

Arkansas State University Treasurer's Office



International Students

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General Information



Treasurer's Office



The Treasurer's Office will assist you with any questions you might have regarding tuition charged to your student account or payments made to your account.

Services We Provide:

- ◆ Account and Billing Counseling
- ◆ eBill and Paper Billing
- ◆ Excess Aid Refunding
- ◆ Faculty/Staff Discount
- ◆ Graduate Assistant Waiver
- ◆ Out-of-State Tuition Waivers
- ◆ Online Payments / Payment Plan Options
- ◆ Flywire by peerTransfer
- ◆ Collections
- ◆ Perkins Loans
- ◆ Third Party Billing
- ◆ Foreign National Tax Compliance
- ◆ 1042-S Tax Forms
- ◆ 1098-T Tax Forms (Tuition Statement)
- ◆ Campus Card Center
(Student Union Room 2205)

Contact Us

Treasurer's Office

P.O Box 2640 State University, AR 72467

Phone: 972-2285 Fax: 972-3068

Website: www.astate.edu/a/treasurers-office

Facebook: [Arkansas State University - Treasurer's Office](#)

Student Account Services Hours

Monday-Friday

8:00a.m. - 5:00p.m.

Saturday-Sunday Closed

Phone: 870-972-2285

Cashier's Windows Hours

Monday-Friday

8:00a.m. - 4:30p.m.

Saturday-Sunday Closed

Phone: 870-972-3847

Campus Card Hours

(Located between the ASU Bookstore and ATMs)

Monday-Friday

8:00a.m. - 5:00p.m.

Saturday-Sunday Closed

Phone: 870-972-2900

Find Us

The Treasurer's Office is located on the second floor of the Student Union in room 2146. This is approximately where the Red Wolf logo is placed on the map below. The bottom pictures are from the outside of our office and include the Cashier's Desk as well.



We Are Here





Tuition Information



International Tuition

Tuition Details

Your international tuition at A-State is based on a variety of factors including how many hours you are enrolled in and which college houses your selected major. In addition to tuition and fees, international students have additional costs that include health screenings and insurance.

To calculate your tuition, multiply the tuition per credit hour rate and the required hourly fees by the number of hours you are taking for a given semester. If you meet any of the required term fee or additional fees criteria, add them to your total number.

On page 10 and 11 you can see tables that show a description on Undergraduate Tuition and Fees for each semester at Arkansas State: <http://www.astate.edu/info/costs/international/>

***Please note that these are ESTIMATED numbers and they can change. Always check the website for the most recent updates.**

HOME
TUITION & FEES
INTERNATIONAL

CONTACT STUDENT ACCOUNTS
sasbillpayment@astate.edu
Phone: 870-972-2285
Fax: 870-972-3211
Room: 2146
Student Union
Postal Address:
P.O. Box 1680
State University, AR 72467

CONTACT INTERNATIONAL ADMISSIONS
international@astate.edu
Phone: 870-972-2329
Postal Address:
International Admissions
PO Box 2230
State University, AR 72467
Shipping Address:
International Admissions
102 North Caraway Rd
Jonesboro, AR 72401
[Find us on Facebook](#)

INTERNATIONAL

An education at Arkansas State University is a key that can open many doors throughout your career. The costs you incur now will be returned to you many times over time.



Your international tuition at A-State is based on a variety of factors including how many hours you are enrolled in and which college houses your selected major. In addition to tuition and fees, international students have additional costs that include health screenings and insurance.

Calculating Your Tuition

To calculate your tuition, multiply the tuition per credit hour rate and the required hourly fees by the number of hours you are taking for a given semester. If you meet any of the required term fee or additional fees criteria, add them to your total number.

For a detailed list of our tuition and fee information, review the tables below.

ESL DETAILED TUITION & FEES	+
ESL ESTIMATED ANNUAL COST	+
UNDERGRADUATE DETAILED TUITION & FEES	+
UNDERGRADUATE ESTIMATED ANNUAL COSTS	+
GRADUATE DETAILED TUITION & FEES	+
GRADUATE ESTIMATED ANNUAL COSTS	+
A-STATE ONLINE PROGRAMS	+

Course Fees

Please note that your tuition could vary based on fees associated with specific courses. These course fees can range from \$5.00 - \$255.00 per course.

TUITION PER CREDIT HOUR

	International
International	\$400.00

COLLEGE SUPPORT ASSESSMENT FEE PER CREDIT HOUR

Additional cost per credit hour for non-general education courses.

	International
College of Business	\$22.00
College of Engineering	\$22.00
College of Nursing & Health Professions	\$22.00
College of Sciences & Mathematics	\$22.00

The fees listed above are only assessed if applicable.

REQUIRED TERM FEES

The student activity and yearbook fees are only charged in the Fall and Spring Terms.

	International
International Tuition Fee	\$350.00
Arkansas Assessment Fee	\$5.00
Student Activity Fee (3 or more hours)	\$20.00
Yearbook Fee (12 or more hours)	\$10.00

REQUIRED HOURLY FEES PER CREDIT HOUR

	International
Athletic Fee	\$19.00
Academic Excellence Fee	\$6.00
Facilities Fee	\$4.00
Technology Fee	\$10.00
Infrastructure Fee	\$4.00
Library Fee	\$6.00
Student Recreation Fee	\$7.00
Student Union Fee	\$10.00

ADDITIONAL FEES

	International
Application Fee	\$40.00
Clemency Fee	\$15.00
Graduation Fee	\$45.00
International Health Screening Fee	\$250.00
Replacement Diploma Fee	\$15.00

For more Tuition and Fee information, plus Tuition Costs for Graduates and for those taking online courses, visit the link below:

<http://www.astate.edu/info/costs/international/>

Estimated Total Costs

Listed below are the estimated costs for incoming undergraduate international students.

	Fall 4 courses, 12 hours	Spring 4 courses, 12 hours	Total Academic Year	Summer 3 courses, 9 hours
<i>Tuition</i>	\$4,800.00	\$4,800.00	\$9,600.00	\$3,600.00
<i>Mandatory Fees</i>	\$1,177.00	\$1,177.00	\$2,354.00	\$774.00
<i>Room & Board - Dormitory</i>	\$3,195.00	\$3,195.00	\$6,390.00	\$1,725.00
<i>Health Insurance</i>	\$570.00	\$570.00	\$1,140.00	-
TOTAL	\$9,742.00	\$9,742.00	\$19,484.00	\$6,099.00

College Support Assessment Fee

Below are the estimates for international students enrolling in the College of Business, Nursing and Health Professions, Engineering, or Sciences and Mathematics. Students in these colleges should add these costs to the numbers in the table above.

	Fall 4 courses, 12 hours	Spring 4 courses, 12 hours	Total Academic Year	Summer 3 courses, 9 hours
<i>Business</i>	\$264.00	\$264.00	\$528.00	\$198.00
<i>Engineering</i>	\$264.00	\$264.00	\$528.00	\$198.00
<i>Nursing & Health Professions</i>	\$264.00	\$264.00	\$528.00	\$198.00
<i>Sciences & Mathematics</i>	\$264.00	\$264.00	\$528.00	\$198.00

The University reserves the right to change the cost of tuition and fees at any time if such action is deemed necessary.

Additional Notes:

- Room and board price based on double occupancy and a seven-day meal plan.
- Other housing/meal options are available.
- A \$250 Health Screening fee will be charged for all new international students.
- The above estimated budgets are calculated based on minimum number of hours needed to be full-time and do not include transportation, personal expenses, books and supplies.



How to Pay Your Account



Paying Your Account Balance

Payment Options

Payment is due the 5th day that classes are held. You can check the [Arkansas State Calendar](#) for the date of the first day of classes. Any unpaid charges may be subject to collection agency costs, attorney fees, credit bureau reporting, or state income tax attachment (ACT 372 of 1986 as amended).

To pay your account balance, please choose one of the following six options.

1. Self Service

Check or credit card payments may be made online by accessing myBill via Self Service in the [myCampus portal](#).

2. Installment Plans

Students have the option to pay their account balance in installment plans. You may set up an online installment plan by accessing myBill via Self Service in the [myCampus portal](#). A \$40.00 fee is required with installment plans and payment arrangements.

3. Flywire

Arkansas State University partnered with flywire to handle all international wire transfers. For more information on this, refer to page 14 and 15.

4. Cashier's Window

Payments may be submitted in cash, check, or credit card at the Cashier's Window on the 2nd floor of the Student Union. American Express, Discover, MasterCard, and Visa are accepted.

5. Mail

Check payments may be mailed to: Treasurer's Office, PO Box 2640, State University, AR 72467.

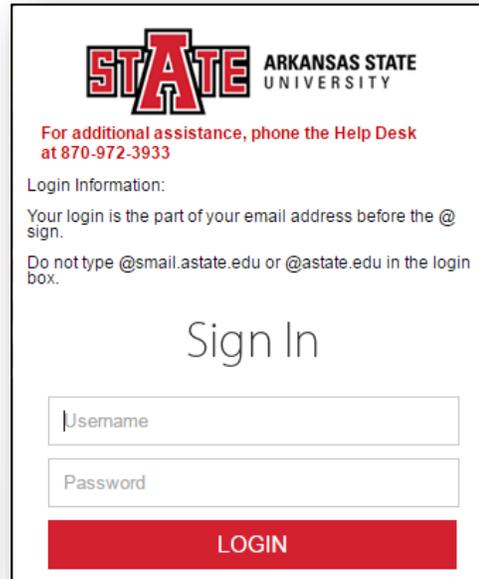
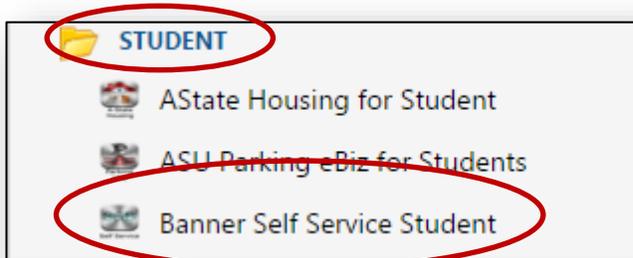
6. Employee Payroll Deduction

Full-time employees may payroll deduct their tuition and fees by submitting a Payroll Deduction form.

