



J-1 Exchange Visitor Orientation Guide

BINGHAMTON UNIVERSITY

STATE UNIVERSITY OF NEW YORK

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WELCOME

Dear New Scholar,

The office of International Student and Scholar Services (ISSS) welcomes you to Binghamton University! We are glad that you chose Binghamton University for your J-1 Exchange Visitor Program and look forward to welcoming you to the Binghamton community!

The purpose of the J-1 Exchange Visitor Program is to promote international educational and cultural exchange that helps to develop mutual understanding between the people of the U.S. and other countries. The US Department of State administers the Exchange Visitor Program and assigns certain cultural and educational institutions, such as Binghamton University, as sponsors to administer its programs.

Binghamton University hosts over 100 scholars annually and has over 2,400 international students from more than 100 countries! As an on campus resource, the ISSS strives to provide all international students and scholars with a variety of resources so that they can succeed at Binghamton.

As you prepare to start your time at Binghamton University, we recommend that you use this guide to learn more about your J-1 Exchange Visitor Program, the legal requirements and restrictions while you are a J-1 Exchange Visitor, extensions, employment and the Binghamton community.

Again, welcome to Binghamton University!

ISSS Contact Information

Old Champlain, Room 142 (OH 142) Phone: 607-777-2510 Fax: 607-777-4649

Office Hours: Mon-Fri 8:30am - 4:30pm

Advising Hours: Monday & Tuesday: 10:00-11:45 am Wednesday & Thursday: 1:30 – 3:30 pm * Call 607-777-2510 to speak with an advisor

General Questions: <u>isss@binghamton.edu</u> Employment Questions: <u>intlwork@binghamton.edu</u> Health Insurance Questions: intl.insure@binghamton.edu

*When you email us, be sure to tell us you are a J scholar. Please include your B-number (if applicable) and allow 3-5 business days for an email response.



S AFTER YOU CHECK WITH THE ISSS

- Meet with your supervisor in your host department to become familiar with your work place. Complete any necessary paperwork with the personnel representative of the department.
- Obtain your Binghamton University ID card. This is done after you have checked in with your host department.
 - To arrange for your new Binghamton University ID card, go to the Admission Center, Room 112. The Student Records office is open daily from 9:00am 4:00pm.
 - Be sure to bring your appointment letter from your academic sponsor and your passport with you when you apply for the Binghamton University ID card. Your picture will be taken and you will be issued a card that day.
 - The ID card will allow you to set up your Binghamton University e-mail account and to use the services of the libraries at Binghamton University. Lost, stolen, or mutilated ID cards can be replaced at the ID card office for a fee of \$20.
- If you will be a paid employee of Binghamton University, you are eligible to apply for a Social Security Number (SSN). To apply for an SSN you will need the following documents:
 - Passport
 - Visa
 - DS-2019
 - I-94
 - Employment letter on Binghamton University letterhead that includes: name, job title, job description, job start date, number of hours scholar will work per week, Employer Identification Number (EIN), Employer contact information, original signature, title and date.
 - A completed Social Security application: <u>https://www.ssa.gov/forms/ss-5.pdf</u>
 - You can go to the Social Security Administration to apply for an SSN once you have attended orientation at ISSS, been in the U.S. for at least 10 days, and gathered the required documents.

Social Security Administration 2 Court Street, 3rd Floor Binghamton, NY 13901 Monday-Friday: 9:00am-4:00pm Saturday & Sunday: Closed



I-94 RECORD

HOW TO DOWNLOAD YOUR I-94 RECORD

Your I-94 record is the record of your arrival and departure to/from the United States. It is created electronically at the time of your arrival to the United States via airports and seaports. Your I-94 record should be available immediately for you to download and print.

Each time you enter the United States, you should download and print a copy of your I-94 record.

Your I-94 will be 11 characters and be alphanumeric.

You can download your I-94 record at https://i94.cbp.dhs.gov/I94/.

