

WALSH UNIVERSITY



J-1 Exchange Visitor Program

Pre-Arrival Information

Welcome & Contact Information



Welcome to Walsh University! We are thrilled that you chose Walsh for your J-1 Exchange Visitor Program. We hope that you find your time at Walsh productive, rewarding and memorable. This packet will provide critical pre-arrival and arrival orientation information as well as immigration regulations, services from International Student Services (ISS), and an overview of Walsh. International Student Services (ISS) is here to assist you both before and during your

stay in the United States. We look forward to meeting you at the mandatory orientation program. Your hosting department will also have valuable information and resources available to you during your stay. The pre-arrival and orientation information is meant to assist you as you prepare for your journey to the United States and for your easy adjustment into your stay in the United States as a student or scholar at Walsh University. You will find answers to many of your potential questions in this guide. However, if you do not find answers to your questions in this guide, please contact us by email at:

iss@walsh.edu

CONTACT INFORMATION *International Student Services*
2020 East Maple Street, North Canton, OH 44270, 330.490.710

Exchange Visitor Program Brochure: <http://j1visa.state.gov/wpcontent/uploads/2015/03/Brochure-The-ExchangeVisitor-Program.pdf>

Exchange Visitor Program Services
Bureau of Educational & Cultural Affairs Department of State Annex SA-5, Fifth Floor,
Washington, DC 20522-0505

Responsible Agency

Administration and regulation of the Exchange Visitor Program is through the Bureau of Educational and Cultural Affairs under the United States Department of State. The Immigration and Naturalization Service ensures compliance of both sponsors and participants in the Exchange Visitor Program through the Student and Exchange Visitor Information System (SEVIS), which is described below. The Bureau of Educational and Cultural Affairs, Academic and Government Programs Division is located at 2200 C Street NW, Washington, DC 20522-0582. Their website address is <http://j1visa.state.gov/>.

Sponsor

Exchange Visitor Program Sponsor: Walsh University

Responsible Officer: Kristi Campbell/Director of International Student Services

Alternate Responsible Officer: Bryan Badar/Vice President for Student Affairs, Dean of Students:
2020 East Maple Street, North Canton, OH 44270 Phone: 330-490-7301E-mail: iss@walsh.edu,
Website: www.walsh.edu

Pre-Arrival Checklist

Before arriving, you must:

- Verify that all the information on your DS-2019 is correct. Note the program begin date and notify the ISS immediately if your travel plans change, including if you face delays in getting your visa.
- Pay the SEVIS FEE online at www.fmjfee.com/i901fee
- Locate your local U.S. consulate; schedule an appointment for a visa interview:
<http://www.usembassy.gov/>
- Apply for a J-1 Visa at the nearest U.S. Consulate or Embassy to your home residence. (Note: Canadian citizens do not need a US Visa, but must pay the SEVIS fee).
- Make financial arrangements to pay for tuition (if applicable) and other bills.
- Secure housing. Although Walsh will assist you in finding housing opportunities, Walsh is not responsible for securing housing for J-1 Exchange Visitors. This guide provides an overview of the different housing choices in North Canton. (page
- Schedule your mandatory J-1 Scholar Orientation with ISS for a date shortly after your arrival in North Canton. Appointments can be made at: iss@walsh.edu
- Purchase or make plans for required medical insurance coverage. The U.S. Department of State requires all individuals who enter the United States in J-1 status to have medical insurance for themselves and any accompanying J-2 dependents.
- Collect and organize immigration documents and put in your carry-on (hand) luggage
 - o Valid Passport with Visa
 - o DS-2019
 - o I-901 SEVIS Fee receipt
 - o Financial Support Document
- Arrange travel to United States. Plan to arrive at least one week before the first day of orientation.
<https://www.walsh.edu/international-pick-up.html>
- Make travel plans to allow sufficient time to familiarize yourself with the university. Attendance at new Exchange Visitor orientation is mandatory. Keep this in mind when booking your flight. J-1 exchange visitors may arrive no more than 30 days before the program start date listed on the DS-2019.
- Arrange or make plans for transportation from airport to your hotel or apartment. ISS will provide transportation only for the first arrival into the Cleveland or Akron Canton Airport, but you must notify ISS if such service is needed. If you arrive at any other nearby airport, you must make the necessary arrangements to travel to North Canton.

WHAT ELSE TO BRING

Important Numbers and Addresses

- Your address in your home country and phone number(s) to call in case of emergency.
- Your U.S. address and/or phone number, if already available.
- Host Department phone number, address, and contact person.
- Office of International Student Services.

Personal Items: What You Should Bring to the U.S.:

- Any prescription medications.
- Your medical history with English translation.

J-1 Exchange Visitor Program Purpose

The J-1 Exchange Visitor Program is a Federal program administered by the Department of State, which fosters the mutual exchange of ideas between Americans and foreign nationals by means of educational and cultural exchanges, and to stimulate international collaborative teaching, studying, and research efforts. The Exchange Visitor Program provides eligible foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

The Exchange Visitor Program promotes international interchange, mutual enrichment and linkages between research and educational institutions in the United States and those of other countries. The J-1 Exchange Visitor Program is organized into a number of different categories. Walsh University, through the International Student Services (ISS) has been designated to sponsor the following categories: student, professor, research scholar and short-term scholar.

The J-1 exchange visitor visa is a nonimmigrant visa, and participants in the J-1 Exchange Visitor Program are expected to return to their home countries when they complete their programs. Entry into the United States as a participant in the Exchange Visitor Program is granted with the understanding that participants will complete the objectives of a single program category. The minimum duration of any exchange program is three weeks, except for participants in the Short Term Scholar category or those sponsored by the Federal Government. The maximum duration varies by category.

AS A J-1 EXCHANGE VISITOR, YOU MUST UNDERSTAND ...

In accepting a J-1 visa and entering the U.S., you obligate yourself to comply with the terms and conditions pursuant to this status and as stated on page 2 of your DS-2019 form. Please read your DS-2019 carefully.

Attached to this guide, you will find the statement with your Rights & Responsibilities. Please read each statement, sign and date at the bottom of the form and bring this form with you to your Check-In appointment at the International Student Resource Center.

The J-1 Exchange Visitor Program is “category” specific. You are entering the U.S. in the Student, Professor, Research Scholar or Short-term Scholar category. You are not eligible to change the purpose of your visit or your category once you have entered the U.S. Each category has specific time limits, please read carefully the section about time limits.

You may be subject to the 2-year home residency requirement. Whether or not you are subject is determined at the U.S.

You are required to maintain health insurance for the entire duration of your DS-2019. This also applies to your dependents in J-2 status. The health insurance you purchase must meet certain standards. Please note that failure to maintain adequate health insurance for yourself and all dependents is considered a violation of the Exchange Visitor Program regulations, which will result in termination of your J-1 program and the visa status for the principal and dependents.

Family members who accompany you in J-2 status are automatically subject to any rule you, the J-1 principal, are subject to. Family members can apply for J-2 status if they are your lawful spouse or children (under the age of 21).

Key terms

Sponsors

The U.S. Department of State designates sponsors to administer individual Exchange Visitor programs. Sponsors are U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations. They screen and select Exchange Visitors participating in their programs, provide them with pre-arrival information and an orientation, and monitor their activities. Sponsors offer Exchange Visitors cross-cultural activities that will expose them to American society, culture, and institutions. Exchange Visitors are encouraged to participate in activities that provide them with an opportunity to share their language, culture, and history with others.

Exchange Visitors

An Exchange Visitor is a foreign national selected by a sponsor to participate in an exchange program, and is issued a DS-2019 to apply for a J-1 visa. An accompanying spouse and any unmarried children under 21 years of age may apply for J-2 visas, with the permission of your sponsor.

Responsible Officers

Sponsors appoint individuals as Responsible Officers and Alternate Responsible Officers to advise and assist Exchange Visitors. These officers have authority to issue the Certificate of Eligibility (DS-2019) to Exchange Visitors and communicate with the Department of State and the Department of Homeland Security on your behalf.

Rules and Regulations

You must understand and abide by the Exchange Visitor Program regulations, U.S. laws, and sponsor rules. Regular contact with your Responsible Officer will help you keep current of any changes, which may affect your J status.

Activities & Program Provisions

You will enter the United States in one program category and will be required to engage in that category and subject/field of activity listed on your DS-2019. You must comply with the specific program provisions of the regulations relating to your program category.

Maintenance of Status

You are required to have a valid and unexpired DS-2019. Sponsors may terminate an Exchange Visitor's program for violating U.S. laws, Exchange Visitor Program regulations, or the sponsor's rules governing their particular program.

Notification

You must inform your Responsible Officer if you change your address or telephone number, or complete or withdraw from your program early. Doing so assists your sponsor in reporting current information to the U.S. Department of State.

Program descriptions

The U.S. Department of State provides the following information. We include it in this guide according to the Department of State's requirements for J-1 Program Sponsors. The U.S. Department of State administers 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 with opportunities to participate in exchange programs in the United States and then return home to share their experiences. Walsh University is authorized by the U.S. Department of State to bring J-1 Exchange Visitors in the following four categories: Professor, Research Scholar, Short-term Scholar, and Students. The following rules governing these categories should be given consideration prior to participation:

College and University Student

For full course of study at an accredited institution. Duration of stay is limited to the length of the program of study. Foreign students have the opportunity to study at American degree-granting post-secondary accredited academic institutions, or participate in a student internship program that will fulfill the educational objectives of the student's degree program in his or her home country.

