



J-1 Immigration Orientation

ISS: International Student and Scholar Services

Location: 9300 DePaul Center Building

Hours: 9 A.M. to 5 P.M. Monday to Friday

Phone: 312-362-8376

Web: <http://iss.depaul.edu>

Email: iss@depaul.edu

Student Advising

- Visit or call ISS front desk at 312-362-8376 to schedule an appointment
- Wednesdays from 10:00 am to 4:00 pm is **open (walk-in) advising** for brief Q&A sessions
- Students are assigned to ISS advisors based on their family name

Important Terms

- **Student and Exchange Visitor Information System (SEVIS):** electronic government database that universities, the Department of Homeland Security (DHS) and the Department of State (DOS) use to exchange data on the immigration status of international students and exchange visitors
- **Alternate/Responsible Officer (A/RO):** advisors who are able to update your information in SEVIS and offer guidance on J-1 status issues

Your Immigration Documents

- **J-1 Visa Stamp:** issued by the U.S. DOS
 - ☐ Your “key” to entering the United States
- **I-94 Card:** issued by the U.S. DHS
 - ☐ Indicates type and duration of status
- **DS-2019 Form:** issued by DePaul University
 - ☐ Shows program objective, length

Maintaining Lawful J-1 Status

- Several rules for J-1 students
- It is very **important** to follow J-1 rules!

Maintain Contact Information

- Update Campus Connection (DePaul website):
 - ☐ **Home Address:** where you live in Chicago
 - ☐ **Mailing Address:** where you get mail
 - ☐ **Permanent Address:** address overseas (parents' address?)
 - ☐ **E-mail address and phone number** (set up voicemail)
- Notify ISS advisor via email of these changes in Campus Connect , including changes to biographical information, **within 10 days** → SEVIS update

Maintain Valid Documents

- Passport
- DS-2019 Form
- I-94 card

Renew Passport Before It Expires



Renew DS-2019 Before It Expires

- Note program start and end date in item #3
- Submit **extension** request to ISS one month BEFORE expiration date
- Submit **departure** form to ISS if program ends early → changes **grace period**
- DS-2019 should be stamped and signed by DePaul A/RO, U.S. Consular Officer and student
- Keep form(s) for your records

U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS				OMB APPROVAL NO. 1405-0119 EXPIRES: 02-28-2005 ESTIMATED BURDEN TIME: 45 min *See Page 2	
1. Family Name: Wang		First Name: David		Middle Name:	
Date of Birth (mm/dd/yyyy): 04/01/1970		City of Birth: Taipei		Country of Birth: TAIWAN	
Legal Permanent Residence Country Code: TW		Legal Permanent Residence Country: TAIWAN		Position Code: 213	
U.S. Address: College of Engineering 1111 Washington BLVD. New York, NY 12345		Position: UNIVERSITY TEACHING STAFF INCLUDING			
2. Program Sponsor: Happy University		Exchange Visitor Program Number: N0001234567 P-1-12345 Program Number			
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE					
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.					
3. Form Covers Period:		4. Exchange Visitor Category:			
From (mm-dd-yyyy): 07-01-2004		RESEARCH SCHOLAR			
To (mm-dd-yyyy): 07-30-2005		Subject/Field Code: 13.9999 Subject/Field Code Description: Education, Other			
5. During the period covered by this form, the total estimated financial support (U.S. \$) is to be provided to the exchange visitor by: The Exchange Visitor's Government : \$9,600.00 Personal funds : \$38,523.00 Total : \$48,123.00					
6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		7. George Washington 1111 Washington BLVD. New York, NY 12345 Address of Responsible Officer or Alternate Responsible Officer		Alternate Responsible Officer Title: 123-45-7890 Telephone Number: 06-08-2004 Date (mm-dd-yyyy)	
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): Transfer of this exchange visitor from program number sponsored by to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Signature of Responsible Officer or Alternate Responsible Officer					
Date (mm-dd-yyyy) of Signature:					
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(c) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-404, AS AMENDED (see item 1 of page 2)				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*)	
The Exchange Visitor is to be sponsored by: 1. <input type="checkbox"/> Not subject to two-year residence requirement. 2. <input checked="" type="checkbox"/> Subject to two-year residence requirement based on: A. <input checked="" type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-404 as amended (ALL USAID PARTICIPANTS G-3-404) AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-410 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.)				*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work. (1) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer	
Name: _____ Title: _____ Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): _____ THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(c).				Signature of Responsible Officer or Alternate Responsible Officer	
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.					
Signature of Applicant: _____ Place: _____ Date (mm-dd-yyyy): _____				Page 1 of 2	