When you download your I-94 record, review the information on the I-94 very carefully. Make sure the I-94 shows the correct notation for your visa status:

- The class of admission should be J-1
- The "Admit Until" date should be **D/S** (Duration of Status)
- If the notation on your I-94 record is not correct, or if you are unable to access your I-94 record, please contact the ISSS Office at ISSS@binghamton.edu

When you print out your Form I-94, it will look like this:

U.S. Custon Securing America's	ns and Border Protection
III.	
Most Recent I-94	
Admission (I-94) Record	d Number : 19157334285
Most Recent Date of En	try: 2016 December 27
Class of Admission : J1	
Admit Until Date : D/S	
Details provided on the	I-94 Information form:
Last/Sumame :	
First (Given) Name :	
Birth Date :	
Passport Number :	
Country of Issuance :	China

B IMPORTANT FEDERAL REGULATIONS

During your J-1 program you are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing J-1 status. Failure to maintain your J-1 status can have serious long-term consequences for you. We are here to support and guide you through the complex maze of immigration laws and are available to answer any questions you may have.

Your responsibilities include the following:

- Keep your passport valid at all times: You must have a valid passport in your possession. It must be valid at least 6 months into the future. For information on renewing your passport, visit the web site of your country's embassy or consulate in the United States.
- **Report address changes within 10 days to the ISSS:** U.S. federal regulations require all J-1 scholars to report a change of address or phone number directly to the ISSS within 10 days of the address change. You can update this information by emailing ISSS@binghamton.edu.
- Incidental Employment: J-1 faculty and scholars may conduct research or teach only at Binghamton University
 unless specifically authorized ahead of time by the ISSS to give a lecture or consult at another U.S. institution.
 Scholars must contact the ISSS in advance if invited to speak or consult at another school, or attend a
 professional conference for which they receive reimbursement and/or an honorarium. A scholar requesting
 authorization for lecturing or consulting must present the following documents to the ISSS at least 30 days prior
 to the activity:
 - Letter from the outside employer or host detailing the dates, terms, compensation, hours and description of the activity.
 - Letter from your department chair or faculty supervisor which includes the following information: makes reference to the offer letter and confirms that the employment is directly related to your program activity, explain how the proposed activity would enhance your Exchange Visitor program, and confirm that the opportunity is indeed incidental and will not delay completion of your program.
- Maintain required Health and Accident Insurance: J-1 faculty and scholars must have ISSS approved health and accident insurance for themselves and for any J-2 dependents throughout their stay in the United States.
- **Travel:** Scholars should bring their passport and DS-2019 form to the ISSS **OR** email ischolar@binghamton.edu prior to travel outside of the U.S. to obtain a travel signature. If you will be traveling AND applying for a new visa, you will also want to request a letter of certification from the ISSS, to verify that you are in valid J-1 status.
- Notify the ISSS of Early Departure: Should you have to leave Binghamton University early for any reason, please contact our office at ISSS@binghamton.edu.

DEPARTING THE U.S. AT THE END OF YOUR J-1 PROGAM

J-1 and J-2 visa holders are allowed a 30-day grace period to depart the U.S. following the expiration date of the DS-2019 or the end date of the J-1 program. You are not allowed to work or engage in J-1 activities during this time. Many scholars use this time to travel and sightsee within the United States before returning home. If you depart the U.S. during your 30 day grace period, you cannot reenter in J-1 status.

THE HOME RESIDENCY REQUIREMENT AND BARS ON REPEAT PARTICIPATION

TWO-YEAR HOME RESIDENCY REQUIREMENT

Some exchange visitors with J-1 visas are subject to a two-year home country physical presence requirement, which requires you to return home for at least two years after your exchange visitor program. This requirement is part of U.S. law, in the Immigration and Nationality Act, Section 212(e). J-1 visa holders are subject if one or more of the following applies to them:

- **Government Funded Exchange Program:** J-1 participated in a program funded by their home government or the U.S. government, or is funded by a government for the purpose of international exchange.
- Specialized knowledge or Skill: J-1 participated in a program involving an area of study or skill that is in short supply in their home country and appears on the Exchange Visitor Skills List for their home country.
- Graduate Medical Education/Training : J-1 EV participated in a program to receive graduate medical education or training.

If a J-1 Exchange Visitor is subject, they must return to their home country for a cumulative total period of at least two years. You can read more about the Two-year Home Residency Requirement online at http://bit.ly/J1HomeResidency.

