

# FLORIDA INSTITUTE OF TECHNOLOGY

## INTERNATIONAL STUDENT & SCHOLAR SERVICES OFFICE

**WELCOME**

# J EXCHANGE VISITOR'S PROGRAM

FOR:

- ▣ Professors;
- ▣ Research Scholars; and
- ▣ Short Term Scholars

# J-1 PROGRAM FOR PROFESSORS, RESEARCH SCHOLARS, & SHORT-TERM SCHOLARS

- ▣ The primary purpose of the J-1 exchange visitor program under law is to foster an exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching and research efforts. For more information on the J Exchange Visitor status please visit:  
[http://travel.state.gov/visa/temp/types/types\\_1267.html](http://travel.state.gov/visa/temp/types/types_1267.html)
- ▣ Florida Institute of Technology is an official Program Sponsor designated by the Department of State to administer J-1 Exchange Visitor programs at FIT. The International Student & Scholar Services Office is charged with the responsibility to administer these programs.
- ▣ The ISSS Office is responsible for providing accurate and complete information, to the extent lawfully permitted, to the Department of State regarding their exchange visitor program and exchange visitors.

# ISSS Office Staff

<http://www.fit.edu/iss>

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**FIT – International Student & Scholar Services Office**

**Keuper Building 211; Hours: Monday – Friday 8 AM – 5 PM**

# Check-in with ISSS



- All exchange visitors are required to check in with ISSS immediately after arriving in the U.S. Validation of the SEVIS record will only occur after check-in is completed. Check-in is conducted between the hours of 8AM and 5PM, Monday through Friday
- **Documents required for check-in include:**
  - J-1 Visa
  - Passport
  - I-94 card (front and back)
  - DS-2019 for J-1 and all accompanying J-2 dependents
  - Proof of insurance coverage for exchange visitor and dependents that meets federal requirements; or sign up for FIT health insurance.
- Visitors will receive a campus ID number at check-in (if necessary); this number will be used to get a campus ID and a TRACKS account.
- If visitor is being sponsored by FIT, a letter for the social security administration will be issued.

# TRACKS Account

- All faculty, staff, and students are expected to have a TRACKS username and password ([username@fit.edu](mailto:username@fit.edu))
- Official university communications are sent to the campus community at this email address.
- Your TRACKS account and password are used for Florida Tech email (@fit.edu), PAWS (Panther Access Web System), Computer Labs in the Olin Engineering and Olin Life Sciences buildings, the Computer Sciences open lab (EC272), and all desktops using the FLTECH domain to log on to the campus network.
- <http://it.fit.edu/support/>

# Social Security Numbers

- J-1 exchange visitors who will be paid by Florida Tech (who are receiving program sponsor funds, as indicated on the DS-2019) are eligible to apply for a social security number.
- **MUST wait *at least 10 days*** after checking in at the ISSS Office before visiting the [local SSA office](#) .
- Proper documentation must be obtained at the ISSS Office before going to the Social Security office.
- [http://www.fit.edu/iss/documents/social\\_security\\_request\\_form.pdf](http://www.fit.edu/iss/documents/social_security_request_form.pdf)





# National Security Entry-Exit Registration System (NSEERS)

- Non-immigrants from certain countries, as well as other individuals whom the Attorney General or the Department of State (DOS) designate on a discretionary basis, are registered upon entry to the United States under "special registration" procedures, as part of the [National Security Entry-Exit Registration System \(NSEERS\)](#). Please refer to the link above for more information on the NSEERS registration requirements.
- An individual who has been registered in NSEERS at the port of entry upon admission to the United States must:
  - Provide information requested by the immigration inspectors, and be fingerprinted and photographed;
  - Inform Department of Homeland Security (DHS) within 10 days of any change of address, change of employer or change of school, on Form [AR-11SR](#);
  - Depart the United States from an officially-designated port of departure only, and report to a DHS officer at such airport prior to departure, on the day of departure; and
  - Respond to any notice received from DHS that instructs the individual to report to DHS for an interview (these notices are sent only on an individual, case-by-case basis).
- Individuals subject to Special Registration should be given:
  - An I-94 with an FIN (Fingerprint Identification Number) recorded on it; and
  - A [Walk away Materials](#) packet at the POE, explaining their obligations under Special Registration, and listing the ports of departure that must be used when departing the United States.

