

# **Arkansas State University Treasurer's Office**



## **International Students Manual**

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# Staff

|                       |                     |  |
|-----------------------|---------------------|--|
| <b>Brandy Hampton</b> | Treasurer           | <a href="mailto:bhampton@Astate.edu">bhampton@Astate.edu</a> |
| <b>Fran Lincoln</b>   | Associate Treasurer | <a href="mailto:flincoln@Astate.edu">flincoln@Astate.edu</a> |

## Student Account Financial Services

Phone: (870) 927-2285

|                          |   |  |
|--------------------------|---|--|
| <b>Danielle Childers</b> | Director of Student Financial Services                                | <a href="mailto:lchilders@Astate.edu">lchilders@Astate.edu</a>   |
| <b>Kim Parker</b>        | Billing and Receivables, Student Counseling                           | <a href="mailto:kparker@Astate.edu">kparker@Astate.edu</a>       |
| <b>Chrissy Vines</b>     | Third Party Billing (SACCUM), Student Counseling                      | <a href="mailto:cvines@Astate.edu">cvines@Astate.edu</a>         |
| <b>Jennifer Novalick</b> | Perkins Loans Management, Waivers, Student Counseling                 | <a href="mailto:jcnovalick@Astate.edu">jcnovalick@Astate.edu</a> |
| <b>Roman Volpe</b>       | Excess Aid Refunding, Faculty/Staff Discount, Student Counseling      | <a href="mailto:rvolpe@Astate.edu">rvolpe@Astate.edu</a>         |
| <b>Vanessa Williams</b>  | Marketplace Coordinator, Collections & Write-Offs, Student Counseling | <a href="mailto:vwilliams@Astate.edu">vwilliams@Astate.edu</a>   |
| <b>Erin Sullinger</b>    | Collections, Perkins Loan Management, Student Counseling              | <a href="mailto:asulling@Astate.edu">asulling@Astate.edu</a>     |
|                          |   |  |

## Treasury Services

Phone: (870) 927- 3847

|                         |                               |  |
|-------------------------|-------------------------------|--|
| <b>Jennifer Benson</b>  | Director of Treasury Services | <a href="mailto:jbenson@Astate.edu">jbenson@Astate.edu</a>   |
| <b>Toni Holt</b>        | Cashiers Supervisor           | <a href="mailto:tholt@Astate.edu">tholt@Astate.edu</a>       |
| <b>Michelle Brown</b>   | Accounting                    | <a href="mailto:kbrown@Astate.edu">kbrown@Astate.edu</a>     |
| <b>Annette Clements</b> | Cashier                       | <a href="mailto:sclement@Astate.edu">sclement@Astate.edu</a> |
| <b>Vanessa Matlock</b>  | Cashier                       | <a href="mailto:vmatlock@Astate.edu">vmatlock@Astate.edu</a> |
|                         |                               |  |

# 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 Plans
- ◆ Flywire
- ◆ Collections
- ◆ Perkins Loans
- ◆ Third Party Billing
- ◆ Foreign National Tax Compliance
- ◆ 1042-S Tax Forms
- ◆ 1098T Tax Forms

# 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](http://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 Window Hours**

Monday-Friday

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

Saturday-Sunday Closed

**Phone: 870-972-3847**



Arkansas State University - Treasurer's Office

@AstateTreasurer



# 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 Window as well.



After students complete their International Orientation, they will likely have many questions about what to do next, and what processes will start. Listed below is some helpful information about what students should expect to take place after orientation:

- Tuition and fee charges will be available online once student is registered for courses (fall charges will be available in July).
- Tuition and fee charges will be available online for registered courses.
- The student can log in and view their bill online. Please read page 12-15 on how to find and read the bill. Bills are uploaded weekly throughout the term.
- Students will receive an electronic bill, not a paper bill. Notifications will be sent to the student's **A-State Email** account.
- The billed amount is **NOT DUE** until the 11th day of class, but payment arrangements can already be made, in full or with a payment plan.
- Paper bills will be sent out once a term.
- If you need assistance to make a payment plan or need help with flywire please visit a Treasurer's Office Counselor before the 11th class day.
- If the student decides not to attend A-State, the student needs to drop the courses that they have been registered for or they will OWE for the charges on their student account.
- The student **MUST** drop their courses prior to the 5th day of class to receive a 100% refund.

For more information on Arkansas State's return policy, read on page 12.



# 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.

Please visit the website that show a description of 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](mailto: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](mailto: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.



