas Higher Education Code. The UT Dallas refund schedule is found on the academic calendar. This includes information about the last days to receive refunds. If you are eligible for a refund, your refund will either be sent as a check or a direct deposit. Refund checks are mailed to your local address. You should receive your check within 10 business days. If you have not provided a local address, your refund will not be processed. Students who have set up direct deposit through EZPay will receive their refund within three business days.

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Texas Driver License or State Identification
To receive a driver license from the Texas Department of Public Safety (DPS), you must present two acceptable documents showing you have resided in Texas for at least 30 days. These documents must include your name and a Texas address. You will also be required to pass a written exam and a driving skills test. You must provide the vehicle for the driving skills test. DPS also issues a Texas identification card that is useful for state identification, but this card does not give you driving privileges. For more information, visit txdps.state.tx.us/DriverLicense.

Name
Your name is recorded in University systems using the name types of ‘primary’ and ‘preferred.’ The University allows you to change your preferred name by request from your UTD email. You also have the option to change your primary name, but it requires more documentation. You will find information about how to make name change requests on the Registrar’s webpage: utdallas.edu/registrar/faq/#. Occasionally, automated updates from submitted transcripts, test scores, or new applications will change your name in University systems. If you notice a change that you did not request, notify the Office of the Registrar as soon as possible.

UTD-ID
The UTD-ID is your student ID number, and you will use it when filling out UT Dallas forms. It is 10 digits and can be found on official UT Dallas correspondence.

Net ID
The NetID is a user name that uniquely identifies you to UT Dallas computer systems. You will use your NetID and password to access your UT Dallas email, UT Dallas Galaxy web portal, and on-campus computer services. Once your NetID is established, you can use it to create a personalized email address, and to optionally forward your mail to another email address. For more information, visit utdallas.edu/oit/howto/netid.

All official UT Dallas email correspondence will be sent to your UT Dallas-issued email address. When communicating with UT Dallas staff, use this email address.

My NET ID is ____________________________

OIT Help Desk
From recommendations about new computers to assistance with your NetID or email setup, the Office of Information Technology Helpdesk is the one resource for all of your technology needs. You can find additional resources at utdallas.edu/oit, by calling 972-883-2911, or by visiting in person at the Research Operations Center (ROC) or Founders (FO 1.206) for walk-up support.

Your Privacy
Texas is an open records state. This means that the University may release directory information about you, which is defined as public information that would not generally be considered harmful or an invasion of privacy if disclosed. If you wish to restrict your directory information, you may fill out a confidentiality form with the Office of the Registrar. If you do so, note that your name may be excluded from official UT Dallas publications.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s educational records. Educational records are all records that contain information that is directly related to a student and are maintained by the University or parties acting on behalf of the University. Examples include Social Security number, UTD-ID, grades and other academic information, race, ethnicity, nationality, gender, etc. Your educational record is confidential, and this information may be released only within the limitations clearly defined by University regulations, state and federal statutes, or with your written permission. For more information about FERPA, visit utdallas.edu/registrar.
Job Preparation and Employment Opportunities

Career Center
The UT Dallas Career Center provides career advising, resume and professional document critiques, a career resource library, mock interviews, numerous seminars, workshops, and networking opportunities. Industry representatives recruit students at on-campus career expos and through on-campus information sessions and interviews. Employment and internship listings, both on and off-campus, are posted through Handshake, UT Dallas’ online recruiting system. Handshake accounts are automatically created after you register for classes. For more information, visit the Career Center in the Student Services Building, Room 3 308, or online at utdallas.edu/career.

Internships
If you are interested in gaining experience through an internship, you can do so with Curricular Practical Training (CPT). In order to take advantage of CPT, the Career Center recommends several things to do in preparation. Many academic majors at UT Dallas require completion of certain prerequisite classes to be eligible for an internship/CPT. It is recommended that you inquire about these requirements with your academic advisor early in your first semester. Here is a timeline to help you be successful.

At the beginning of your first semester:
• Log in to Handshake and update your profile as needed.
• Attend Career Center seminars (resume writing, interviewing, job search, etc.).
• Prepare your resume and have it critiqued.
• Review and apply for on-campus jobs through Handshake.

End of your first semester/beginning of your second semester:
• Complete a CPT information session.* Make sure to register in advance with the appropriate office if necessary.

During your second long semester:
• Search for internship opportunities.
• Attend seminars and conduct a mock interview.
• Attend career expos and interview on campus, if qualified.
• Meet with staff in the appropriate office to complete the necessary approval process for your internship/CPT offer.*

*For CPT, all majors outside of ECS work directly with the Career Center. ECS majors (for CPT only) work with the Industrial Practice Program (IPP). For more information, visit ecs.utdallas.edu/student/services/ipp. ECS majors still work with the Career Center for any on-campus student worker and off-campus full-time employment needs.