College/University Students must:

- Be financed directly or indirectly by the U.S. government, the government of their home country, an international organization of which the United States is a member by treaty or statute, or supported substantially by funding from any source other than personal or family funds;
- Be carried out according to an agreement between the U.S. government and a foreign government, or according to a written agreement between American and foreign educational institutions, an American educational institution and a foreign government or a state or local government in the United States and a foreign government; or Student is participating in a student internship program that will fulfill the educational objectives for the student's degree program in his or her home country; or
- Pursue a non-degree program, and must be enrolled full-time in a prescribed course of study. The maximum duration of a non-degree program is 24 months inclusive of academic training.

Professor and Research Scholar

Minimum of Master's degree with appropriate experience in the field is required. Minimum duration is 3 weeks; maximum is 5 years. The exchange of professors and research scholars promotes the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries.

The professor category is for a foreign national who enters the United State for the primary purpose of teaching, lecturing, observing or consulting at accredited post-secondary academic institutions, museums, libraries or similar types of institutions. A professor may also conduct research, unless disallowed by the sponsoring organization.

The Research Scholar is for a foreign national who enters the United States for the primary purpose of conducting research, observing or consulting in connection with research projects at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar may also teach or lecture, unless disallowed by the sponsor.

The research scholar or professor's appointment to a position shall be temporary, even if the position itself is permanent.

Incidental lectures or short-term consultations are permitted with the approval of the responsible officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date.

Professor and Research Scholars must:

- Not be a candidate for a tenure track position;
- Not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of their new program's commencement;
- Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:
 - The participant is currently in a professor or research scholar program and is transferring to another institution in the United States to continue their current J-1 program;
 - The participant's prior physical presence in the U.S. on a J-visa program was less than six months in duration; and
 - The prior participation was as a short-term scholar.

Short-Term Scholar

Professors, research scholars and other individuals with similar education or accomplishments travel to the United States on a short-term visit to lecture, observe, consult, train or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited academic institutions or similar types of institutions. Participants collaborate on special research projects, teach a semester at a college or university, or lecture, consult or observe in a variety of settings in education and research in the United States. Minimum duration is 1 day; maximum is 6 months. No extension or change of category is possible.

Short-Term Scholars must be a professor or research scholar or someone with similar education and or experience.

J-1 Categories and Maximum Lengths of Stay Maximum Stay

The category indicated in item 4 of your DS-2019 determines your maximum period of stay under your J-1 program. See the second page of the DS-2019, 1(c) "Limitations of Stay." Upon completion of your J-1 program, you are afforded a 30-day grace period to prepare for departure from the United States. You should not work or engage in other program activities during this period.

1) Professor and Research Scholar: maximum length of stay is 5 years, including any previous continuous time spent at other institutions. Once the scholar completes the J-1 program, regardless of her/his length of stay, the scholar may not obtain another J-1 Professor or Research Scholar category status for two years (refer to the two-year (24-month) bar on repeat participation).

2) Short-Term Scholar: maximum length of stay is 6 months, including any previous continuous time spent at other institutions.

Bar on Repeat Participation for J-1 Professor and Research Scholars

The “Bars” refer to the amount of time an Exchange Visitor must wait to start a new program after completing a prior J Exchange Visitor program as a Research Scholar or Professor. There are two types of bars:

12-Month Bar

USCIS regulation 22 CFR 62.20(d)(ii) established a “12-month bar” on beginning a new J-1 program as a Research Scholar or Professor for those persons who spent the previous year in the United States in any J status (J-1 or J- 2). This bar does not apply to transfers from one institution to another, to persons who were Short-term Scholars, or to persons whose J program lasted less than six months.

24-Month Bar

USCIS regulation 22 CFR 62.20(i)(2) established a “24-month bar” on repeat participation as a Research Scholar or Professor for those persons who were present in the United States in J-1 Research Scholar/Professor Category on or after November 17, 2006. This means that all J-1 Professors or Research Scholars (not those in the Short-term Scholar category) will be barred from participation in the same category for two years from the end date of their programs. For example, a professor whose J-1 program is from September 1, 2008 - May 31, 2009, will not be able to return to the US as a J-1 Professor (or Research Scholar) until May 31, 2011.

The bar does not apply to transfers from one institution to another. These bars only prevent new programs as Research Scholars and Professors who have previously held J status. They do not prevent someone who has held J status from beginning a new program as a J-1 Student or Short-Term Scholar. Once the applicable 12-month or 24-month time period has lapsed, Exchange Visitors are again eligible to begin a program in any J category.

Two-Year Home Residence Requirement 212(e)

What is the 212(e) two-year home country physical presence requirement?

The 2-year home residency requirement called 212(e) applies to certain J-1 exchange visitors. If you are subject to the 212(e), the requirement should be noted on your visa or at the bottom of your DS-2019. You will be required to return to your home country at the end of your exchange visitor program and be physically present there for an aggregate of two years before being eligible to return to the United States in immigrant status (permanent resident/green card), H status (temporary workers and dependents), K (fiancé), or L status (intracompany transferees and dependents). Exchange Visitors subject to the two-year home country residence requirement are not eligible to change their nonimmigrant status in the U.S. from J to permanent residence or to any other nonimmigrant category except A (diplomatic) and G (international organization).

This requirement is different from the 12-month and 24-month repeat participation bars. Please read and understand section 1(a) on the second page of the enclosed DS-2019. This requirement is normally associated with government funding (from your country or the United States) and/or the U.S. Department of State skills list. To see if your country and skill results in this requirement, please check the skills list at:

www.travel.state.gov/content/visas/en/study-exchange/exchange/exchange-visitor-skills-list.html

How Do I Know If I Am Subject to the Two-Year Requirement?

Please note that only the Bureau of Educational and Cultural Affairs can determine with certainty whether or not you are subject to the requirement. Many exchange visitors are under the impression that this is decided when a consular officer stamps the visa or eligibility document (DS-2019) with a statement that the visitor is not subject to the requirement. However, this is only a preliminary determination by the consular officer. You may write to the Bureau of Educational and Cultural Affairs to request an “advisory opinion” on whether or not you are subject to the requirement if you are uncertain about your status.

Note: Former Exchange Visitors are eligible to return home and obtain a visa for all other nonimmigrant visa types, even if subject to the two-year residence requirement. Only lawful permanent residence, and H, K, and L visas are prohibited. Exchange Visitors subject to the two-year residence requirement are eligible to leave the U.S. and apply for visas to return as tourists or F-1 students as long as they are otherwise eligible for those 12 visas. The two-year home residence requirement should NOT be confused with the 24-month bar on repeat participation.

What are the 212(e) conditions?

Two-year Home-country Physical Presence Requirement Conditions - An exchange visitor is subject to the two year home country physical presence requirement if the following conditions exist:

- Government funded exchange program - The program in which the exchange visitor was participating was financed in whole or in part directly or indirectly by the U.S. government or the government of the exchange visitor's nationality or last residence;
- Graduate medical education or training - The exchange visitor entered the U.S. to receive graduate medical education or training;
- Specialized knowledge or skill: Skills List - The exchange visitor is a national or permanent resident of a country that has deemed the field of specialized knowledge or skill necessary to the development of the country, as shown on the Exchange Visitor Skills List. Review the Exchange Visitor Skills List 2009 found at <https://travel.state.gov/content/visas/en/study-exchange/exchange/exchange-visitor-skillslist.html>

Note: If you are not subject to the 212(e) Two -Year Home Residence Requirement, you may be subject to the 24-month bar after completing a J-1 program as a Research Scholar or Professor.

Frequently Asked Questions

1. May I extend or transfer my program if I am subject to the 212(e) rule? • Persons with a two-year residence requirement are eligible for program transfers and extension of their J status up to the limits of time for their particular Exchange Visitor category.
2. I have J-2 dependents traveling with me. Are they subject to the 212(e) rule also? • If the principal J-1 Exchange Visitor is subject to the two-year residence requirement, dependents in J-2 status are subject as well.
3. Are my J-2 dependents required to live with me? • Yes.
4. May a waiver of the 212(e) rule be requested? How so?
 - An Exchange Visitor may request that the two-year home residence requirement be waived only on the following grounds:
 - Statement from the Exchange Visitor's home country that it has no objection to the waiver.
 - Request for waiver made by an interested U.S. government agency.

- Interest of a state agency (only for alien physicians).
- Exceptional hardship to the U.S. citizen or permanent resident spouse or child of the Exchange Visitor.
- Fear of persecution on account of race, religion, or political opinion.

Applying for a J-1/J-2 Visa

A valid J-1 visa is required for entry to the United States on the Exchange Visitor Program. Visa procedures vary slightly from one U.S. embassy or consulate to another. Before you apply for your visa, check with the U.S. embassy or consulate where you plan to apply to learn about their specific procedures and policies regarding J-1 visa applications as well as to determine exactly what supporting documentation is required. For information on processing times and procedures, visit the U.S. Department of State at

<https://travel.state.gov/content/visas/en/study-exchange/exchange.html>

NOTE: A personal interview is required, which needs to be arranged in advance, so you will need to schedule your appointment as soon as possible. Be aware that there could also be substantial delays due to security checks, so please plan your travel arrangements accordingly.

