



J-1 Scholars must follow certain requirements in order to maintain legal status in the United States. These legal requirements are outlined below.

- 1. Pursue the activity stated in section 4 of your Form DS-2019 and do not work without legal authorization in advance:** Professors, research scholars, and short-term scholars are permitted to work as described on Form DS-2019. You may accept additional/occasional employment only as authorized in advance by your J-1 Responsible Officer. Please see the "J-1 Scholar Employment" handout for more details.
- 2. Maintain valid documents**
  - Form DS-2019: This document must be valid at all times. If you will not finish your activity by the date indicated in Item 3 of your DS-2019, contact your department about an extension prior to this expiration date. Please note that if you plan to travel abroad, you must have your DS-2019 signed by an ISS advisor.
  - I-94 Departure Record card: Form I-94 for J-1 scholars normally indicates permission to stay for "D/S" (duration of status). This means a J-1 Scholar may stay in the U.S. for the length of time indicated on the DS-2019 plus a grace period of 30 days.
  - Passport or Travel Document: You should keep your passport or travel document valid at all times.
  - Entry Visa: An entry visa is stamped in your passport (do not confuse it with your I-94 Departure Record card) by a U.S. consulate for the purpose of entry into this country. Your visa does not determine how long you may stay and, if it expires, must be renewed only if you leave the U.S. and want to reenter the country in the same status. Please note that Canadian citizens do not need U.S. entry visas.
- 3. Maintain adequate health insurance coverage:** All J-1 exchange visitors (and J-2 dependents) must maintain adequate health insurance while in the United States. Please see the "J-1 Scholar Health Insurance" handout for more information.
- 4. Visit ISS before travelling outside of U.S.:** If you plan to travel abroad, you must have your DS-2019 signed by an ISS advisor. In addition, your J-1 visa stamp and your passport should still be valid. Contact an ISS advisor prior to travelling regarding travel authorization and needed documentation.
- 5. Maintain current legal name and contact information:** According to Federal law, if you change your address or your legal name (e.g. in case of marriage), you must notify the International Student and Scholar Services (ISS) of the change immediately. Always maintain current home, mailing and permanent addresses, phone number(s), and email address(es) through Campus Connection. Please remember to email your ISS advisor with your updated information.
- 6. File U.S. income taxes:** You are required to file U.S. income tax forms, even if you had no U.S. income during the tax year. The annual filing deadline is April 15 of each year. Please visit ISS website for more information: <https://offices.depaul.edu/global-engagement/student-resources/student-services/Pages/tax-responsibilities.aspx>. Please note, ISS staff cannot provide assistance in filing these tax forms; U.S. tax laws prohibit unqualified persons from providing tax advice to others.

**If you have any questions, please call the International Student and Scholar Services (ISS) at 312-362-8376**