Off-Campus Employment
Immigration regulations prohibit all types of off-campus employment without specific authorization. Authorization may be requested after an F-1 student has been fulltime enrolled for one academic year. Optional Practical Training (OPT) and Curricular Practical Training (CPT) are the most common types of off-campus employment. Economic hardship is also an option for some students. For more, visit utdallas.edu/iso/off-campus.

On-Campus Employment
Visit the Career Center website to learn more about how to update and activate your Handshake account. On-campus jobs may be posted daily, however, they are limited. Do not visit departments to inquire about jobs. This delays the process and dissuades departments from hiring you for open positions.

As an F-1 student, you are eligible to work on campus without any special work authorization. The work hours for F-1 students are limited to the following:
• 20 hours or less per week during fall and spring semesters.
• Full time during official school breaks.

You must continue to maintain F-1 status to remain eligible for on-campus employment. For more information, visit utdallas.edu/iso/on-campus.

Health and Wellness Resources

Student Health Center website:
utdallas.edu/healthcenter
Student Health Insurance website:
utdallas.edu/insurance/international
Student Health Insurance email:
stuhealthinsurance@utdallas.edu

UT Dallas Student Health Center
If you are currently enrolled, have a valid UT Dallas Comet Card, and your illness or injury is not an emergency, you may schedule an appointment at the UT Dallas Student Health Center (SHC) for medical care. Office visits are free for eligible students and do not require proof of insurance. The cost of all services received in the UT Dallas SHC are covered at 100 percent for students who have the UT Student Health Insurance Plan (see information below). For students with alternate insurance plans, there will be nominal fees for lab work, medications and certain procedures. Examples of SHC services include:
• Diagnostic and treatment of minor illnesses and injuries.
• Women's wellness exams, birth control, and pregnancy counseling.
• Allergy injections.
• Free dental screenings.
• Limited onsite radiology services.
• Pharmacy services.

The SHC does not issue class excuses for illness. To make an appointment, visit the Student Services Building, Room 4 700, or call 972-883-2747.

Urgent Care Clinics
Urgent care clinics are open some weekend and evening hours, and they can handle most minor illnesses and injuries. You can visit with them on a walk in basis during clinic hours and they can write prescriptions. Remember to bring your insurance card when you visit a clinic.

Student Health Insurance
The UT system requires all F-1, J-1, and I-2 students to maintain approved health insurance and repatriation/evacuation coverage while enrolled at UT Dallas. International students are automatically enrolled in the University of Texas Student Health Insurance Plan each semester and the fee will appear on your tuition and fee bill.

Student Health Insurance Waivers
International students are eligible for a waiver of the UT Dallas Student Health Insurance fee if they provide documentation of comparable coverage during the waiver period. Alternate insurance plans must comply with the Federal Patient Protection and Affordable Care Act (PPACA) to be eligible for a waiver.

Summer Insurance Coverage
For your physical and financial safety, the SHC recommends that you maintain health insurance continuously when you are in the United States. Student Health Insurance is connected to enrollment, so if you do not enroll in classes during the summer, you will not have insurance unless you make special arrangements. Contact the Student Health Center before the spring semester ends to arrange for summer coverage.

Health Insurance for Dependents
Due to the high cost of medical care in the United States, it is highly recommended that dependent family members have health insurance. All students who are enrolled in the Student Health Insurance plan may also insure their eligible dependents.

This semester:

Health insurance cost:
Waiver deadline:
Coverage dates:
Bystander Intervention
Comet Voice is the UT Dallas Bystander Initiative aimed at creating a safe and caring Comet community. Bystander Intervention is recognizing a potentially harmful situation or interaction and choosing to respond in a way that could positively influence the outcome. A harmful situation is anything that causes a negative, physical, mental, social, or emotional response. Examples of harmful situations are: sexual assault, dating/relationship violence, physical fights, hate speech, and suicidal threats. To learn more about bystander intervention, visit utdallas.edu/cometvoice.

Sexual Misconduct
In the United States, there are strict rules regarding what behavior is acceptable when interacting with others. All students should be aware that UT Dallas policy prohibits sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, and dating violence. Students who experience sexual misconduct may contact the Title IX Coordinator to request assistance or file a complaint. For more information, visit utdallas.edu/titleix.

You can file a complaint, request assistance, or report sexual misconduct to the Title IX Coordinator at 972-883-5202 or using the online form at utdallas.edu/titleix. You can report crimes to UT Dallas police at 972-883-2222. Call 911 in cases of emergency.

You can also speak confidentially with a counselor or health care professional on campus:
Student Counseling Center: 972-883-2575
Student Health Center: 972-883-2747

Counseling in the United States
The Student Counseling Center assists students in achieving emotional well-being and managing personal demands that may interfere with their academic progress. Counselors are trained professionals who work with you to identify and find solutions to your problems. All counseling sessions are free and confidential. Services include: Individual, couples, and group sessions, workshops, psychiatric services, and off-campus referrals.
For more information, visit utdallas.edu/counseling, or contact the Student Counseling Center at 972-883-2575.