Steps to apply for a J-1 visa:

1. Read your DS-2019 carefully to ensure the information is correct.
2. Obtain a passport if you do not have one. Make sure it is valid 6 months into the future after the date of your arrival.
3. Pay SEVIS fee (\$200) with Form I-901. <https://www.fmjfee.com/i901fee/>
4. Apply for the J-1 visa with the nearest U.S. Consulate/Embassy.
5. Review the health insurance requirements for you and dependents that are traveling to the U.S.

J-2 Dependent Family Members

Spouses and unmarried children under 21 may apply for J-2 visas to accompany J-1 scholars to the U.S. All requests for J-2 visa sponsorship for dependents must come from your sponsoring department. If you have already requested J-2 visa sponsorship for a dependent, then her/his DS-2019 form is included with your packet. You must be able to show an additional funds of \$650/month plus health insurance (or funds for it) for a spouse and \$300/month plus health insurance (or funds for it) for a child. Once in the U.S., eligible individuals in J-2 status are permitted to apply for work permission from the U.S. Citizenship and Immigration Services (USCIS). Work permission takes approximately 2-3 months to obtain, and it requires a fee to USCIS.

- **TOURIST VISA (B-2) OR VISA WAIVER PROGRAM FOR FAMILY MEMBERS** - The B-2 visa currently allows a visit of up to 6 months. The Visa Waiver Program (VWP) allows a maximum visit of 90 days. If your dependent has no plans to work, the B-2 or the Visa Waiver Program is a fine option for visiting you in the U.S. (To determine eligibility for the VWP, visit http://travel.state.gov/visa/temp/without/without_1990.html).

The following is generally required for the consular J-1/J-2 visa application:

- Signed DS-2019(s) – A separate DS-2019 form is required for each visa applicant. Each J visa applicant should sign his/her own DS-2019, with the exception of children under age 14 (the J-1

parent should sign in this instance). The DS-2019(s) will be returned to you to present at the U.S. port of entry. Check your documents; make sure you check the form DS-2019 carefully to ensure the information is correct. If you believe there is an error, please contact ISS directly (iss@walsh.edu).

- Receipt showing payment of the \$200 SEVIS fee (J-1 only). Make sure to print the confirmation of payment of this fee; you will need this for your visa application. For more information and how to pay, please visit: <https://www.fmjfee.com/i901fee/>. The fee is non-refundable, even if the visa application is 14 denied. Important: if you do not pay the SEVIS I-901 fee, then the U.S. Department of State will deny your visa application.
- Payment of the visa application fee, and appropriate visa application forms (see www.usembassy.gov), for each visa applicant. ***Family members (J-2 status) will have to apply for their own visa and pay applicable visa fees. They do not have to pay the SEVIS fee as your fee covers the entire family. Passport(s) valid for at least 6 months into the future, for each visa applicant.
- Proof of ties to your home country -Consult the website of your local U.S. Consulate/Embassy for suggestions.
- Proof of financial support - You must be able to verify the total funds indicated on the DS-2019 with a personal bank statement and/or a sponsor's official statement of support. If you are receiving payment from Walsh, you may request a letter from the inviting department that specifies your position and salary.
- Two U.S. Passport-size Photos (often required – check with U.S. Consulate), for each visa applicant.
- J-1 Invitation letter from the sponsoring department at Walsh University (recommended).
- Evidence of J-2 relationship to the J-1 applicant (e.g. marriage or birth certificate).

If your visa is granted, the consular officer will place a visa stamp in your passport. If you receive a multiple entry visa, you may use it to re-enter the United States as often as you like up to the date of its expiration as long as you have a valid DS-2019 Form.

Student and Exchange Visitor Information System (SEVIS) FEE

The Student and Exchange Visitor Information System (SEVIS) is a U.S. government database designed to monitor the arrival, continuing status, and departure of F, J, and M visa holders. All U.S. educational institutions sponsoring international students and scholars are required by law to be enrolled in SEVIS. The database contains records of all J-1 scholars and J-2 family members. SEVIS is available to the Department of Homeland Security as well as to U.S. embassies and consular posts worldwide, and is used to determine a J-1 or J-2 exchange visitor's eligibility to enter the U.S. or to obtain immigration benefits such as work permission, extensions, and transfers, while in the U.S. The current fee for exchange visitors (J-1) is \$200.

Who Must Pay the SEVIS Fee?

1. Students & Scholars seeking an F-1 or J-1 visa from a U.S. consulate abroad for initial attendance at a U.S. school.
2. Students seeking a J-1 visa from a U.S. consulate abroad to commence participation in a J-1 Exchange Visitor Program.
3. Persons applying for a change of status to F-1 or J-1.

4. Canadian nationals are exempt from the J-1 Visa requirement. However, they must pay the \$200 SEVIS fee before going to the U.S. port of entry. The fee CANNOT be paid at the port of entry.
5. J-1 students applying for a change of program category within the U.S.
6. J-1 students transferring from fee-exempt Federal Government sponsored programs (such as Fulbright) to other J-1 programs.
7. J-1 students transferring from reduced-fee J-1 programs to full-fee J-1 programs.
8. J-1 students applying for reinstatement

Who Does Not Pay the SEVIS Fee?

1. J-2 dependents
2. J-1 students and J-1 scholars who are seeking an extension or transfer
3. J-1 students and J-1 scholars who have previously paid the fee and are applying for a visa to return to the U.S. as continuing students in the same course of study
4. J-1 students and J-1 scholars who have paid the fee but have been denied a visa who are reapplying for the same visa within 12 months
5. Persons who have paid the SEVIS fee but have been denied a change of status to J-1 and who are reapplying for the same status within 12 months after being granted a motion to reopen the case
6. J-1 participants in fee-exempt Federal Government-sponsored programs (such as Fulbright)

You must have a DHS fee receipt before applying for a visa or change of status. Third parties may pay the fee on behalf of the student or scholar.

To Pay Online:

- Complete form I-901 online at www.fmjfee.com. Be sure to write your name and other information exactly as it appears on your DS-2019 form.
- Pay the fee using Visa, MasterCard or American Express.
- Print a copy of the online receipt. You cannot return to the screen that asks you if you would like to print a receipt so it is important to print the receipt as soon as possible.
- Make a copy of your receipt, and keep it with your other important immigration documents, including the second receipt of the I-901 that you will receive in the mail.

To insure that your record in SEVIS is accurate and up to date please be sure to:

- Report with International Student Services within 10 days of arrival.
- Provide a local U.S. address and phone number, even if only temporary (J-1 federal regulations require International Student Services to report the arrival of exchange visitors in SEVIS within 30 days of the begin date on the DS-2019 form).
- Notify International Student Services of any local address change within 10 days of moving;
- Inform International Student Services of your departure from North Canton should you leave earlier than 30 days from the end date of your DS-2019 form.

Maintaining Health Insurance Coverage

In order to maintain J-1 status, you must have health insurance for yourself and for your dependents. If you qualify for employee benefits (including health insurance) please note that you must purchase supplemental insurance to cover medical evacuation and repatriation. If you are a self-funded J-1 scholar, you must purchase health insurance on your own and provide proof to International Student Services.

For your convenience, International Student Services provides a US carrier that meets the requirements for J-1 scholars and J-2 dependents: <http://nafsa.org/resourcelibrary/default.aspx?id=8823>

Your health insurance policy must meet the following minimum coverages:

- \$50,000 per sickness, accidents, or maternity (pregnancy, pre-natal, and birth)
- \$10,000 for medical evacuation
- \$7,500 for repatriation of remains to your home country in case of death

J-1 Full-time Walsh Employees

Exchange Visitors, who will be employed full-time and paid by the University, may enroll in the university medical insurance plan. Human Resources will go over these plans with you and help you select the best plan for you.

Walsh's Employee health insurance plans meet all federal requirements except payment for repatriation and medical evacuation. Therefore, all J-1 exchange visitors and J-2 dependents with Walsh Employee health insurance must purchase a supplemental policy that will bring their full health coverage up to minimum federal requirements.

Dependent Insurance for J-1 Employed Full Time by Walsh

All dependents of exchange visitor's must be insured throughout the entire program of the Exchange visitor. If the program is longer than one semester, insurance must be purchased at least until the end of the academic semester and renewed prior to the expiration date.

If the J-1 is a paid university employee, the Exchange Visitor may pay to have the J-2 added to their employee insurance. If the J-1 is not a paid university employee, the EV is responsible for purchasing the J-2 health insurance.

NOTES:

- It is recommended that all scholars and their dependents purchase health insurance coverage before traveling to the United States.
- It is recommended that your health insurance coverage is active prior to traveling.
- Not all providers offer insurance coverage for pregnancy and maternity. For those that do, the pregnancy cannot be a pre-existing condition at the time of application.
- In addition, not all plans cover dependents, and in some cases, the J-1 must be enrolled in the health insurance plan for the J-2 to be eligible.

Please note that failure to maintain adequate health insurance for the principal and dependents throughout the duration of your DS-2019 is considered a violation of the Exchange Visitor Program regulations, which will result in termination from the program.

