INTERNATIONAL SCHOLAR HANDBOOK (PART 1)
2017-2018

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK
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(Binghamton University Information)

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## Section 2
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Dear New Scholar,

The office of International Student and Scholar Services (ISSS) welcomes you to Binghamton University! We are very excited about your arrival and look forward to welcoming you to the Binghamton community!

Binghamton University hosts over 100 scholars annually and has over 2,800 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. During your exchange program at Binghamton University, you are welcome to visit ISSS to learn more about federal immigration regulations, health insurance, and any other inquires which you may have!

As you prepare to start your time at Binghamton University, we recommend that you use this handbook to learn about the university and the community. This handbook attempts to provide all the information that you need to know to succeed as a new international scholar.

Again, welcome to Binghamton University and we look forward to meeting you!

Warm regards,
International Student & Scholar Services
Who is Who at the ISSS Office?

Trisha Bello
Assistant Provost for International Education and Global Affairs
Director of International Student and Scholar Services

Senior Administrative Assistant

Kevin Murphy

Health Insurance Team

Terry Creeden
Lorraine Medionte

International Advising Team

Amanda Hakes
Katie Barvinchak
Erin Provost

ISSS Secretary

Grace Lewis
Connie Murphy

SEVIS Team

Valarie Lane
Diana Heggelke

Information Systems Coordinator

Tim Pierce

ISSS Program Coordinator

Linda Torricelli

Student Workers

Pictured left to right: Ziqi (Cindy) Zhou, Lubna Abdul-Hadi, Adita Kulkarni, David Baek, Sandeep Tom, and Kwang Il Kwon
International Student & Scholar Services

Old Champlain, Room 142 (OH 142)
Mon-Fri 8:30am - 4:45pm

Walk in Hours:
Monday & Tuesday: 10:00-11:45 am
Wednesday & Thursday: 1:30 – 3:30 pm

Phone: 607-777-2510
Fax: 607-777-4649
Email: isss@binghamton.edu

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

Employment Questions
Intl.work@binghamton.edu

Renewing US Visa and Travel Questions
Intl.travel@binghamton.edu

Health Insurance Questions
Intl.insure@binghamton.edu
Send a message and/or attach a file

All Other Questions
isss@binghamton.edu

facebook.com/isss.binghamtonuniversity
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Course add/drop deadline at 11:59 p.m.</td>
<td>Jan 29</td>
</tr>
<tr>
<td>No classes (winter break)</td>
<td>Mar 3-7</td>
</tr>
<tr>
<td>Course withdraw (with a “W”)/Change grade option deadline at 4:30 p.m.</td>
<td>Mar 23</td>
</tr>
<tr>
<td>No classes (spring break/Passover/Easter)</td>
<td>Mar 31-8</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>May 7</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>May 10-16</td>
</tr>
</tbody>
</table>

* Courses meeting less than the full semester have proportionately adjusted deadlines.
What ISSS can do for you

- ISSS News: a monthly electronic newsletter for international scholars and students
- Authorizing signature on immigration documents for travel purposes
- Information about application process for a Canadian Tourist Visa
- Assistance with health insurance questions
- Liaison with federal agencies (U.S. Homeland Security, State Department and Social Security Administration) and other university offices.
- Cross-Cultural Programs:
  - International Coffee Hour
  - International Spouses English as a Second Language Program
- Help with filing income tax forms using Glacier Tax Prep, a free software program

What you need to do for ISSS

- Report any changes of address/phone to ISSS to comply with US Citizenship and Immigration Service (USCIS) regulations.
- Provide ISSS with your preferred e-mail address and check your e-mail regularly.
- Make sure you can receive e-mail from the ISSS office: The Office of International Student and Scholar Services will be sending you e-mail throughout the year to alert you to important information regarding immigration regulations, your SEVIS responsibilities, employment workshops and other topics. It is crucial that you receive this email and read it. These messages are often sent to hundreds of international students and scholars. Many email servers filter messages to prevent “spam”. Be sure to adjust the setting on your email account (often this is done under “Options” or “Settings”) to indicate that you wish to receive e-mail from the following two addresses: ISSS-BU@LISTSERV.BINGHAMTON.EDU and isss@binghamton.edu. Do this as soon as you set up your account so that you do not miss any important messages because your server blocked them. If you have not received a message from us in the two weeks after you have given us your email address, you will want to contact us at isss.binghamton.edu to verify that your e-address is correct.
- Yahoo E-mail Account? Yahoo will generally reject our group email messages as SPAM. Please provide an alternative email account.
- Keep your passport, visa, and DS-2019 together in a safe place.
- Save all previously issued DS-2019s, even ones from a different school or ones which have expired.
- Follow federal immigration regulations for maintaining valid J-1 status.
- If you have questions about any issues relating to your immigration status, please ask the ISSS staff. Other scholars may not be aware of the most current immigration laws and may give you incorrect information.
ISSS NEWS