Academic Success
McDermott Library
The McDermott Library supports the university and academic programs of the University at and is open 24 hours a day. Services include:
- Library tours and workshops
- Interlibrary loans
- Reference librarians
- Multimedia services.
For more information, visit utdallas.edu/library.

Student Success Center
Located in the McDermott Library, the Student Success Center offers services aimed at improving grades for our undergraduate student population. Services include:
- Peer Tutoring—Science and Math
- Writing Center
- Communication Lab
- Peer-Led Team Learning and Supplemental Instruction
- Academic Success Coaching
- Comet Cents Money Management Program.

Academic Integrity
United States culture places value on honesty, originality in written and oral expression, respect for the exchange of ideas, and acknowledgment of the achievements and contributions of others. Every student at UT Dallas is expected to exercise independent thought and expression as he or she strives for academic achievement. To support your success as a student in the United States, the following information is provided as a guide for a variety of academic integrity issues:

- When you use someone’s words, quote them accurately, mark as a quotation and include a citation. When you paraphrase, use your own distinctive voice, not the author’s.
- Internet citations should include the access date and exact address of the material cited, not the general address.
- Never represent anyone else’s work as your own. Never buy, sell or borrow papers. Do your own work.
- Never hand in the same paper for two classes unless you have permission from both instructors.
- Utilize the free RefWorks citation management service from the McDermott Library.
- Computer Science students should speak with their faculty member to find out how to cite computer code found on the Internet.
- Most assignments in the U.S. are expected to be individual work. Do not work with any other person to complete an assignment unless given permission by your professor.

Four types of academic dishonesty:

1. "I didn’t have time to do it correctly."
2. "I didn’t know what MLA was, so I ignored that part of the assignment."
3. "Where I come from, it is a sign of respect to use someone else’s words without giving them credit."
4. "I’ve never written a paper before."
5. "No one told me I had to do this way."
6. "I didn’t know what MLA was, so I ignored that part of the assignment."
7. "I used an article I found on the Internet. It was free, so I could use it without giving credit to the author or publisher."
8. "But I just got help from a sensor."
Campus Involvement

Student Organizations
At UT Dallas, there are more than 300 organizations to choose from. For more information and to learn how to get involved, email soc@utdallas.edu or call 972-883-6551. The Student Organizations Center is located in the Student Union Room 2.416. Student organizations are created and maintained by students. Getting involved with student organizations can enhance your college experience, assist you in making new friends, and provide leadership opportunities, all while preparing you for your future career.

Intercultural Programs
The Intercultural Program Office leads the UTD community in opportunities that foster global engagement. Some of these activities include International Week, Cultural Trips, Global Engagement Presentations and more. For a complete list of events visit utdallas.edu/ic/events.

On-Campus Attorneys
A general attorney and an immigration attorney are available to provide legal advice and consultation to all currently enrolled students. The attorneys are free of charge, funded by student service fees and sponsored by Student Government. Appointments should be made in advance. The attorney is located in the Student Government office. For more information, visit utdallas.edu/ag/attorney.

Frequently Asked Questions

How can I get around without a car?
Comet Cruisers run between UT Dallas, area neighborhoods, and shopping complexes. The Comet Cruiser has many local grocery stores along its route, including Walmart on certain days. Take the Comet Cruiser to the CityLine/Bush station, where you can take connecting buses or trains into downtown Dallas using your free DART pass. For more information, visit utdallas.edu/services/transit/cruiser.

How do I get a cell phone?
Various service providers, including AT&T, T-Mobile, Sprint, Verizon and Metro PCS, provide cell phone services. Some service providers and prepaid plans do not ask for a Social Security number. Look online for service provider locations and contact information.

Where can I buy textbooks?
The UT Dallas Bookstore has textbooks available for purchase and is located in the Visitor Center. Additionally, the McDermott Library has on-reserve book rental that allows you to use a book in the facility for up to two hours. Some students choose to order books online or to visit off-campus retailers. Ask other students for recommendations.

Where can I buy furniture?
Community and student organizations, such as UTD Big Howdy (utdbighowdy.isisites.net), may organize furniture giveaway programs at the beginning of the semester. New furniture can be purchased from a variety of local stores, including IKEA, Walmart and Target. You can also check craigslist.com for used furniture in the Richardson area.

How do I improve my English skills?
There are various opportunities available for students who are interested in improving their conversational English. International Christian Fellowship (ICF) hosts English classes each long semester. To improve your written English, the UTD Writing Center and JSOM Business Communications Center host writing workshops. For more information, visit utdallas.edu/icp/English-support.

Questions I have:
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