Print and Check I-94 Card

 **U.S. Customs and Border Protection**
Securing America's Borders

Get I-94 Number

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Individuals can visit www.cbp.gov/I94 to retrieve a copy of their electronic Form I-94.

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Immigration and
Naturalization Service

I-94
Departure Record



14. Family Name	Anderson
15. First (Given) Name	Christian
16. Birth Date (Day/Mo/Yr)	10.06.85
17. Country of Citizenship	Norway

See Other Side

specimen

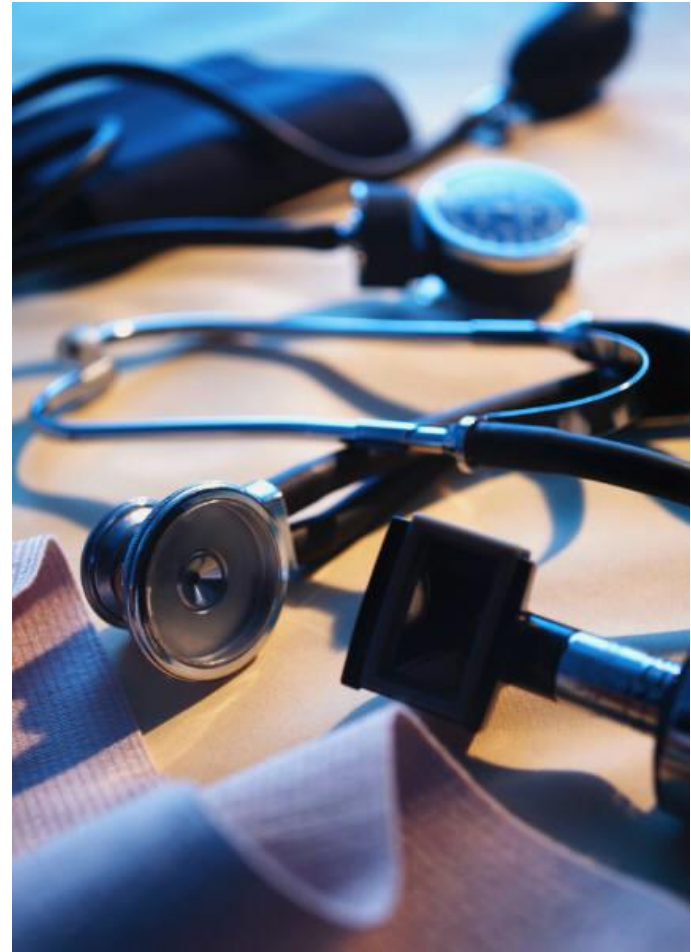
STAPLE HERE

Enroll in Full-Time Course Load

- Undergraduate: 12 credits / quarter
- Graduate: 8 credits / quarter
- Graduate Music: 6 credits / quarter
- Law: 12 credits / semester
- Online classes cannot count towards full course of study
- Note your J-1 program objective (field of study) on DS-2019
- DePaul has strict attendance policy → FX grades may jeopardize your J-1 status
- See ISS advisor BEFORE dropping any classes! RCL options are limited

Maintain Health Insurance

- Health insurance is required for the *duration* of your program / stay
- Insurance policy must meet U.S. DOS requirements



Travel Documents

- Valid passport;
- Valid J-1 visa in your passport;
- Valid DS-2019 form with recent travel signature;
- Receipt for I-901 SEVIS Fee Payment;
- Recommended: transcripts, financials, and student ID.
- BEFORE you travel, obtain **travel signature from A/RO** on your DS-2019 form