Important Medical Terms

When determining which insurance plan to purchase, here are a few important terms to understand:

1. **HMO:** A “Health Maintenance Organization” functions as your health care network. If your insurance is an HMO, you will need to go to a certain network of doctors, hospitals, pharmacies, specialists, etc. to have your expenses covered by your insurance (this is called “in- network”)
2. **In-network vs. Out of Network Providers:** In- network care is significantly cheaper than out of network care. Insurance companies have negotiated prices with health care providers that are in their network. If you must use an out of network doctor or provider, note the different deductible, out of pocket maximums, and costs for services.
3. **Deductible:** A deductible is the amount you must pay for your health care before your insurance provide begins to pay.
4. **Co-Pay(ment):** Amount you are responsible for every time you get medical care. Note that this cost may vary depending on the type of doctor.
5. **Primary Care Provider:** Some insurance plans require you to select a primary care provider (doctor) that will be the main health care provider. PCP’s normally have a lower co-pay and will write referrals if you need care not provided in their practice.

Entering the United States

IMPORTANT: You should enter the U.S. no more than 30 days prior to the start date on your DS-2019 form. If you are unable to enter the U.S. within 7 days after the start date on your DS-2019, you should notify your department at Walsh and International Student Services of your expected arrival date.

ENTERING THE UNITED STATES

Once you have obtained the J-1 visa, you will be able to enter the United States in J-1 status. As you arrive in the U.S., you will present the following documents to the U.S. Customs and Border Protection (CBP) Officer at the U.S. port of entry:

- Passport(s) containing a valid J-1 visa (or J-2 visas for accompanying family members).
- Signed DS-2019(s) for you and any accompanying family members.
- Recommended: Proof of financial support (same as the document presented at the U.S. Embassy or Consulate) and invitation letter from the sponsoring department at Walsh University.

Important! Please put all these documents (passport and DS-2019) in your carry-on luggage, not your checked suitcase. In addition, we recommend that you make copies of all of these documents and place the copies in your checked luggage.

The officer should return the following:

- **Passport(s) with entry stamp:** Please check that the entry stamp has the notation “J-1 D/S” or “J-2 D/S” (D/S stands for “duration of status”). If you notice a discrepancy, please be sure to address it with the CBP officer immediately as it may be difficult to correct later.
- **Stamped DS-2019s** for you and any accompanying family members.
- **Any of the recommended documents that you provided.**

Money

- Amount brought with you should be enough to cover at least one month's expenses, as well as any necessary items such as cellular phone, etc.
- You can bring the money in the form of/via:
 - o Cash
 - o Wire transfer
 - o Traveler's checks
 - o Credit card(s) accepted in the U.S.

I-94 RECORDS

Under the current system, your I-94 entry record will be available to you by accessing the following website online: www.cbp.gov/i94. Occasionally, a paper I-94 is issued at the U.S. Port of Entry. You will use your passport information to look up the I-94 record. The record should have the date of your recent arrival. The record should indicate "J-1 D/S" or "J-2 D/S"

CANADIAN NATIONALS

Canadian nationals are not required to obtain a visa stamp from the U.S. Embassy or Consulate. However, they must present the enclosed DS-2019, SEVIS fee receipt, and a Canadian passport at the U.S. port of entry in order to be admitted in J-1 status for D/S (duration of stay). If you are a Canadian Landed Immigrant, please check with the nearest U.S. Consulate about whether or not you require a J-1 visa stamp, as requirements vary depending on country of citizenship.

Arrival Information

Airport Pickup Services

Walsh will try to accommodate transportation needs from the Cleveland Hopkins (CLE) and the Canton Akron (CAK) to the city of North Canton. To schedule a pick up appointment, please send an e-mail to iss@walsh.edu or fill out this form <https://www.walsh.edu/international-pick-up.html>

Arrival Checklist

___ **Attend J-1 Mandatory Orientation at ISS.** Once you have completed the mandatory orientation, your SEVIS record will be validated within three days.

___ **Schedule an appointment to purchase insurance with ISS if you have not already purchased your own.** In case you have not purchased insurance coverage for yourself and your J-2 dependents, please schedule an appointment.

___ **J-1 students.** Register for classes if you have not been able to do so prior to your arrival.

___ **Get your Walsh Campus Wide ID card in Student Affairs.** This is your campus identification card.

___ **Report your local U.S. address to ISS.** Address changes must be reported within 10 days of any move.

___ **Make banking arrangements.** Exchange Visitors are eligible to create a bank account even without a social security number at Huntington Bank. Several other options for banking are also available if you have a social security number.

___ **Apply for a Social Security Number (SSN).** An SSN is required if you are paid by Walsh. ISS can help assist with this process.

Arrival Notification

In order for Walsh University to validate your arrival in the SEVIS database, you must register in person to International Student Services immediately upon your arrival at Walsh. We must also enter your local U.S. address (even if it is temporary) in SEVIS at that time. Please bring your immigration documents with you when you come to International Student Services to check in. Inform your inviting department that you have arrived safely. Attend the mandatory J-1 Exchange Visitor Orientation.

Mandatory J-1 Exchange Visitor Orientation

OVERVIEW

We recommend that you arrive before the start of the Orientation Program in order to find housing and become acquainted with Walsh. The U.S. Department of State requires us, as your program sponsor, to provide you with an orientation program. After you attend the orientation, International Student Services will validate your arrival in the Student and Exchange Visitor Information System (SEVIS) database. This validation notifies the Department of Homeland Security that you have arrived and begun your J-1 exchange visitor program and changes your SEVIS record to “ACTIVE” status.

WHAT TO BRING

You will need to bring the following documents to your orientation session for you and any accompanying J-2 dependents:

- Passport(s)
- I-94 Arrival/Departure Record records(s)
- DS-2019(s)
- Proof of insurance
- Local U.S. Address
- Emergency Contact information
- Local North Canton phone number or the number of your hosting department at Walsh University.

TOPICS COVERED AT ORIENTATION

- Immigration status
- Medical and evacuation/repatriation insurance, and University Health Services
- Employment
- Finance and banking concerns
- Obtaining a Ohio Driver’s License, University Identification card, and U.S. Social Security Number
- Intercultural and family programs
- Local transportation and shopping options to consider
- Services provided by ISS

IMPORTANT: *Orientation is mandatory and a part of your J-1 visa requirement. Failure to attend orientation and have your SEVIS record validated may result in future immigration complications as well as problems obtaining a Social Security Number.*

Your J-2 dependent family members are welcome to attend the orientation with you if space permits; however, the J-1 Visitor is the only one who is required to attend. If your family members do not accompany you to orientation, please remember to bring their documents and insurance for verification.

Maintaining Legal Status Overview

In order to maintain your legal status as a J-1 faculty or staff member you must:

- Have a valid I-94 and a valid and current DS-2019 form at all times
- Have a valid passport (as well as all of your dependents, if applicable)
 - To extend your passport, you will need to contact your home **country embassy or consulate** for the procedures that you must follow. Be sure to contact your embassy at least 6 months prior to the expiration of your passport to ensure timely processing.
- Maintain adequate **health insurance coverage** for yourself and your dependents as required by federal regulations
- Pursue the activity described in item #4 on your DS-2019 form
- Only engage in employment in the department or office for which your program has been approved
- File timely and appropriate transfer and extension notifications through International Student Services.
- If any **university courses** are taken, they must only be part-time, non-degree courses
- File US tax returns (due every April)

Reporting Your Local Address

After your arrival to the United States, you must report your local address in MyCavalier, and with ISS. You must also update your address within ten (10) days each time you move. Updating your address is an essential part of immigration compliance. Failure to report your address results in your immigration status canceling or terminating.

- In order to update your address,

Travel Procedures

When traveling outside the United States, J-1 scholars (and their J-2 dependents, if applicable) must have in their possession the proper documents to return to the US to resume their activities. These documents are:

- Passport valid at least six months beyond the date of US re-entry
- Valid J visa stamp in passport
- Form DS-2019 authorized for travel by an ISS advisor

If one or more of the above documents are not valid, call ISS at (330) 490-7105 or stop in during walk-in hours to meet with International Student Services.

When meeting with ISS, be sure to bring your passport, I-94 card, and current Form DS-2019.

Other documents may be helpful in confirming the right to re-enter the US, especially proof of financial support as listed on the DS-2019 or a letter from the department confirming the appointment/invitation to Walsh University.

If a J-1 scholar has a travel endorsement in the "Travel Validation by Responsible Officer" in the lower right corner of their DS-2019, that endorsement is valid for a one year period from the date that it has been signed or until the expiration date of the DS-2019, whichever comes first. The expiration date is given in item #3 of the DS-2019. There are a few exceptions to the validity of this one-year endorsement (signature):

- On the date that a J-1 scholar completes his/her program, the endorsement is no longer valid. This date may be the date a scholar terminates the employment or program within the inviting department.
- If the visa stamp in his/her passport has expired, the J-1 scholar will need to visit ISS at least two weeks prior to departure date, have his/her DS-2019 endorsed for travel, and request instructions on how to apply for a re-entry visa at a US Embassy or Consulate abroad.
- If the department terminates the scholar's program, the DS-2019 is no longer valid. It is imperative that such scholars talk with an advisor in ISS concerning their nonimmigrant status. If the scholar travels outside of the US under this or the aforementioned circumstances, that scholar cannot use the endorsed DS-2019 to re-enter the US; the scholar will be denied legal entry to the US.
- If a scholar is outside of the US for over 30 days for personal reasons, the DS-2019 will no longer be valid for re-entry according to the Department of State (DOS). If a scholar is outside the US for more than 30 days for other than personal reasons, such as awaiting visa approval or working on a collaborative project between Walsh University and the scholar's home institution, ISS will need written confirmation for such situations to document the continuation of J-1 status in the US while the scholar is overseas.

