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## From Lehigh OISS: 2021 Tax filing information

1 message

OISS &lt;intl@lehigh.edu&gt;

Wed, Mar 2, 2022 at 5:43 PM

To: Office of International Students and Scholars &lt;intl@lehigh.edu&gt;

Bcc: amc621@lehigh.edu

Hello!

You are receiving this message because you were enrolled at Lehigh during 2021 and/or you were on OPT during the 2021 tax year.

This message contains important information about tax filing for international students and scholars for the 2021 tax year (January 1 – December 31, 2021). Please read this message in its entirety, as it contains lots of information. You will want to review the [OISS Tax webpage](#) and keep this page handy for reference while you are working on your tax returns.

### Tax filing obligations

Anyone in the US on a visa must file a tax form for the 2021 tax year. If you did not receive any income, you will need to complete [Form 8843](#). If you did earn income or received a taxable fellowship or scholarship, you will need to file an income tax return. Please review the information on the [OISS Tax webpage](#) as this will help you determine your tax status and how you should file. It is very important that you review this information before reaching out to OISS with your questions. Many of your tax questions will be answered on this page.

### 1042-S distribution

Students who received scholarships or fellowships will receive a Form 1042-S. This form contains important data that you need to complete your tax return. If you are receiving a 1042-S, OISS has already contacted you about how you wish to receive your document. If you indicated that you wanted OISS to mail your 1042-S to you, those are being mailed this week to the address you listed in our survey. If you indicated that you wanted to pick up your 1042-S, you can pick it up on the 2nd floor of Coxe Hall on the following dates and times (signs will point you to the pickup location):

Thursday, March 3 – 11:30am – 2:30pm

Friday, March 4 – 11:30am – 3:00pm

Monday, March 7 – 1:30pm – 5:00pm

Tuesday, March 8 – 1:30pm – 5:00pm

Wednesday, March 9 – 12:00pm – 5:00pm

Thursday, March 10 – 11:30am – 2:30pm

Friday, March 11 – 10:30am – 3:00pm

Any 1042-S that is not picked up by 3:00 PM on Friday, March 11 will be mailed to the address listed in Banner.

### Glacier Tax Prep codes

OISS purchases a tax preparation software program, Glacier Tax Prep, to assist Lehigh students in meeting their tax filing obligation. Students receiving a 1042-S will receive a letter with a Glacier access code in the envelope with their tax document. *If this applies to you, please do not contact us to request a Glacier Code.*

If you earned income during the 2021 tax year and were enrolled or employed at Lehigh, you can request a Glacier access code from OISS. To do so, please e-mail [intnl@lehigh.edu](mailto:intnl@lehigh.edu) to request a code. We will send your Glacier code to you via e-mail within 3 business days of receiving your request.

### Tax Clinics

OISS will be offering a series of free tax clinics to help non-resident aliens file their tax return. OISS's tax clinics are not able to provide assistance to resident alien tax filers, but there are links on the [OISS tax webpage](#) to resources to assist resident alien tax filers. Based on student feedback, we will be conducting all tax clinics virtually this year on the following dates and times:

Saturday, March 26 – 9:30am – 12:00pm

Saturday, March 26 – 1:00pm- 3:30pm

Sunday, March 27 – 9:30am – 12:00pm

Sunday, March 27 – 1:00pm – 3:30pm

Tuesday, March 29 – 6:00pm – 8:00pm

Wednesday, April 6 – 6:00pm – 8:00pm

To schedule an appointment, [click here](#). You should only schedule one appointment. If you attempt to schedule multiple appointments, all but one will be canceled. When you schedule, you will receive detailed instructions for how to prepare for the tax clinic. Prior to your appointment, you should prepare your federal, state and local returns to your best ability. Due to time constraints, the tax clinic volunteers will not be able to prepare your return for you, but they will be able to answer any questions you have and help you with any places in your tax returns where you may have gotten stuck. Because of this, it's essential that you try to prepare as much of your tax returns as you can before your appointment. You can find links to the Pennsylvania state tax return ([PA-40](#)) and Bethlehem [local tax return](#), which you can print out. On the [OISS Tax webpage](#), you can find those links and links to instructions for both forms. You can also find demos for how to complete all three tax forms.

Please let us know if you have questions about any of this information. Please note that OISS staff are not tax experts and are not able to answer many of your tax-specific questions. If you have questions about how to file your taxes, we recommend that you schedule a [tax clinic appointment](#).

Sincerely,

OISS Staff

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