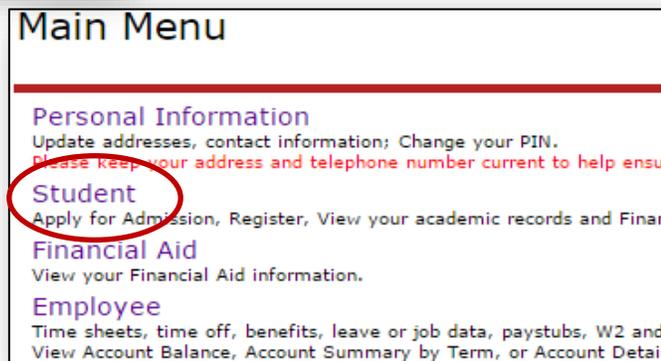
Late fees of \$40 will be assessed for outstanding or past due balances monthly.

How To View Your Bill

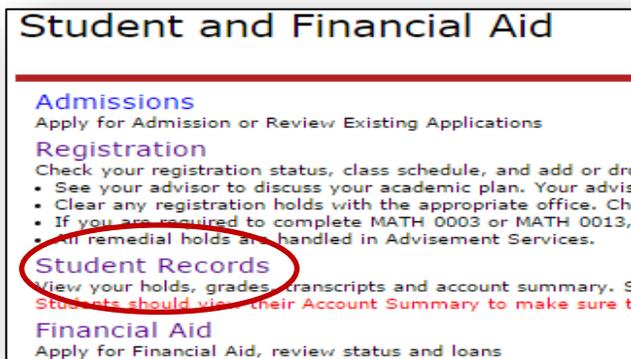
1. Log into myCampus.
2. Select Student
3. Select Banner Self Service from the drop down menu



4. Click Student



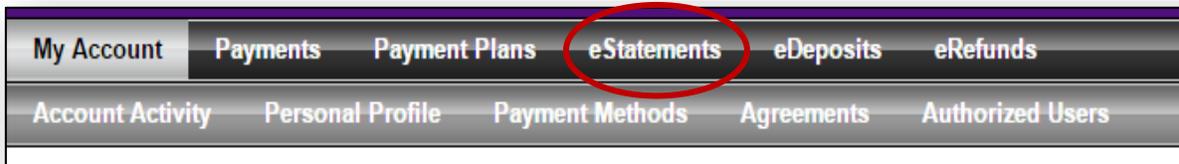
5. Select Student Records



6. Choose myBill twice.



7. At the top of the page, click on the eStatements tab.



8. Your most current bill should appear in the eStatements tab. To view an earlier statement, select a date from the drop down options.



How to Read Your Bill



TREASURER'S OFFICE
 P.O. Box 2640
 State University, AR 72467
 870-972-2285 - Phone
 870-972-3068 - Fax

Statement Date	Due Date	Amount Due
10/21/2015	10/21/2015	\$489.50

<http://www.astate.edu/a/treasurers-office>
sasbillpayment@astate.edu

Account Statement

TERM	DATE	DESCRIPTION	CHARGES	CREDITS
		* PREVIOUS BILLED BALANCE *	\$ 0.00	
		- CURRENT CHARGES -		
201560	07/22/2015	Athletic Fee	\$ 285.00	
	07/22/2015	Facilities Fee	\$ 60.00	
	07/22/2015	Honors College Fee	\$ 50.00	
	07/22/2015	Information Technology Fee	\$ 150.00	
	07/22/2015	Infrastructure Fee	\$ 60.00	
	07/22/2015	Library Fee	\$ 90.00	
	07/22/2015	Student Recreation Fee	\$ 105.00	
	07/22/2015	Student Union Fee	\$ 150.00	
	07/22/2015	Academic Excellence Fee	\$ 90.00	
	07/22/2015	ASUJ Academic Assessment Fee	\$ 5.00	
	07/22/2015	Student Activity Fee	\$ 20.00	
	07/22/2015	Yearbook	\$ 10.00	
	07/22/2015	Tuition-Fall	\$ 3,000.00	
	07/22/2015	UG NR Tuition Fee-Fall	\$ 3,000.00	
	08/02/2015	7-Day Meal Plan + 150 Flex	\$ 1,520.00	
	08/02/2015	Honors Hall-Double-Fall	\$ 2,180.00	
	08/09/2015	Parking Permit	\$ 50.00	
	09/02/2015	Parking Fines	\$ 25.00	
		- CURRENT PAYMENTS -		
	07/22/2015	Mileage Waiver		\$ 3,000.00
	09/09/2015	Lunbeck Leadership Sch		\$ 500.00
	09/09/2015	Trustees Schol-Beyond Bound FR		\$ 1,250.00
	09/09/2015	Cash		\$ 25.00
	09/21/2015	Check		\$ 2,835.50
	09/21/2015	Check		\$ 2,750.00
		* CURRENT BILLED BALANCE *	\$ 489.50	
		- FUTURE DEPOSITS -		
201460	10/27/2014	Residence Hall Deposit		\$ 100.00
		* FUTURE DEPOSIT BALANCE *		\$ 100.00
Past Due		Previous Balance	Current Balance	Total Amount Due
\$0.00		\$0.00	\$489.50	\$489.50

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- 1** **Statement Date:** The bill issued on this date will not reflect any changes after this date.
- 2** **Term:** The bill is grouped by term. The first 4 digits are the calendar year and the last two digits represent the term. (10 - Spring, 30 - Summer, 60 - Fall, 70 - December Interim)
- 3** **Date:** Charges or payments were posted to your student account on this date.
- 4** **Description:** Shows the type of charges or payment.
- 5** **Charges:** Reflects charges for the current term you are enrolled. Tuition and fee amounts are totaled per item if you are enrolled for more than one class during a term.
- 6** **Credits:** Scholarships, waivers, and payments made with Cash, Check or Credit Card will listed under Credits column.
- 7** **Future Deposits:** Paid deposits on record will be listed here . Not all deposits are refundable.
- 8** **Total Amount Due:** This is the amount that you need to pay. You can also see amounts from previous terms under the Previous Balance.

Important Deadlines

Late fees will be assessed for outstanding or past due balances monthly.

Students are responsible for dropping/withdrawing from all classes they are not attending. When courses are dropped, the following refund policy determines the amount credited to the account.

- Fall and Spring Term (Full Term courses)
 - ⇒ First 5 days of courses: 100% refund
 - ⇒ Next 5 days of courses: 75% refund
- Summer I and Summer II
 - ⇒ First 2 days of courses: 100% refund
 - ⇒ Next 2 days of courses: 75% refund
- Interim Courses
 - ⇒ 1st day of courses: 100% refund

Payment Plans

Students have the option to pay their account in installments with a required \$40 fee. Always check our website for current installment dates.

Log into [myCampus](#). Click on the following links:

- SSB Self-Service
- Student
- Student Records
- myBill
- Payment Plans tab
- Enroll Now

Note: The following DEPOSITS CANNOT be made online.

- International Deposit
- TASMAC
- Doctorial Cohort (Business)
- FNP (Family Nurse Practitioner)
- Nursing Anesthesia

Sponsorships

Students who are sponsored by an embassy must submit a Financial Guarantees and Authorizations by the 10th day of class to Kimberly Winters in [International Student Services!](#)

Note: Students from Saudi Arabia that are enrolled in web (online) courses will be required to submit an additional financial guarantee.

Submit Forms To:
Kimberly Winters

Telephone: (870) 972-2329

E-Mail:
kwinters@astate.edu

International Wires

Arkansas State University has teamed up with **flywire by peerTransfer** to offer an innovative and streamlined way to make international wires for tuition payments. It's fast, simple and cost effective from any country anytime.

- **Saves Money** - using flywire will save you hundreds of dollars on each tuition payment vs. traditional bank wires
- **Simple** - no more back-and-forth with the school and the bank trying to get all the information you need to make a wire payment
- **Quick** - no more waiting and wondering if your payment has posted to your account. Flywire will keep you and A-State informed along the way.

How It Works:

Flywire accepts payments from any country - typically in your home currency. We work to secure you wholesale foreign exchange rates, which are significantly lower than rates offered by traditional banks.

Visit astate.peertransfer.com, enter your tuition amount, and immediately see how much money you will save. Once you initiate payment on flywire.com, you will receive detailed instructions on how to transfer funds to A-State. Flywire will keep you informed at every step in the process, including when funds reach your student account.

Payments are posted to your student account much quicker than they would be if you were using a regular bank to pay. And you can be assured that you will never have a short-payment due to unexpected transfer fees or bank charges.

Check for a step-by-step manual in the appendix! This manual and other helpful instructions can be found on the Treasurer's Office website! See link below.

<http://www.astate.edu/a/treasurers-office/flywire>

Note: peerTransfer has changed their name to flywire.



How to Use Flywire

1. Get Started

1. Go to peertransfer.com/mypayment. From the dropdown menu, select your institution, then enter your payment amount and country of origin.

2. Select Payment Method

Review the payment options provided, and select your preferred method. Options may include bank transfer, debit/credit card in your home currency, electronic payment, or other local options.

3. Enter Your Details

Create your account, then enter some basic information to initiate your payment. We will include this information with your payment for easy identification by your institution.

4. Make Your Payment

Follow the instructions provided to send funds to peerTransfer via your selected method.

BANK TRANSFERS: Follow the instructions provided to send your funds. Depending on your bank, payment may be made online, in person, or over the phone.

DEBIT/CREDIT CARD: Enter your card details online to complete your payment in your home currency. Note: Additional local payment options may be available depending on your country of origin.

5. Track and Confirm

Track your payment by logging into your peerTransfer account at any time. Receive text and email status updates each step of the way, including a confirmation when your payment has been delivered.