If a J-1 EV is unsure if they are subject to this requirement, they can request an Advisory Opinion from the Department of State at <u>http://bit.ly/J-1Advisory</u>.

If a J-1 EV is subject to this requirement but would like to request a waiver of the two year home country physical presence requirement, they can apply for a waiver from the Department of State at http://bit.ly/J-1Waiver.

12-MONTH BAR

An Exchange Visitor who was in the U.S. in any J status (excluding short-term scholars) for more than six months in the previous year may not enter the U.S. as a J-1 Professor or Research Scholar for 12 months after the end of their most recent J program. This 12-month bar also applies to J-2 dependents and cannot be waived; however, they may return to the U.S. in a different visa category.

24-MONTH BAR

An Exchange Visitor who comes to the U.S. for any length of time in the J-1 Professor or J-1 Research Scholar category will not be able to come back to the U.S. in the J-1 Professor or J-1 Research Scholar category for a 24-month period from the end of their previous J-1 program. This 24-month bar also applies to J-2 dependents and cannot be waived; however, they may return to the U.S. in a different visa category.

The U.S. Department of State administers the Exchange Visitor Program under the provisions of the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals opportunities to participate in exchange programs in the United States with the expectation that on completion of their exchange program, they will return home to share their experiences.

The U.S. Department of State has created an Exchange Visitor Welcome Brochure.

The U.S. Department of State has established a Compliance Unit to provide an informational resource to participants in J-1 Exchange Visitor Programs. It is managed directly by the Department of State. Use this as an information resource, especially if you have questions, comments or concerns regarding the Exchange Visitor Program.

The Compliance Unit's contact e-mail is JVISAS@STATE.GOV.

The Department of State's Bureau of Educational and Cultural Affairs invites exchange visitors to visit the Bureau's J-1 visa web page at: <u>http://J-1visa.state.gov</u>.

The Wilberforce Pamphlet informs you of your rights as a nonimmigrant visa holder in certain employment- and education-based categories. The U.S. government created this pamphlet at the prompting of the William Wilberforce Trafficking Victims Protection Reauthorization Act, which reaffirms and strengthens the U.S. government's commitment to fight human trafficking and labor abuses: <u>http://bit.ly/J-1Rights</u>.



EXTENSIONS & TRANSFERS

EXTENSIONS

International research scholars and faculty in J-1 status whose DS-2019 are due to expire and would like to apply for an extension must follow U.S. Department of State-Bureau of Education and Cultural Exchange procedures to extend their stay in the United States.

You must contact ISSS at least 30 days before your DS-2019 end date to request an extension. The actual request for your extension must come from your host department. If you submit all of the necessary documentation requested by your program sponsor, have not exceeded the maximum allowable stay for your program category, and have maintained lawful J-1 immigration status, you will be considered eligible to receive an extension.

You will need to submit the following documents to your department:

- DS-2019 Request Form, signed by the sponsoring faculty member and Dean's Office or SUNY Research Foundation
- Proof of financial support (letter from University, personal bank statement, or letter of support from sponsor)
- Copy of appointment letter

Your department will then submit a complete extension request to ISSS. There is no fee for a program extension. The Office of International Student & Scholar Services will notify the State Department of your extension and give you an updated DS-2019 with the new program end date.

TRANSFERS

A scholar may transfer from one J-1 Exchange Visitor program sponsor to another if the purpose of the transfer is to complete the objective for which the scholar was admitted to exchange visitor status and if the exchange visitor remains within the same participant category. If you wish to transfer to another J-1 Program, you must submit the following to our office at least 30 days before your requested transfer out date:

- Offer Letter from new Exchange Visitor Program sponsor
- Confirmation that scholar's Binghamton supervisor has been notified/supports the transfer The supervisor can send this via email to <u>ISSS@binghamton.edu</u>
- Written goals of the exchange visitor program from the Binghamton supervisor and from the scholar's new school supervisor. The goals must be consistent with the goals of the exchange visitor program - Email confirmation is acceptable from both schools to <u>ISSS@binghamton.edu</u>
- Completed Exchange Visitor Transfer Out form Email ISSS@binghamton.edu for this form

Please note the transfer cannot extend beyond the permissible time for the J-1 Exchange Visitor category you are in.