Binghamton University

YOU CAN RECEIVE ANNOUNCEMENTS ON:
- Immigration Regulations
- Employment Opportunities
- Funding Opportunities
- News from the Office of International Student & Scholar Services

Subscribe to ISSS NEWS: Binghamton University’s monthly electronic newsletter for international students and scholars!

If you do not have an e-mail account, you may claim an email account and password by going to the following web link. Directions on how to use e-mail are available at the Help Desk in Information Technology Services, located in the Information Technology Hub (between Bartle library and the Engineering Building).

► To subscribe 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
    (Replace first name and last name with your name)

► To subscribe from an e-mail account on a server other than binghamton.edu:
  • Send an e-mail to ISSS@binghamton.edu
  • Ask to be subscribed to ISSS NEWS and include your e-mail address and your full name
  • Make Sure You Can Receive E-Mail from the ISSS office: The Office of International Student & Scholar Services will be sending you e-mail throughout the year to alert you to important information regarding immigration regulations, your SEVIS responsibilities, employment workshops and other topics. It is crucial that you receive this e-mail and read it. These messages are often sent to hundreds of international students and scholars at the same time.
  • Many e-mail servers filter messages to prevent “spam”. Be sure to adjust the options on your e-mail account (often this is done under “options”) to indicate that you wish to receive e-mail from the following two addresses: ISSS-BU@LISTSERV.BINGHAMTON.EDU and isss@binghamton.edu. Do this as soon as you set up your account so you do not miss important messages because your server blocked them. If you have not received a message from us in the two weeks after you have given us your subscription request, you will want to contact us at isss@binghamton.edu to verify that your email address is correct.
The Office of International Student and Scholar Services sponsors a variety of programs for our students. We encourage you to participate in as many as possible. You will find them informative, interesting, and often a lot of fun! It's a wonderful way to broaden your exposure to US culture and add to your understanding of your temporary "home." More information on these programs will be sent to you later this summer and throughout the year.

INTERNATIONAL SPOUSE ENGLISH As a SECOND LANGUAGE PROGRAM
The International Spouses program (ISP) is for spouses of Binghamton University students and scholars from around the world. The ISP offers its members free, weekly ESL instruction. For information about these classes contact Myriam Stanton at mstanton@binghamton.edu.

INTERNATIONAL COFFEE HOUR
International Coffee Hour is usually held on the first Friday of each month during the academic year. 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. Refreshments are free.

INCOME TAX ASSISTANCE
U.S. tax law is very confusing, and not just to international students and scholars! Glacier Tax Prep is a web-based income tax preparation product that is available at no cost to international students and scholars. On-line income tax webinars provide a general overview of income tax rules and line-by-line assistance with state income tax forms.

The Office of International Student and Scholar Services sponsors a variety of programs for scholars and students. We encourage you to participate in as many as possible. You will find them informative, interesting, and often a lot of fun! It is a wonderful way to broaden your exposure to U.S. culture and add to your understanding of your temporary "home." More information on these programs will be sent to you later this semester.

ADDITIONAL PROGRAMMING INFORMATION
For additional information on campus wide programming, please visit and 'Like' the ISSS Facebook page.

For more information regarding programs, email Linda Torricelli, ISSS Program Coordinator, at ltorrice@binghamton.edu.
These are non-credit bearing classes for spouses of Binghamton University International students, faculty and staff. Binghamton University Scholars are welcome to join as well. These classes are NOT intended for current Binghamton University students.

The fee is $5 total for the semester for each class level you wish to attend. For example, if you wish to attend the elementary level class, the total is $5. If you wish to attend the elementary level class and the discussion group, the total is $10, etc. This money is used to cover the cost of copies and is paid only once.

No need to register for these classes beforehand. Please go to the class(es) you wish to attend. The instructor will register you at that time.