Wire Process Questions?
Contact peerTransfer:

Telephone: (617) 207-7076

U.S. Toll-Free: (800) 346-9252

E-Mail:
support@peertransfer.com

For easier reading, visit
<http://www.astate.edu/a/treasurers-office/peertransfer/>

[Benefits How To Pay - English](#)

[Benefits How To Pay - Chinese](#)

[Benefits How To Pay - Japanese](#)

[Benefits How To Pay - Vietnamese](#)

[Benefits How To Pay - Korean](#)

[Benefits How To Pay - Spanish](#)



How To's



Do you need step-by-step instruction's on how to find documents in myCampus or make changes to your address? The How To's will show you in detail what you need to do.

How do I update or add a billing address?

Student Account refunds and important information are mailed to the billing address on file. Please ensure that a correct billing address has been established so that all documents are received.

- Log into [myCampus](#).
- SSB Self -Service
- Personal Information
- Update Addresses and Phones
- To update an existing billing address, click on the blue "Current" link.
- To create a new billing address, click on "Type of Address" at the bottom of the page, select Billing and click Submit.
- Enter address and click submit.

To remove a "bad address" hold, please e-mail sasbillpayment@astate.edu after completion. Request that your hold be lifted and include your name and ID number.

How do I view my bill online?

Students may view their bill and print with the official ASU letterhead.

- Log into [myCampus](#).
- SSB Self-Service
- Student
- Student Records
- myBill
- eBills tab
- View Bill

How do I enroll in an online installment plan?

Students have the option to pay their account in installments with a required \$40.00 fee. **Be sure to start this process early in the semester.**

- Log into [myCampus](#).
- SSB Self-Service
- Student
- Student Records
- myBill
- Payment Plans tab
- Enroll Now

I want to appeal my tuition charges. What do I do next?

The Appeal process is for students charged ASU tuition and mandatory fees for a course that they did not attend or dropped after the refund period due to extenuating circumstances. For your appeal to be reviewed by the Appeals Committee, please contact the Treasurer’s Office at 870-972-2285 or by email at sasbillpayment@astate.edu.

I have other questions. Who should I contact?

Registration, Residency Status, VA	Registrar	870-972-2031
International Student Questions	International Student Services	870-972-2329
Housing and Meal Plans	Residence Life	870-972-2042
Loans, Scholarship, Pell Grants	Financial Aid	870-972-2310
Parking Decals, Parking Tickets	Parking Services	870-972-2945
Library Fines	Library	870-972-3077



Campus ID



Campus Card Center

Here at Arkansas State, your Campus ID Card will be used for many different things, such as resident hall access, granting access to the cafeteria, and using Flex dollars in the food court, Campus store, Starbucks, Café Einstein's and Simply to Go. You will also have the option to add Express Dollars to your card.

The Campus Card Center is located on the Second Floor of the Student Union in room 2205. This is in the hallway between the ATMs and the Arkansas State Bookstore.

Express Dollars

Express Dollars are your solution to campus currency. To open an Express Dollars account, simply deposit at least \$10 in your account.

The deposit can be made at the Cashier's Window in the Student Union, by phone at **870-972-3847** or through E-Accounts (myCampus). Additional money may be deposited into your account at any time during the year. The funds in the account carry over each semester.

EXPRESS DOLLARS PARTICIPATING MERCHANTS

On Campus

- Coke Vending Machines
- Concessions
- Bookstore
- IT Store
- Library Copy Reader
- Parking Garage Pay Stations
- Red Wolf Center
- Sodexo Dining Service Areas
- Ticket Office

Off Campus

- Domino's Pizza
- McAllister's Deli
- Pizza Hut
- Textbook Brokers
- Tropical Smoothie
- University Market Valero
- Wild Hog Bar B Que
- Zaxby's
- Subway (Johnson Ave)
- Qdoba
- Uncle Maddie's Pizza

www.astate.edu/a/treasurers-office/card-center/express-dollars/express-dollars-refund.dot

NOTE: Flex is for Food Services areas whereas Express Dollars can be used everywhere.

Manage Your Card Account

To access your account, you will first need to login to myCampus, and then click on the eAccounts Icon. If it is the first time logging on to eAccounts, you will need to register. It will ask you to type a "7" and then your student ID. Make sure you remember the 7! After clicking the Register button, you will see a confirmation that you are registered. Every time you login after the first time, you will see a screen with several different tabs as listed below.

Accounts Tab

Under the Accounts Tab, the following features are available:

- Account Summary- The balance of AState Express Dollars, Book Money, Flex Dollars and Meal Plans can be seen on the left side of the screen
- Account Transactions
- Board Transactions
- Account Statements

By clicking on the name of the account, a new window will appear showing the most recent transactions.

Account Transactions

To obtain a report of transactions on your card, click on the Account Transactions link and a window will appear. Enter the appropriate information for your search and click on the Search button. The results will be shown in a new window.

Account Statements

Monthly statements for the past 24 months can be obtained through the Account Statements tab.

Card Services

Under the Card Services tab, you can deactivate and activate a card if it is lost or stolen.

Deactivate Card: Choose the card that you would like to deactivate and click on the Deactivate Card button. An email will be sent to you upon deactivating a card.

Reactivate Card: Choose the card that you would like to reactivate and click on the Activate Card button. An email will be sent to you upon reactivating a card.

Profile

Under the Profile tab, the following features are available.

- Personal Information: Any personal information can be updated within this area.
- Alert Preferences: Edit your email alert preferences for your account within this area.
- Transaction System Registration: Once registered, you will not need to make any changes to this area.
- Saved Payment Methods: When making deposits to your Astate Express Dollars, you can save the payment method so to not be required to reenter the information for future payments. These methods can be reviewed and deleted within this area.

If you have any questions, feel free to contact the Campus Card Center at 870-972-2900 or email us at onecard@astate.edu.

Top Things You Need to Know

About your A-State OneCard



1. You must have your OneCard to gain access to your resident hall, laundry facilities, and the Acansa Dining Hall as well as other on-campus meal options.
2. In order to borrow or view certain materials from the Dean B. Ellis Library, you will need to have your OneCard.
3. Your card allows you free entry into home athletic events.
4. You will need your OneCard to enter certain student activities.
5. You must present a state or government issued photo to receive your OneCard.
6. Do not poke a hole in your OneCard as this damages its functionality and will have to be replaced.
7. Your first OneCard is free, replacement thereafter is \$20. You will need to pay at the Cashiers window and bring the receipt to the Campus Card Center to get a new one.
8. Do not share your card number on social media. If you upload a photo of your card for any reason, be sure the number is not exposed.



International Tax Compliance

Working on Campus



On-Campus Employment

You decided to work on campus. No matter if you are a student worker or a Graduate Assistant, you have to go through several steps before you come to our office.

Follow these steps:

1. Make sure you are eligible to work.
2. Find a job and get a job offer letter from your supervisor.
3. Contact International Student Services (ISS) to receive a letter that states your legal status to work. (see page 25)
4. Apply for your Social Security Card (see page 25)
5. Start HR paperwork.
6. Contact Treasurer's Office - International Tax Compliance Office to get started.

We can start the tax compliance process but you need your Social Security number before you can meet with us.

⇒ Go to our website and fill out the form (see picture below) to get started. We will send you a link to our GLACIER Tax System. Read the email carefully, it has all the information you need. You enter all your information and email us when you are done (contact information in the GLACIER email). We will set up a meeting to go over your immigration documents and determine your tax residency. We will also determine if you are eligible to receive a tax treaty benefit.

<http://www.astate.edu/a/treasurers-office/foreign-tax-compliance/>

ARKANSAS STATE UNIVERSITY Giving Library Athletics News Calendar myCampus A-Z Index Search A-State

STATE ADMISSIONS ACADEMICS CAMPUS LIFE RESEARCH ABOUT A-STATE

INFO FOR: FUTURE STUDENTS CURRENT STUDENTS PARENTS FACULTY & STAFF ALUMNI COMMUNITY

HOME
TREASURER'S OFFICE
FOREIGN NATIONAL TAX COMPLIANCE

Filing an Income Tax Return
Tax Season 2015 Info
Tax Treaties
FAQs

CONTACT TAX COMPLIANCE OFFICE
Fran Lincoln - flinc@astate.edu
Phone: 870-680-8255
Room: 2153 Student Union
Postal Address: P.O. Box 2640 State University, AR 72467
The Treasurer's Office - Tax Compliance is located in the Treasurer's Office beside the Cashier Windows.

FOREIGN NATIONAL TAX COMPLIANCE

ALL Foreign Students, Faculty, Staff, Researchers, and Visitors to the Arkansas State University Campus are required to provide information on their status and make an appointment with the Treasurer's Office - Foreign National Tax Compliance to determine their U.S. tax status and to complete required forms necessary to authorize payments, such as payroll, scholarships/fellowship, honoraria or travel reimbursements.

Failure to provide requested information may result in withholding of additional taxes, delay in payment of wages and compensation, or rejection of payment requests.

If you already received an email from GLACIER to enter your information you don't have to complete the form below!!

If you have not received an email from GLACIER please submit your contact information below to get started with the Tax Compliance process. I will set you up in the GLACIER system and you will receive an automatic email. Follow the instructions.

If you have trouble with the form below please just send me an email with the same information.

Forms:
Taxation of Nonresident Aliens
IRS Pub 519 - U.S. Tax Guide for Aliens
IRS Pub 2515 - Withholding of Tax on NRA and Foreign Entities
U.S. Tax Treaty
Explanation of 1098-T Statement for International Students

Links:
Windstar (Tax Filing - FNTF)
IRS - Internal Revenue Service
IRS - Tax Map
IRS - International Taxpayers
IRS - International Index

Last Name:
First Name:
Campus ID:
Email:
Comments:
Submit



Click on the Image Above to Enter GLACIER or Login

The information below is listed on the International Student Services' [website](#).

As a foreign student, you will need to apply for an SSN when you have a job or job offer.

You may apply for an SSN by submitting a completed and signed Form SS-5 in person at a local SSA office. SSA will not take your application until you have been in the United States at least 10 days, in order to allow time for your immigration information and employment eligibility to be entered in to immigration service database.

