





**Welcome to Colby Community College! We are excited that you decided to join us on-campus for your educational journey. This handbook will be a great resource for you throughout the school year. I know that college processes can be confusing and being an international student can add to that. International Student Services is located in the Admissions Office and we are here to help you.**

**However, please remember that it is**





## International Student Check In

Student: \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

- Copy of Passport, Visa
- I- 94 Retrieval
- Copy of Insurance Card
- Print Statement, Schedule
  - Balance Due \_\_\_\_\_
  - Credit Hrs: F2F \_\_\_\_\_ Online \_\_\_\_\_
- Go over bill and payment plan
  - \_\_\_\_\_
- Working on Campus
  - Social Security Card: YES NO
- Update Local Address
  - ON- CAMPUS OFF CAMPUS
  - \_\_\_\_\_
- Register in SEVIS
  - Certified
  - Transfer Information

P/DSO: \_\_\_\_\_

P/DSO Signature: \_\_\_\_\_

Date: \_\_\_\_\_



I, \_\_\_\_\_, an international student at Colby Community College understand and agree to the following:

I cannot drive a vehicle unless I have a valid driver's license. If I obtain a driver's license while studying at CCC, I will bring it to the PDSO to make a copy.

I cannot handle a firearm of any kind for any reason.





## **Employment Policy for International Students**

### **Off-Campus Employment**

International students in the US on an F-1 student visa are NOT eligible to work off-campus. Colby Community College does not condone international students seeking employment off campus without prior authorization. An international student attempting to work off-campus is jeopardizing their F-1 Student status and will be at risk of having their I-20 terminated.

### **On-Campus Employment**

International students in the US on an F-1 Student Visa are eligible for on-campus institutional work study positions. It is the responsibility of the student to locate a position on campus. CCC does not guarantee on-campus employment for any student.

In order to work on campus as an inC



## **Obtaining a Social Security Card**

### **Who Qualifies to Apply for a Social Security Card?**

International





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## **Curricular Practical Training Policy**

### **What is CPT?**

Curricular Practical Training is a type of work authorization that allows F-1 International Students to participate in paid off-campus employment during their degree program. The purpose of CPT is academic, not just for employment purposes. The internship must be an integral part of the student's degree program.

### **Student Requirements to apply for CPT:**

Maintained full-time, F-1 status for one academic year prior to application.

Secure job offer related to program of study and receive Letter of Intent to Hire from employer. CPT will be delayed if the letter does not meet all of the following criteria:

- On letterhead

- Include company name and address

- Include student's name, job title, and job description

- Includes start date of employment

- Includes supervisor name, title, email and phone number

Receive letter from Academic Advisor stating requirement of employment to program of study.

Complete CPT application.

Return all documents to Designated School Official PRIOR to beginning CPT



## Curricular Practical Training Application

### Student Information

Last Name:	
First Name:	
Student ID:	Major:
Email:	
Phone Number:	

### CPT Employer Information

Job Title:	
Circle One:	Part Time (20 hours or less per week)
Start Date:	



**While participating in Curricular Practical Training (CPT), I understand:**

I am to maintain full-time status as a student at CCC.

I am to notify the PDSO of any changes that occur (address change, employment change, degree change).

I will work no more than 20 hours per week and must provide a copy of my time card to the P/DSO monthly.

If I fail to comply with these standards, my CPT authorization may be revoked.

If you have any questions or problems during your CPT, please stop by the Admissions Office, call 785-460-4611, or email [international@colbycc.edu](mailto:international@colbycc.edu)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID



## **International Student Policy Regarding Law Enforcement Involvement**

International students must abide by all institutional, local, and state laws. If an international student's actions result in them being arrested and/or having charges filed against them, the individual situation will be handled by a review board. Disciplinary actions and sanctions will be handled on a case-by-case basis according to recommendations from the review board. The review board will be named annually by the Primary Designated School Official (PDSO) with the final approval of disciplinary actions/sanctions by the Colby Community College President. The maximum penalty may result in termination of the student I-20 and dismissal from the institution.

Please note: Any actions taken by law enforcement and/or the court system are separate from the disciplinary actions/sanctions from Colby Community College.



## Tax Obligations

### Do international students pay tax in the US?

An international student will be taxed in the same manner as a nonresident alien for US federal income tax purposes, which means that they will be taxed only on US-source income. Every international student is required to file their tax return if they were in the US during the previous calendar year and earned income. Even if you don't earn income during your time in the US, you will still have a tax filing requirement. What type of tax will I have to pay?

F-1 international students, like all nonresidents, must pay tax in the US on the following types of income:

- Wages and compensation
- Salaries
- Tips
- Interest
- Dividends
- Some scholarships/fellowship grants
- Prizes/awards

The amount of tax you will have to pay will largely depend on your personal circumstances.

### Do CPT (Curricular Practical Training) students need to pay any type of tax on their income?

Yes – students with an F-1 visa that are on CPT will not be exempt from Federal Taxes. F-1 students are considered nonresident aliens in the US, and are required to file a US tax return for income (1040NR) from US sources.

### Do I have to file a tax return on an F-1 visa?

Most F-1 students are considered nonresident aliens by the IRS. As a nonresident alien, you will need to file [Form 1040NR-EZ or 1040-NR](#) to assess your federal income and taxes.

Even if you don't earn money during your time in the US, you will still need to file [Form 8843](#) with the IRS by the 15 April deadline (due to Covid-19 outbreak, the tax filing deadline has been extended to 15 July in 2020). Read more about the extension [here](#).

You may also be required to fill out state tax documents, depending on the state



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I, \_\_\_\_\_ (Please Print),

Acknowledge that I have received a copy of, understand, and will follow the guidelines outlined in the:

CCC Student Handbook

CCC International Student Handbook

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Signature

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Date

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Student ID