Extension of Stay

A scholar must always maintain a valid Form DS-2019 during stay in the US. The ending date in item #3 on the Form DS-2019 is the expiration date. If eligible to continue in the program beyond the date in item #3, a scholar will need to submit a completed Visiting Staff Request for a program extension.

The extension may be processed 90 days before the completion date on the current Form DS-2019 but no later than the completion date. If an extension is not needed, a J-1 scholar then has a 30-day grace period after the completion date to depart the US.

Any extension request must remain within the time limit for the J-1 scholar's category. The category is listed on the DS-2019 in item #4. Professors and Research Scholars have a 5-year window in which to pursue their activity. For Short-Term Scholars, the time window is six (6) months. These are continuous periods of time, not aggregate amounts of time (like starting a countdown that cannot be stopped).

In order to request an extension, a J-1 scholar requires the following:

- Passport
- Form I-94
- Current Form DS-2019
- DS-2019s and passports for any and all dependents, if applicable
- J scholar extension form
- Original financial support document dated within the last six months.
 - Minimum required funding for an extension:

- \$1250/month for the scholar
- \$400/month for a spouse
- \$250/month for each child
- Proof of health insurance coverage for the duration of the proposed extension
- If participating in Academic Training, an offer letter (for financial purposes)

Be sure to notify ISS if you have completed your program or are withdrawing from your program early.

Caution: Extension of stay in the United States is the scholar's responsibility. By forgetting a deadline and applying late, a scholar risks denial. Please be certain **to apply** in timely fashion if needing to extend.

Transfers

Transfers from one J-1 program to another must be initiated with the current program sponsor listed on your DS-2019. Students should complete the SEVIS Transfer Release Form. Scholars should contact ISS as early as possible to determine transfer eligibility and procedures.

Change of Program Category

J-1 Exchange Visitors may rarely change from one J category to another. Please contact ISS as early as possible to determine eligibility and procedures.

Off-Campus Consultations and Lectures

The Department of State (DOS) allows for occasional lectures and consultations that are incidental to the J-1 professor, research scholar or short-term scholar's objective at Walsh University. Wages and remuneration are allowed if the following criteria and procedures are satisfied:

Criteria

The occasional lectures or short-term consultations shall:

- Be directly related to the objectives of the J-1 scholar's program
- Be incidental to the objective of the stay at Walsh University (not delaying the **completion** of the J-1 scholar's program).
- Be for a period for 30 days or less

ISS Authorization Letters

A J-1 scholar must request an authorization letter from ISS prior to engaging in lectures or consultations. This request can be made by emailing iss@walsh.edu or calling (330) 490-7105 and speaking with the Director of International Student Services

The letter will be printed on official University letterhead, be signed by an authorized representative in International Student Services, and set forth the terms and conditions of the proposed lecture or consultation offer by providing the following:

- proposed start and end dates
- field or subject
- amount of compensation
- description of the activity

A second letter, from the head of the scholar's academic department at Walsh University, will:

- support the proposed activity
- indicate that this activity is related to the original objective of the J-1 scholar's visit to Walsh University

Once you have this documentation, bring it to a meeting with International Student Services.

The 30-Day Grace Period

Exchange visitors must depart the US within 30 days of the expiration of the DS-2019 or the completion of the program, whichever is earlier.

The 24-Month Bar

Research Scholars and Professors are prohibited from returning to the US for 24 months in either of these categories once they have completed their program as listed on the DS-2019 or sooner. A J-1 scholar preparing for departure should meet with International Student Services before leaving to discuss his plans and how this rule affects him.

Employment

Authorized Employment

As a J-1 Exchange Visitor, you are eligible for employment at Walsh, but only in the field specified on the DS-2019. Unauthorized employment may result in a violation of immigration regulations and loss of valid J-1 status.

Long-term employment may require a change of immigration status for continued employment eligibility. Please consult ISS regarding any changes in your official title, salary or department to be certain that you are authorized to engage in such employment under your current J-1 status. J-1 status is not appropriate for tenured or tenure-track positions.

Incidental Employment outside Walsh for J-1 Professor and Scholars

It is possible for exchange visitors to obtain permission for incidental employment such as short-term consultations, lectures, or part-time teaching, at another institution during the time that they are at Walsh University. Such employment must be directly related to your exchange visitor program objective, incidental to your primary program activities, and not delay the completion of your program at Walsh. Further, it must be approved by your sponsoring department and authorized in writing by your program sponsor (International Student Services) in advance of the work beginning. No other concurrent types of employment are permitted for J-1 scholars.

Employment for J-1 Exchange Students

On-Campus Employment:

J-1 Exchange Visitors in the Student program are eligible for any on-campus employment as long as the following conditions are met:

- Remain in good academic standing.
- Continue to engage in a full course of study.
- Limit employment to no more than 20 hours per week while classes are in session and full time per week over summer break or when there are no classes.

Academic Training:

J-1 Exchange Visitors in the Student Program are eligible for Academic Training as long as the following requirements are met:

- Purpose in the U.S. is to study; not to work.
- Work is directly related to field of study.
- Maintain health insurance.
- Written permission from ISS.

Other requirements for Academic Training include:

- Academic Training employment may not exceed the period of full course of study or 18 months, whichever is shorter. Students completing a doctoral degree are allowed a maximum of 36 months Academic Training. Part-time Academic Training counts against the amount of full-time employment available. For example, if you are eligible for 12 months of Academic Training and use 6 months as part-time Academic Training during your program, you will only have 6 months full-time Academic Training after your program.
- Earning more than one degree does not increase your eligibility for Academic Training.
- To obtain authorization for Academic Training, download the Academic Training form from International Student Services website and submit the complete form, along with a letter
- from employer (on letterhead) stating the following to ISS:
 - Job title.
 - Brief description of goals and objectives of employment.
 - Dates and location of employment.
 - Number of hours per week.
 - Name and address of training supervisor.

The Academic Training form requires a section to be completed by your advisor before submitting to ISS. Once received, the ISS will issue a new DS-2019 within 5 business days. You may NOT work without this authorization and must be requested at least two weeks before graduation.

U.S. Social Security Number (SSN)

If you are employed by the university, you must obtain a Social Security Number (SSN) from the Social Security Administration (SSA) office in order to receive payment. Before you can apply for the number at the Social Security Administration, you need to register with International Student Services and the Student Service Center in Farrell Hall, so we can validate your arrival in SEVIS. If you are not receiving wages in the U.S., you will not be eligible to apply for a social security number. If you have ever had a social security number before in the U.S., then it is valid for life. Further details will be discussed during Mandatory Orientation.

If you are not employed by the university, you are still eligible to apply for an SSN if you are in one of these visa categories: J-1 Short-term Scholar; J-1 Research Scholar; J-1 Professor; or J-2 Dependent with valid Employment Authorization Document (EAD). Please note that J-1 Students must obtain permission from the Responsible Officer to be employed on campus.

STEPS TO OBTAIN A SOCIAL SECURITY NUMBER

1. Wait 10 days from the date you entered the United States or the start date of your DS-2019, whichever is later. This time is needed for your immigration information to appear in government databases.
2. Wait three days after attending the J-1 Exchange Visitor Orientation at ISS. This time will allow your SEVIS record to be validated. Please note that the SSA will not issue a SSN until your SEVIS record has been validated.
3. Present the following documents in person at the SSA Office:
 - Completed SSN Application – <http://www.ssa.gov/online/ss-5.pdf>
 - Passport
 - I-94 record
 - DS-2019
 - Appointment or Visiting Scholar Letter from your hosting department (if applicable)
 - Employment Verification Letter from the hiring department or office (for J-1 Student)
4. The SSA office will issue a receipt for your application. You should receive your new Social Security card in the mail within 14 business days. Be sure to include a reliable mailing address on your SSN application. Once an SSN has been issued to you, the same number will be valid indefinitely. If you are paid by Walsh, you will need to take your SSN to the Payroll Office in St. Farrell Hall.

Travel within the United States

Once within the United States, you are allowed to travel in the country. If you are traveling outside of North Canton, you should take your original passport, DS-2019 and I-94 record.

Travel outside the United States

To enter the United States after a temporary trip abroad, you will need your:

- Passport (valid for 6 months or longer upon entry)
- Valid J-1 visa (Canadian citizens are exempt from the visa requirement)
- DS-2019 signed for travel within the last 12 months

If you are traveling to a country that is not your country of citizenship, please consult that country's consulate to determine if you require an entry visa. For a list of foreign consulates in the United States, see <http://www.state.gov/s/cpr/rls/fco>

In order to re-enter the U.S. in J-1/J-2 status *you must have your DS-2019 endorsed by Walsh's responsible officer or alternate responsible officer*. It is your responsibility to keep your endorsed DS-2019 with your passport at all times. If your endorsement dates have expired, you must contact the ISS prior to your departure for re-endorsement. Failure to do so, will certainly delay your timely return to the U.S. Since 9/11, it has become increasingly difficult to obtain a new visa or revalidate your visa outside of your home country. We recommend that all revalidations be completed at the consular office in your home country.