On-Campus Work

- Students are NOT eligible to work on-campus in their first semester unless the director, department chair, or advisor writes a letter stating why they are in need of employment in their first semester.
- Students are only eligible to work in designated “student worker positions” (not federal work study positions) up to 20 hours per week while school is in session, and 28 hours per week during official school breaks which includes the summer terms. Students are only eligible to work in the summer for 28 hours per week if they have been at A-State for one academic year and are not enrolled in class.
- ESL students cannot work on or off-campus.
- Students can find on-campus employment either through Career Services or walking to individual departments to ask. There is no specific site that has all open jobs.
- The Office of International Student Services does not keep listings of open on-campus positions. Any open positions that are submitted to the Office of International Student Services will be sent to students through their A-State email.

Social Security Cards

A student will require specific documents to take with them to the Social Security Administration in order to apply for a Social Security Card. Students cannot apply for a Social Security card until they have been in the US for 10 days. The student must follow this list in order:

1. Must receive an original letter from the employer (department chair or director). The student will first need to give the original letter to the Office of International Student Services. The ISS staff will need this letter to complete step two. The letter must state what type of work you will do, your job title, how many hours a week you will work and be on official school letterhead, be signed, and dated
2. The ISS will issue you a letter that states your legal status and ability to work.
3. You will need to bring the most current I-20 (the one for active status) to the Social Security Administration. The I-20 you first entered the US on is not the most current I-20 as that I-20 is for initial status.
4. You will need to bring to the Social Security Administration your passport, US visa, and I-94 Arrival/ Departure card.
5. The address of the Social Security Administration is: 1809 LaTourette Dr., Jonesboro, Arkansas 72404. The Jonesboro Jet Bus service does pick-up and drop-off at this location. You may find more information with the links to the right.

Graduate Assistantship

If you finished all steps on page 24 you can complete the information for your Graduate Assistantship waiver.

Students with a graduate assistantship need to fill out a graduate assistantship waiver form. Once the student has accepted the assistantship, paperwork can take a couple of weeks to flow through departments and graduate school and then the adjustments can be made.

The waiver form can be found online and can be turned into the Treasurer's Office or emailed to kparker@astate.edu.

To Download the form follow these steps:

- ◆ go to Treasurer's Office
- ◆ Student Account Information
- ◆ Forms
- ◆ Click on Graduate Assistant form

If you have any questions you can reach Kim Parker at the email above or call 870-972-3785.

Arkansas State University		RESET
Graduate Assistant / Work Study Agreement		
Payroll Deduction / Apply Check Authorization Form		
Treasurer's Office - PO Box 2640 - State University, AR 72467		
870-972-2285 Fax: 870-972-3068 E-mail: sasbillpayment@astate.edu		
Name: (Last) _____ (First) _____		
ID Number: _____		Department _____
Address: (Local) _____		
(Permanent) _____		
Phone Number: (Local) _____ (Work) _____ (Permanent) _____		
Fall _____	Waive Tuition _____	
Spring _____	Payroll Deduction Plan _____	
1st Summer _____	Amount Due _____ \$ _____	
2nd Summer _____	Deduct Over _____ months (____) paychecks	
Attestation		
A. Each payment must be paid in full when due. If a payment is missed the university is under no obligation to renegotiate this agreement. I authorize Arkansas State University to deduct or apply my paycheck toward my account.		
B. Any unpaid charges will remain the liability of the debtor and will be remitted to a collection agency if not paid in full according to the terms of this agreement. The debtor agrees to bear all collection costs and attorney's fees associated with the debt. If enrollment is voided, the remaining unpaid fees will be adjusted in accordance with applicable university policies.		
C. Previously paid installments will not be refunded as a result of the student's withdrawal from the university unless it is determined that extenuating circumstances warrant such action.		
D. Any financial aid, scholarships or stipends received after the signing of this agreement shall be applied against the student's outstanding charges. The university also reserves the right to apply any wages or other sums owed to the student against this debt at any time, without regard to the repayment dates. Any money received pertaining to this account will be applied against the amount due, i.e. payroll, financial aid, attachment of state income tax (ACT 372 of 1983 as amended).		
E. Arkansas State University reserves the right to accelerate the terms of this agreement and demand payment of the entire obligation in the event of insolvency, if bankruptcy proceedings are instituted against the signee/student or if the student violates Arkansas State University's rules of conduct.		
F. I agree to pay any charges incurred after signing this agreement in accordance with the provisions of this agreement.		
G. By signing, I hereby request the portion of any federal financial aid award that exceeds the charges for the current term be applied toward the prior balance with Arkansas State University.		
I hereby acknowledge responsibility for the amount listed above by signing below. The basis for these charges has been fully explained to me and I understand I will be held liable for this debt according to the terms of this agreement. I agree to pay these charges in full by the terms specified in this agreement.		
Signature/For Benefit of Above Named Student _____		Date _____
Approved: Treasurer's Office/ Cashiers _____		Date _____

Tax Season Information

Tax Season starts in January and ends on April 15th. If you worked on campus you will receive a form called W-2.

The **W-2** is sent out by **Human Resources/ Payroll** every year (online or by paper) by January 31st. The W-2 shows a summary of your total income and taxes withheld for the previous year.

1042-S Foreign Person's U.S. Source Income Subject to Withholding		2015		OMB No. 1545-0096
Department of the Treasury Internal Revenue Service		AMENDED		Copy B for Recipient
1 Employer's EIN	2a Ch. 3 status code	4a Exemption code	6 Net income	Check if tax not deposited with IRS pursuant to reverse procedure <input type="checkbox"/>
8 Tax withheld by other agents	2b Tax rate	4b Tax rate	7 Federal tax withheld	
10 Total withholding credit	12b Ch. 3 status code	12c Ch. 4 status code	9 Tax cost by withholding agent	
12a Withholding agent's EIN	12d Withholding agent's name		11 Amount repaid to recipient	
12b Withholding agent's Global Intermediary Identification Number (GIN)	12e Withholding agent's Global Intermediary Identification Number (GIN)		14a Primary Withholding Agent's Name (if applicable)	
12c Country code	12f Foreign taxpayer identification number, if any	12g Address (number and street)	14b Primary Withholding Agent's EIN	
12d City or town, state or province, country, ZIP or foreign postal code	12h U.S. TIN, if any	12i City or town, state or province, country, ZIP or foreign postal code	14c Intermediary or flow-through entity's name	
12j Recipient's U.S. TIN, if any	12k Recipient's name	12l Recipient's account number	14d Intermediary or flow-through entity's EIN	
12m Recipient's address (number and street)	12n Recipient's country code	12o Recipient's date of birth	14e Country code	
12p City or town, state or province, country, ZIP or foreign postal code	12q State income tax withheld	12r Payer's TIN	14f Foreign tax identification number, if any	
12s Payer's name	12s Payer's TIN	12t Payer's GIN	14g State income tax withheld	
12u State income tax withheld	12v Payer's state tax no.	12w Name of state	14h Local income tax	

For Privacy Act and Paperwork Reduction Act Notice, see instructions. Cat. No. 11386R Form 1042-S (2015)