# How to Pay Your Account



# Paying Your Account Balance

## Payment Options

Payment is due the 11th day that classes are held. You can check the [Academic 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**

Web-Check (US Bank Account) or credit card payments (2.85% service fee applies to all debit/credit card payments) may be made online by accessing myBill through Self-Service in the [my.Astate.edu portal](#). American Express, Discover, MasterCard, and Visa are accepted.

### **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 [my.Astate.edu 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 22 and 23.

### **4. Cashier's Window**

Payments may be submitted in cash or check at the Cashier's Window on the 2nd floor of the Student Union.

### **5. Mail**

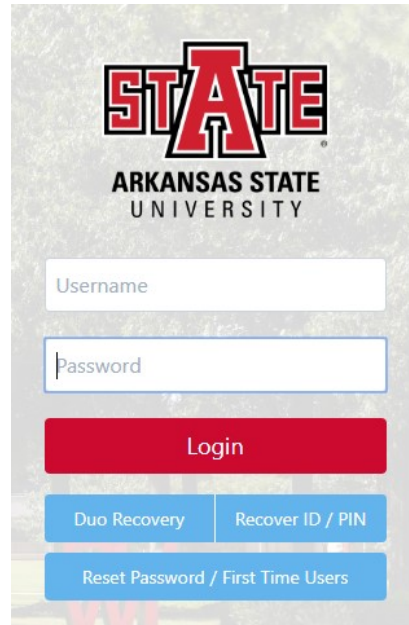
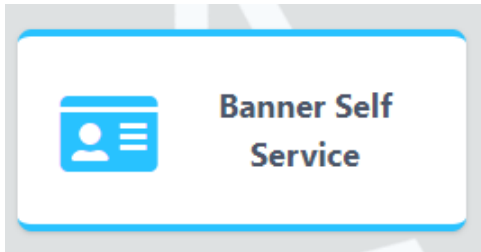
Check payments may be mailed to: Treasurer's Office, PO Box 2640, State University, AR 72467.

**ALL DEPOSITS can be paid online.**

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

# How To View Your Bill

1. Log into my.Astate
2. Select Banner Self Service



3. Enter ASU ID and PIN

Arkansas State University

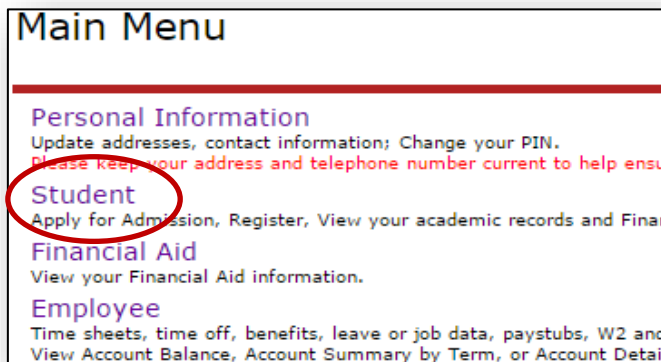
Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login

User ID:   
PIN:

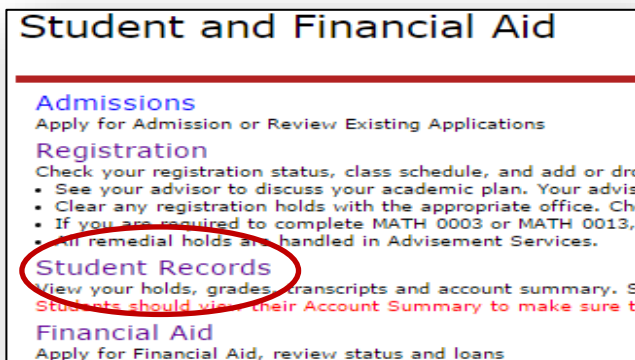
[Click Here for Help with Login?](#)

[Forgot your ID and/or PIN? Click Here](#)