Professors and Research Scholars: Maximum stay is up to 5 years Short-Term Scholars: Maximum stay is up to 6 months The New York State University Police at Binghamton is a fully empowered state law enforcement agency. Our officers receive their basic training at the Zone 6 Municipal Police Training Academy conducted at the Broome County Sheriff's Public Safety Facility in Binghamton, NY. Our officers receive additional, on-going training addressing the needs of our campus environment.

Our primary mission is to provide a safe environment for the campus community. Protecting life and property, preventing and investigating crime, and maintaining public order are among the University Police Department's top priorities. No police agency is effective without help from the community it serves. The department's success relies in part on the involvement of the University community. We encourage all community members to become aware of crime prevention practices and to participate in the University Police Department's educational offerings.

Through a collaborative effort, we hope to make your experience at Binghamton University a safe and enjoyable one.

- In case of an emergency: Call 607-777-2222 to reach University Police. If you are calling from an on-campus land line, call 7-2222 or dial 911. Staff answering this phone number will direct your call.
- If you cannot remember the emergency number, you can always call 911 from a cell phone and be connected to Broome County Dispatch who can redirect your call to the University Police.
- In case of a non-emergency (or) any other matter, call 607-777-2393.
- **Blue Light Emergency Telephones:** More than 80 highly visible outdoor phones encased in Blue boxes for emergency use are connected directly to the University Police Dispatcher.
- Educational Programs: In addition to the already mentioned programs and services, the University Police offers educational programs on issues including alcohol and other substance abuse, fire safety, other dimensions of personal safety and related topics.
- Escort Program: On-campus walking escorts are available to all members of the University community 24 hours a day, 7 days a week. Officers will also provide escort services at other times. Escorts receive special training and carry radios for communication with the Police.
 Call 607-777-2393 to arrange an escort.

For additional information on The New York State University Police at Binghamton visit their website at <u>http://bit.ly/BUPolice</u>.

Rave Emergency Alert System (B ALERT):

Binghamton University has partnered with Rave Mobile Safety to provide an emergency alert system, known as B ALERT, which is capable of delivering messages to your University and personal e-mail addresses, as well as to your cell phone.

If you want to receive text notifications, you will need to sign up at https://www.binghamton.edu/emergency/emergency-notification/text-alerts.html.

The U.S. Department of State requires that all J-1 visa holders and any accompanying J-2 dependents obtain health and accident insurance. Failure to carry insurance is considered to be a violation of the Exchange Visitor Program regulation and is a serious infraction. You must maintain valid health insurance during your entire program that meets the following minimums:

- Emergency and non-emergency medical care
- Treatment for pre-existing conditions
- Maternity services
- In-hospital room and board
- Inpatient and outpatient care for mental/nervous conditions
- Outpatient alcoholism and substance-abuse coverage
- Prescription drugs
- X-rays and laboratory work
- Ambulance service
- Medical equipment rentals or purchase
- Treatment for self-inflicted injuries and suicide-related services
- Medical evacuation and repatriation (if your plan does not supply this, it can be purchased separately through Binghamton University for a waiver to be granted)
- \$50 deductible
- Insurance directly pays the provider or pharmacy in the U.S. for services rendered You do not reimburse the doctor directly
- Coverage benefit levels must meet or exceed those of the SUNY plan

The State University of New York offers this coverage through the SUNY International Student Health and Accident Insurance Program. If you are a research scholar or professor, SUNY requires that you purchase the insurance through the University. This is mandatory regardless of coverage provided by an outside agency unless a specific exemption is approved by the Office of International Student & Scholar Services.

You will sign up for health insurance after you arrive at Binghamton University and schedule your orientation in our office.

You can read more about the current insurance plan at http://bit.ly/J1Insurance.



Just as our international scholars are important to us, so are their families. We strive to ensure that they have a positive and rewarding stay in the U.S. This section will address some of the issues that may be important to the family members of our employees.

