Important info for International Students about the Current UNM Extended Break

**CAMPUS HOUSING:** If you live in campus housing and you want to stay on campus at any time during the 3-week extended break, you MUST REPORT to the proper housing management by Tuesday, March 17th. Please read carefully for your living area BEFORE you act:

- If you live in **Lobo Village and Casas del Rio**, please check your email from the Lobo Village and Casas management and talk to them about what you need to do.
- If you live in **UNM Residence Halls: Alvarado, Coronado, Laguna/DeVargas, Hokona, Santa Clara, SRC, RVA and Rainforest** you have to fill out this FORM (by logging in to your simplicity housing account) to stay in your campus housing.

**CLASSES:** Some classes will be continuing requirements through email and on-line delivery during this time. You MUST communicate with your instructors via email to be sure you know what work you are expected to do to continue and to complete course requirements. If you are enrolled in Second 8-week classes, you MUST communicate with your instructor via email to find out when and where the class will start.

**TRAVEL:**

**RESTRICTIONS** - If you travel out of the state of New Mexico, you must be aware that you may not be able to get back to continue classes. Currently, there is no ban on travel within the US, only a REQUEST that people NOT travel if at all possible. As of today, travel to the US is banned from anyone who has been to Europe, Iran or China in the prior 14 days. If you are stuck outside of the US or the state, please email iadvisor@unm.edu. We will be checking email during regular business hours through the beginning of April. If you have an emergency, call GEO during business hours at 505-277-4032 or on our emergency line at 505-277-4GEO if you are calling after hours.

**SIGNATURES** - If you will leave the US between now and the end of the semester, remember that you need to have a travel signature that is less than 6 months old IF YOU PLAN TO RETURN TO THE US FOR THIS STUDENT PROGRAM. Here is how you can get this signature:

- If you are still in Albuquerque now and you think you might leave the US before or at the end of the semester, please bring your I-20/DS-2019 in to GEO between 10:00 and 3:00 THIS WEEK and we will sign it for you.
- If you are not in Albuquerque, you cannot return, and you need a travel signature, please fill out the request form here: https://forms.unm.edu/forms/request_form and we will mail you a new I-20/DS-2019 with travel signature. If you want to have it express mailed to you, we will send you instructions for you to arrange E-Ship global pick up for the package.
- If you don’t think you will travel before the end of May, you can wait to come in.

Process beginning Monday, March 23rd: Since we are moving to virtual advisement, the process as of that date will be to fill out a request form here: https://forms.unm.edu/forms/request_form. We will print a new I-20/DS-2019 with a travel signature and you can come in and pick it up from 1:00 – 3:00 pm at GEO. If we are prohibited from remaining open, we will mail the I-20/DS-2019 to you via regular US mail. If you want to have it express mailed to you, we will send you instructions for you to arrange E-Ship global pick up for the package.
**GEO ADVISEMENT** – We will be moving to phone and email advising by Monday, March 23rd. To meet with an advisor via phone or other virtual method, you can a) make a phone appointment or b) you can call during regular walk-in hour times: M-F 1:00 – 3:00 pm and M, Th 10-12. For either of these options, call the front office of GEO at 505-277-4032. If you are completing your program this semester, you should already be applying for OPT. Call the front desk IMMEDIATELY to schedule an OPT appointment (these will be conducted virtually after this week until further notice.)

**TAX HELP** – The Non-Resident Tax Volunteers will still be helping students virtually during the UNM extended break. Here is what you need to do:
If you were in the US in 2019 and you did not yet complete your tax forms here is what you need to do depending on your situation:
- If you have not yet started your taxes, please answer the questions on the Google form here: https://forms.gle/6N2mVGukHuUALb4h9 and someone will contact you back within a week with more information. If you can use our software, we will send you the code and instructions.
- If you already came to the volunteer site last Thursday and Friday (March 12 and 13th), but you did NOT finish, email iadvisor@unm.edu with “Review Tax” in the Subject Line.
- If you arrived in the US as a student before 01/01/2015 and you have been here every year since, you are a resident for tax purposes. Because all the in-person tax help is closing around town, we recommend that you use Turbo Tax or another on-line program to do your resident taxes.

**CAMPUS HOURS AND SERVICES** – Many offices will be altering and/or shortening their hours through April 5th and the situation may change throughout this time. Check with the individual department/office to see if they are open before you go.

**STAY CONNECTED** – We will be emailing you directly with any important updates. Please also follow us on Social Media by asking to join our UNMGlobal Facebook group, following us on UNMGlobal Instagram, or asking to join our Whatsapp group by emailing iadvisor@unm.edu.

**STAY SAFE AND BE WELL!**