Instructor: Myriam Stanton
Email: mstanton@binghamton.edu

I am looking forward to another semester here at Binghamton University as the ISP ESL instructor. I am trilingual myself. While I learned my third language, I lived in the target language’s host country just like all of you are doing right now. Therefore, I’m very familiar with the challenges and rewards that come from acquiring a foreign language and adapting to a new culture. Your experiences and insights regarding your acclimation to the United States are encouraged as topics to discuss in these classes. There is an endless amount to learn when living in a foreign country.

These classes have also become a means to meet others in your exact situation. I have witnessed many of my students become great friends as a result of their participation in this program. I know from experience how vital it is to feel a connection to others and establish a support system while living in a foreign country. I can happily testify to the family that is created in these classes.

The language learning process is very involved. Even if you attend all the ISP ESL classes this semester, there is still a need to practice all four skills (reading, writing, listening, and speaking) in various capacities outside of the classroom. I hope to see you in my classes so I can be a part of the complex but rewarding process that is language learning.

The ISP ESL classes will begin Monday, August 28. On the next page, I have included a short description of the classes along with the days, times, and locations of each. Course books are not a required purchase. I provide the material for you.

- Basic Conversational English (Beginner-Pre-Intermediate)
  Time and Location: Mondays & Wednesday - FA- Fine Arts 212, 1:40 - 3:10pm

Time is spent on all four skills. There is work done using material out of various ESL text books that include a focus on grammar and sentence structure, while conversation is always incorporated into the lessons as well.
- **Intermediate-Advanced**
  Time and Location: **Tuesdays & Thursday - FA– Fine Arts 212, 1:40-3:10pm**

There is an ongoing focus on grammar and sentence structure while tenses such as the passive, past perfect, future perfect may also be covered. Additional topics may include verb patterns, everyone’s favorite verb “get”, reported speech as well as other topics in between. Articles covering topics of interest will also be discussed.

- **Discussion Group**
  Time and Location: **Friday - OHG 49 - Lower level of Old Champlain, 12:30-2pm**

My intention in this class is to bring as much diversity into the discussions as possible. In the past, memorable discussions were had on the books: “The Precious Present” by Spencer Johnson and “The Four Agreement” by Don Miguel Ruiz. If you have read an interesting book, bring it in! You can read excerpts from it and give us food for thought and discussion. I’m especially open to your contributions. You are also welcome to bring in excerpts from articles that interest you. I also have a vast collection of material that I will always have available. Possible topics for discussion: adapting to a new culture, learning a new language, how to be happy, stress, careers, raising children in a foreign country, the existence of God, etc…?? Individuals at all levels of English are welcome and can benefit through listening and/or speaking.

I look very forward to learning with you!

Sincerely,
Myriam Stanton

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**International Coffee Hour**

International Coffee Hour is held on the first Friday of each month during the academic year from 3:30pm to 5:00pm. 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. Complimentary refreshments are available. All are welcome!

If you have any questions about International Coffee Hour, please feel free to contact Linda Torricelli at ltorrice@binghamton.edu.

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<thead>
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<th>Where</th>
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<tbody>
<tr>
<td>February 2nd</td>
<td>Old Union Hall</td>
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<tr>
<td>March 9th</td>
<td>Old Union Hall</td>
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<tr>
<td>April 13th</td>
<td>Old Union Hall</td>
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<tr>
<td>May 2nd</td>
<td>Old Union Hall</td>
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Transportation in Binghamton

**BC Transit and OCCT Bus**

- Use your Binghamton University ID Card to ride the Blue OCCT Bus and the Broome County Transit Buses (white buses) for free during your time as a Binghamton University student.

- Please note that the OCCT Buses will run limitedly during the Summer Break. Full service will resume when the Fall semester starts.

- You may visit the ETA Spot Website or download the ETA Spot App for OCCT Bus tracking assistance.

- Check out the OCCT Schedule
- Check out the BC Transit Schedule

**Taxi Service Information**

- Triple Cities - (607) 724-8294
- Broom Taxi - (607) 773-2228
- Courtesy Cab - (607) 723-2000
- Checker Cab - (607) 722-2227
- City Cab - (607) 722-2422
- Yellow Cab - (607) 722-2322

**Ride-Sharing Companies**

As of June 20, 2017, ride-sharing companies, such as Uber and Lyft, are now available in the Greater Binghamton area.
International scholars who are concerned about the safety of university premises will be glad to know that the New York State University Police maintains a branch on campus to ensure the safety of the campus community. University Police is housed in the basement floor of the Couper Administration Building and is operational 24-hours a day, seven days a week. University Police is staffed by trained, NYS certified, police officers, dedicated to ensuring the safety of students, faculty, staff and visitors of the university.

