



**COLBY**  
COMMUNITY COLLEGE

INTERNATIONAL STUDENT SERVICES

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**2020 - 2021**

**International**

**Student**

**Handbook**

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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 your responsibility to communicate with the P/DSO and maintain all International/Student guidelines. Below is a list of important contacts:

Jenny Hurtt

Director of Admissions & Outreach, PDSO

[jenny.hurtt@colbycc.edu](mailto:jenny.hurtt@colbycc.edu)

O: 785-460-4611

C: 785-443-3056

Karlie Purdy

Assistant Outreach & Recruitment Specialist, DSO

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O: 785-460-5498

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Admissions Office -- 785-460-4690

Financial Aid -- 785-460-4679

Housing/Residence Life -- 785-460-5552

Trojan Advising Center -- 785-460-5401

Student Accounts -- 785-460-4665

Student Support Services(TRIO) -- 785-460-5510

Trojan Trading Post (Bookstore) -- 785-460-5500

### **Responsibilities and Expectations**

As an International student at Colby Community College, you have additional guidelines and responsibilities to follow to ensure that you maintain an active I-20 status. In order to maintain an active I-20, an International student must:

- Be enrolled full-time
- Be degree seeking
- Meet Satisfactory Academic Progress requirements (See CCC Student Handbook)
- Take NO more than one (1) online class per session
- Maintain international insurance while at Colby Community College
- Keep billing account in good standing
- Check in with P/DSO:
  - Beginning of each semester
  - End of each semester
  - Anytime you travel
  - Anytime you make adjustments to your class schedule
- Communicate with P/DSO regarding:
  - Transfer to a different institution
  - Change of major
  - Request for a program extension
  - Request for on-campus employment
  - Obtaining a Social Security Card
  - Obtaining a Driver's License
  - Request for CPT authorization

**\*\*Remember, being an international student comes with additional responsibilities. We will do our best to keep you informed and up to date, but it is your responsibility to communicate with us and know your responsibilities/options as an international student.**

**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.
- I cannot work off campus unless authorized to do so by the PDSO.
- If I obtain a Social Security Card for the purpose of working on campus, I must notify the PDSO of the job and provide a copy of the Social Security Card.
- Each semester's bill must be paid in full before I am allowed to enroll in the next semester. Failure to enroll will terminate my F-1 status, and I will have to go home.
- I am required to check in with the DSO at the beginning and end of every semester, failure to do so will result in termination of my F-1 Status.
- I am required to maintain valid insurance for the entire time I am in the United States.
- I am required to check-in with the PDSO anytime I plan to travel outside of the state
- I am required to notify the PDSO of any requested changes to my academic schedule prior to making the changes.
- I am required to follow and abide by all Institutional, City, State, and Federal guidelines and regulations. Failure to do so may result in the termination of my F-1 status requiring me to go home.

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

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

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

## **Obtaining a Driver's License**

### **Kansas Driver's License Information for International Students**

The process for obtaining a Kansas Driver's License or Non-Driving Identification credential ("Kansas ID") begins with a visit to a full-service driver's license exam station. This station is commonly referred to as the "DMV." At the DMV, you will be required to prove your identity and residence.

Take the following items:

- Passport
- I-20 or DS-2019 – You will need to bring your most recent continued attendance I-20 or DS-2019.
- I-94 – either the paper I-94 card stapled in your passport or a printout of your electronic I-94, which can be obtained from the [Customs and Border Protection website](#).
- CCC Student ID Card
- Two documents to use as proof of residence/address – Some ways to prove your residence are a recent utility bill, rental agreement/contract, or a copy of your schedule with your local address.
- Social Security Card (if available)

The DMV representative will use these items to verify your status in the U.S. utilizing the Systematic Alien Verification for Entitlement System or "SAVE". If the representative is unable to verify your status in SAVE during your first visit, copies of your documents will be made and then sent to the SAVE Coordinator in Topeka, Kansas, for a second attempt. This process may take a few days and will require you to wait for confirmation from the DMV (phone, email, or mail) that your status has been verified and that you should return to the DMV.

Complete instructions, including information about driving exams, vision exams, and required fees can be found on the [Kansas Department of Revenue/DMV website](#). Take a [Practice Driver's License Test](#).

### **Please Be Aware**

- For F-1 students new to the U.S., the "continued attendance" I-20 is not issued until you have enrolled full-time and you have been registered in the SEVIS system by staff in the International Education office. This may be up to 60 days after your arrival.
- F-1 Transfer students should present to the DMV their initial I-20 and CCC I-20.

### **Local DMV Office:**

Office Location: 990 South Range Street, #3  
Colby, KS 67701

Office Hours: 8 a.m. to 4:45 p.m., Monday through Friday

Office Number: (785) 462-3620



## **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 institutional work study international students must complete the following:

1. Locate an on-campus institutional work study position.
2. Get a letter from the employer stating intent to hire and listing the job description.
3. Notify PDSO/DSO of intent to work as an institutional work study.
4. Apply for and receive a social security card. Please refer to pg.8 of this handbook for more information on how to apply for a social security card.

Here is a list of departments that often offer institutional work study positions:

- Admissions Office
- Art Department
- Athletic Department
- Business Department
- Cafeteria - Consolidated Management
- Comprehensive Learning Center - Library
- Custodial
- Farm Management
- Financial Aid
- Information Technology (IT)
- Maintenance
- Student Affairs
- Trojan Advising Center

\*This is not meant to be a comprehensive list, but a starting point.

### **Curricular Practical Training (CPT) Authorization**

Please refer to pg. 9 of this handbook for more information regarding CPT Authorization requirements and eligibility.

## **Obtaining a Social Security Card**

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

International students who are in good academic standing and have been offered on-campus employment or have been authorized to participate in Curricular Practical Training are eligible to apply for a Social Security Card. All international students must discuss their eligibility with the PDSO/DSO prior to applying for a Social Security Card.

### **Process to Obtain a Social Security Card**

1. Notify Designated School Official (DSO) of intent to get Social Security Card
2. Gather all required documents:
  - a. I20
  - b. Visa
  - c. Passport
  - d. I94 (provided by DSO)
  - e. Letter from employer stating job description and intent to hire (provided by supervisor)
  - f. Full-time enrollment letter (provided by advisor or DSO)
3. Student must go to a Social Security Office
  - a. Hays, KS is the closest office
    - i. It is the responsibility of the student to obtain a ride.
  - b. Please call ahead to make arrangements 888-552-7176
    - i. If you get another office, ask them to message the Hays office
  - c. Try to schedule an appointment as early in the day as possible
    - i. Office Hours: Mon, Tuesday, Thursday, Friday: 9:00 am - 4:00 pm, Wednesday 9:00 am - 12:00 pm
4. Present Social Security card to the DSO
  - a. It is important to update your student records.

### **Tax Obligations** (See pg. 13 For additional information)

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

## **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:	End Date:
Company Name:	
Company Address:	
City, State, Zip Code:	
Phone Number:	

### Academic Advisor Information

Advisor's Name:
Advisor's Email:
Advisor Phone Number:
Explain Requirement of Employment to Degree Program:



**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



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### **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.

### **How do I file a tax return on an F-1 visa?**

If you have received US-sourced income during the calendar year then you will need to file Form 8843 and most likely Form 1040NR-EZ to complete your tax return.

You will be required to enter your name, current address, and social security number (SSN) or IRS individual taxpayer identification number (ITIN) as well as other general personal information.

[Prepare your F-1 tax return easily with Sprintax here](#)

<http://blog.sprintax.com/f1-visa-tax-return-guide-international-students/#no-income>



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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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