

FALL 2013
TAX & TRAVEL SIGNATURE DAYS
& VISA STATUS "CHECK-UP" FOR F-1S & J-1S

13-14 November 2013
9:00 am—3:00 pm

LOCATION: **Conference Room, 2nd Floor**
ODU Research Foundation

Will you be working on campus in 2014?

If yes, you are required to complete the 2014 tax package for the ODU and/or the ODU Research Foundation payroll office. Failure to complete the tax pack may result in being taxed at a much higher rate. December graduates are not required to do the 2014 tax package.

Are you traveling outside the U.S. during the holidays?

If you are a F-1/F-2 or J-1/J-2 visa holder leaving the U.S. during an upcoming break and returning to continue studies at Old Dominion University, your visa document must be signed for travel to re-enter the U.S.

- Check LeoOnline and make sure you have no registration holds.
- Bring your Passport, current I-20 or DS-2019 and your dependent's forms as well.

Can't come on either day?

- To do the 2014 tax paperwork, please stop by ISSS during I-9 hours before the end of the year to complete the tax package for the appropriate payroll office.
- For a travel signature, simply drop off your visa document earlier and we will sign it so you can pick it up on Monday, 11 November, in ISSS. After Travel Signature Days, it may take up to five business days to obtain a travel signature.

Even if don't need to complete the 2014 tax paperwork or get a travel signature, please feel free to come for a check-up to help you make sure you are in compliance with your status

Tax & Travel Signature Days are co-sponsored by ISSS and ODU Research Foundation

QUESTIONS? PLEASE E-MAIL: INTLSTU@ODU.EDU