

Employment Test

Read each question carefully and fill in the answer sheet. If you have any questions, please ask the OIS staff.

Questions	Answers
1. What does OIS stand for?	Office of International Students
2. How can you contact OIS?	
➤ Telephone:	1 (734) 487-3116
➤ Fax:	1 (734) 487-0303
➤ Location	244 Student Center
➤ How can you can email OIS staff:	Esther Gunel, egunel@emich.edu Sue Sohn, ssohn2@emich.edu Julia Beaver jbeaver4@emich.edu
3. What do the following frequently used acronyms stand for?	<ul style="list-style-type: none"> ➤ F1 – nonimmigrant student studying full-time ➤ J1 – exchange visitor studying full time ➤ GA – Graduate Assistant ➤ EOS – Extension of Stay ➤ COS – Change of Status ➤ COM – Change of Major ➤ WHP – World Hospitality Program ➤ SBS – Student Business Services ➤ RHF – Reduced Hours Form ➤ SEVIS – Student & Exchange Visitor Information System ➤ D/S – Duration of Status ➤ DHS – Department of Homeland Security ➤ IRS – Internal Revenue Service ➤ SSN – Social Security Number ➤ FIN – Fingerprint Identification Number
4. List 4 of the OIS services you have used	<ul style="list-style-type: none"> ➤ Pre-Arrival Assistance ➤ Airport Pick-up ➤ Orientation ➤ OIS Initial Visit ➤ New Arrival Assistance ➤ Housing Assistance ➤ Class Registration Assistance ➤ Continuing I-20 issued ➤ DS-2019 validated ➤ I-20 updated for re-entry to USA ➤ Extension of Stay ➤ Change of Status ➤ Reinstatement ➤ Document replacement ➤ Certificate of Enrollment ➤ Recommendation Letter ➤ Employment Authorization ➤ Authenticating Original Documents ➤ Tax assistance ➤ Change of Address ➤ Change of Major ➤ Change of funding source ➤ Used our Website - www.emich.edu/ois

	<ul style="list-style-type: none"> ▶ Read an OIS Newsletter or announcement ▶ Participated in the Conversation Partner Program ▶ Attended a Cultural Event – which one(s)? ▶ Attended OIS Seminar – which one(s)?
5. As an F1 (J1 or J2) student at EMU, are you required to have health insurance?	YES!!!
6. Be careful, 4 things many medical insurance policies do not cover are:	<ol style="list-style-type: none"> 1. Pre-existing Conditions 2. Routine physical examinations 3. Self-inflicted injury or suicide 4. Expenses incurred in your home country
7. If you already have medical insurance & do not want the EMU policy, what 4 things must you do? You can find more information at http://www.emich.edu/uhs/usinginsurance.html If you do not have a Waiver validated by Snow Health Center 21 days after the term begins, you WILL be charged for the EMU policy – no exceptions granted!	<ol style="list-style-type: none"> 1. Complete the Health Insurance Waiver Application 2. Show proof of effective date & coverage provided 3. Submit Application (in person) to Snow Health Center no later than 3 weeks after classes begin 4. Have waiver validated by the Snow Health Center
8. If I am not taking classes this term, am I still covered by the EMU insurance policy?	No! I need to buy additional coverage.
9. Where can I find information about financial aid, scholarships and graduate assistantships?	<ol style="list-style-type: none"> 1. Financial Aid, 403 Pierce Hall, http://www.emich.edu/finaid/ 2. The Graduate School, Starkweather Hall, http://gradschool.emich.edu/
10. What are 4 things you can do to quickly feel 'at home' and get acquainted?	<ol style="list-style-type: none"> 1. Attend International Student Orientation 2. Get to know others from your country by joining (or starting) your nationality group 3. Actively participate in the International Student Association 4. Participate in the World Hospitality Programs
11. Who do you need to notify if you change address?	<ol style="list-style-type: none"> 1. OIS – come to office & complete Yellow form 2. DHS – Department of Homeland Security – complete AR-11 or AR-11SR (students with a FIN#)
11a. How long do I have to notify OIS & DHS about my change of address?	11a. 10days
12. What do you need to have BEFORE you apply for a social security number (SSN)? 12a. What form does your employer need to complete? You can find it at www.emich.edu/ois 12b. What 2 things do you need to bring to OIS when requesting the Social Security Recommendation Letter? 12c. What 6 documents do you need to take with you to the Social Security Administration (SSA) when you apply for your SSN? 12d. Where is the Social Security Administration (SSA) Office located? 12e. What hours is the SSA open? 12f. What do you need to get from the SSA officer before leaving the office?	<p>12. A Job!!!</p> <p>12a. 10-1304, original on their letterhead</p> <p>12b. Employment Question & Answer form & Completed 10-1304</p> <p>12c</p> <ol style="list-style-type: none"> 1. Employer Letter 2. OIS Recommendation Letter 3. Passport (with visa stamp) 4. I-20 or DS-2019 5. I-94 6. Completed Social Security Card Application <p>12d. Federal Building, 3971 Research Park Drive, Ann Arbor, MI 48108 Use AATA bus#6</p> <p>12e. Monday thru Friday, 9am – 4pm</p> <p>12f. a Receipt</p>