# Maintaining Status

- **Exchange visitors maintain their J-1 status by:**
- Obtaining validation of the SEVIS record after check-in is completed (must check in immediately after arriving );
- Retaining required documentation at all times (valid DS-2019 ; valid passport ; I-94 card);
- Engaging only in appropriate activities permitted under their program and category – specifically, the activity described in Section 4 on the DS-2019;
- Refraining from unauthorized employment (any employment activity that is not included in Part 4 on the DS-2019 must be approved in writing by the ISSS Office before the activity begins);
- Maintaining required health insurance coverage for the entire program period specified on the Form DS-2019;
- Reporting a change of address to USCIS, FIT and ISSS within 10 days of the move date (All non-immigrants must file an [AR-11](#) either electronically or via mail with USCIS, and
- Filing timely and appropriate transfers and extension requests with the appropriate administrative staff member in the host department and the ISSS Office;
- File tax documents by deadline (April 15); information will be disseminated through FIT e-mail at appropriate time.
- Depart the United States within 30 days of program completion

# Two Year Home Country 212(e) Regulation

- Exchange visitors subject to the 212(e) rule requirement must return to their home country and reside in that country for two years before they become eligible for H, L, or permanent resident status. If subject to the 212(e) rule, exchange visitors are not permitted to change their nonimmigrant status within the United States from J to any other nonimmigrant category except A (diplomatic) and G (international organization) statuses.

See link for more information: [http://www.fit.edu/iss/j-1/2yr\\_home.php](http://www.fit.edu/iss/j-1/2yr_home.php)

## Waiver of 212(e)

- There are five statutory bases upon which you can apply for a waiver of the two-year foreign residence requirement:**
  - a “no objection” statement from your home government,
  - a request from an interested U.S. Government agency on your behalf,
  - a claim that you will be persecuted if you return to your country of residence,
  - a claim of exceptional hardship to a U.S. citizen or permanent resident spouse or child if you are required to return to your home country, and
  - a request from a state public health department, or its equivalent, on your behalf (only applies to foreign medical graduates who obtained J-1 status for graduate medical training or education).
- Further information about the waiver of the Two-Year Home Country Physical Presence Requirement may be found at:  
<http://exchanges.state.gov/jexchanges/visitors/waivers.html>

# 12-Month/24-Month Bar On Repeat Participation As A Professor Or Research Scholar

- 24-Month Bar: Exchange Visitors in either the “Research Scholar” or "Professor" categories are subject to a 24-month bar on repeat participation in those categories.

Note that the 24-month bar is not the same as the two-year home country physical presence requirement.

- 12-Month Bar: prohibits Exchange Visitors from beginning a new program in the “Research Scholar” or "Professor" categories if they were in the U.S. in J status in any category (including J-2 dependent) for all or part of the twelve-month period immediately preceding the date of the new program's commencement.
- Further information can be found at: <http://www.fit.edu/iss/j-1/24bar.php>

# Florida Tech Programs

- ❑ The ISSS Office offers many programs and social events throughout the academic year. Some highlights include:
- ❑ Bar-B-Q's
- ❑ Coffee Hours
- ❑ Pot Luck Dinners



International Friendship Program:

<http://www.fit.edu/iss/documents/finalflier.pdf>

International Festival:

<http://www.fit.edu/iss/internationalfest/index.php>

Workshops regarding employment, taxes, etc.:

<http://www.fit.edu/iss/workshop.php>



# Enrolling in Academic Courses

- ▣ There is no regulatory prohibition on a J-1 Professor or Research Scholar enrolling in classes as long as:
  - the classes are **incidental** to his or her primary activity;
  - the Professor or Research Scholar continues to pursue and fulfill the objectives for which he or she came; and,
  - the classes do not become the primary objective.
  
- ▣ Consultation with a Faculty member and the ISSS Office should be undertaken before pursuing a degree program as this is considered a change in status.