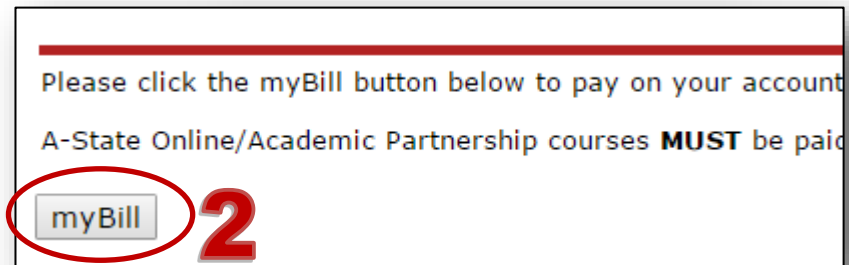
4. Click Student



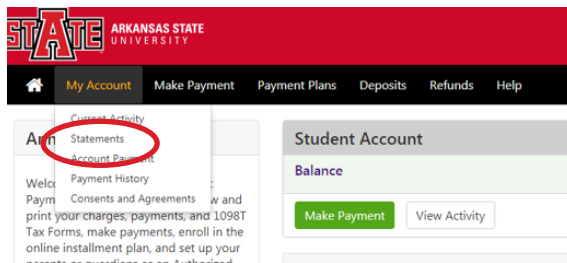
5. Select Student Records



6. Choose myBill twice.



7. At the top of the page, click on My Account and then Statement.



8. Your most current bill appears last. To view an earlier statement, select a date from the drop down options.

## Statements

Billing Statements 1098-T Tax Statements

Show 10 entries Search:

| Statement Date ↓↑ | Amount ↓↑  | Action                              |
|-------------------|------------|-------------------------------------|
| 5/22/20           | \$1,907.00 | <input type="button" value="View"/> |

# How to Read Your Bill



**Treasurer's Office**  
 P.O. Box 2640  
 State University, AR 72467  
 Phone: (870) 972-2285  
<http://www.astate.edu/>

| STATEMENT DATE | DUE DATE   | AMOUNT DUE |
|----------------|------------|------------|
| 08/02/2019     | 09/04/2019 | \$5,047.00 |

③

## Account Summary

④

| CHARGES                          |            | CREDITS/ANTICIPATED CREDITS                          |            |
|----------------------------------|------------|--|------------|
| ASUJ Academic Assessment Fee     | \$5.00     | Mileage Waiver                                       | \$3,324.00 |
| Academic Excellence Fee          | \$120.00   |  |            |
| Access & Security Fee            | \$48.00    |  |            |
| Athletic Fee                     | \$228.00   |  |            |
| Deferred Maintenance Fee         | \$36.00    |  |            |
| Facilities Fee                   | \$48.00    |  |            |
| GR NR Tuition - Fall             | \$3,324.00 |  |            |
| GR Tuition-Fall                  | \$708.00   |  |            |
| Information Technology Fee       | \$120.00   |  |            |
| Infrastructure Fee               | \$48.00    |  |            |
| Library Fee                      | \$72.00    |  |            |
| NHP GR Support Assessment        | \$684.00   |  |            |
| Parking Permit                   | \$60.00    |  |            |
| Student Activity Fee             | \$20.00    |  |            |
| Student Recreation Fee           | \$84.00    |  |            |
| Student Union Fee                | \$120.00   |  |            |
| Tuition-Fall                     | \$2,616.00 |  |            |
| <b>Total Charges: \$8,341.00</b> |            | <b>Total Credits/Anticipated Credits: \$3,324.00</b> |            |

| PREVIOUS BALANCE | CURRENT TERM BALANCE | FUTURE BALANCE | AMOUNT DUE |
|------------------|----------------------|----------------|------------|
| \$30.00          | \$5,017.00           | \$0.00         | \$5,047.00 |

## 2019 Fall Schedule ⑤

| P                                | CRN   | SUBJ | CRSE | SEC | CMP | COURSE TITLE                 | CREDITS | ST | DAYS | START/STOP  | BUILD | ROOM |
|----------------------------------|-------|------|------|-----|-----|------------------------------|---------|----|------|-------------|-------|------|
| 1                                | 60842 | SW   | 6033 | 002 | J   | CLINICAL PRACTICE WITH INDIV | 3.00    | RW | M    | 0630-0920pm | ESMI  | 216  |
| 1                                | 60845 | SW   | 6803 | 002 | J   | ADVANCED FIELD I             | 3.00    | RW | M    | 0500-0615pm | NHP   | 503  |
| 1                                | 60847 | SW   | 6023 | 002 | J   | SOCIAL WORK EVAL AND RSRCH   | 3.00    | RW | W    | 0630-0920pm | ESMI  | 312  |
| 1                                | 64183 | SW   | 6083 | 002 | J   | TRAUMA FOCUSED PRACTICE      | 3.00    | RW | T    | 1100-0150pm | ESMI  | 204  |
| <b>Total Credit Hours: 12.00</b> |       |      |      |     |     |                              |         |    |      |             |       |      |

To learn about paying your student account balance, payment plans, or refund policies, please visit <https://www.astate.edu/a/treasurers-office>

- ① **Statement Date:** The bill issued on this date will not reflect any charged after this date. Statements are uploaded weekly through out the term.
- ② **Due Date:** Payment for all charges on Student Account are due. Late fees can apply for nonpayment.
- ③ **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.
- ④ **Credits:** Scholarships, waivers, and payments made with Cash, Check or Credit Card will listed under Credits column.
- ⑤ **Schedule:** Class schedule for current term.