You may find that the validity dates of the visa stamp in your passport may be shorter than the validity dates of your DS-2019. This is not unusual. Once you have entered the U.S. with a valid visa, you are permitted to stay (even if your visa stamp has expired) for as long as is authorized on your DS-2019. This is because the visa stamp is simply an entry permit; once in, your stay is governed by the dates on the DS-2019. If your visa stamp expires or if you use all the entries permitted you will have to obtain a new visa on your next trip outside the U.S. This can take several weeks or even months depending on your citizenship and academic field, so make sure you have allowed sufficient time to get a new visa stamp while you are out of the U.S.

J-1 Visa Renewal

If your J-1 visa has expired and you wish to travel internationally, you must renew your expired visa at a U.S. Consulate or Embassy before you return to the United States. Processing times vary greatly among the different consulates, so please plan accordingly. To check current visa interview and processing times at a specific U.S. Consulate, consult the Department of State's website <https://travel.state.gov/content/travel/en.html>. Please note that the wait times listed do not include any delays that may occur as a result of background or security checks.

Automatic Visa Revalidation (Avr)

Travel with an expired visa using Automatic Visa Revalidation (AVR) is permitted when you travel to a contiguous territory (Canada, Mexico, and certain Caribbean Islands) for 30 days or less and do not apply for a U.S. visa during your travel. To use AVR, you **MUST** keep your original I-94 record when you depart the United States. **Do not surrender it to the airline or immigration official, as it is required for your re-entry to the United States.** You will need to present the following documents in order to re-enter the United States using AVR:

- Passport
- Expired J-1 visa stamp
- DS-2019 signed for travel within the last 12 months
- I-94 record

Tax Information

As in most countries, the tax laws in the United States are very complicated. Tax treaty benefits, Social Security taxes, and filing requirements depend on your visa status, the purpose of your visit, the number of days you will be in the United States, and the history of prior visits.

Federal, State and Local Taxes: Generally, your earnings are subject to applicable federal, state and local taxes, and employers are required by law to withhold these taxes from your paycheck. By April 15 of each year, you must file an income tax return with the federal and state governments covering the prior calendar year to determine whether you owe more taxes or are eligible for a refund. It is your responsibility to complete and mail your tax return by the

April 15th deadline, even if you are no longer in the United States. If Walsh pays you, Payroll Services will issue your payment and tax summary to you (Form W-2 and/or Form 1042-S) for tax filing purposes. The ISS does not provide assistance with completing tax returns. If you have questions about filing tax returns, it is a good practice to consult and hire the services of a Certified Public Accountant. There are several in the North Canton area.

Tax Treaty Exemptions

Exchange visitors from countries that have tax treaty agreements with the United States should find out about the specific terms of the treaty before arriving in the U.S. If you are a resident of a country with which the United States has a tax treaty, you may be exempt from the payment of U.S. federal income tax on some or all of the income that you earn while employed at Walsh. Please consult IRS Publication 901 at <http://www.irs.gov/publications/p901/index.html> for more information on tax treaties. Please consult with Human Resources and the Payroll Services in Farrell Hall.

Bringing a J-2 dependent family member once in the United States

To request a DS-2019 for a family member who wishes to apply for a J-2 dependent visa, please indicate so on the Request for Immigration Document Form. If you are requesting to add your family as dependents after arrival in the U.S., complete the Add a Dependent Form. Send the following information to iss@walsh.edu or schedule an appointment with your advisor and bring the following documents:

- Copy of biographical page of passport for each dependent.
- Evidence of additional funding.

Maintaining Status, J-2 dependents

J-2 dependent status is dependent upon your J-1 Exchange Visitor status. Therefore, you cannot exit the United States and leave your J-2 dependents in the United States for long periods of time. In addition, once your J-1 program is complete or if your program is terminated, you and your dependents must exit the United States.

Employment for J-2 dependents

J-2 dependents may apply for employment authorization through U.S. Citizenship & Immigration Services (USCIS) after arriving in the United States. Applications require a fee and take approximately 90 days to be processed by USCIS. For application procedures, please set up an appointment with an ISRC advisor. Learn more at: <http://www.uscis.gov/working-united-states/students-and-exchange-visitors/exchange-visitors>

Study/Research

J-2 dependents may enroll in full-time or part-time study, engage in research, or volunteer for the duration of your J-1 program. In order to be paid for any activities, your dependent must have prior employment authorization from USCIS.

Departure Checklist

- Early exit: Email ISS** if you are leaving the United States more than 30 days prior to the end date on your Form DS-2019.
- Update your forwarding address with the ISS.** Also, make certain that your hosting department has your current home country address.
- Pay your University fees, if applicable.** This includes any outstanding fees that you may have accrued on campus for services such as library dues, University Health Services, etc.
- Save all of your immigration documents.** Keep all of your DS-2019s, passports, I-94 records, and visas even after they expire. They may be helpful when arranging your future trips to the United States. Also, be sure to keep your Social Security Card, Ohio License and Walsh ID.
- File your tax return or mark your calendar for tax filing season.**
- Request the return of your apartment deposit** from your apartment complex or landlord. You will need to have a walk-through in the apartment with the apartment complex manager or landlord to make sure that you are eligible to receive your deposit back. Note: 30- or 60-day notice of move out may be required by your lease.
- Make sure you have received reimbursement** on all of your medical insurance claims, if you filed any for yourself or your dependents. Update your forwarding address with the insurance company if any reimbursement is still due to you.
- Visit Human Resources and Payroll Services (if you received a salary from Walsh), to complete any necessary paperwork before your departure.**
- Close your bank account** if you do not intend to return to the United States.
- Take J-1 Exchange Visitor Exit Survey**

Welcome to Walsh University

As a Catholic University welcoming students from 38 states and 31 countries offering undergraduate, graduate, and online adult accelerated degree programs, Walsh's ultimate mission is to develop leaders in service to others. Walsh University offers small class sizes, hands-on experiential learning opportunities, interdisciplinary institutes, internships and global learning programs. In addition, a Walsh education is also affordable, with 98% of students receiving some form of financial scholarship or aid, and a tuition guarantee. With a strong alumni network making an impact around the world, graduates leave Walsh University prepared to succeed in the workplace and in their communities for life.

Our students enjoy a healthy balance of academic, spiritual, and social activities

For nearly 2,650 students from 38 states and 31 countries, the search for the right college has led them to Walsh University. Here, on the 136-acre main campus, they have found that learning transcends the classroom, caring faculty help students aim higher, and leadership requires more than intellect. As an independent, Catholic university, we encourage individuals to act in accordance with reason guided by the example and teachings of Jesus Christ. Our aim is to develop students' mind, body and spirit - this is Walsh's distinguished tradition and the heart of its appeal.

Building character and leadership qualities

While students' involvement in communities here and abroad takes many forms, every service experience imparts important life lessons that build character and leadership. They help to make Jesus Christ known wherever they go.

We hope that you consider Walsh University as your choice in your pursuit of Catholic higher education.

Purpose

Walsh's unique character and commitment to faith, together with nearly 100 academic majors and minors, award-winning athletics and vibrant student life are primary reasons that Walsh attracts students from around the globe. With outstanding academic facilities, chapels, residence halls, a health and wellness complex, and flagship programs in the areas of health sciences, business, education, and so much more, students have a wide variety of options to make their mark at Walsh University.

In his call to Catholic higher education, *Ex Corde Ecclesiae*, Pope John Paul II said the objective of a Catholic University is to assure in an institutional manner the Christian manner in the university world confronting the great problems of society and culture. Walsh University does just that. As a Catholic University welcoming students of all faiths, Walsh continues to pursue its enduring mission: the creation of leaders through service to others. Volunteer work is not simply encouraged; it is required as part of the university's core curriculum. Walsh students build homes for Katrina victims in New Orleans, tutor and mentor school children, prepare taxes for low-income families, distribute meals, work to prevent recidivism among nonviolent offenders and perform missionary work around the world. Our hope is that our students leave Walsh not only with a skillset that will transcend the lifetime of their career, but with a sense of purpose about who they are and how they will contribute to their communities, their country, and our world.

LOCATION

Walsh University is located in North Canton, Ohio, a safe, suburban city near the cities of Canton and Akron. The Campus is comprised of 136 scenic acres with 27 buildings and it is conveniently located 7 miles away from the [Akron/Canton airport](#).

As a Walsh University resident, you have easy access to Washington Square, a plaza located across the street from our campus with options of groceries, banks, restaurants and more.

North Canton is located in northeast Ohio and has a population of 16,500. It is a suburban area of Canton, Ohio, which has a population close to 90,000. The city of North Canton has been observed as one of the top 100 small cities to live in the USA and offers a wide variety of restaurants, shopping areas, and cinemas. Visit the <https://www.visitcanton.com/> to learn more about attractions available in North Canton and surrounding areas.

We are also within driving distance from big cities such as Cleveland (50 min), Columbus (2 hours and 30 min), Pittsburgh and Cincinnati. Drive a little further and you can reach Chicago, Washington DC, Niagara Falls, Toronto and many others!

Your Home Away From Home

Did you know that students who live on campus typically earn a higher GPA and are more likely to have a happier university experience than those who commute? At Walsh University, our residence halls are designed to keep students connected to campus and provide an enjoyable university experience. Convenience, comfort, and safety are hallmarks of our residence areas.

Walsh University offers many different housing options to accommodate students. Each facility offers its own unique living environment and amenities including computer labs, vending machines, laundry facilities, study areas, and TV lounges. Each room has high-speed internet connectivity, phone and voicemail service, and includes a basic extended cable package at no additional cost to the standard housing charge.