- **Be Safe, Be Alert, Be Prepared:** University Police provides valuable support and timely assistance in addressing the safety concerns relating to students. Some of the services provided by the department are listed below:
  - **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 60 highly visible outdoor phones encased in Yellow boxes for emergency use are connected directly to the University Police Dispatcher.
Security Access Telephones: Security access telephones are located outside the main entrance of each residence hall. Guests, visitors, or delivery persons can call students to let them know they are waiting outside the hall. Residents are responsible for meeting these callers and escorting them while they are in the building. Telephones are also located in every elevator on campus.

Educational Programs: In addition to the above 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.

Residence Halls: All residence hall doors are locked on a 24-hour basis.

Escort Program: On-campus walking escorts are available to all members of the University community each night, between 9:00pm and 1:00am, during the academic year. Officers will also provide escort services at other times. Escorts receive special training and carry radios for communication with the Police. Call 607-777-SAFE to arrange an escort.

Student Escort Van: An escort van is available to provide escort transportation via a predetermined route on campus from 9:00pm to 3:00am. Students may use the van by waiting for it along the escort van route, or by calling 777-SAFE. A map of this route is available from the university police department.

Rave Emergency Alert System (B Alert): Binghamton University has partnered with Rave Mobile Safety to provide an emergency alert system 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 log in to enter or verify your cell phone number and provider. Otherwise, you will be notified of emergency situations only via e-mail. Note that your cell phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone.

For more information, visit the New York State University Police website.
Binghamton University ID Card

- The first step in arranging for your Binghamton University ID card is done by your academic department. Staff there must enter your name into the Human Resources Forms database.
- If you are not an employee of Binghamton University, the category you will be assigned is “volunteer”. This designation is due to the software not having a category for visiting scholar.
- To arrange for your new Binghamton University Identification card (ID), go to the Admission Center, Room 112.
- The ID card issued to you will have a separate sixteen-digit identification number. The card does not list your date of birth, therefore it cannot be used for certain identification purposes.
- 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 and mutilated ID cards can be replaced at the ID card office. However, there is a $20 charge for a replacement card.
- The student records office is open daily from 9am – 4pm.

Information Technology Services (ITS)

► What if I don’t have my own computer?
Binghamton University has a number of public computing areas available. The main public computing areas are the Information Commons (Bartle Library, Science Library and University Downtown Center), Academic A Pod areas, Library North Ground Pod, West Pod, and Science II Pod. There are also a number of smaller public residential computing areas on campus. The main public computing sites and additional residential satellite areas offer a wide selection of locations in which to work.

► Where can I print on campus?
You can print directly to laser printers from BingSuns, Windows PCs, Macintoshes and personal computers. You have an initial quota of $9.75 (175 b&w pages) and your account is credited $2.25 (55 b&w pages) per week. There is a lower per page charge for duplex (double sided) printing and a higher per page charge for color printing. You must pay for additional printing above your quota and all color printing using your BUC$ account.

► For extra information about:
- General Computing services and assistance: Information Technology Services website.
- Setup your laptop: contact the Information Technology Services (ITS) Help Desk by phone, 607-777-6420, or email, helpdesk@binghamton.edu.
- Binghamton University information on mobile devices: Check out the Apple Store for the bMobi app.
- How you protect your computer against computer viruses and spyware:
- IDs and Passwords, how to change and set up your password.
- Where to find information about how to use software.
- Rules for using campus network and computing services.
- BMail: http://its.binghamton.edu/email.
- What kind of computer you should buy, vendor’s special computer purchase programs
- How to connect to the campus network.
<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Hours</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Campus Post Office</td>
<td>UU B55</td>
<td>Mon-Fri: 11:00am - 3:50pm</td>
<td>607-777-2914</td>
</tr>
<tr>
<td>ID card Office</td>
<td>Admissions Center, Room 112</td>
<td>Mon-Fri: 9:00am - 4:00pm</td>
<td>607-777-6088</td>
</tr>
<tr>
<td>M&amp;T Bank</td>
<td>UUW-209</td>
<td>Mon-Fri: 10:30am to 4:30pm</td>
<td>607-777-6400</td>
</tr>
<tr>
<td>Off Campus College (OCC)</td>
<td>UUW-204</td>
<td>Mon-Fri: 8:30am - 5:00pm</td>
<td>607-777-2768</td>
</tr>
<tr>
<td>Parking Services</td>
<td>AD-G09</td>
<td>Mon-Fri: 9:00am - 3:30pm</td>
<td>607-777-2279</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Admissions Center Room 101</td>
<td>Mon-Fri: 9:00am - 4:00pm</td>
<td>607-777-2702</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Library North, Room G216</td>
<td>Mon-Fri: 11:00am - 3:00pm</td>
<td>607-777-2524</td>
</tr>
<tr>
<td>University Call Center</td>
<td></td>
<td>Mon-Fri: 8:30am - 4:30pm</td>
<td>607-777-2000</td>
</tr>
</tbody>
</table>