# 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 my.Astate. Click on the following links:

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



# Sponsorships

Students who are sponsored by an embassy must submit a Financial Guarantee 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** 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 your wholesale foreign exchange rates, which are significantly lower than rates offered by traditional banks.

Visit [www.flywire.com](http://www.flywire.com), enter your tuition amount, and immediately see how much money you will save. Once you initiate payment on [flywire.com](http://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>



## How to Use Flywire

### 1. Get Started

1. Go to [flywire.com/mypayment](http://flywire.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 flywire 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 flywire 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 flywire:

Telephone: (617) 207-7076

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

#### E-Mail:

[support@flywire.com](mailto:support@flywire.com)

For easier reading, visit

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

[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 my.Astate.edu
- Banner 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](mailto: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 my.Astate.edu
- Banner Self-Service
- Student
- Student Records
- myBill
- Click My Account
- Statement

### **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 my.Astate.edu
- Banner 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 complete the [appeal form](#) to get started.

**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 |
| ID Card, Express Dollars           | Campus Card Center             | 870-972-2900 |

# 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 to receive a letter that states your legal status to work.
4. Apply for your Social Security Card
5. Start HR paperwork.
6. Contact Treasurer's Office - International Tax Compliance Office to get started.

Email Fran Lincoln [flincoln@astate.edu](mailto:flincoln@astate.edu) to get started.

We can start the tax compliance process but you need your Social Security number before you can finish this process.

**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: [Graduate Assistantship Waiver](#)

# 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.

Form W-2 Wage and Tax Statement 2016. The form includes fields for Employer identification number, Employer's name, address, and ZIP code, and various boxes for wages, taxes, and benefits. It also features the 'e-file' logo and the year 2016.

Form 1042-S Foreign Person's U.S. Source Income Subject to Withholding 2016. The form includes fields for Recipient's name, address, and ZIP code, and various boxes for income, taxes, and treaty benefits. It also features the year 2016 and the text 'Copy A for Internal Revenue Service'.

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 my.Astate.edu
- Click on Self-Service Banner and select the following menu links:
- Employee
- Tax Forms
- W-2 Wage and Tax Statements
- Select Tax Year 2020
- You will need your PIN to print the form

**\*\*\*Note:** If you graduate in May, August or December and you worked the same year make sure to check with payroll to get your W-2 online. **Update your address in Self-Service 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 is available. You have to be in our GLACIER tax system in order to use.

# Filing An Income Tax Return

## Tax Software (Free)

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 **in February**. The Treasurer's Office will provide you access if you are a nonresident 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 2015. The form includes fields for the filer's name, address, and filing status. It also contains a table for reporting income and deductions, with rows for various types of income such as wages, dividends, and interest, and rows for deductions like education expenses and health savings account deductions. The form is numbered 1040NR (2015) and includes a reference to the Department of the Treasury Internal Revenue Service.

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 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:

<https://www.dfa.arkansas.gov/income-tax/individual-income-tax/forms/>

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:

- 2015 AR1000F ARKANSAS INDIVIDUAL INCOME TAX RETURN** (Full Year Resident): Form AR1. Includes fields for primary and spouse names, addresses, and social security numbers. It has checkboxes for filing status (Single, Married, Head of Household, etc.) and marital status (Married, Separated, Divorced, etc.).
- 2015 AR1000NR ARKANSAS INDIVIDUAL INCOME TAX RETURN** (Part Year or Nonresident): Form NR1. Similar to AR1000F but includes a section for 'Nonresident or Part Year Resident' with checkboxes for 'Resident' or 'Nonresident'.
- 2015 AR1000S ARKANSAS INDIVIDUAL INCOME TAX RETURN** (Full Year Resident Short Form): Form S1. A simplified version of the AR1000F form with fewer fields.

Each form includes a 'ROUND ALL AMOUNTS TO WHOLE DOLLARS' section and a 'TOTAL PERSONAL TAX CREDITS' section. The AR1000S form also includes a 'NET TAX' section and a 'TOTAL PAYMENTS' section.