Employee's social security number		Safe, accurate, FAST! file	
1 Employer's name, address, and ZIP code	3 Social security wages	4 Social security tax withheld	5 Federal income tax withheld
2 Employer's identification number (EIN)	6 Medicare wages and tips	7 Medicare tax withheld	8 Allocated tips
3 Social security tax withheld	4 Social security tax withheld	5 Federal income tax withheld	6 Medicare tax withheld
7 Social security tip	8 Allocated tips	9 Dependent care benefits	10 See instructions for box 12
11 Nonqualified plans	12a	12b	12c
12a	12b	12c	12d
12d	12e	12f	12g
12g	12h	12i	12j
12j	12k	12l	12m
12m	12n	12o	12p
12p	12q	12r	12s
12s	12t	12u	12v
12v	12w	12x	12y
12y	12z	12aa	12ab
12ab	12ac	12ad	12ae
12ae	12af	12ag	12ah
12ah	12ai	12aj	12ak
12ak	12al	12am	12an
12an	12ao	12ap	12aq
12aq	12ar	12as	12at
12at	12au	12av	12aw
12aw	12ax	12ay	12az
12az	12ba	12bb	12bc
12bc	12bd	12be	12bf
12bf	12bg	12bh	12bi
12bi	12bj	12bk	12bl
12bl	12bm	12bn	12bo
12bo	12bp	12bq	12br
12br	12bs	12bt	12bu
12bu	12bv	12bw	12bx
12bx	12by	12bz	12ca
12ca	12cb	12cc	12cd
12cd	12ce	12cf	12cg
12cg	12ch	12ci	12cj
12cj	12ck	12cl	12cm
12cm	12cn	12co	12cp
12cp	12cq	12cr	12cs
12cs	12ct	12cu	12cv
12cv	12cw	12cx	12cy
12cy	12cz	12da	12db
12db	12dc	12dd	12de
12de	12df	12dg	12dh
12dh	12di	12dj	12dk
12dk	12dl	12dm	12dn
12dn	12do	12dp	12dq
12dq	12dr	12ds	12dt
12dt	12du	12dv	12dw
12dw	12dx	12dy	12dz
12dz	12ea	12eb	12ec
12ec	12ed	12ee	12ef
12ef	12eg	12eh	12ei
12ei	12ej	12ek	12el
12el	12em	12en	12eo
12eo	12ep	12eq	12er
12er	12es	12et	12eu
12eu	12ev	12ew	12ex
12ex	12ey	12ez	12fa
12fa	12fb	12fc	12fd
12fd	12fe	12ff	12fg
12fg	12fh	12fi	12fj
12fj	12fk	12fl	12fm
12fm	12fn	12fo	12fp
12fp	12fq	12fr	12fs
12fs	12ft	12fu	12fv
12fv	12fw	12fx	12fy
12fy	12fz	12ga	12gb
12gb	12gc	12gd	12ge
12ge	12gf	12gg	12gh
12gh	12gi	12gj	12gk
12gk	12gl	12gm	12gn
12gn	12go	12gp	12gq
12gq	12gr	12gs	12gt
12gt	12gu	12gv	12gw
12gw	12gx	12gy	12gz
12gz	12ha	12hb	12hc
12hc	12hd	12he	12hf
12hf	12hg	12hh	12hi
12hi	12hj	12hk	12hl
12hl	12hm	12hn	12ho
12ho	12hp	12hq	12hr
12hr	12hs	12ht	12hu
12hu	12hv	12hw	12hx
12hx	12hy	12hz	12ia
12ia	12ib	12ic	12id
12id	12ie	12if	12ig
12ig	12ih	12ii	12ij
12ij	12ik	12il	12im
12im	12in	12io	12ip
12ip	12iq	12ir	12is
12is	12it	12iu	12iv
12iv	12iw	12ix	12iy
12iy	12iz	12ja	12jb
12jb	12jc	12jd	12je
12je	12jf	12jg	12jh
12jh	12ji	12jj	12jk
12jk	12jl	12jm	12jn
12jn	12jo	12jp	12jq
12jq	12jr	12js	12jt
12jt	12ju	12jv	12jw
12jw	12jx	12jy	12jz
12jz	12ka	12kb	12kc
12kc	12kd	12ke	12kf
12kf	12kg	12kh	12ki
12ki	12kj	12kk	12kl
12kl	12km	12kn	12ko
12ko	12kp	12kq	12kr
12kr	12ks	12kt	12ku
12ku	12kv	12kw	12kx
12kx	12ky	12kz	12la
12la	12lb	12lc	12ld
12ld	12le	12lf	12lg
12lg	12lh	12li	12lj
12lj	12lk	12ll	12lm
12lm	12ln	12lo	12lp
12lp	12lq	12lr	12ls
12ls	12lt	12lu	12lv
12lv	12lw	12lx	12ly
12ly	12lz	12ma	12mb
12mb	12mc	12md	12me
12me	12mf	12mg	12mh
12mh	12mi	12mj	12mk
12mk	12ml	12mn	12mo
12mo	12mp	12mq	12mr
12mr	12ms	12mt	12mu
12mu	12mv	12mw	12mx
12mx	12my	12mz	12na
12na	12nb	12nc	12nd
12nd	12ne	12nf	12ng
12ng	12nh	12ni	12nj
12nj	12nk	12nl	12nm
12nm	12no	12np	12nq
12nq	12nr	12ns	12nt
12nt	12nu	12nv	12nw
12nw	12nx	12ny	12nz
12nz	12oa	12ob	12oc
12oc	12od	12oe	12of
12of	12og	12oh	12oi
12oi	12oj	12ok	12ol
12ol	12om	12on	12oo
12oo	12op	12oq	12or
12or	12os	12ot	12ou
12ou	12ov	12ow	12ox
12ox	12oy	12oz	12pa
12pa	12pb	12pc	12pd
12pd	12pe	12pf	12pg
12pg	12ph	12pi	12pj
12pj	12pk	12pl	12pm
12pm	12pn	12po	12pp
12pp	12pq	12pr	12ps
12ps	12pt	12pu	12pv
12pv	12pw	12px	12py
12py	12pz	12qa	12qb
12qb	12qc	12qd	12qe
12qe	12qf	12qg	12qh
12qh	12qi	12qj	12qk
12qk	12ql	12qm	12qn
12qn	12qo	12qp	12qq
12qq	12qr	12qs	12qt
12qt	12qu	12qv	12qw
12qw	12qx	12qy	12qz
12qz	12ra	12rb	12rc
12rc	12rd	12re	12rf
12rf	12rg	12rh	12ri
12ri	12rj	12rk	12rl
12rl	12rm	12rn	12ro
12ro	12rp	12rq	12rr
12rr	12rs	12rt	12ru
12ru	12rv	12rw	12rx
12rx	12ry	12rz	12sa
12sa	12sb	12sc	12sd
12sd	12se	12sf	12sg
12sg	12sh	12si	12sj
12sj	12sk	12sl	12sm
12sm	12sn	12so	12sp
12sp	12sq	12sr	12ss
12ss	12st	12su	12sv
12sv	12sw	12sx	12sy
12sy	12sz	12ta	12tb
12tb	12tc	12td	12te
12te	12tf	12tg	12th
12th	12ti	12tj	12tk
12tk	12tl	12tm	12tn
12tn	12to	12tp	12tq
12tq	12tr	12ts	12tt
12tt	12tu	12tv	12tw
12tw	12tx	12ty	12tz
12tz	12ua	12ub	12uc
12uc	12ud	12ue	12uf
12uf	12ug	12uh	12ui
12ui	12uj	12uk	12ul
12ul	12um	12un	12uo
12uo	12up	12uq	12ur
12ur	12us	12ut	12uu
12uu	12uv	12uw	12ux
12ux	12uy	12uz	12va
12va	12vb	12vc	12vd
12vd	12ve	12vf	12vg
12vg	12vh	12vi	12vj
12vj	12vk	12vl	12vm
12vm	12vn	12vo	12vp
12vp	12vq	12vr	12vs
12vs	12vt	12vu	12vv
12vv	12vw	12vx	12vy
12vy	12vz	12wa	12wb
12wb	12wc	12wd	12we
12we	12wf	12wg	12wh
12wh	12wi	12wj	12wk
12wk	12wl	12wm	12wn
12wn	12wo	12wp	12wq
12wq	12wr	12ws	12wt
12wt	12wu	12wv	12ww
12ww	12wx	12wy	12wz
12wz	12xa	12xb	12xc
12xc	12xd	12xe	12xf
12xf	12xg	12xh	12xi
12xi	12xj	12xk	12xl
12xl	12xm	12xn	12xo
12xo	12xp	12xq	12xr
12xr	12xs	12xt	12xu
12xu	12xv	12xw	12xw
12xw	12xy	12xz	12ya
12ya	12yb	12yc	12yd
12yd	12ye	12yf	12yg
12yg	12yh	12yi	12yj
12yj	12yk	12yl	12ym
12ym	12yn	12yo	12yp
12yp	12yq	12yr	12ys
12ys	12yt	12yu	12yv
12yv	12yw	12yx	12yy
12yy	12yz	12za	12zb
12zb	12zc	12zd	12ze
12ze	12zf	12zg	12zh
12zh	12zi	12zj	12zk
12zk	12zl	12zm	12zn
12zn	12zo	12zp	12zq
12zq	12zr	12zs	12zt
12zt	12zu	12zv	12zw
12zw	12zx	12zy	12zz

If you received a treaty benefit you will also receive a form called **1042-S** from the **Treasurer's Office**. That form will be available online by January 31st each year. The 1042-S will show the treaty amount you received.

Besides treaty benefits, you can also receive a 1042-S for the following:

- wages exempt under tax treaty
- non-qualified scholarship (housing, meals, clothing)
- prize/ award

If you get both forms, W-2 and a 1042-S, you will need **both** forms to file your tax return.

If you selected to receive the W-2 online:

- Log into [myCampus](#)
- Click on Self-Service Banner and select the following menu links:
- Employee
- Tax Forms
- W-2 Wage and Tax Statements
- Select Tax Year 2014
- You will need your PIN to print the form

*****Note:** If you graduate in May, August or December and you worked the same year, you will not be able to get your W-2 online the next January. Update your address in MyCampus before you leave.

If you want your W-2 on paper keep you W-2 address updated in myCampus.

Arkansas State University provides access to a **tax filing software** at no cost to international students. The software will become available by the middle of February. The Treasurer's Office will send out an email to let you know when it

Filing An Income Tax Return

Tax Software

Arkansas State University provides access to a [tax filing software](#) for use by our international community at no cost to the individual. It is a web-based tax program similar to popular tax preparation programs, but designed specifically for non-immigrant tax filers who are still nonresident aliens (NRA). The software is accessible through the internet and will become available at the **end of February**. The Treasurer's Office will provide you access if you are a non-resident alien and work on campus.

When you work on campus you have to file a [Federal Tax Return](#) and a [Arkansas Tax Return](#).

Federal Income Tax Return (Form 1040NR or 1040NR-EZ)

The image shows the top portion of Form 1040NR, 'U.S. Nonresident Alien Income Tax Return' for the year 2015. The form includes fields for the filer's name, address, and filing status. It also contains a table for 'Income Effectively Connected With U.S. Trade or Business' with rows for various types of income like dividends, interest, and pensions. The bottom section is for 'Adjusted Gross Income' with rows for deductions like educator expenses and health insurance.

All foreign individuals are required to file a U.S. income tax return. See **IRS Publication 519, U.S. Tax Guide for Aliens**, for detailed information.

A nonresident alien must file a form **1040NR** (U.S. Nonresident Alien Income Tax Return) or **1040NR-EZ** (U.S. Nonresident Alien Income Tax Return for Certain Nonresident Aliens with no dependents).

If a Nonresident Alien had earned income during the tax year, the deadline for filing is April 15th of the following year. If no U.S. income was earned during the tax year, a nonresident alien in F, J, M or Q status is required to file a Form 8843 by June 15th of the following year.

All nonresident aliens whose total wages, scholarships, and fellowships are less than \$4,000.00 are not required to file a 1040NR or a 1040NR-EZ tax form (see 1040NR Instructions (2015) pg 5 - Exceptions). However, if your combined income is more than \$4,000.00 or you claimed Tax Treaty Benefits (tax exemption) then you are required to file a 1040NR or 1040NR-EZ. Failure to do so can severely jeopardize any future applications for immigration benefits such as employment based visa status or a Green card.

All individuals are responsible for determining their correct taxable status, ensuring that they have sufficient tax withheld, filing their tax return correctly and on time, and reporting any changes in their tax or immigration status while at Arkansas State University.

Arkansas Tax Return (Tax Software CAN'T do state returns)

To prepare your Arkansas Tax Return choose one of the following forms:

1. **AR1000F Full Year Resident Individual Income Tax Return** : If you have lived in Arkansas more than six months.
2. **AR1000NR Part Year or Nonresident Individual Income Tax Return** : If you have lived in Arkansas less than six months, or if you live outside of Arkansas but receive income from Arkansas.
3. **AR1000S Full Year Resident Short Form Income Tax Return** : Use only if you lived in Arkansas for 12 months; see instructions if you qualify to use the short form.