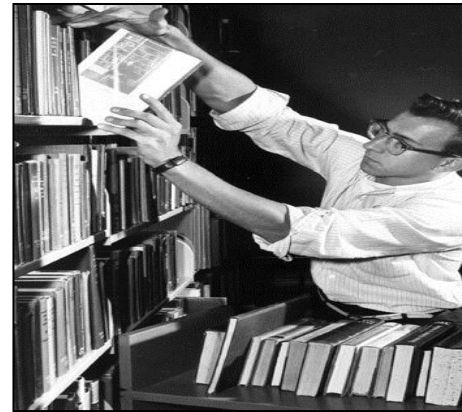
J-1 Visa Stamp

- BEFORE you travel abroad, check your J-1 visa stamp:
 - ☐ Visa category?
 - ☐ Visa expiration date?
 - ☐ Number of entries? M for multiple entry?
- If you leave U.S. and want to re-enter in J-1 status, you must have valid J-1 visa
- It is okay for your visa to expire when you are *inside* the U.S.



Employment

- You **cannot** work without prior written authorization from your A/RO
- J-1 students need prior authorization for **on-campus** and **off-campus jobs**
- **Working without authorization is ILLEGAL and serious violation of J-1 status!**
- Make appointment with ISS advisor for more information



File Income Taxes



- You must file tax form(s) with IRS every year before April 15
- You must file even if you did not work or earn money in U.S.
- Access **Glacier Tax Prep** software on ISS website

Failing to Maintain Status

- **It is your responsibility to maintain your non-immigrant student status while studying in the United States**
- If you fail to maintain your status there may be serious consequences such as arrest, detainment, and removal
- The ISS may be able to assist you in regaining lawful status
 - Reinstatement
 - Traveling outside of the United States and returning with a new DS-2019 form



Final Reminders

- Please sign your J-1 rules sheet
- Remember to update your information in Campus Connection and notify your ISS advisor
- Remember to obtain authorization from A/RO before you start working

QUESTIONS?



Group Questions

- **The Department of Modern Languages at DePaul University offers you an on-campus job as a language tutor.** What do you do next? What will you need before you start working?
- **You are interested in finding an off-campus internship.** Where do you start your search? What should you consider in your job search?
- **You are offered an internship and the employer wants you to start working soon.** Who should you talk to first? What will you need before you start working?
- **You are offered an internship to start after the completion of your studies at DPU.** What should you consider? What will you need? Who should you talk to about it?

Group Questions

- **You are sick and you have missed some class time.** What do you do? What will you need? Who should you talk to about it?
- **You are experiencing some academic problems in one of your classes and you're thinking about dropping this class.** What do you do? What should you consider? Who should you talk to about it?
- **You do not like one of your classes and you are thinking about dropping it or switching it for a different class.** What do you do? What should you consider? Who should you talk to about it?

Group Questions

- **You are planning a trip to NYC for the weekend.** What documents will you need to carry? What should you consider?
- **You are planning a trip to your home country over the holiday break.** What documents will you need to carry? What should you consider?
- **You are planning a trip to Canada after completing your studies at DPU.** What documents will you need to carry? What should you consider?

Group Questions

- **You want/need to see your ISS advisor.** When/how can you meet with your ISS advisor?
- **You accidentally spilled coffee on your passport and it's in a bad shape.** What do you do? Who do you contact?
- **You renew your passport and notice that the spelling of your name is now different. Perhaps one of your given or last names was removed.** What do you need to do?

Group Questions

- **You do not like your current roommate or living situation and decide to move to a different dorm/apartment in Chicago. What do you need to do?**
- **It is getting close to April 15th and you still have not filed a tax form with the IRS for the previous calendar year. What do you do?**
- **You're subject to the 212(e) two-year home country residence requirement, and your prospective employer wants to sponsor you for an H-1B work visa. What do you do? Who can you talk to about it? What should you consider?**