# 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 an 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 is 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 My.Astate
- Click on Banner Self-Service 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. 1/1/2019-12/31/2019), 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 2018 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 2018 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 my.Astate.edu
- Click on Banner Self-Service 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:

<https://www.dfa.arkansas.gov/income-tax/individual-income-tax/forms/>

### **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](http://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](http://www.irs.gov) website for more information.

<https://www.irs.gov/pub/irs-pdf/p519.pdf>

## **What is the purpose of a 1098T form?**

The 1098T 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





# Payer Guide

The student's guide to  
making international  
payments with Flywire



## Step 1: Get started

- Visit [www.flywire.com](http://www.flywire.com).
- Use the “I Want to Pay” button to select your institution.

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# International payments made easy

Convenient, secure, trusted worldwide

**I WANT TO PAY**

Making an international payment through Flywire means peace of mind.

**RECEIVE PAYMENTS**

Save time and money receiving international payments with Flywire.

Providing flexible payment methods from 220 countries and territories supported by banking partnerships globally

**VISA** **支付宝 ALIPAY** **mastercard** **UnionPay 银联** **AMERICAN EXPRESS** **Boleto!**

**PayPal** **J.P.Morgan** **BARCLAYS** **Deutsche Bank** **citibank** **Bank of America**

## Step 2: Enter your country and payment amount

- Choose your home country from the drop-down menu.
- Enter the exact payment amount you owe.

### Tell us about your payment

You pay from

Country (\*)  
China

Your institution gets

\$ Amount (\*)  
5,000.00



NEXT →







## Step 3: Select your payment method

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, Flywire handles the foreign exchange so you will know the exact amount that will be deducted from your account before you make 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 select your home country, but you don't see your home currency, don't worry — you can always pay in the currency of your institution or select a different currency by clicking the “I want to pay in another currency” link at the bottom of the page. Although the process and benefits will remain the same, your bank will handle the foreign exchange before sending the funds to Flywire.

### Select your preferred payment method

 **Best Price Guaranteed** We will beat your bank's rate 

|   |                     |                        |
|---|---------------------|------------------------|
|  国内银行间人民币转账 Domestic RMB Transfer 需上传学校出具的付款通知 | <b>CNY32,536.00</b> | <a href="#">SELECT</a> |
| <a href="#">More info</a> ▾   |                     |                        |
|  支付宝 - (Alipay.com)                            | <b>CNY32,536.00</b> | <a href="#">SELECT</a> |
| <a href="#">More info</a> ▾   |                     |                        |
|  银联卡 - (UnionPay)                              | <b>CNY32,536.00</b> | <a href="#">SELECT</a> |
| <a href="#">More info</a> ▾   |                     |                        |
|  网上银行 eBanking 需上传学校出具的录取通知                    | <b>CNY32,699.00</b> | <a href="#">SELECT</a> |
| <a href="#">More info</a> ▾   |                     |                        |
|  MasterCard in RMB                             | <b>CNY33,768.00</b> | <a href="#">SELECT</a> |
| <a href="#">More info</a> ▾   |                     |                        |
|  VISA in RMB                                   | <b>CNY33,768.00</b> | <a href="#">SELECT</a> |
| <a href="#">More info</a> ▾   |                     |                        |

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


[Click for Live Chat Support](#)

## Step 4: Enter the payer's information

- Enter the payer's personal details and contact information.
- Agree to Flywire's terms and conditions by checking the box at the bottom of the form.
- Click Next to continue.

### Provide information about the payer

**Payer Information**

|   |                        |
|---|------------------------|
| First name (*)  | Middle name            |
| Family name (*)   | Address 1 (*)          |
| Address 2   | City (*)               |
| State / Province / Region   | Zip code / Postal Code |
|  Phone number (*)<br>+86 | Email (*)              |

**Payer Information**

Sender's full name on National Identity Card ...

I have read, understand, and agree to the Flywire [Terms of Use](#) and [Privacy Policy](#)

[← PREVIOUS](#) [NEXT →](#)

## Step 5: Enter the student's contact information

- Enter the student's personal details and contact information.
- Click Next to continue.

### Provide information requested by your institution

**Contact Information**

The person filling out this form is (\*)

**Student Information**

|  |  |
|--|--|
| Payment Type <input type="text"/>                            | If Other, please specify: <input type="text"/>         |
| Student ID (*) <input type="text"/>                          | First / Given Name (*) <input type="text"/>            |
| Middle Name <input type="text"/>                             | Last name/Surname/Family Name (*) <input type="text"/> |
| Student Email Address (*) <input type="text"/>               | Program of Study (*) <input type="text"/>              |
| Expected year of program completion (*) <input type="text"/> |  |

## Step 6: Review and confirm your information

- Review the payer and student's information for accuracy. Use the "Previous" button if you would like to edit your information.
- Click Next to continue.