# J1/J2 Mandatory Health Insurance

- ▣ All exchange visitors, both J-1 principals and their J-2 dependents, are required by the U.S. Department of State ([\[22 CFR 62.14\]](#)) to have Sickness and Accident insurance, and Medical Evacuation and Repatriation insurance meeting specific requirements in effect for the duration of their J status validity periods.



# J1/J2 MANDATORY HEALTH INSURANCE, CONTD.

Many “J” visitors carry their own health insurance to the United States from their own country. **CAUTION:** before you leave for the United States, check with your insurance carrier to be sure that your coverage will be available to you while you are in the United States. **PROOF OF INSURANCE COVERAGE IS REQUIRED AT CHECK-IN.**

If your coverage does not cover you in the United States, or you do not have your own health insurance, you will be eligible for insurance coverage through Florida Tech’s insurance carrier, Markel. The cost of this health insurance will be charged to your campus account and you will pay it upon arrival.



# Mandatory Health & Accident Insurance Requirements

All Exchange Visitors and their accompanying dependents must have at least the required minimum coverage of health insurance for the entire period of their stay in the United States as indicated by the US Department of State. The minimum coverage requirements are:

- \*Medical benefits of at least \$50,000 per accident or illness;
- \*Repatriation of remains in the amount of \$7,500;
- \*Expenses associated with the medical evacuation of the Exchange Visitor to his or her home country in the amount of \$10,000; and
- \*A deductible not to exceed \$500 per accident or illness

Further information about all J visitors health insurance requirements for themselves and their dependents can be found at: <http://exchanges.state.gov/jexchanges/visitors/eligibility.html>

# HOLZER HEALTH CENTER

- ▣ Located on the corner of Country Club Rd. & University Blvd.
- ▣ Your student ID and insurance card will be required for treatment.
- ▣ The Health Center staff can be reached at (321) 674-8078.
- ▣ **Hours:** Monday - Friday: 8:00 AM - 4:30PM;  
Closed - Saturday and Sunday
- ▣ Walk ins are welcome from 8:15 am to 11:45am and 2:00 pm to 3:30 pm daily as no appointments are necessary to be seen during that time.
- ▣ *There is NO CHARGE for office visits when seen at the Holzer Student Health Center, however, any labs, diagnostic tests, annual/routine exams, x-rays, supplies or procedures will be billed to your insurance provided or directly to you.*
- ▣ Further information can be found at: <http://www.fit.edu/health/>

# URGENT CARE

- ▣ Omni Urgent Care Center  
2501 West New Haven Avenue

(directly across from the Olive Garden Restaurant on US-192, past the Melbourne Mall),

available for urgent health problems and after hours help.

Student ID and insurance card are required for treatment.

- ▣ The OMNI Urgent Care Center hours:  
Monday - Friday: 8:00 AM - 6:00 PM

# Driver's Licenses

Many students will want to drive when they arrive in Florida. All drivers are required to have a valid driver's license. Information concerning driving rules, regulations, and laws can be found in the International Student Resource Guide : [http://www.fit.edu/iss/documents/resource\\_guide.pdf](http://www.fit.edu/iss/documents/resource_guide.pdf)

and at the Florida Department of Motor Vehicles website: <http://www.flhsmv.gov/>

## PUBLIC TRANSPORTATION -

Space Coast Area Transit is the Space Coast's public transportation provider. Please see their website for details on routes, schedules, etc.

[www.ridescat.com](http://www.ridescat.com)



# J-1 Exchange Visitor Program- J-2 Dependents

- Exchange visitors with immediate family members (spouse and/or children under the age of 21) may be eligible to have those family members accompany them during their programs.
- Dependents of J Exchange Visitors are granted J-2 status and are required to have a separate Form DS-2019 issued in order to apply for a J-2 visa stamp.
- Dependents are **required** to carry health insurance meeting specific requirements as outlined in the insurance information.
- Dependents are eligible to apply for work authorization once they arrive in the US by filing an I-765 with the USCIS.  
Information can be found at: <http://www.fit.edu/iss/j-1/>



# J-2 Dependents- continued

- J-2 Dependents may not:
- Remain in the U.S. during any extended period that the J-1 exchange visitor resides abroad if the period exceeds 30 days (Generally, absences for periods of 30 days or longer results a break in the *continuity of status* for the J-1 Exchange Visitor and therefore, may invalidate the J-2 status for family members)
- Apply for work authorization to earn income that will support the J-1 exchange visitor
- Remain in the U.S. as a J-2 child dependent after reaching the age of 21.