*****Note:** Arkansas uses the term resident and nonresident with a different meaning than immigration or the IRS.

You will need to attach form W-2 Copy for state tax and/or 1042-S copy D to your Arkansas Tax Return. You will mail them to the state tax department. You can find the address for in the instructions of the form.

You can find all State forms and instruction on this website:

<http://www.dfa.arkansas.gov/offices/incomeTax/individual/Pages/forms.aspx>

The title of each form is listed in the top left corner and you google that and it will take you to the form online and also to the form instructions.

The image displays three Arkansas state tax return forms side-by-side. From left to right, they are:

- 2015 AR1000F ARKANSAS INDIVIDUAL INCOME TAX RETURN** (Full Year Resident). It includes fields for personal information, marital status, and various income and deduction categories. It features a 'ROUND ALL AMOUNTS TO WHOLE DOLLARS' section and a 'TOTAL PERSONAL TAX CREDITS' section.
- 2015 AR1000NR ARKANSAS INDIVIDUAL INCOME TAX RETURN** (Nonresident and Part Year Resident). This form is similar to AR1000F but includes specific sections for nonresident status and part-year residency.
- 2015 AR1000S ARKANSAS INDIVIDUAL INCOME TAX RETURN** (Full Year Resident Short Form). This is a simplified version of the AR1000F form, designed for taxpayers who have lived in Arkansas for 12 months.

Each form includes a barcode at the top, a 'Click Here to Print Document' link, and a 'CHECK BOX IF AMENDED RETURN' section. The forms are densely packed with text and checkboxes, typical of state tax forms.

Tax Compliance FAQs

I am a Foreign National Student. Am I Exempt From Taxes?

No, international students are not exempt from U.S. taxes. A tax treaty between the U.S. and an international student's country of tax residency may reduce the U.S. taxes owed. The visa type determines what taxes you must pay. Social Security tax and Medicare tax are employment taxes, also known as FICA, and are withheld only wage payments.

Students who hold F-1 or J-1 classifications are exempt from FICA tax withholding for the first five calendar years they are in the U.S. Professors and researchers who hold J-1 classification are exempt from FICA tax withholding for the first two calendar years they are in the U.S.

Individuals in a H-1B, O-1, J-2 and H-2 must pay FICA.

A tax treaty is an agreement entered between the U.S. and a foreign country that is intended to reduce or eliminate double taxation. These treaty exemptions are usually only valid for a limited time period and/or for a specific dollar amount. Compensation earned beyond either limit are subject to federal income tax. The U.S. currently maintains income tax treaties with over 60 countries.

I Would Like to Use the Tax Treaty Benefit for my Country. What Do I Need to Do?

If you work on campus you will have to go through the Tax Compliance process. During that process your tax residency will be determined and if you are eligible for a treaty benefit.

You can find more information about [tax treaties](#) on the IRS website or [IRS Publication 901 - U.S. Tax Treaties](#).

Please see page 24.

What is a W-2?

Form W-2 is for taxable wages of U.S. citizens, resident aliens, and nonresident aliens. All employees who receive taxable wages from Arkansas State University will receive a W-2 form. The Payroll department issues them at the end of January of the following year.

How Do I Consent to Receive my W-2 Online?

If you received wages as an employee of the University, you should receive a W-2 form.

If you want to **receive your W-2 electronically** you have to give your consent:

- Log into MyCampus
- Click on Self-Service Banner and select the following menu links:
- Employee
- Tax Forms
- Electronic W-2 Consent
- Select Box and Submit

If you consent to receive your W-2 online you will not receive a paper form in the mail.

If you have any questions regarding the W-2 form please contact the Payroll department.

Since I Already Had Taxes Withheld from my Paycheck, Do I Need to File a Tax Return?

Yes. The U.S. tax system is a "pay as you go" plan. Therefore, taxes are withheld from your pay checks as you earn them (based on withholding documents you give to the employer). You file a federal income tax return after the end of the calendar year to reconcile your withholdings with your actual tax liability.

What is a Tax Return and Why Do I Need to Complete One Before by April 15th?

The phrase "tax return" does not mean that you are filing documents to get your tax withholding money returned. Filing a tax return is the act of returning a report form to the U.S. Government (IRS) that notes the amount of U.S. source income you received during the previous calendar year (i.e. 1/1/2015-12/31/2015), what taxes were withheld in this income, and what amount you should had tax withholding deductions on.

When completing and filing the tax return(s) you may find out that you paid too much tax on your 2015 income. In general, for tax purposes this is called "tax refund" and may be refunded to you.

When completing and filing the tax return(s) you may find out that you did not pay enough taxes on your 2015 income. In general, for tax purposes this is called "tax liability" and you will owe money to the IRS. You will pay interest on any tax not paid by April 15.

Per the IRS, Nonresident Alien (NRA) international students cannot electronically file (E-FILE) their tax returns online using any online service, including the IRS Free File service. Nonresident returns cannot be faxed in. They must complete and mail paper forms 1040NR, 1040NR EZ, and 8843 to the IRS.

IRS forms 1040, 1040A, 1040EZ cannot be filed by NRS's. Failure to file a tax return, or filing it incorrectly can and may result in severe penalties, fines, and interest on unpaid taxes, along with jeopardize future permanent residency application approvals.

No special mailing is needed. Just put the tax return in an appropriate size envelope and add the required first-class postage. Federal and state tax returns must be postmarked by the due dates or failure to file penalties may be assessed.

Where Do I Find my W-2 Online?

To **view and print** your W-2 select the following menu links:

- Log into MyCampus
- Click on Self-Service Banner and select the following menu links
- Employee
- Tax Forms
- W-2 Wage and Tax Statement
- Select the Tax Year
- Click Printable W-2
- Enter PIN

If you don't agree to receive your W-2 online you will receive the W-2 form in the mail around January 31st.

How Do I Get Help Preparing My Tax Return?

Arkansas State's Treasurer's Office has many resources available to help you. One of those resources is the tax software provided by the Treasurer's Office for free. This online tool provides easy-to-use federal tax preparation software along with an extensive (and easily searchable) online library that will help you file your taxes and understand the often confusing rules surrounding taxes for foreign nationals.

With the tax software you can:

- Prepare Either Your 1040NR or 1040NR-EZ
- Access Previous Tax Returns (If you have used the software before)
- Determine Your Tax Residency Status (resident/nonresident or dual status)
- Find Out About Tax Treaty Benefits
- Get Answers to Frequently Asked Questions and Understand the Various Tax Laws, Regulations and Forms

Your tax filing requirements will often be different from the requirements of U.S. citizens due to tax treaties, immigration rules, and other exemptions. These complexities make it important to understand how you are taxed so that you can properly complete a return during tax season (which is made much easier with the online preparation software). The software will not e-file your tax return, you have to print all appropriate forms and mail it to the IRS.

The software only allows you to file your Federal Tax Return. You are responsible to file the Arkansas Tax Return. For information on what forms to use to file the Arkansas Tax Return please visit the following websites:

[Arkansas State Treasury's Office: Filing Taxes](#)

[Arkansas Department of Finance and Administration](#)

The Tax Compliance Office will not assist you with completing your tax return.

Where Can I Get Answers to my Tax Questions?

You can get answers to your tax questions from the International Revenue Service (IRS). The IRS has established an Interactive Tax Assistant Tool on their website to answer tax questions quickly. You can find that link below. They also have a FAQ page for International Individual Tax Payers and you can find that page link below as well.

You may also call the IRS at (267) 941-1000 with international questions. However, the IRS does not answer questions about income taxes.

If you have tax issues, you will have to contact a tax professional. If you contact a tax accountant or tax lawyer only for information or advice, you should not expect for them to provide it to you for free. Many tax professionals may not even provide fee-based advice related to your return without preparing the return.

[www.irs.gov/uac/Interactive-Tax-Assistant-\(ITA\)-1](http://www.irs.gov/uac/Interactive-Tax-Assistant-(ITA)-1)

www.irs.gov/Individuals/International-Taxpayers/Frequently-Asked-Questions-About-International-Individual-Tax-Matters

1098-T Information

Arkansas State University issues 1098T's for eligible students on January 31st for the previous tax year. Typically if you have a Social Security number on file you will receive a tax form. As a non-resident alien you are not eligible to claim a 1098T on your tax return.

Please check the www.irs.gov website for more information.

<https://www.irs.gov/uac/Am-I-Eligible-to-Claim-an-Education-Credit%3F>

What is the purpose of a 1098-T form?

The 1098-T form is used by eligible educational institutions to report information about their students to the Internal Revenue Service (IRS) as required by the Taxpayer Relief Act of 1997. This form is intended to assist students in the preparation of federal income tax returns. An accountant, tax preparer, or the Internal Revenue Service can best advise students in the utilization of this form when preparing tax documents.

ARKANSAS STATE UNIVERSITY DOES NOT PROVIDE INCOME TAX ADVICE.