MAINTAINING STATUS

Every immigration status has a corresponding status for dependents, J-2 for dependents of J-1's. Only the spouse or unmarried children (under the age of 21) are eligible to be classified as dependents, according to immigration law. The J-2 status of any family member is dependent upon the status of you, the J-1 exchange visitor. You may not exit the United States and leave the dependent alone in the country for extended periods of time, nor may they remain in the United States after completion or cancellation of your program. J-2 dependents must have valid health insurance at all times.

EMPLOYMENT AUTHORIZATION

The U.S. Citizenship and Immigration Service (USCIS) permits J-2 visa holders to apply for employment authorization if the employment is not necessary for the financial support of the principal J-1 visa holder. The J-2 visa holder may apply for employment authorization any time after arrival in the U.S. It can take several months to obtain the authorization, so the J-2 may wish to apply early. The J-2 work authorization will be valid only for as long as the J-1 exchange visitor's stay is valid. The J-2 visa holder cannot work until they receive the EAD card. Please see the USCIS website for the necessary form I-765 and instructions: www.uscis.gov/i-765. Only J-2 spouses who have received employment authorization will be eligible to apply for a Social Security Number.

STUDY, RESEARCH OR VOLUNTEER

J-2 dependents are eligible to enroll in part- or full-time study while in the U.S. in J-2 status. They may also engage in research or volunteer during part or all of your J-1 exchange program. J-2 dependents must have work authorization if they will be paid for any research or volunteer work.

ADDITIONAL RESOURCES

The ISSS hosts monthly Coffee Hours and encourage our J-2 dependents to attend. The event is free and open to all Binghamton University students, faculty, staff and dependents. You can read more about our Coffee Hour at http://bit.ly/ISSSCoffee.

J-2 Dependents can access B-Engaged to view other ISSS sponsored programs and other Binghamton University events at https://bengaged.binghamton.edu/.

If you are a J-2 dependent and have questions please feel free to come to the ISSS during our advising hours!

Advising Hours:

Monday & Tuesday: 10:00-11:45 am Wednesday & Thursday: 1:30 – 3:30 pm * Call 607-777-2510 to speak with an advisor



WHILE YOU ARE HERE

INCOME TAX ASSISTANCE

In the United States, everyone files tax returns between January and mid-April for the previous calendar year. The staff at the ISSS are neither qualified nor permitted to give individual tax advice; however, we do offer free Federal tax software to all of our international students, scholars and dependents to assist with filing your taxes. The software is a web-based income tax preparation product and the Federal filing is available at no cost to you. Please read more about filing taxes on our website at <u>http://bit.ly/ISSSTaxes</u>.

ISSS COFFEE HOUR

International Coffee Hour is held monthly during the academic year. You can view the dates of this semester's International Coffee Hour on B-Engaged at <u>https://bengaged.binghamton.edu/</u>. The coffee hour provides a space where members of the entire University community can meet in a relaxed atmosphere. Each coffee hour is sponsored by a different University department or office. All are welcome!

CROSS-CULTURAL PROGRAMS

The ISSS hosts a variety of cross-cultural programs throughout the year. Past events include a World Cup viewing party, self-defense courses and Coffee, Culture and Conversation. All events are free and open to everyone. Please view our current ISSS events on B-Engaged: <u>https://bengaged.binghamton.edu/</u>.

ISSS NEWS LISTSERV

The ISSS has a listserv where we send announcements regarding important immigration regulations, news from our office and our monthly newsletter. To subscribe to ISSS NEWS from your binghamton.edu account, send an e-mail message to: listserv@listserv.binghamton.edu:

- Leave the subject and all other fields blank
- Type a single line in the message text as follows: Subscribe ISSS-BU first name and last name

BANKING

Since services and fees vary from bank to bank, you should research different banks to find one that best suits your needs. Before opening an account, be sure to look at a map of the bank's ATM and branch locations. A bank with locations in the areas where you plan to live and work will be the most convenient.

The current bank on campus at Binghamton University is Visions Federal Credit Union: <u>http://bit.ly/BUVisions</u>. A social security number is not needed to open a bank account; however, you will need to show photo identification such as your passport and proof of U.S. address.