# Traveling Abroad and Re-entering the U.S.

- ❑ A DS-2019 travel signature issued by a Responsible Officer (RO) or Alternate Responsible Officer (ARO) is required of exchange visitors who wish to travel outside of the U.S. Travel signatures can be obtained from the ISSS Office during normal business hours.
- ❑ Travel to home country, with intent to return to the U.S., requires a valid passport and travel signature on the DS-2019 form. If the J visa stamp is expired, the exchange visitor **must** obtain a new visa stamp before entry to the U.S. will be granted.
- ❑ Travel to a country abroad, other than the visitor's home country, requires a valid passport and a travel signature on DS-2019 form. Exchange visitors should also contact the [Consulate General's office or Embassy](#) of the country that will be visited for entry requirements and procedures.



# Program Termination, Compliance and Regulation

- Exchange visitors who fail to comply with the J-1 regulations are subject to termination from their J-1 program.
  
- Termination events can include:
  - Failure to conduct the activities posted on the DS-2019
  - Violation of the regulations of the exchange visitor program and/or rules of Florida Institute of Technology;
  - willful failure to maintain the mandatory exchange visitor and dependent (if applicable) insurance coverage requirements, and;
  - Engagement in unauthorized employment.
  
- *\*Exchange visitors who are terminated are ineligible for an extension of stay or in-country change of status.\**



# Extension of Program

- ❑ Extensions are obtained for exchange visitors through the sponsoring department. Proper paperwork must be submitted to ISSS 30 days before the end date of the J program.
- ❑ A *professor or research scholar* can be sponsored by FIT for a maximum period of five years.
- ❑ A *short-term scholar* program is limited to 6 months in duration. NO extensions granted.

# Transfers

- Exchange visitors may continue their program objective under the sponsorship of another authorized sponsor in the U.S. by having their SEVIS record transferred to the new program sponsor.
  
- Requirements for transfer of program include:
  - Program sponsor is approved by Department of State (DOS) to sponsor the same J Exchange Visitor category;
  - Program objective/activity remains unchanged;
  - Period of program will not exceed maximum DOS established period; and,
  - J Exchange Visitor checks in with new sponsor immediately following transfer date.
  - PROOF of ACCEPTANCE to new sponsor is required before transferring
  
- Further information concerning a transfer of program can be found at <http://www.fit.edu/iss/j-1/transfer.php>

# Early Departure

- Exchange visitors who end their program more than 30 days prior to the end date on the DS-2019 and will not return to the U.S. **must** notify the sponsoring department. It is the **department's responsibility** to notify the ISSS Office.
- Please also send an email to [jlingner@fit.edu](mailto:jlingner@fit.edu) to notify the ISSS office of your departure.



# MORE INFORMATION

The ISSS Office has available a comprehensive Resource Guide which answers frequently asked questions:

<http://www.fit.edu/iss/documents/2009-10%20International%20Resource%20guide.pdf>

Join the ISSS Listserv and get important updates regarding immigration regulations and international life on campus:

<https://lists.fit.edu/sympa/info/iss>

Remember to read your fit.edu mail!!

# *Disclaimer*

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It is ultimately the Exchange Visitor's responsibility to understand and abide by immigration regulations to which s/he is subject.

The International Student & Scholar Services Office makes every effort to inform international visitors of the policies governing their programs; however, regulations change rapidly and are quite complex.

International visitors and scholars should stay informed and abreast of immigration policies that concern their programs and stays in the United States.

# Government Contact Information

U.S. Citizenship & Immigration Services (USCIS)

[www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)

U.S. Embassies & Consulates

[www.usembassy.gov](http://www.usembassy.gov)



U.S. Department of State (DOS)

[www.state.gov](http://www.state.gov)

**Have a wonderful experience!**

