International Student Check-in Workshop Resources

How to Use the Office of Global Services
Remember, any and all immigration questions should first be directed to us.

Online information

- **Website** [nyu.edu/ogs](http://nyu.edu/ogs)
  Find procedures on how to apply for employment authorization, what documents you need to carry with you to travel and more. Most questions international students have can be answered by checking the pages of our website.

- **Newsletter** [nyu.edu/ogs/newsletter](http://nyu.edu/ogs/newsletter)
  As an NYU international student you will automatically be added to our newsletter list. We also post the newsletter to the URL shown above. You’ll receive this newsletter in your NYU email account every other week during the academic year. It gives you immigration reminders and information on programs of interest to international students.

- **Contact Us Form**
  If you have a question, submit it at [bit.ly/OGSContactUs](http://bit.ly/OGSContactUs). We’ll respond to you within five business days.

- **Social Media**
  - Twitter, @NYU_OGS: [http://twitter.com/nyu_ogs](http://twitter.com/nyu_ogs)
  - Facebook, NYU OGS: [http://on.fb.me/NYU_OGS](http://on.fb.me/NYU_OGS)
  Follow us for immigration updates, information on events, and general items of interest for international students in the US.

In-person services

Be sure to bring your passport, I-94 record, and I-20 or DS-2019 when you visit the OGS.

- **Walk-in advising hours**
  During these advising hours, you can meet with an advisor without an appointment. Updated hours are always posted to [nyu.edu/ogs](http://nyu.edu/ogs), so be sure to check for holiday closings, seasonal hours, or any other changes.

- **Appointments**
  Sometimes you may need to meet with an advisor for a more complicated request. If you think your request will take more than ten minutes of help from an advisor, make an appointment instead of coming to our walk-in advising hours. To make an appointment, use the Contact Us Form ([bit.ly/OGSContactUs](http://bit.ly/OGSContactUs)), requesting to schedule an appointment with an advisor.
How to Stay Legal as an International Student in the US

1. Keep your immigration documents valid and unexpired.
   - If your passport is expiring soon, renew it with your country’s consulate in the US or in your home country. Your passport should be valid at least six months into the future.
   - Every time you travel outside of and reenter the US, print out your I-94 record once you return to ensure you entered the country in F-1 or J-1 status. To learn more, visit bit.ly/getI94Record.
   - Your visa must be valid if you are traveling outside of and reentering the US. To learn more about getting a new visa, visit bit.ly/getanewvisa.
   - Your I-20 or DS-2019 must be accurate and unexpired. If anything is incorrect or you need to update anything on your I-20 or DS-2019, notify us by filling out the contact us form at bit.ly/OGSContactUs. If your I-20 or DS-2019 is expiring, learn more about getting an extension at bit.ly/getExtension.

2. Carry all the required documents when traveling and reentering the US as an international student.
   - See the list of required documents at bit.ly/travelreenter.

3. Register for full time enrollment every fall and spring semester.
   - If you think you need to be part time enrolled, get our approval before your registration is finalized. Learn more about getting part time enrollment approval, including the procedure to apply at bit.ly/PTEapproval.

4. Update your address in your NYU record within 10 days of a move.
   - For more information on how to update the address in your NYU record, visit bit.ly/updateAddress.

5. Do not begin work without authorization.
   - For more information on working in the US as an international student, visit bit.ly/workInTheUS.

6. Follow University and US government requirements.
   - You must have health insurance while you are a student at NYU. To learn more about your insurance and what you can do if you want to waive coverage, visit bit.ly/sthealthinsurance.
   - Each year you are required to file a tax form regardless of whether you work in the US. For more information about how and when to file, visit bit.ly/studentTaxes.
   - You must provide the NYU Student Health Center with records of your immunizations. If you don’t, you could be de-enrolled from your classes. To learn more about your health requirements, visit bit.ly/healthRequirements.