Student Resources

English Language and Academic Support
DePauw students have access to a wide variety of resources at their fingertips when they need academic assistance. Given that English language, writing and study skills are essential to achieve success in any DePauw classroom, international students can take advantage of additional English and academic support services, including tailored writing seminars, tutoring, workshops and Academic Resource Centers to improve writing, speaking and listening skills. Students will take a written assessment be placed into the appropriate English course during International Student Orientation.

For more details about courses, testing and available English language and academic support, visit the following website: http://www.depauw.edu/student/mil/iss/acad_resources.asp

Student Health Insurance
DePauw operates an on-campus Wellness Center which provides routine physical and mental healthcare to students at no cost. Vaccinations, x-rays or laboratory testing may incur a cost and will be charged to students’ DePauw account. Services available at the Wellness Center are basic; students will be referred to medical providers in Greencastle or the surrounding area if they require treatment for any major injury or illness. Any health care expenses must be paid by students and their families; therefore adequate medical insurance is required by DePauw and reviewed by International Student Services on an annual basis.

Medical costs in the U.S. are high and continue to rise. DePauw offers insurance coverage for international students that protects them anywhere in the world, except in their home countries; this insurance plan includes prescription drug reimbursement and maternity coverage. This insurance policy is through the Lewer Agency, Inc and meets the Department of State’s J-1 insurance requirements. If you are enrolled in DePauw’s insurance policy, insurance will be automatically charged to your student account at the beginning of each semester. The approximate cost is $984.00 for an entire calendar year ($82.00 per month billed in two payments at the beginning of each semester), which does extend through break periods when students may be away from campus. Returning students must maintain continuous insurance coverage year round. DePauw’s insurance policy:

- Is valid in the United States
- Is in effect throughout the entire year
- Has a minimum dollar coverage of $250,000 per illness or injury
- Includes maternity
- Includes hospitalization
- Includes outpatient care (doctor visit, outpatient surgery, etc.)
- Includes unlimited benefits through Assist America, and $25,000 under terms of Policy for repatriation of remains
- Includes unlimited benefits through Assist America, and $50,000 under terms of Policy for medical evacuation to home country
• Includes a deductible not to exceed $500 per accident or illness
• Indicates covered services as well as excluded services
• Provides information on how to reach the insurance company in case of emergency (address and telephone number)

How to Make Payments to DePauw
Tuition and all student fees are charged to a DePauw student account. All fees must be paid within thirty days; once a fee is outstanding for thirty days, additional fees may apply. All students and families should inform themselves about current deadlines for making payments to DePauw and what fees may apply once charges become thirty days old. More information is available at the Cash Receipts office website: http://www.depauw.edu/admin/cashreceipts/.

Payments can be made in person or on-line by cash, check or major credit card (MasterCard, Discover, or American Express). Payments cannot currently be made with Visa credit cards. Payment plans are available for students and families who need more than thirty days to pay tuition and fees charged to the student account. In order to pay by credit card or to sign up for a payment plan, students must register with the CASHNet payment system. A 2.9% usage fee will be added to the cost of your payment when making a credit card payment. Read more about the CASHNet payment system at: http://www.depauw.edu/admin/cashreceipts/cashnet.asp.

Employment
International students should take advantage of the many opportunities they have to put classroom learning into practice through professional opportunities on or away from campus. Internships and other professional experiences afford students the opportunity to explore their professional interests, personal goals, and continue learning about their new host culture and language. International students can take advantage of a variety of employment opportunities, but they must work closely with International Student Services to ensure that they always comply with federal regulations for international students studying and working in the United States. Failure to follow these important rules can lead to serious consequences, such as fines, ineligibility for future visas or deportation.

Working on campus
International students in F-1 Degree-seeking or J-1 Exchange status are eligible to work up to 20 hours per week on DePauw’s campus when classes are in session. During official break periods, students are allowed to work full-time (40 hours per week) on campus. Students should discuss any new on-campus employment opportunities with International Student Services to ensure that all work is authorized.

Each year, a variety of on-campus offices and academic departments search for student employees with specific skills to hire. Students should review the list of the most common on-campus employers to find jobs that might be a good match for their skills (ADD LINK). The Office of Financial Aid manages all on-campus student employment matters. Students should contact this office to learn about any additional job openings on campus.
**Working off-campus**

All off-campus employment must be reviewed and pre-authorized by International Student Services. F-1 students can be authorized to work off-campus through two different programs, Curricular Practical Training (CPT) or Optional Practical Training (OPT), which are allowed by the US government in order for international students to gain practical experience in their major field of study. Interested students should review requirements for and submit the CPT or OPT request forms in order to be authorized for off-campus employment by International Student Services.

**Social Security Card**

International students who have been offered either on-campus or off-campus employment may apply for a Social Security Number. If you do not have a job or job offer, you cannot apply for a Social Security Number. International students must **wait two full weeks** from their date of entry into the U.S. before applying for a Social Security Number with the Social Security Administration (SSA). The closest Social Security Administration office is located in **Crawfordsville, Indiana**.

The SSA requires that international students requesting a Social Security Number verify their identity, visa status and employment during the application process. International Student Services assists student as they apply for Social Security Numbers.

**Required documents**

1. Completed Social Security application form (Form SS-5) for Social Security Card
2. Original and photocopy of complete I-20 or DS-2019
3. Original passport
4. Photocopy of pages of passport containing name, photo, passport number & expiration date
5. Photocopy of US Consular Visa
6. Original and front-and-back photocopy of I-94 Departure Record ("I-94 card")
7. Letter from your employer verifying offer of employment
8. Letter from the international advisor to prove that you are in valid status as an F-1 or J-1 student.

**Taxes**

All international students in F and J status must file a tax document with the U.S. Internal Revenue Service (IRS) --regardless of whether you were paid wages or not. International Student Services offers a series of tax workshops during which students prepare all required tax return forms and receive assistance from trained staff members. Students must send their completed tax documents, along with any money owed, to the Internal Revenue Service (IRS) by April 15th of each year. If students work on campus, they should receive a record of their earnings, called a W2 Form, from the University in January. International Student Services can assist students at any time with questions regarding the preparation of their tax forms or problems they have after submitting their forms. If you would like a general overview of the U.S. taxation process, please see the following guide published by NAFSA: Association of International Educators: NAFSA Tax Brochure.
International Student Services provides all international students access to CINTAX, an online tax preparation software. To log into CINTAX using the code received by email, visit the following link: www.cintax.us.