Apply for Housing

Applying for housing at Walsh University is easy! Follow the steps listed below to complete your housing intake materials. If you should have any questions regarding the application process, please contact the Assistant Director of Residence Life at (330) 490-7107.

Step 1 - Housing Deposit

The \$200.00 Housing Deposit serves as a contractual guarantee and as a damage deposit. A full refund of the deposit is made to students who enter the residence halls, fulfill the academic year contract, and elect not to return to Walsh for the next academic year (provided no balance remains on their bill). A full refund of the deposit is also made to students who cancel their room reservation by contacting the Office of Residence Life, in writing, prior to July 1st (preceding the fall semester), or prior to December 1st (preceding the spring semester) for those leaving the institution. Please read the Housing Contract for all the details concerning the Housing Deposit Refund Policy.

If you would like to make a Housing Deposit, please contact the Office of Admissions at 330-490-7172 or [Click Here](#).

Step 2 - Housing Application

The Housing Application allows you to select residence hall, meal plan and roommate preferences. Walsh University Residence Life makes every reasonable effort to accommodate your requests; however, we cannot guarantee housing assignment or roommate requests. If you do not have a specific roommate in mind, we will use the information you provide in the Housing Preferences section of the application to match you with a roommate with similar preferences.

Discrimination based on race, color, creed, religion, disability, or national origin is contrary to the philosophy and policies of Walsh University and violates civil rights laws. Information of this nature is not taken into account when making roommate assignments.

Complete your online housing application by logging into the Walsh University Residence Life portal:

[Walsh Residence Life Online](#)

Special Note: Housing Accommodations for Students with Disabilities

Walsh University is committed to fostering an institutional climate in which qualified students with disabilities have full access to the academic environment, including residence halls.

To make a formal request for housing accommodations:

- Please complete and submit a [Request for Accommodations Form](#)
- **Submit current documentation of a disability** completed by a qualified professional. Documentation must substantiate a diagnosed impairment that is a current substantial limitation to a major life activity as it relates to housing needs.
- **Schedule an intake meeting** with the Director of Accessibility Services and a representative from Residence Life to discuss eligibility and placement options.

Please keep in mind that qualifying for disability related housing accommodation does not guarantee a student a room assignment or the room assignment of his/her choice. The student is responsible for submitting his/her housing deposit, application, and contract before deadlines set forth by Residence Life. Students are strongly encouraged to submit all requests prior to July 1.

Cross-Cultural Experience. Get involved!!!

The J-1 exchange visitor visa was created with the primary purpose of facilitating cultural exchange between the United States and other nations, in so doing “building mutual understanding between Americans and people of other countries.” Cross-cultural exchange activities are an essential part of the University’s J-1 exchange visitor program and of our continued ability to sponsor exchange visitors across campus.

In addition to being professionally rewarding and productive, we hope that you find your participation in the J-1 program to be an enriching cross-cultural experience.

Cross-cultural programs can be organized around any number of general themes that participants might like to learn more about: civic responsibility; civil rights; community service and volunteerism; American history and exploration; youth leadership; science, technology, engineering and math in the local/global economy; personal or individual freedoms; American entrepreneurial spirit; democracy and governance; individual responsibility; holidays, music, folk culture and food; the media; government; American film, culture and the arts; and ethnic, racial and religious diversity in the U.S.

All sponsoring departments at Walsh will provide opportunities for J-1 Exchange Visitors to engage in cross-cultural activities, that will vary in time and complexity, such as: campus tours, departmental luncheons, invitations to musical and theater performances, sporting events and social and cultural events related to sports, or one of the many others Student Organizations, celebrations honoring international students, excursions, outdoor recreation opportunities, and local cultural activities.

We strive to share our culture with our international visitors, but we also ensure they have adequate opportunities to share their culture and expertise with our University and the local community. International Student Services will be asking departments who sponsor exchange visitors to incorporate at least one cross-cultural program into the visitors' academic program. This might include attendance at a relevant conference, a round table discussion with fellow colleagues and/or students, a sightseeing excursion, or inclusion in a holiday celebration. We also encourage hosting departments to help their exchange visitors to find opportunities to share their own culture, traditions, views, and expertise with Americans. This might include inviting a scholar or student to speak in a classroom or assisting in offering a lecture to the Walsh or local communities on an area related to their own culture and society.

Sponsoring departments should feel free to contact ISS with any questions about the cross-cultural exchange component of the J-1 exchange visitor program.

International Student Services also offers the opportunity for you and your family to get involved with local American students and families from the community through two programs:

International Hospitality Program

International Student Services will try to pair you up with a local family to learn more about American culture, traditions and way of life. This will give you a unique opportunity to share your culture, and experience more about North Canton and Ohio. Participating families will include you in their activities; invite you for family outings and meals and many other fun activities. This will be an enriching and unforgettable experience.

International Ambassador Program

Through this program, International Student Services will pair an international student with an American or International student who will help you acclimate to College life at Walsh. This is a great way to make new friends and find a helping hand on campus. ISS will facilitate the first Introduction. After that, the international and the host student will keep in touch throughout the semester or the duration of their stay.

If you are interested in participating in any of these programs, visit our website to find more information or email iss@walsh.edu.

Living in the United States: American life and customs

The United States of America is a very large and diverse country with a vast array of cultural differences from coast to coast. If you travel from North Canton to California, Texas, or Georgia you will see huge differences in how people talk, interact, and function. North Canton may have a slower but friendlier appearance than New York, but California is even “slower”, and someone from California may annoy a New Yorker. It is also not unusual for someone to be extremely proud to be from his or her home state and continue to have strong ties where they grew up, even if they have not lived there in years.

Americans are generally very proud of being American and like to display the American Flag. Conversely, most Americans are also extremely proud of their heritage. If you ask an American where they are from or where their parents came from, you may get an answer like “I’m a 1/4 German, 1/4 Polish, 1/4 English, 1/8 Cherokee and 1/8 French!”

Below are some cultural insights that can help you understand Americans better:

1. *Americans value being on time.* “Time is money” can be a mantra in most of the United States. Do your best to be at least 5 minutes early or on time. If you will be late, let the person you are meeting know and apologize.
2. *Americans like privacy and personal space.*
 - It is rare for Americans to show up unannounced anywhere. It is a sign of respect and courtesy to make sure someone is available before dropping in at their home/room/apartment/office.
 - Americans need about an arm’s length of personal space. Any closer and they may interpret your actions as intimidating or challenging and back up or become extremely uncomfortable.
 - Americans rarely hug or kiss someone when they first meet them. Discuss with your new friends what is appropriate when greeting each other. It will likely be different with each friend.
3. *Americans are direct and honest.* If you ask an American a question, you will probably get an honest answer, and they will not ask you for your input if they do not want it.
 - *It is important to many Americans to be upfront with problems and not put them off.* Americans believe that problems can be solved and will work tirelessly to fix them, if they know about them.
 - *Americans rarely save face.* It is viewed negatively when someone passes blame from a problem to someone else or makes excuses.
 - *Americans are not good at “hints”, body language, or metaphors.* They will say what they believe and believe what they say.
4. *Americans can seem friendly and unfriendly at the same time.* It is common for an American to ask you how you are doing with no intention of really finding out how you are.
 - *Americans can also seem “flaky,”* i.e.: do not follow through with social plans. If you make plans with an American, be ready for the possibility that the plans will change or be cancelled.
 - It is not uncommon for Americans to smile at someone while crossing the road, joke with another person in line, or talk to someone at an event without knowing this person, getting to know them, or even intending to get to know them.
 - *Americans love “small talk,”* i.e.: conversations without real substance such as the weather, traffic, or uncontroversial topics in which everyone can find common ground.

5. *Americans value independence, equality, and freedom*

- The U.S. has a very individualistic culture. People are taught at a young age to do things on their own and a high value is placed on the “self-made” person, who rose from nothing to riches.
- Equality is VERY important to Americans—even if in practice, it does not always happen. There are many rules in the U.S. (like waiting for a traffic light to turn green and waiting in line) that are very important. Americans also tend to become upset when others break the rules. Do not ever cut in front of someone in a line, or you may be yelled at.
- Freedom is one of the building blocks of American culture. Americans believe that everyone has the right to say or think what they want, even if they do not agree with it.

6. *Americans value personal hygiene and cleanliness.*

- This is a very regional preference. In many areas, is perfectly acceptable to go to class in your pajamas, whereas in other regions people may dress up to go to Walmart.
- Americans normally take grooming and hygiene seriously, and it is not uncommon for them to shower 2 or 3 times a day, especially in the summer months. They may avoid you or make comments if you do not pay attention to or have a lapse in your hygiene.

7. *Americans value etiquette.*

- Be polite when asking for something. Americans do not take well to demands. When sending an email or asking for a favor, show you are appreciative and do not just demand for something to be done—even if you are waiting for something urgently.

8. *Americans value education and curiosity.*

- If you are not sure about something, ask. Most Americans have grown up asking questions and being asked questions. Americans will not make fun of you for trying. Americans love to talk, especially about themselves, and share their opinions. Just make sure to ask multiple people, or you will end up with only one perspective.

9. *Americans value control.*

- Americans believe they control their own life and destiny, and it is very important for them to feel like they are in control. Americans do not like it when they do not know what is happening or when things do not go according to plan. Most of the time, Americans believe that if you work hard, you will achieve your goals. They often cannot understand when people work hard but do not advance in society.