Appendix



FLYWIRE PAYER GUIDE

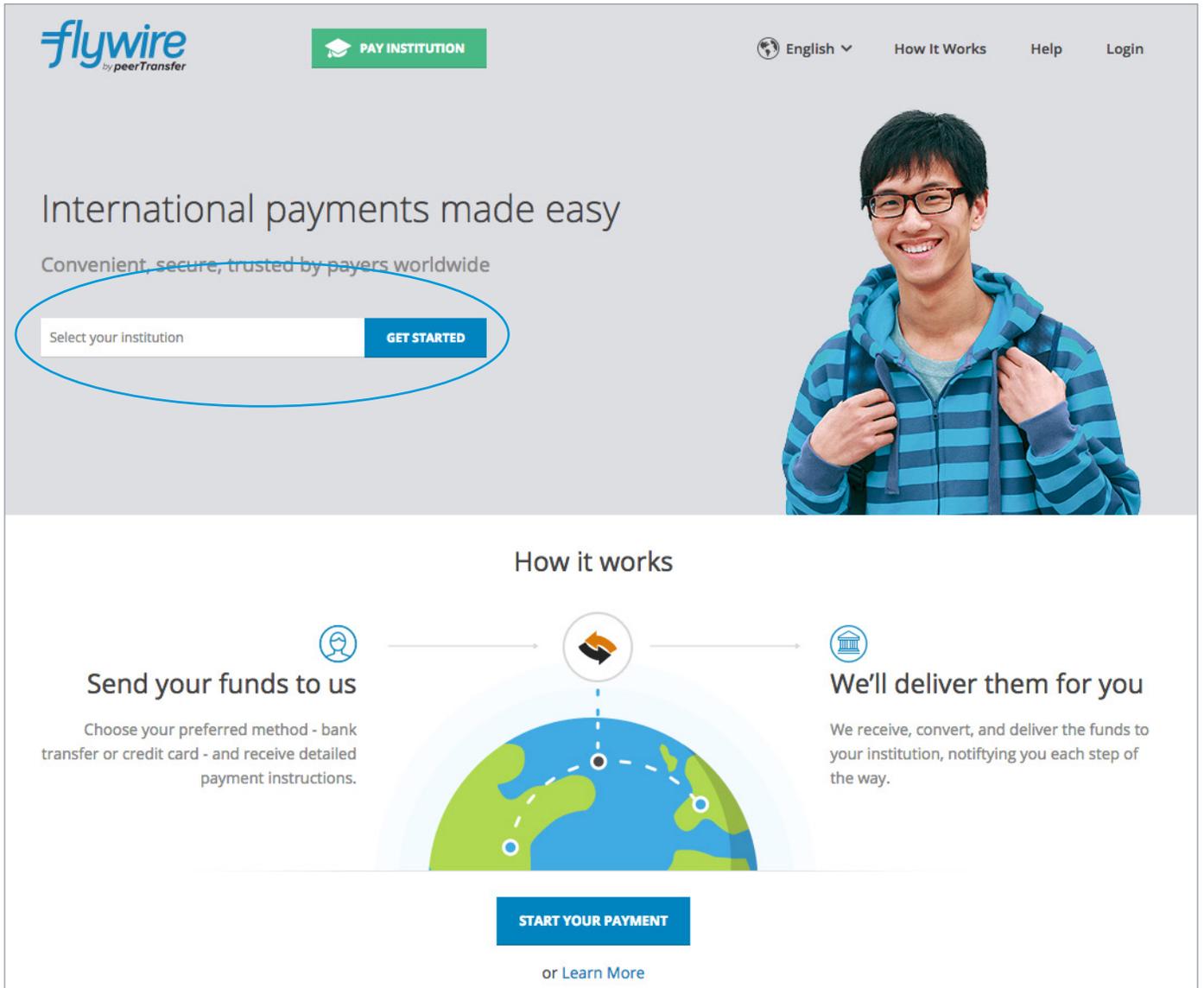
THE STUDENT'S GUIDE
TO INTERNATIONAL
PAYMENTS WITH FLYWIRE



flywire
by peerTransfer

STEP 1: GET STARTED

- Visit www.flywire.com.
- Use the search box to select your school & click the blue Get Started button.



The screenshot shows the Flywire website homepage. At the top left is the Flywire logo with 'by peerTransfer' underneath. To its right is a green button with a graduation cap icon and the text 'PAY INSTITUTION'. Further right are links for 'English', 'How It Works', 'Help', and 'Login'. The main heading reads 'International payments made easy' with the subtext 'Convenient, secure, trusted by payers worldwide'. Below this is a search box containing the text 'Select your institution' and a blue 'GET STARTED' button. A blue oval highlights the search box and button. To the right of the search box is a photo of a smiling man in a blue and black striped hoodie. Below the main content is a 'How it works' section with a diagram showing a flow from 'Send your funds to us' to 'We'll deliver them for you' over a globe. At the bottom of this section is a blue 'START YOUR PAYMENT' button and a link 'or Learn More'.

flywire
by peerTransfer

PAY INSTITUTION

English ▾ How It Works Help Login

International payments made easy

Convenient, secure, trusted by payers worldwide

Select your institution **GET STARTED**

How it works

Send your funds to us
Choose your preferred method - bank transfer or credit card - and receive detailed payment instructions.

We'll deliver them for you
We receive, convert, and deliver the funds to your institution, notifying you each step of the way.

START YOUR PAYMENT
or [Learn More](#)

STEP 2: ENTER PAYMENT AMOUNT

- Enter the exact payment amount you owe and your home country.

English   



Sample University
500 University Ave.
Los Angeles, CA 91012, US
<http://www.sampleuniversity.edu>

Want more info?


Payment

WE WILL BEAT YOUR BANK'S PRICE
GUARANTEED
Tell me more

*** In United States Dollars, the amount you want Sample University to receive**

*** What country are you paying from?**

Why pay through Flywire?

- Eliminate hidden bank fees - ensure your institution receives the correct amount.
- Save on exchange rates - in most cases you can make a payment in your home currency. Flywire will process the currency exchange - offering you wholesale exchange rates, unmatched by traditional banks.
- Peace of mind - 24 hour multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

STEP 3: SELECT PAYMENT TYPE

Based on your country selection Flywire will automatically display your local currency rate with the appropriate payment options, such as traditional bank transfer or debit/credit card payment.

- Traditional bank transfer (also known as a wire) is the most cost effective method. Please note that to complete the payment you will need to make arrangements with your bank (in-person, online, or over the phone) and send your funds to Flywire in your chosen currency.
- Debit/credit card will allow you to make an online payment in your home currency. Contrary to a traditional international credit card payment, with Flywire we are handling the foreign exchange so you will know the exact amount that will be deducted from your account before making your payment. Please note that credit card payments are not available in every country.
- Flywire will then convert your currency and pay your institution.
- If you have an account in a different currency that you would prefer to use, select that country in the “what country are you paying from” field instead.
- If you select your home country, but you don’t see your home currency, not to worry – you can always pay in the currency of your institution or select a different currency. The process and benefits will remain the same, however, your bank will handle the foreign exchange before sending the funds to Flywire.

Payment

WE WILL BEAT YOUR BANK'S PRICE
GUARANTEED
[Tell me more](#)

*** In United States Dollars, the amount you want Sample University to receive**

*** What country are you paying from?**

Why pay through Flywire?

- Eliminate hidden bank fees - ensure your institution receives the correct amount.
- Save on exchange rates - in most cases you can make a payment in your home currency. Flywire will process the currency exchange - offering you wholesale exchange rates, unmatched by traditional banks.
- Peace of mind - 24 hour multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

Payment Options

	Cost
<input checked="" type="radio"/> Domestic Bank Transfer in Euros (EUR)	24,207.00 EUR
<input type="radio"/> MasterCard: International Debit/Credit Supports 	24,854.00 EUR
<input type="radio"/> VISA: International Debit/Credit Supports 	24,854.00 EUR

[I want to pay in another currency](#)

STEP 4: LOGIN/CREATE ACCOUNT & FILL IN PERSONAL DETAILS

- Enter your name, email, and password to create an account (this will allow you to track your payment each step of the way). In addition, your payment details will be saved and pre-fill for your next payment.
- Follow the prompts to fill in your personal details and contact information.
- Click the Continue with Payment button.

peerTransfer Account

Create a new account
 Sign into an existing account

*** First / Given Name**

*** Last name / Surname / Family name**

*** Email**

*** Password**

*** Password Confirmation**

By clicking "CONTINUE WITH PAYMENT" you agree to our [Terms of Use and Privacy Policy](#).

CONTINUE WITH PAYMENT

Payer Information

*** First name of Payer**

If you're a company/organization paying for a student, please provide the place of first name.

Middle name

*** Last name**

If you're a company/organization paying for a student, please provide the place of last name.

*** Address 1**

Post Office Boxes are not permitted

Address 2

*** City**

State / Province / Region

ZIP / Postal Code

*** Country**

*** How can we reach you via phone if there are questions with your payment?**

Student Information

*** Student ID**

*** First Name**

Given Name

Middle Name

*** Last Name**

Surname / Family name

*** Date of Birth**

MM/DD/YYYY

*** Student Email Address**

*** Program of Study**

*** Expected year of program**

Contact Information

*** The person filling out this form is**

Payment Information

*** Payment Type**

Education Payment
 Installment Payment
 International Foreign Deposit
 Dorm Deposit
 Housing Deposit
 Other

If more than one selection, please provide details of how funds should be distributed

For example: Dorm Deposit \$100 Housing Deposit \$200 Education Payment \$1200

STEP 5: CONFIRM PAYMENT DETAILS

- Please review and confirm the information for your payment.
- If you are paying via bank transfer, you will receive a deadline by which you should go to your bank and complete the payment. This payment due date will be listed on the payment details page at the bottom. (If you need more time, our Customer Support Department can allow for an extension at the time of booking. If you miss your deadline, you can also request more time in your dashboard. This deadline is not associated with your educational institution deadline).
- Click the Continue with Payment button.

Confirm Your Payment Information

Please, take a second to review your information

Payment

You will pay **24,201.00 EUR** from **Spain** via **Domestic Bank Transfer in Euros (EUR)**, and **your University** will receive **25,000.00 USD**.

Contact Information

The person filling out this form is **Student**

Payment Information

Payment Type	Education Payment	If more than one selection, please provide details of how funds should be distributed	-
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Student Information

Student ID	533256785	First Name	John
Middle Name	T	Last Name	Student
Date of Birth	09/04/1998	Student Email Address	jtstudent@gmail.com
Program of Study	Undergraduate program	Expected year of program completion	2018

Payer Information

First name of Payer	John	Middle name	T
Last name	Student	Address 1	Calle del Grabador Esteve, 14
Address 2	Bajo Izquierda	City	Valencia
State / Province / Region	-	ZIP / Postal Code	46004
Country	Spain	How can we reach you via phone if there are questions with your payment?	+34 961 14 04 19

I will initiate my payment of **24,201.00 EUR** no later than **Dec 02**

[CONTINUE WITH PAYMENT](#) or [Edit payment information](#)

STEP 6 (FOR BANK TRANSFERS): REVIEW PAYMENT INSTRUCTIONS

- For a bank transfer (wire) you will be directed to your payment dashboard where you will receive payment delivery instructions. You can review the payment details and return as necessary to check the status of your payment.
- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you do not want to receive text updates click the “no thank you” link.
- For a bank transfer we recommend that you print the instructions to bring with you to the bank when you make your payment. This will make the process clearer for you and the bank. Please make sure to include your Flywire payment ID in the details of your bank transfer.
- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.