Click [here](#) for Binghamton University's Help Directory, including building names and abbreviations, and [here](#) for Binghamton University’s Interactive Map.
Faculty and scholars in J-1 status are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing the J visa. **Failure to do so will violate your legal status in the United States and will have serious consequences.**

**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 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 Office of International Student and Scholar Services (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. The ISSS is required to provide this and other scholar data to the federal government electronically. No other university office is authorized by the federal government to process this data. You can update this information by going to www.binghamton.edu/isss - Essential Forms - Address Change - US Phone Number Update.

- **Abide by U.S. federal employment regulations**
  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.

- **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.

- **Bring your SEVIS DS-2019 to the ISSS prior to traveling outside the United States**
  Scholars should bring their DS-2019 form to the ISSS prior to traveling outside the United States to see if an updated ISSS signature is required. A new form may need to be issued to you. 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 any accompanying dependents who will join you later**
  The ISSS prepares immigration documents for any dependents of J-1 scholars who will enter the United States on J-2 visas. The ISSS is required to report biographical data on J-2 dependents to the U.S. federal government.
• Ending your stay at Binghamton unexpectedly? Report your departure date and reason to the ISSS
Periodically, scholars leave the university early or unexpectedly due to a variety of reasons. U.S. federal regulations require J-1 scholars to inform the Office of International Student and Scholar Services if they plan to leave the university before the expiration date of DS-2019 form as well as the reason for doing so.

• Apply for an extension prior to the DS-2019 expiration date
Scholars must apply for an extension BEFORE their DS-2019 form expires if they intend to stay at Binghamton. Short-term scholars are allowed a maximum program period of 6 months. Your sponsoring Binghamton University faculty member must recommend any extension by completing a DS-2019 Request Form, available from the ISSS.

• Depart the United States within the 30-day Grace Period
Scholars in J-1 status must depart the United States within 30 days of the DS-2019 expiration date or their program end date, whichever is earlier, unless they are transferring to a new J program. When you know your departure date, please fill out the web form so we can update your SEVIS record.

• Read the monthly issue of ISSS NEWS and stay informed about changing immigration regulations
While it is the responsibility of the ISSS to keep Binghamton University international scholars informed about changing federal immigration regulations, it is the responsibility of Binghamton University international scholars to BE INFORMED by reading the monthly issues of ISSS NEWS, sent to your e-mail address each month or available on the ISSS website (http://isss.binghamton.edu).

• Important Note:
This information is subject to change without notice. If you have any questions or concerns regarding your legal status in the United States, it is important for you to come to the ISSS and speak with an immigration advisor.
Did You Recently Enter the United States? 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 will 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.

You can download your I-94 record here.

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:
1. The class of admission should be J-1.
2. The “Admit Until” date should be D/S (Duration of Status).
3. 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 so we can assist you. You can email us at isss@binghamton.edu or call 607-777-2510.

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

![I-94 Record](image-url)
The US Department of State has recently established a Compliance Unit to provide an information resource to participants in J-1 Exchange Visitor Programs.

We encourage you to contact the ISSS first if you have any questions or concerns. Our contact information appears below.

The Compliance Unit is another good source of information because 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: http://j1visa.state.gov

Office of International Student & Scholar Services
Old Champlain, Room 142 (OH 142)
Monday - Friday 8:30am - 4:45pm
Walk-in Advising Hours:
Monday & Tuesday:
10:00-11:45 am
Wednesday & Thursday
1:30 – 3:30 pm
Email: isss@binghamton.edu
Telephone 607-777-2510
Fax Number: 607-777-4649

We look forward to assisting you during your stay at Binghamton!
Incidental Employment for Visiting Professors and Research Scholars in J-1 Status

This handout is designed for J-1 Visiting Professors and Research Scholars. It will explain your eligibility for incidental employment during your Exchange Visitor Program in the United States and tell you how to apply for such employment authorization.

