

WHAT YOU NEED TO KNOW: INTERNATIONAL STUDENT ATHLETES

Student athletes face a number of administrative hurdles in order to be eligible for athletic competition within the National Collegiate Athletic Association (NCAA). *International* student athletes must not only adhere to NCAA rules but also navigate the complex regulatory environment created by federal immigration laws. The below information is thus being provided to assist athletic coaches and administrative staff inform and support international students in their pursuit of excellence on the field as well as in the classroom.

Travel: Arrival and Departures

- International students should not arrive more than 30 days before the program start date identified on the Form I-20 which must match the entry year and term on the letter of admission. Should they attempt to do so, they risk being refused entry into the United States at the port of entry.
- International students are prohibited by federal law from beginning their studies prior to the program start date identified on their Form I-20. Students who do enroll in classes risk the termination of their immigration record and face a zero-day grace period to leave the United States.
 - For fall sports requiring international student athletes to arrive prior to the commencement of the semester, coaches should produce a letter identifying the reason for the early arrival and forward it to the Admissions Office. (Note: The date of arrival stated on the coaches' letter represents the student athlete's program start date.)
- International students are required to report to a Department of Homeland Security (DHS) approved Designated School Official (DSO) after arrival; the Internationals Student and Scholar Advisors (ISSAs) in International Programs and Services (IPS) are all DSOs. Students should report to IPS within 10 days of arrival to the U.S. with the below documentation in order to "activate" their immigration record in DHS' SEVIS (Student and Exchange Visitor Information System) database:
 - Passport (with visa)
 - Form I-20
 - Form I-94
- International students should not travel across U.S. borders without travel authorization from a DSO. Students can be refused entry into the United States at the port of entry without a current "travel signature."

Employment and Taxation

- With DSO authorization, international students are eligible for on-campus employment. Note, federal law limits the number of employment hours to 20 or less per week during traditional registration periods (e.g., fall and spring semesters) and up to 40 per week during traditional breaks and holidays (e.g., summer and winter holidays). Off-campus employment may also be possible through a practical training opportunity. See <http://www.pacific.edu/Academics/Student-Success/International-Programs-and-Services/Departmental-Resources.html> for additional information on Optional Practical and Curricular Practical Training (OPT and CPT respectively).
- The U.S. Internal Revenue Service considers scholarships that, for instance, cover room and board expenses to be taxable income thereby requiring the submission of an annual tax return to state and federal authorities. In order to submit said tax returns, international students are required to provide either a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). Obtaining either federally-issued number is a lengthy and time-consuming process. Therefore, students should be (a) informed/reminded of this requirement and (b) schedule an appointment with an ISSA within 30 days

of arrival. Students must bring the supporting documentation identified below. (Additional information for international taxpayers can be found at <https://www.irs.gov/individuals/international-taxpayers/foreign-students-and-scholars> or through Pacific's Payroll Office at <http://www.pacific.edu/About-Pacific/AdministrationOffices/Business-and-Finance-Division/Contact-Us/Payroll.html>).

- Passport
- I-94
- I-20
- Glacier Profile page
- International students are strongly encouraged to pay their annual taxes in total and on time. Please know that if students fail to pay, a financial hold will be placed on their student accounts preventing them from registering for classes. (Please contact the Payroll Office with any specific tax-related inquiries.)
 - Since international students are required by law to be registered fulltime students, this scenario could result in international student athletes' immigration records being terminated which in turn affects not only their immigration status but also their NCAA eligibility.

Reporting

- Student athletes must report any and all changes in contact information (e.g., email address, phone number, and physical address) or academic program (e.g., major) within 10 days in accordance with federal immigration regulations. Failure to do so is grounds for the termination of an international student's immigration record. Please know that international students cannot pursue an "exploratory" major.