



International Student
Admissions & Programs
westga.edu/isap

December 2020

Published monthly by International Student Admissions and Programs (ISAP) to provide reminders about immigration regulations, services, programs, and opportunities for involvement.

ISAP wishes you GOOD LUCK as you begin finals, followed by a safe & joyous holiday break a little earlier this year!

ISAP would especially like to thank you all for your flexibility, patience and endurance these past nine months! We know it's been tough! We are confident with medical advances against COVID-19, better days are ahead for everyone.

We are glad you are here!



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FALL 2020 FINAL EXAMS

Q: When are my final exams?

A: Just following this link to: [Fall 2020 Final Exam Schedule](#)

SOCIAL SECURITY SCAM CALLS

REMEMBER: Neither the IRS nor the Social Security Administration will contact you by phone. This is a SCAM. If you receive such a call, just hang-up, no matter what they say. Don't answer any questions. Contact ISAP if you are not sure.

TRAVEL SIGNATURES & VISA RENEWALS

- Check your I-20 or DS-19. If the travel signature is more than 6 months old, you'll need to request an updated travel signature from ISAP prior to departure or U.S. re-entry
- You do not need to depart the U.S. to renew a visa. However, if your visa has expired or will expire while you are outside the U.S. you must renew the visa prior to U.S. re-entry
- Details about these requirements is on the [Visa / Travel tab of the ISAP website](#).

GRADUATION & GRACE PERIODS

- If Fall 2020 is your graduation semester, remember you have a 60 day grace period after your program completion date to stay in the U.S. View your options at the ["Support & Services" tab, then "Graduation & Transcripts" tab](#).

SPRING 2021 ENROLLMENT OPTIONS & PAYMENT DEADLINE

Enrollment options for Spring 2021 will be a continuation of Fall 2020 modifications regarding on-campus, on-line and remote. Always feel welcome to contact ISAP for questions or clarifications. For all the details, please visit the ["UPDATED: Spring 2021 Enrollment Requirements" tab at this link](#). It looks like this:

Maintaining Status

International Student Admissions and Programs

Home / Academics / International Student Admissions and Programs / Maintaining Status

The topics below are covered during international student orientation and provided here for reference and review. ISAP is always available to assist or clarify any questions you may have.

Status	Support & Services	Visas & Travel
Immigration Documents		
UPDATED: Spring 2021 Enrollment Requirements		

Q: What about the December 14th payment deadline?

A: There will **NOT** be a drop-for-nonpayment on 12/14. However, all students are required to pay all tuition and fees in full - including required health insurance fees - by the January 2021 drop dates for their corresponding enrollment.

HEALTH INSURANCE SPRING 2021

Each Fall and Spring semester, international students are automatically enrolled in United Health Care (UHC) health insurance. The plan is offered by the University System of Georgia (USG). Your costs (premiums) for Spring 2021 have been added to your UWG account.

Q: What if I don't see insurance charge on my account?

A: Please email Paul Sargent psargent@westga.edu as soon as possible to verify your location, enrollment and proper coding or eligibility for a waiver based on non-US location.

UHC Waivers

You are not required to keep this plan if you are enrolled at UWG outside the U.S. or if you have an approved waiver from UHC by the request deadline: **January 22, 2021**. *See below.*

Q: How do I request a waiver or see the insurance requirement details?

A: Please see: <https://www.westga.edu/academics/isap/healthinsurance.php> but also note that ISAP is not involved in the waiver process and has no way to appeal the UHC decision.

Q: What if I don't have USG approved coverage by the fee payment deadline?

A: Your course enrollment will automatically be dropped by UWG as required by the USG. ISAP is not involved.

Q: What if I am fully enrolled OUTSIDE the U.S for Spring 2021?

A: Fill out the following form to certify your non-U.S. location for removal of the charge.
<https://www.cognitofrms.com/UniversityOfWestGeorgia1/OutofCountryInsuranceWaiverRequest>

Q: Can ISAP help me find insurance that meets the USG / UHC waiver requirements?

A: Unfortunately, no. ISAP is not aware of any plans that meet the waiver requirements outside UHC plan.

Q: My waiver was denied but I think my plan is acceptable. How can I appeal?

A: Please email: ship@usg.edu with your full name, institution name and a brief summary. ISAP is not involved in the process.