10. *Americans LOVE their sports teams.*

- When we say love, we really mean love. Many fans are so devoted they will follow their teams throughout the country during the sport season. Thankfully, Americans are very respectful of the rivalry team and its fans, so, it will never be violence associated with sports, even if historical rivals are playing. If it ever happens, Americans will see it as an exception. Football, baseball, and basketball are the biggest three sports in the U.S. and often fans will wear clothes that support their favorite teams. Sometimes there are strong rivalries between different groups, so be aware of teams playing nearby.

A few other notes about life and customs in the US:

- American’s really appreciate convenience and will look for most convenient options. Online ordering is very popular, and, depending on your location, you can order everything from hand soap to groceries to sushi! You will also find many large (“Big Box”) stores that carry

everything: groceries, cleaning supplies, a pharmacy, an optometrist, alcohol beverages and even weapons (yes, you read this correctly!).

- Learn to be self-aware, even if others are not. Be mindful of others around you. Is someone trying to study? Is it quiet hours in the residence halls? Are you taking up the whole sidewalk? We could all benefit from being more mindful.
- Chew with your mouth closed and do not slurp. In the U.S., both of these habits are considered rude, and you should avoid burping or making other bodily noises.
- The drinking age for alcohol in the United States is 21, and you **cannot** drive after drinking.
- Tobacco products and gambling is legal at age 21. Tobacco use is not allowed on the Walsh Campus.

Most importantly, be brave! Introduce yourself to American students, try new things, and never be afraid to ask questions. ISS is available to help with questions and problems, but we can only help if you tell us.

Walsh University
CERTIFICATE OF AWARENESS AND UNDERSTANDING

FOR J-1 EXCHANGE VISITORS of PRE-ARRIVAL AND ORIENTATION INFORMATION

Below is a summary of the responsibilities and benefits placed on Exchange Visitors in J-1 status by the United States Department of State. Read carefully, sign, date, and the bottom, and return to International Student Services at the Mandatory Orientation.

TERMS OF AGREEMENT OF RIGHTS AND RESPONSIBILITIES FOR J-1 EXCHANGE VISITORS

Maintaining Legal Status Overview

In order to maintain your legal status as a J-1 faculty or staff member you must:

- Have a valid I-94 and a valid and current DS-2019 form at all times
- Have a valid passport (as well as all of your dependents, if applicable)
 - To extend your passport, you will need to contact your home country embassy or consulate for the procedures that you must follow. Be sure to contact your embassy at least 6 months prior to the expiration of your passport to ensure timely processing.
- Maintain adequate Health insurance coverage for yourself and your dependents as required by federal regulations
- Pursue the activity described in item #4 on your DS-2019 form
- Only engage in employment in the department or office for which your program has been approved
- File timely and appropriate transfer and extension notifications through International Student Services.
- If any university courses are taken, they must only be part-time, non-degree courses
- File US tax returns (due every April)

Reporting Your Local Address

After your arrival to the United States, you must report your local address in MyCavalier, and with ISS. You must also update your address within ten (10) days each time you move. Updating your address is an essential part of immigration compliance. Failure to report your address results in your immigration status canceling or terminating.

Maintaining Health Insurance Coverage

In order to maintain J-1 status, you must have health insurance for yourself and for your dependents. If you qualify for employee benefits (including health insurance) please note that you must purchase supplemental insurance to cover medical evacuation and repatriation.

If you are a self-funded J-1 scholar, you must purchase health insurance on your own and provide proof to International Student Services. For your convenience, the International Student Services website provides a list of US insurance carriers with insurance plans that meet the requirements for J-1 scholars and J-2 dependents: <http://nafsa.org/resourcelibrary/default.aspx?id=8823>

Your health insurance policy must meet the following minimum coverages:

- \$50,000 per sickness, accidents, or maternity (pregnancy, pre-natal, and birth)

- \$10,000 for medical evacuation
- \$7,500 for repatriation of remains to your home country in case of death

Travel Procedures

When traveling outside the United States, J-1 scholars (and their J-2 dependents, if applicable) must have in their possession the proper documents to return to the US to resume their activities. These documents are:

- Passport valid at least six months beyond the date of US re-entry
- Valid J visa stamp in passport
- Form DS-2019 authorized for travel by an ISSS advisor

If one or more of the above documents are not valid, call ISS at (330) 490-7105 or stop in during walk-in hours to meet with International Student Services.

When meeting with an ISS, be sure to bring your passport, I-94 card, and current Form DS-2019.

Other documents may be helpful in confirming the right to re-enter the US, especially proof of financial support as listed on the DS-2019 or a letter from the department confirming the appointment/invitation to Walsh University.

If a J-1 scholar has a travel endorsement in the "Travel Validation by Responsible Officer" in the lower right corner of their DS-2019, that endorsement is valid for a one year period from the date that it has been signed or until the expiration date of the DS-2019, whichever comes first. The expiration date is given in item #3 of the DS-2019. There are a few exceptions to the validity of this one-year endorsement (signature):

- On the date that a J-1 scholar completes his program, the endorsement is no longer valid. This date may be the date a scholar terminates the employment or program within the inviting department.
- If the visa stamp in his passport has expired, the J-1 scholar will need to visit ISS at least two weeks prior to departure date, have his DS-2019 endorsed for travel, and request instructions on how to apply for a re-entry visa at a US Embassy or Consulate abroad.
- If the department terminates the scholar's program, the DS-2019 is no longer valid. It is imperative that such scholars talk with an advisor in ISS concerning their nonimmigrant status. If the scholar travels outside of the US under this or the aforementioned circumstances, that scholar cannot use the endorsed DS-2019 to re-enter the US; the scholar will be denied legal entry to the US.
- If a scholar is outside of the US for over 30 days for personal reasons, the DS-2019 will no longer be valid for re-entry according to the Department of State (DOS). If a scholar is outside the US for more than 30 days for other than personal reasons, such as awaiting visa approval or working on a collaborative project between Walsh University and the scholar's home institution, ISS will need written confirmation for such situations to document the continuation of J-1 status in the US while the scholar is overseas.

Extension of Stay

A scholar must always maintain a valid Form DS-2019 during stay in the US. The ending date in item #3 on the Form DS-2019 is the expiration date. If eligible to continue in the program beyond the date in item #3, a scholar will need to submit a completed Visiting Staff Request for a program extension.

The extension may be processed 90 days before the completion date on the current Form DS-2019 but no later than the completion date. If an extension is not needed, a J-1 scholar then has a 30-day grace period after the completion date to depart the US.

Any extension request must remain within the time limit for the J-1 scholar's category. The category is listed on the DS-2019 in item #4. Professors and Research Scholars have a 5-year window in which to pursue their activity. For Short-Term Scholars, the time window is six (6) months. These are continuous periods of time, not aggregate amounts of time (like starting a countdown that cannot be stopped).

In order to request an extension, a J-1 scholar requires the following:

- Passport
- Form I-94
- Current Form DS-2019
- DS-2019s and passports for any and all dependents, if applicable
- J scholar extension form
- Original financial support document dated within the last six months.
 - Minimum required funding for an extension:
 - \$1250/month for the scholar
 - \$400/month for a spouse
 - \$250/month for each child
- Proof of health insurance coverage for the duration of the proposed extension
- If participating in Academic Training, an offer letter (for financial purposes)

Be sure to notify ISS if you have completed your program or are withdrawing from your program early.

Caution: Extension of stay in the United States is the scholar's responsibility. By forgetting a deadline and applying late, a scholar risks denial. Please be certain to apply in timely fashion if needing to extend.

Off-Campus Consultations and Lectures

The Department of State (DOS) allows for occasional lectures and consultations that are incidental to the J-1 professor, research scholar or short-term scholar's objective at Walsh University. Wages and remuneration are allowed if the following criteria and procedures are satisfied:

Criteria

The occasional lectures or short-term consultations shall:

- Be directly related to the objectives of the J-1 scholar's program
- Be incidental to the objective of the stay at Walsh University (not delaying the completion of the J-1 scholar's program).
- Be for a period for 30 days or less

ISS Authorization Letters

A J-1 scholar must request an authorization letter from ISS prior to engaging in lectures or consultations. This request can be made by emailing iss@walsh.edu or calling 330.490.7105 and speaking with the Director of International Student Services

The letter will be printed on official University letterhead, be signed by an authorized representative in International Student Services, and set forth the terms and conditions of the proposed lecture or consultation offer by providing the following:

- proposed start and end dates
- field or subject
- amount of compensation
- description of the activity

A second letter, from the head of the scholar's academic department at Walsh University, will:

- support the proposed activity
- indicate that this activity is related to the original objective of the J-1 scholar's visit to Walsh University

Once you have this documentation, bring it to a meeting with an international student and scholar advisor.

The 30-Day Grace Period

Exchange visitors must depart the US within 30 days of the expiration of the DS-2019 or the completion of the program, whichever is earlier.

The 24-Month Bar

Research Scholars and Professors are prohibited from returning to the US for 24 months in either of these categories once they have completed their program as listed on the DS-2019 or sooner. A J-1 scholar preparing for departure should meet with an international student, scholar advisor before leaving to discuss his/her plans, and how this rule affects them.

I acknowledge that I have read and understand all of the information presented in this packet regarding my J-1 status and my obligations in its maintenance. Failure to comply with any of these requirements may result in the termination of my J-1 status.

Print Name

Signature

Date