### Review & confirm payment information

|                     |   |   |
|---------------------|---|---|
| Payment Information | You will send<br><b>CNY31,612.00</b>                      | Bryn Mawr College will receive<br><b>\$5,000.00</b>                   |
|                     | Country<br><b>China</b>                                   |   |
| Payment Method      | Payment Option<br><b>国内银行间人民币转账 Domestic RMB Transfer</b> |   |
| Payer Information   | First name<br><b>Zhimin</b>                               | Middle name<br><b>-</b>   |
|                     | Family name<br><b>Li</b>                                  | Address 1<br><b>63 RENMIN LU</b>                                      |
|                     | Address 2<br><b>-</b>                                     | City<br><b>Qingdao Shi</b>  |
|                     | State / Province / Region<br><b>Shandong</b>              | Zip code / Postal Code<br><b>266033</b>                               |
|                     | Country<br><b>China</b>                                   | Phone number<br><b>+86 14-59879335</b>                                |
|                     | Email<br><b>zli@gmail.com</b>                             | Sender's full name on National Identity Card<br><b>Zhimin Zhao Li</b> |
| Contact Information | The person filling out this form is<br><b>Student</b>     |   |
| Student Information | Payment Type<br><b>Tuition</b>                            | If Other, please specify:<br><b>-</b>                                 |
|                     | Student ID<br><b>8745676</b>                              | First / Given Name<br><b>Zhimin</b>                                   |
|                     | Middle Name<br><b>Zhao</b>                                | Last name/Surname/Family Name<br><b>Li</b>                            |
|                     | Student Email Address<br><b>zli@gmail.com</b>             | Program of Study<br><b>Undergraduate program</b>                      |
|                     | Expected year of program completion<br><b>2019</b>        |   |

[← PREVIOUS](#) [NEXT →](#)





## Step 7: For credit card payments: Enter your card details

- Enter your card number, name, expiration date, and security code.
- Enter your information within 15 minutes to avoid your session timing out.
- Click Make Payment to continue.

**\$5,000.00** ● Payment pending

**Payment status**

Follow the steps below to pay before March 29th 2018 or your payment will be cancelled automatically.

**Payment details**

|                |              |                   |            |
|----------------|--------------|-------------------|------------|
| You're sending | CNY31,833.00 | They're receiving | \$5,000.00 |
|----------------|--------------|-------------------|------------|


Payment ID  
PTU490985358

**Payment details**  
\* Indicates a required field

**Card number \***

**Cardholder's name \***

**Expiry date \***  
Month  Year

**Security code**   Last 3 digits on the back of card

**Contact details** ✓  
+34 432 543 123, zli@gmail.com

Manage your payment

SMS notifications

Cancel payment

POWERED BY **flywire**

St. Olaf College address: 1520 St. Olaf Ave

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# 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 30 184 814

South Korea +82 070 4732 6769

[flywire.com/support](https://flywire.com/support)

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How can we help you?

Enter a question

Getting started Creating & sending payments Tracking & troubleshooting

**Top questions**  
Browse our most commonly asked questions

- How do I cancel my payment?
- How do I change my payment method?
- What is an A2 form?
- Which currency exchange rate will be applied to my payment?
- I forgot my Flywire account password. What do I do?
- Common questions about refunds
- Do you accept credit cards/ debit cards?
- Why is my credit card payment not going through?
- Do you charge any fees?
- How long before my institution receives the money?

**Paying from a specific country?**

China India Korea

[flywire.com/contact](https://flywire.com/contact)

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**Contact us**

Give us a shout about anything related to Flywire. We are usually pretty quick to reply, but responses could take up to 24 hours.

\* Full Name

\* Email

\* Message

**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 30 184 814     |
| South Korea            | +82 070 4732 6769   |
| Singapore              | +65 (3) 159 1945    |
| Japan                  | +81 (50) 5846 6695  |
| Thailand               | +66 (60) 0035979    |
| New Zealand            | +64 (4) 8303373     |
| Malaysia               | +60-392126089       |

Skype [Click here to call us](#)  
Email [support@flywire.com](mailto:support@flywire.com)

WeChat QR code for Chinese live support