HOUSING

Before arrival, you may wish to check with your host academic department to see if they are able to offer assistance in locating suitable housing. Unfortunately, International Student and Scholar Services cannot make arrangements for housing. For additional housing information please see our website for off-campus housing resources at http://bit.ly/offcampushouse.



TRANSPORTATION

Binghamton University provides several options for getting around campus and the local community, including Off Campus College Transport (OCCT), and Bike Share. Broome County (BC) Transit is the local public transportation provider. Students, faculty and staff can ride buses for free with a valid Binghamton University ID. Please see the Transportation and Parking Services website at <u>http://bit.ly/BUtransportation</u>.

- Broome County Transit information is available at http://www.gobroomecounty.com/transit
- OCCT Bus information is available at https://www.occtransport.org/
- Useful apps: B-Mobi (Binghamton University information and OCCT buses), DoubleMap (Broom County buses)

Binghamton has many local taxi cab companies, and Uber and Lyft are available in the Greater Binghamton area.

DRIVING IN THE U.S.

If you have a valid license from another country, you may drive in the United States. It is recommended that you get a translated license if it is in a language other than English. If you wish to purchase a car, you will need a NYS driver's license. A driver's license takes time to obtain; you should be prepared for the process to take six months or more. Additionally, as an international scholar be aware that you are responsible for following any laws or regulations related to driving.

If you just need a state-issued ID but not a driver's license, the DMV can provide this as well. For additional information on driving in the U.S. visit <u>http://bit.ly/DriveinNY</u>.

CONSEQUENCES OF DRINKING & DRIVING

The legal drinking age in the United States is 21 years of age. If you are arrested and/or convicted of a DWI (Driving While Intoxicated or DUI (Driving Under Influence of alcohol) your visa will most likely be revoked. If your visa is revoked, this means that is it no longer valid and cannot be used for entering the U.S.

If your visa has been revoked, you will be contacted directly by the Department of State (DOS) at the email address you included on your visa application. The ISSS Office will not be contacted. It is your responsibility to read and respond to any correspondence you receive from the DOS. It is highly recommended that if your visa is revoked, you come to the ISSS Office to meet with an immigration advisor. **Do not drink and drive.**

BEWARE OF SCAMS

Scam calls to individuals are increasing. Scam callers may use intimidation and/or threats to try and get you to pay money or purchase gift cards* to make a supposed immigration/tax issue go away.

If you receive a phone call from an individual claiming to work for a U.S. government agency (IRS, ICE, Dept. of Homeland Security, etc.), ask for the caller's name, badge ID, phone number and request that you call them back. All valid officials have to allow you to do this, if they insist you cannot call them back, hang up.

No Government agency will ever ask for payment in cash, gift cards^{*}, money order, PayPal, or other instant payment to make an immigration/tax issue go away. If you receive a phone call like this, please contact the ISSS office at 607-777-2510, or if it is after hours, contact University Police at their non-emergency phone 607-777-2393.

* A gift card is a card or token that can be exchanged for a specified cash value of goods or services from a particular business.



AROUND BINGHAMTON

The Greater Binghamton area includes a variety of grocery stores, places of worship, public school districts, hospitals and retailers.

There are three major hospitals in the Binghamton area:

Binghamton General Hospital	Lourdes Hospital	UHS Wilson Medical Center
10-42 Mitchell Ave.	169 Riverside Drive	33-57 Harrison Street
Binghamton, NY 13903	Binghamton, NY 13905	Johnson City, NY 13905
607-762-2200	607-798-5111	607-763-6000

PUBLIC SCHOOL DISTRICTS

There are several public school districts in the Greater Binghamton area. Binghamton University and the neighborhoods surrounding it typically fall into the Vestal Central School District. Some other districts are: Binghamton, Chenango Forks, Chenango Valley, Johnson City, Maine-Endwell, Union-Endicott and Susquehanna Valley. If you are evaluating a potential home, be sure you know the school district before renting or buying. Ask your realtor or rental agency.

GROCERY STORES

There are several large grocery stores in the area as well as smaller, more specialized retailers. Some of the major grocery stores close to campus are Price Chopper, Target, Walmart, Wegmans and Weis. Many of the bus routes make routine stops to these stores.