



1) Maintain current legal name and contact information

If you change your address or your legal name (e.g. in case of marriage), you must notify ISS of the change immediately. Always maintain current U.S. home, mailing and permanent foreign addresses, phone number(s), and email address(es) through Campus Connection, and send an email to your ISS advisor to notify them of any changes. Remember to keep a good written record of your U.S. addresses like copies of your rental lease and utility bills in case you need to provide proof of your U.S. residential history later.

2) Maintain valid documents at all times

NEVER allow your immigration documents to expire while in the U.S. You must always be in possession of a valid passport, DS-2019 form, and I-94 card. Complete any necessary extensions of your documents well in advance of your document expiration. The specific authorized period of your stay in this country expires when you have completed your Program Objective (i.e. when you have finished classes at DPU). If it is necessary for you to remain in the U.S. beyond the end-date written on your DS-2019 in order to complete your Program Objective, you must contact your ISS advisor **at least 60 days prior** to the expiration date to request an "extension of stay." Please note, J-1 students can remain in the U.S. for a grace period up to 30 days after their program completion date or after they finish classes at DPU, whichever comes earlier.

Remember to keep all your original immigration documents in a safe place in case you ever need to provide proof of your non-immigrant history later. If you lose your passport, DS-2019 form or I-94 card, you must immediately consult with your ISS advisor and take steps to have it replaced as soon as possible.

3) Maintain a full-time credit load during the academic year

Undergraduate students: 12 credits per quarter
Graduate students: 8 credits per quarter
Graduate Music students: 6 credits per quarter
ELA students: 4 course per quarter

College of Law JD students: 12 credits per semester
College of Law LLM & MJ students: 9 credits per semester
College of Law Non-Degree students: 9 credits per semester

We cannot count online classes towards the full-time enrollment requirement. J-1 students have to enroll full-time in regular classes. You may take online classes in addition to your regular full course load.

The ISS has very limited legal authority to grant an exception to the full-time enrollment requirement. Any such exception must be obtained in writing from the ISS in advance of enrolling for a reduced course load.

4) Maintain health insurance coverage

All J-1 exchange visitors (and J-2 dependents) must maintain adequate health insurance while in the United States. Please refer to the Health Insurance handout ISS provided earlier when you first received your Form DS-2019.

5) 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.

6) Do not work without legal authorization in advance

You must obtain specific employment information and authorization from the ISS to accept any employment on-campus, whether it is paid or unpaid, even if it is for purposes of fulfilling an internship requirement. Written permission must be obtained from the ISS in advance. Your hours of on-campus employment must never exceed 20 hours per week while school is in session.

"Academic Training" (study-related off-campus employment) is available before completion of your program of study as well as afterwards. If you stay within the specified time limits, you may work either part-time or full-time while classes are in session as well as during the vacation periods. For more information please call ISS to schedule an appointment. You must make an application for and be granted written authorization for Academic Training before beginning employment.

7) 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. The ISS provides the necessary government tax forms, which are typically sent to the ISS in March of each year. Unfortunately the ISS staff cannot provide assistance in filing these forms; U.S. tax laws prohibit unqualified persons from providing tax advice to others.

8) The two-year home country physical presence requirement

Some J- I students have the responsibility, after completion of their Program Objective, to return to their home countries for a period of two years before they may be allowed to reenter the U.S. in certain types of immigration status. Your ISS advisor can advise you regarding the applicability of this requirement to your particular situation.