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Information for Tax Year 2023 - read carefully!

1 message

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Information for Tax Year 2023 - read carefully!

Hello!

You are receiving this message because you were enrolled at Lehigh during 2023, you were on OPT during the 2023 tax year, or you were at Lehigh as a scholar during 2023. You may receive this message twice - once in your Lehigh e-mail (if it remains active) and once to your personal e-mail.

This message contains important information about tax filing for international students and scholars for the 2023 tax year (January 1 – December 31, 2023). Please read this message in its entirety, as it contains lots of information. You will want to review the [OISS Tax webpage](#) and use this page for reference while you are working on your tax returns. We recommend that you start with the “Am I a Non-Resident Alien?” tool, as this will determine how you file your tax forms.

Tax filing obligations

Anyone in the US on a visa must file a tax form for the 2023 tax year. This includes anyone who was in the US for a portion of 2023, even if you are no longer in the US. If you did not receive any income (and are considered a non-resident for tax purposes), 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

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 to let you know you will have a 1042-S. Only those who are not currently enrolled at Lehigh will be able to have their form mailed. If you are enrolled at Lehigh, you will be able to pick up your 1042-S up from OISS. **Forms will be available for pick-up beginning on Monday, February 19.** To pick up your form, please come to Coxe Hall, Suite 104 between 8:45am and 4:15pm.

Please plan to pick your 1042-S up no later than Monday, March 18.

Tax filing software

To file your tax returns, you will be able to use a tool called TaxSlayer. On the [tax page of the OISS website](#), please review section 3 for “How do I file a federal income tax return?”. You should follow the instructions here to gain access to the [NoRTH site](#), where you will find

extensive information about tax filing, and you will be able to create a personal guide to help you with your tax return. You can file your tax return electronically this year!

*Please note that to access the NoRTH website, you must request access with a university e-mail. If you are on OPT and no longer have access to your Lehigh e-mail, you will need a [Lehigh alumni e-mail address](#) to request access. If you were a scholar at Lehigh and have returned home, you will need to use the e-mail provided by your home university/institution.

Tax Clinics

Through the NoRTH website, you will be able to schedule an appointment for remote or in-person tax clinics. Remote tax clinics begin on February 28th. OISS will host a series of in-person tax clinics on campus on March 22th and 23rd. We encourage you to attend an in-person clinic if possible, but if you are unable to attend in-person, a remote clinic is a good option as well.

When you schedule an appointment for a tax clinic, please **only schedule one appointment**. If you attempt to schedule multiple appointments, all but one will be canceled. *Due to demand, if you do not attend your scheduled appointment, you will not be able to schedule another appointment.* 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. The NoRTH site has extensive resources to help you prepare your tax returns.

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 make use of the [NoRTH site](#). Contact information is available on the site if you have specific tax-related questions.

Sincerely,

Office of International Student and Scholars