<p>12g. What do you do with your social security card after you receive it?</p> <p>You can find more information at http://www.ssa.gov/ssnumber/</p>	<p>12g. 1. sign it 2. GA's – take to Starkweather Hall 3. Student employees take to student employment, McKenny Hall</p>
<p>13. In addition to applying for a SSN, what other 2 forms must you complete?</p> <p>13a. when must you complete the I-9 form?</p> <p>13b. What part of the I-9 form do you complete?</p> <p>13c. Where do you take the completed I-9 form?</p> <p>13d. What documents do you need to take to OIS?</p> <p>13e. Student Employees take the completed I-9 to:</p> <p>13f. Graduate Assistants take the completed I-9 to:</p> <p>13g. What document will OIS create for Graduate Assistants?</p>	<p>I-9 and W-4</p> <p>13a. by the “close of business” on the first day of work</p> <p>13b. Section 1, sign & date</p> <p>13c. OIS –</p> <p>13d. 1. Completed I-9 form 2. Passport with I-94 3. I-20 or DS-2019</p> <p>13e. Student Employment, McKenny Hall</p> <p>13f. The Graduate School, Starkweather Hall</p> <p>13g. A new, continuing I-20 showing the graduate assistantship</p>
<p>14. Form W-4 is where you declare your tax withholding allowances.</p> <p>a. Should you check married or single on line 3</p> <p>b. You should claim how many withholding allowances?</p> <p>c. On line 6 make sure the W-4 states NRA</p> <p>d. Should you claim exempt or non-exempt on line 7?</p> <p>e. If you have a tax treaty benefit (see IRS P901), what additional form should you complete & give to the payroll department?</p>	<p>a. single, regardless of actual status</p> <p>b. 1, unless you are a resident of Canada, Mexico, Japan, S. Korea (then your options might be more)</p> <p>c. Draw a line</p> <p>d. exempt</p> <p>e. Form 8233</p>
<p>15. If you want to have a conversation partner or get involved in the World Hospitality Program (WHP), what do you do?</p>	<p>Come to OIS and fill out an application</p>
<p>16. What 3 places can you find information regarding tuition and payment plans?</p>	<p>1. Student Business Services, 204 Pierce Hall 2. Service EMU, Student Center 3. Website: http://www.emich.edu/controller/sbs/</p>
<p>17. What 4 places can you find important dates (example: registration begins, date classes begin, last day for tuition refund, graduation application dates, last day to withdraw from classes, final exam schedule)?</p>	<p>1. Class Schedule Book 2. Service EMU, Student Center 3. Records & Registration Office, 303 Pierce Hall 4. Records & Registration website - http://www.emich.edu/registrar/</p>
<p>18. Where can you find your admission number? 18a. What is your admission number?</p>	<p>I-94 arrival/departure Card 18a. _____</p>
<p>19. Where can you find the date your stay in the US expires? 19a. What is your program end date?</p>	<p>I-20 or DS-2019, program completion date 19a. _____</p>
<p>20. Your passport MUST be valid how long into the future? 20a. When does your passport expire?</p>	<p>6 months 20a. _____</p>

You can find contact information for your embassy at http://www.embassy.org/embassies/	
21. When planning to leave the USA AND return to the USA, you should always have what 3 documents verified & updated by OIS?	<ol style="list-style-type: none"> 1. Visa - Expiration Date 2. Passport - Expiration Date 3. I-20 (F1 students) or DS-2019 (J1 & J2 students) validation
22. Can you stay in the USA if your visa has expired? 22a. Can you re-enter the USA if your visa has expired?	<p>Yes! As long as you maintain your status (D/S) in the US</p> <p>No, unless</p> <ol style="list-style-type: none"> a. you are returning from Canada, Mexico, or 15 Caribbean islands and b. your stay was less than 30 days
23. What 5 things must you do to maintain your status? 23a. Which 6 “Major Events” must you notify OIS of?	<ol style="list-style-type: none"> 1. Be enrolled & attending class full-time at the authorized school 2. Have a passport valid 6 months into the future 3. Comply with immigration regulations 4. Be employed only with permission 5. Report Major Events to OIS (see next question) <ol style="list-style-type: none"> A1. Change of Address (COA) A2. Change of Major (COM) A3. Registered for less than a full load of credits (RHF) A4. Change in source of funding A5. Wanting to attend another school at the same time as EMU (concurrent enrollment/guest student) A6. Taking more than 1 on-line class in a term
24. For F1 students only: What are your 4 options once you have completed your studies? 24a. When should you see an OIS advisor to discuss these options?	<ol style="list-style-type: none"> 1. Leave the country (within 60 days) 2. Apply for Optional Practical Training (before program end date) 3. Enter a new program of Study 4. Change your visa status <p>24a. early in your last term of study - NEVER after your program end date</p>
25. For J1 students only: What are your 3 options once you have completed your studies? 25a. When should you see an advisor to discuss these options?	<ol style="list-style-type: none"> 1. Leave the country (within 30 days) 2. Apply for Academic Training 3. Enter a new program of Study <p>25a. early in your last term of study – NEVER after your program end date</p>
26. For F1 students only: You will need a new I-20 if any of what 5 items change on your I-20?	<ol style="list-style-type: none"> 1. Degree Level (example: bachelor to master degree) 2. Major 3. Program End Date 4. English Proficiency Attained 5. Change of Financial Situation
27. F1 & J1 students must be enrolled full-time. Full-time is considered how many hours: a. for undergraduate students b. for graduate students c. for graduate students who are graduate assistants	<ol style="list-style-type: none"> a. 12 b. 8 c. 6
28. Do you need to be enrolled full-time for classes during spring and summer? a. What is it called if you take classes at another school while attending EMU? b. How many credits may you take at another school while attending EMU? c. What is it called when you attend a different	<p>Only if Spring or Summer is your 1st term at EMU</p> <ol style="list-style-type: none"> a. Concurrent Enrollment b. up to 50% of your full-time requirement, as long as the classes count towards your degree at EMU c. Guest Student Enrollment