US INCOME TAXES

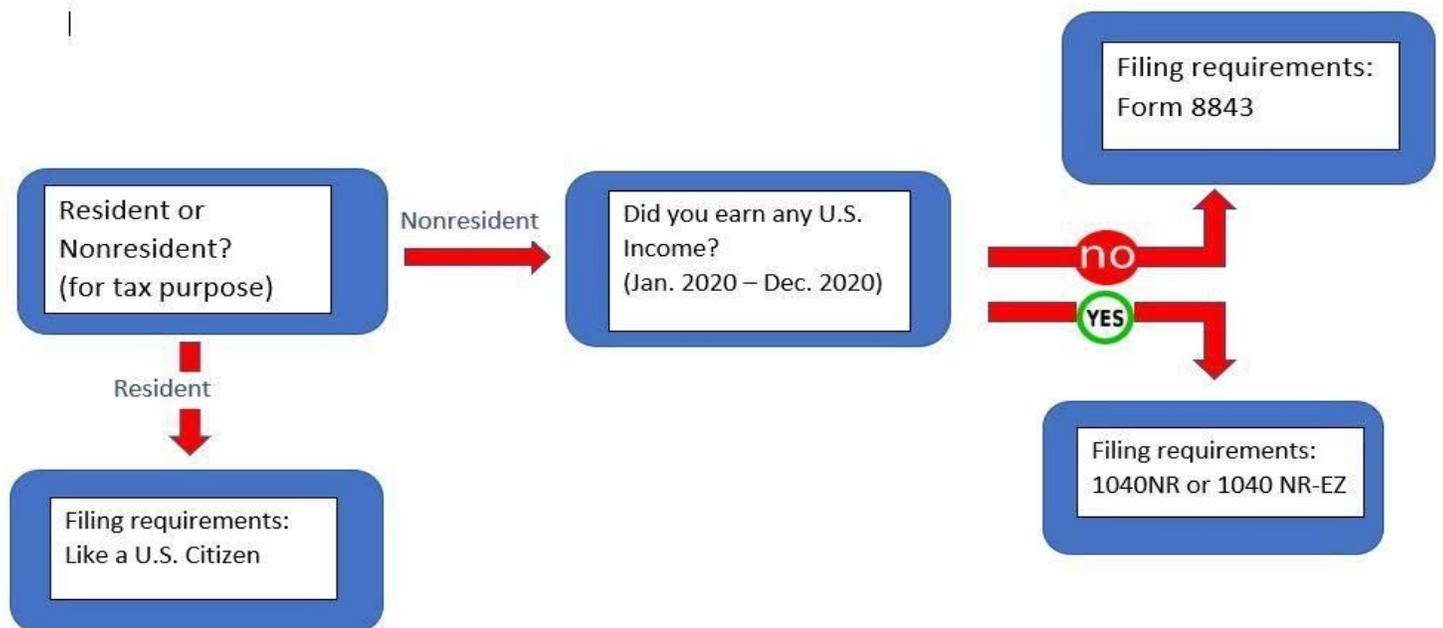
US Tax season comes each Spring, but now is the time to start preparing your info.

Important: Every international student who was *physically present* in the U.S. – even just 1 day during 2020 - has at last 1 tax form to submit.

The general tax filing deadline in the U.S. is **April 15, 2021**

- ISAP will offer an info workshop to answer all your questions.
- For those required to file tax forms, ISAP provides free access to online software called Sprintax to prepare your Federal tax forms. Then, just sign and mail them in! It's the only way to get a refund if the U.S. government or state of Georgia owes you a refund.

Do I need to file a tax form or a complete tax return in 2021?



ISAP IS HIRING!

Campus Job Opening for: ISAP Student Assistant, Spring 2021!

To apply visit: <https://jobs.westga.edu/postings/20383>



Position Summary: The ISAP student assistant (SA) will assist ISAP in managing our front office desk area. The position is supervised by the ISAP Office Manager but will also work independently.

Position Duties:

- Greet all visitors and monitor walk-ins.
- Ensure each visitor's name and contact info are recorded in the visitor log, especially in case of contact tracing needs.
- Answer phones, screen calls, take messages and routinely provide information to callers and visitors (training provided)
- Open, forward or respond to email as appropriate from the ISAP Global inbox.
- Assist with scheduling appointments and meetings with appropriate staff.
- Assist with planning and arranging logistics for meetings and special events.

- Additional responsibilities and projects assigned as needed.

Requirements & Qualifications:

- Excellent customer service skills
- Knowledge of Excel, Word, and PowerPoint
- Clear and accurate record-keeping
- Team oriented
- Willingness to maintain a clean and safe work environment
- Available during ISAP office hours typically 8 a.m.-5 p.m. scheduled around your classes.
- Full-time enrolment at UWG.
- Ability to follow clear oral & written directions
- Ability to observe absolute confidentiality when in contact with private or protected information.
- Desired experience studying, working or living abroad and knowledge of a 2nd language.

CONNECT WITH ISAP



- **ISAP on IG | Click the Logo | Current follower count – 163 (+6)**
- **International Student Admissions & Programs (ISAP) @ UWG**
Mandeville Hall | Front Campus Drive
www.westga.edu/isap | T: 678-839-4780
- **Live Chat** during regular office hours M-F from our home page above
- **Email Us from the [ISAP Staff Directory](#)**
Include your 917# and full name
- **No Walk-in Advising Until Further Notice**
- **[COVID-19 Safety Reminders](#)**