- **Work Authorization from Your J-1 Responsible Officer**

In order to receive compensation from any employer other than the school named on your DS-2019, you must **FIRST** obtain approval in writing from your J-1 Responsible Officer (who represents your J-1 sponsor and issues your DS-2019). He or she must evaluate the proposed employment in terms of your program objectives and your individual circumstances and then decide whether or not the employment can be authorized.

Because US Citizenship and Immigration Service (USCIS) uses a broad definition of employment – any activity for which a scholar receives compensation, monetary or otherwise- requires authorization for Incidental Employment. The form of compensation may be a stipend or payment, travel costs, housing costs, meals, etc. If you are unsure, contact your J-1 Responsible Officer to confirm the need for authorization for incidental employment.

If Binghamton University is your sponsor, then your J-1 Responsible Officer is the Director and/or the immigration advisors of the Office of International Student and Scholar Services (ISSS). If your J-1 sponsor is an agency, you must contact that agency to apply for authorization for incidental employment; if you are unsure how to reach your sponsoring agency, staff from ISSS can assist you.

- **Conditions of Incidental Employment**

The proposed employment:
1. Must be directly related to the objectives of your Exchange Visitor Program;
2. Must be incidental to your primary program activities and must not delay the completion of your Exchange Visitor Program.

- **Procedures**

To obtain authorization for incidental employment, you need to present the following documentation to your J-1 Responsible Officer:

1. An offer letter from the prospective employer describing the terms and conditions of the proposed employment, including the duration, the number of hours, the field or subject, the amount of compensation and a description of the activity for which you are being hired.
2. A letter from your department chair or faculty supervisor which includes the following information:
   a. Makes reference to the offer letter and confirms that the employment is directly related to your program activity, is indeed incidental and will not delay completion of your program;
   b. Explains how the proposed employment activity will enhance your Exchange Visitor Program and recommends the approval of the employment authorization.
If the J-1 Responsible Officer approves the employment, you will receive a new DS-2019 from the your J-1 Responsible Officer and a Letter of Authorization approving the period of Incidental Employment. You will need a new Letter of Authorization for each period of Incidental Employment.

- **Authorization to Work**

  If the employment is a lecture or consultation, you will be working not as an “employee” but as an “independent contractor.” As an independent contractor, you will not have a sustained employer-employee relationship with the person or institution paying you and you will not complete Form I-9 “Employment Eligibility Verification” in order to start work. In this situation, your authorization to begin employment will consist of the work authorization letter from your J-1 Responsible Officer, which your employer may ask to see and which you should keep permanently.

  If the incidental employment is sustained (for example, if you will teaching a course at another school that lasts the whole term), then your authorization will be a new form DS-2019 issued by your current J-1 program sponsor, showing the name of the employer (as well as the institution of your principal affiliation) and the amount you will be paid.
International research scholars and faculty in J-1 status whose DS-2019 are due to expire must follow U.S. Department of State-Bureau of Education and Cultural Exchange procedures to extend their stay in the United States. Short-term scholars are allowed a maximum period of 6 months for their exchange program.

At least 30 days prior to your DS-2019 expiration date, come to the Office of International Student & Scholar Services to request a new DS-2019.

**Walk in Hours: Monday and Tuesday 10-11:45am  
Wednesday and Thursday 1:30-3:30pm**

You will need to submit:

- DS-2019 Request Form, signed by the sponsoring faculty member and Dean’s Office or SUNY Research Foundation. This form is available in the Office of International Student & Scholar Services
- Proof of financial support (letter from University, personal bank statement, or letter of support from sponsor)
- Proof of health insurance coverage for you (and your J-2 dependents, if any)
- Copy of appointment letter

A new DS-2019 will be prepared for you, which you must then sign. There is no fee for a program extension, and no “waiting period” to hear from the State Department. Instead, 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.

J-1 scholars and faculty with DS-2019 issued by agencies other than Binghamton University are encouraged to visit the Office of International Student & Scholar Services for assistance; however, a DS-2019 extension can only be granted by the program sponsor.

- **Special note for J-2 dependents with work authorization:**
  J-2 spouses or dependents with USCIS employment authorization should be sure to check the expiration dates of their Employment Authorization Card. If a renewal is necessary, be sure to inquire regarding the appropriate procedures.

- **Special note for J-1 research associates and faculty:**
  Normally, there is a five-year maximum time limit for J-1 research scholars and faculty. J-1s classified as “short-term scholars” on their form DS-2019 are barred by State Department regulations from having their stay extended.