Kennesaw State University Orientation for New J-1 Scholars

The Role and Responsibility of J Exchange Visitors

- **Understand the Student and Exchange Visitor Information System (SEVIS):** SEVIS is the electronic database used by International Student and Scholar Services Office (ISSSO) to report information to the Department of Homeland Security. Your SEVIS record must be accurate from the beginning of your program. Maintaining legal status in the United States is critical, and it is the responsibility of every exchange visitor. Scholars must be aware of and comply fully with the following guidelines. Failure to do so could result in the violation of your immigration status. Review each of the following items and make sure you understand the rules, then sign and date the end.

- **Attend check-in and orientation at ISSSO:** You must report to the International Student and Scholar Services Office soon after your arrival so that your responsible officer can go over your role and responsibilities and validate you in the SEVIS database.

- **Ensure that your personal data is correct** (name, address, date of birth, city and country of birth, county of citizenship and country of residence) on your Form DS-2019. Change of new U.S. address must be reported to International Student and Scholar Services Office within 10 days of the change.

- **Make normal progress** toward completing the exchange program activity by completing the activity by the expiration of the program completion date on Form DS 2019, or request an extension of the program prior to the end date on the Form DS-2019. Note that KSU hosting department will submit an evaluation form to the International Student and Scholar Services Office on J1 visiting scholars.

- **Abide by the rules and maintain your legal J status:** obey the laws of the U.S. prohibiting criminal activity; obey KSU policy; obey KSU’s exchange visitor program rules.

- **Maintain health insurance coverage** for yourself and your dependents as set by the U.S. Department of State’s minimum requirements. Failure to do so will result in the termination of your exchange visitor program participation. Provide your insurance information at the orientation meeting before you leave.

- **File form 8843** with the Internal Revenue Service (IRS). If you receive payment in the U.S. You will also need to complete an Income Tax Return according to the IRS regulations, by April 15th every year. Contact the office of Finance and Accounting International Tax Specialist at 770 499 3536 for more information.

- **Report any proposed changes** in your program activity or funding sources to the International Student and Scholar Services Office immediately. You may need authorization prior to making those changes in order to maintain your legal status.
Contact your advisor at ISSSO for employment authorization for any type of work other than the program activity indicated on the Form DS-210, to include occasional lectures or consolations at another university before the activity occurs.

Extensions can only be made within the normal duration of your program limit and must be requested by your department. Proof of health insurance and financial funding documentation will be required for the additional time.

Transfers to other institutions are possible but must be pre-approved. Contact the responsible officer at ISSSO, if you plan to transfer from Kennesaw State University to another U.S. institution. You must be actively participating in your KSU program when the request to transfer is made, and you should not move to the new institution without permission.

Report to ISSSO if you are interested in applying for a different immigration status. Any changes in your status will make a difference in what you can and cannot do legally in the U.S. Meet with your responsible officer at ISSSO to discuss your options.

Change of nonimmigrant status or adjustment of status to permanent resident should be reported to the your responsible officer. Failure to report this change could accidentally result in the nullification of a pending application for a new status.

Keep your passport and dependent passports valid at all times. Provide ISSSO with a copy of your passport identification page when it is extended or renewed. Do not give your documents to anyone. Know and understand all of your immigration documents. You should always have valid documents for yourself and any accompanying dependents. These include the passport, all forms DS-2019 and the I-94 form.

Domestic Travel (especially to airports and outside of the city), will require you to carry your passport, DS-2019 and I-94 form with you for identification.

Obtain a travel endorsement signature when traveling outside the U.S. Contact the ISSSO at least 10 days prior to obtain travel endorsement on your form DS-2019. Extended travel time of 3 days or more will require special permission from the ISSSO and your hosting department to take extended travel time during your program. A letter of explanation from your supervisor will be required.

Dependents must travel with you outside the U.S. if the travel is more than 30 days.

Re-entry into the U.S. will require the DS-2019 Form (signed for travel endorsement) a valid passport and visa (if subject to passport and visa requirements.), and documentary evidence of financial support in the amount indicated on the DS-2019. Your dependent J-2 spouse and children must have their own form DS2019 and follow the same procedure as you for re-entry. Provide copies of new I-94and new visa if you obtained one, following re-entry into the U.S.
- **J-2 spouses and dependents** may apply to USCIS for employment authorization. This would not be used to support the J-1 exchange visitor. The dependent must have the authorization approval (Form I-766 I-ead Card) before employment commences.

- **J2 spouses may** engage in full-time study, and J-2 children may engage in full-time study in an elementary or secondary school (Kindergarten through 12th grade).

- **Report the end of your program.** Prior to leaving Kennesaw State University, report to ISSSO for an exit interview. Your comments and suggestions will be important in the successful experience of future scholars.

- **Remain in the U.S. for no longer than 30 days** after completion of your exchange visit activity, unless prior to that time you have followed procedures for applying for a change of nonimmigrant status.

- **Submit copies** of your passport, visa, DS2019, I-94, and insurance to your ISSSO responsible officer.

I have read the above information about maintaining my legal status in the United States and I understand that I must comply fully with these regulations in order to remain in legal status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to a Responsible Officer in the International Student and Scholar Services Office.

Print Name ___________________________ Signature ___________________________

Today’s Date: Month/Day/Year ______________________________