Payment Pending

Pay before **December 2, 2015**

25,000.00 USD to your University

Payment ID	Payment to Send	Created on	
AND372354861	24,201.00 EUR	November 30, 2015	View all details

Please initiate your transfer no later than **December 2, 2015**
Use the payment instructions to pay from your bank

Amount and Currency to send:	24,201.00 EUR
Remittance Information / Reference:	AND372354861 - Sample University
Instructions to Sender/Sender Bank:	To fulfill the FX Contract you have entered with peerTransfer Education please send EUR. Sending any other currency will incur extra cost due to foreign exchange fees.
Beneficiary Bank SWIFT/BIC Code:	CITIESMX
Beneficiary Bank:	CITIBANK NA
Beneficiary Bank Address:	José Ortega y Gasset 29, Planta 4, 28006 - Madrid (SPAIN)
IBAN:	ES3814740000140660146008
Beneficiary:	peerTransfer Education Corp
Beneficiary Address:	Av. Aragón 30, 13J 46021 Valencia, Spain
Status:	Please allow up to 72 hours for peerTransfer to update the progress of your payment on your dashboard. You will receive an email when that happens.
Notes:	Please make sure that the Payment ID shown is included in the payment description or reference field. Otherwise, delay in processing your payment will be experienced

[Need to print the bank instructions](#)

Want to receive SMS/text updates on your payment?

Enter your mobile number to get alerts when we receive and deliver your payment. Message and Data Rates May Apply

[KEEP ME UPDATED](#) or [no, thank you.](#)

[Need to print the bank instructions or get an authorization letter](#)

STEP 6 (FOR CREDIT CARDS): REVIEW PAYMENT INSTRUCTIONS

- For debit/credit card payments you will be taken to a web form to fill in your credit card information and complete your payment. Please note that funds will not be displayed on your student account immediately as your payment still needs to be processed and delivered to your institution.
- Please be sure to check your credit card limits to verify it can accommodate your payment size. In some cases you will need to call your bank to confirm your payment can be processed.
- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you would prefer not to receive text updates, click 'no thank you' at the prompt.
- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.

Confirm Your Payment Information

Please, take a second to review your information

Payment

You will pay **24,854.00 EUR** from **Spain** via **VISA: International Debit/Credit**, and **your University** will receive **25,000.00 USD**.

Contact Information

The person filling out this form is **Student**

Student Information

Student ID	C09765432	First Name	
Middle Name	T	Last Name	
Date of Birth	09/04/1997	Student Email Address	jtstudent@gmail.com
Program of Study	Undergraduate program	Expected year of program completion	2018

Payer Information

First name of Payer	John	Middle name	T
Last name	Student	Address 1	Calle del Grabador Esteve, 14
Address 2	Bajo Izquierda	City	Valencia
State / Province / Region	-	ZIP / Postal Code	46004
Country	Spain	How can we reach you via phone if there are questions with your payment?	+34 961 140 419

[CONTINUE WITH PAYMENT](#) or [Edit payment information](#)

other currency will incur extra cost due to foreign exchange fees.

BIC Code: CITIUSMX
CITIBANK NA
José Ortega y Gasset 29, Planta 4, 28006 - Madrid (SPAIN)

Want to receive SMS/text updates on your payment?

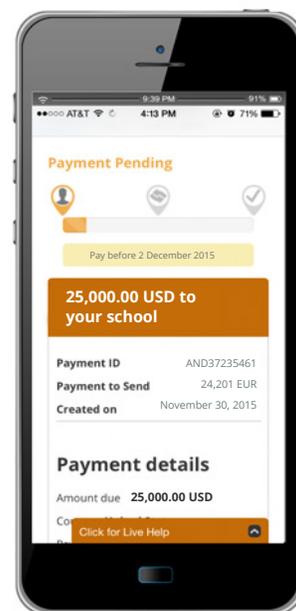
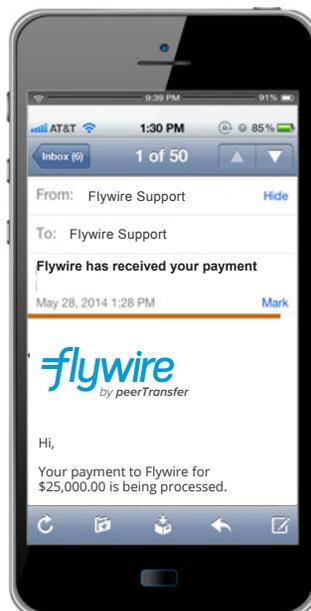
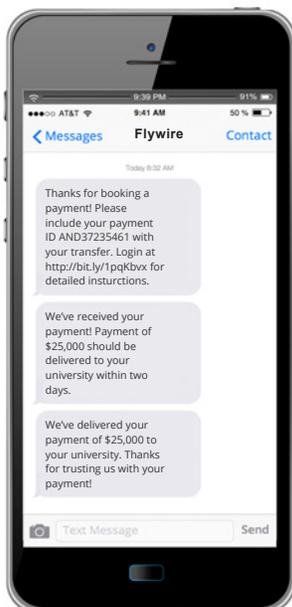
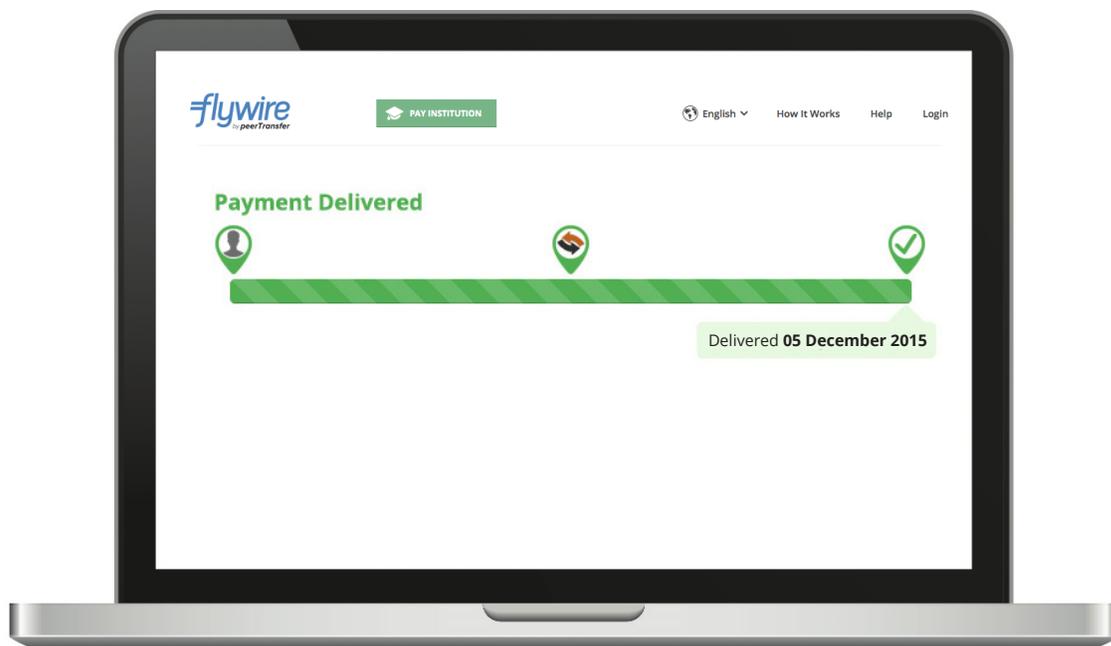
Enter your mobile number to get alerts when we receive and deliver your payment. Message and Data Rates May Apply

or no, thank you.

Need to print the bank instructions or get an authorization letter

STEP 7: TRACK PAYMENT STATUS ONLINE

- Your dashboard will be updated each step of the process, and you will receive a final email confirmation when payment has been delivered to your institution.
- Keep in mind that your school may take 2-3 business days to post your payment to your account once they have received it.
- If you have not sent your payment within 2 days, you will receive a notification from Flywire asking if you need more time, want to cancel, or have already sent your payment.
- Should you have any questions along the way, contact Flywire 24x7 via email, live chat, or phone.



NEED HELP?

Customer Support Phone Numbers :

USA Toll free +1 800 346 9252

USA Local number +1 617 207 7076

Spain +34 96 065 3947

Canada +1 647 930 9424

Australia +61 (2) 800 69 729

United Kingdom +44 (20) 32 394 729

Hong Kong +852 81 703 729

South Korea +82 (70) 78 479 729

Email: support@flywire.com

Online: flywire.com/help

flywire
by peerTransfer

PAY INSTITUTION

English ▾ How It Works Help Login

Have a question?

Ask and you shall receive **SEARCH**

Getting started

We'll show you how to make a payment with peerTransfer - quickly and easily!

- Where is my money?
- How long will it take for my money to arrive at the institution?
- Do you charge any fees?
- Which currency exchange rate will be applied to my payment?
- My local currency is not available
- Do I have to fill out the payment request form every time that I send money?

[View All Questions »](#)

Categories

- Most Commonly Asked Questions
- About peerTransfer
- Booking a payment
- Transferring funds
- Tracking My Payment
- Credit Card Payments
- Payments from China - General Information
- Payments from China – 国内银行间人民币转账 Domestic Interbank RMB Transfer
- Payments from India
- Payments from Korea
- Key Information For Institutions

Tutorial Videos

- How to make a payment
- Where is my money
- How to calculate the foreign currency exchange rate

Need Immediate Help?

USA & CANADA Toll free	+1 800 346 9252
USA Local number	+1 617 207 7076
Spain	+34 96 065 3947
Australia	+61 (2) 800 69 729
United Kingdom	+44 (20) 32 394 729
Hong Kong	+852 81 703 729
South Korea	+82 (70) 78 479 729
Skype	Click here to call us
Email	support@peertransfer.com

WeChat QR code for Chinese live support

Share your great idea with us!
Make peerTransfer better