school during Spring or Summer term only?	
29. What 3 things must you do before dropping below full-time hours? a. For what 3 reasons can you apply for reduced hours status? Note: this does NOT automatically drop the class from your schedule. You must officially drop the course with records & registration, or on-line using my.emich	1. Print a Reduced Hours Form (RHF) from OIS website 2. Have your advisor sign it 3. Return it to OIS for SEVIS approval a1. Academic Difficulties (3 types, must be enrolled at least 50%) a2. Medical Reason a3. Final Term of Study
30. What must you do if your admission to EMU was conditional?	1. Work with academic advisor to satisfy conditions 2. Notify international admissions conditions met
31. What 4 sources can you find information on student employment and career services?	1. Career Service Center, McKenny Hall 2. Career Service Center Website http://www.career.emich.edu/ 3. eCampusRecruiter website http://www.ecampusrecruiter3.com/emich/index.php?script=local-login 4. College of Business
32. To maintain your permission to work on campus, you must	1. Have a passport valid 6 months into the future 2. Be enrolled in classes full-time 3. Maintain good academic standing (undergrad = 2.0, grad = 3.0)
33. What should you do first, if you want to work off campus? a. What 2 types of Practical Training are there? b. What are the 2 types of CPT? c. What are the 4 types of OPT?	Attend an OIS F1/J1 Employment Seminar a. Curricular (CPT) & Optional (OPT) b. 1. CO-OP or degree required practicum 2. OIS Work/Learning Agreement through a required course C. 1. During Annual Vacation 2. Part time employment & full time study during a regular term 3. after completion of coursework & writing thesis 4. after completion of all degree requirements
34. Summarize 2 of the 6 employment responsibilities	1. You should: be pleasant and respectful to all 2. You should be on time, and stay the entire scheduled work period 3. You should talk about problems when your shift is over 4. You should understand that your supervisor has the right to say no 5. You should understand that you can be moved to another job, as needed, to meet employer needs. 6. You should show respect to supervisors (male AND female)
35. Summarize 2 of your rights	1. You have the right to have your job description in writing and to know what your salary will be 2. You have the right to be treated pleasantly and with respect 3. You have the right to talk to your supervisor about things that make you unhappy on the job 4. You have the right to ask for a recommendation letter from your supervisor
36. As an F1 or J1 student employee, you are exempt from paying which 2 types of tax? a. What do you need to do to receive the FICA exemption? b. How often must you complete the FICA exemption form? c. How long can F & J students claim the FICA exemption?	Social Security & Medicare (FICA) a. fill out FICA exemption form in Payroll (104 Hover) b. each year c. up to 5 years

<p>Note: if you find these are being withdrawn from your paycheck, contact payroll and/or OIS for assistance.</p>	
<p>37. As an F1 or J1 student employee, what 2 taxes are you required to pay?</p> <p>a. What forms do you file for Federal Taxes?</p> <p>b. What forms do you file for Michigan State Taxes?</p> <p>c. How can you learn more about tax requirements?</p> <p>d. What other IRS form are you required to file yearly?</p> <p>e. Where can you find all tax forms & information?</p>	<p>Michigan State Income Tax & Federal Income Tax</p> <p>a. 1040 NR or 1040 NREZ</p> <p>b. MI-1040 NR or MI-1040-NREZ</p> <p>c. Attend an OIS tax seminar in March or April</p> <p>d. 8843</p> <p>e. www.irs.gov</p>