

INTERNATIONAL
SCHOLAR & FACULTY
HANDBOOK

SYRACUSE
UNIVERSITY

LILLIAN AND EMANUEL SLUTZKER
CENTER FOR INTERNATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS

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SYRACUSE UNIVERSITY

LILLIAN AND EMANUEL SLUTZKER CENTER FOR INTERNATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS

WELCOME INTERNATIONAL FACULTY AND SCHOLARS!

On behalf of the Slutzker Center for International Services, I would like to welcome you to Syracuse University. It is an exciting time of the year for all of us and particularly for all of our newly arrived scholars and faculty. We know that there is much that is strange and new for you as you learn about US culture. We can only hope that you will catch the welcoming nature of Central New York, and find comfort as you settle in to pursue your academic career at Syracuse University.

Syracuse University has had a rich history of academic excellence for the past 140 years. This year we are looking forward to seeing you succeed in your goals and participate in the many culturally enriching activities our campus has to offer. Be sure to check out our website at <http://international.syr.edu> for important information relating to international students and faculty as well as news about upcoming events of interest to all.

We hope you will join us in many of the campus-wide events designed to welcome new students, scholars, and faculty.

Best wishes for a successful and productive year!

Charter Morris
Assistant Director
Slutzker Center



SYRACUSE UNIVERSITY

LILLIAN AND EMANUEL SLUTZKER CENTER FOR INTERNATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS

MISSION STATEMENT

The Slutzker Center for International Services addresses issues related to international students and scholars, their dependents; faculty, administrators, staff and other members of the university community through advising, counseling and oversight on immigration and employment matters, consultation on academic concerns, and programming regarding administrative, cultural, and personal matters.

It is the official liaison office with the U.S. Citizenship and Immigration Service, Department of State and other government and non-government agencies concerned with visa, employment and legal issues of the international population on campus.

The Slutzker Center aids and promotes the interests of the university in international education by facilitating exchange of scholars and students, interaction of international and national students and scholars and programs which enhance the cross-cultural educational environment on campus.



CHECKLIST OF THINGS TO DO WHEN YOU ARRIVE

There is so much to do and see when you arrive to Syracuse University. Often, things are forgotten and left undone by new faculty, staff, and scholars who become overwhelmed with the amount of information given to them at one time. We want to make it easier for you by providing a checklist of things to do while at Orientation. Make it your mission to have all of these items checked off as soon as possible.

- Attend Orientation for International Scholars and Faculty (Slutzker Center)
- Complete I-9 Employment Verification Form (Slutzker Center/Human Resources)
- Meet with Human Resources Office for On-Boarding (Skytop Office)
- Obtain SU ID Card (ID Center in Steele Hall, Room 206)
- Set up and activate SU NetID (talk with your department's Office Manager or IT administrator)
- Activate MySlice and update contact info, complete HR forms, etc. (online - <https://myslice.syr.edu>)
- Set up mailing address (limited P.O. Boxes available at the Post Office in the Marshall Street Mall)
- Health Insurance
- Checking Account
- Social Security Number/ Individual Taxpayer Identification Number

Primary contacts for all international scholars and faculty:

- Pat Burak, Director – paburak@syr.edu
- Charter Morris, Assistant Director – clmorr01@syr.edu
- Lynn Dunyk, Administrative Specialist – ladunyk@syr.edu
- Jennifer Gavidondo, Immigration Associate – jgavilon@syr.edu

Slutzker Center for International Services
310 Walnut Place
Syracuse, NY 13244-2380

Phone: 315 443-2457

Fax: 315 443-3091

Email: lescis@syr.edu

Web: <http://international.syr.edu/>

Slutzker Center Hours:

During the Academic Year: Monday-Friday 8:30 am–5:00 pm

During the summer: Monday-Friday 8 am–4:30 pm

- To reach a Slutzker Center advisor, call 315-443-2457 or email lescis@syr.edu
- If an emergency occurs after Slutzker Center hours, please contact Public Safety at 711 (on-campus) or (315) 443-2224 (off-campus) and they will contact a Slutzker Center advisor

J-1 PROFESSOR/RESEARCHERS, SPECIALISTS, & INTERNS

ESSENTIAL IMMIGRATION DOCUMENTS

- Form DS-2019 – Validity dates listed in Section 3
- Passport — Must be valid at all times
- Visa Stamp — May expire while in the U.S.; Must be valid to re-enter the U.S. from travel beyond Canada, Mexico, and the adjacent islands
- I-94 card – The white card that should be stapled inside your passport

MAINTAINING YOUR PASSPORT

All international faculty, staff, scholars and students should maintain their passport validity. In general, it is best to have a passport that is valid for at least 6 months longer than the intended dates of stay. If renewal of a passport is necessary, check with your embassy or consulate about the renewal process.

J-VISA HEALTH INSURANCE REQUIREMENT

The U.S. Department of State and the Exchange Visitor Program requires that all persons in J-1 or J-2 status have health insurance that meets the following minimum requirements:

- medical benefits of at least \$50,000 per person per accident or illness
- repatriation of remains in the amount of \$7,500
- expenses associated with medical evacuation in the amount of \$10,000
- does not have a deductible that exceeds \$500 per accident or illness

J-1 and J-2 exchange visitors must maintain the health insurance during the entire duration of their program. Persons who willfully fail to maintain coverage are subject to termination from the program.

- For full-time, paid **Syracuse University employees ONLY**:
 - J-1 Scholar Researcher/Professors who are paid by Syracuse University and are full-time employees are eligible for health insurance through SU.
 - The health insurance offered through SU meets the minimum requirements listed by the Department of State for medical benefits and for the deductible, but the insurance does not provide coverage for medical evacuation and repatriation of remains.
 - Call the Syracuse University Human Resources/Skytop Offices to find out about your health insurance benefits. (315-443-4042).
 - If you receive health insurance as a benefit to your employment at SU, you will need a supplemental insurance policy that covers you for Medical Evacuation and Repatriation (Applications can be obtained at the Slutzker Center; plan cost is \$25 per year).
- For **ALL OTHER** individuals utilizing personal or government funds who do not receive payment or health insurance from Syracuse University:
 - Any J-1 Scholar whose funding is from personal funds or a source other than SU will need to purchase a health insurance plan which will meet the minimum federal requirements.
 - J-1 Scholars should plan to purchase the insurance upon arrival for both themselves and any J-2 dependents.
 - A Slutzker Center advisor can provide you with information on health insurance plans that meet the minimum federal requirements.

REPORT ADDRESS CHANGES

International faculty, staff, scholars and students are required to notify the Slutzker Center of any address changes within 10 days of moving to a new apartment or home. *See the section on reporting address changes for more details (pp. 12).*

TRAVEL ABROAD AND REENTRY

There are specific travel requirements for anyone on a temporary visa. *See the section on travel requirements for more information (pp. 13 - 14).*

J-1 EXTENSIONS AND LIMITATION OF STAY

- J-1s cannot hold a tenure track position.
- Maximum period of participation in a J-Program:
 - J-1 Professor or Research Scholar: Continuous five-year period on a “use or lose” basis
 - J-1 Specialist or Student Intern: One year
 - J-1 Short-term Scholars: Six months
- Notify your academic department and an advisor at the Slutzker Center 1-2 months before the end date indicated on your DS-2019 in order for us to process an extension.
- All extensions must be completed in the SEVIS system **before** the end date on your DS-2019.

It is important to keep the information on your DS-2019 current. You must always have valid dates of stay; your dates of stay are listed in section number 3 of your DS-2019. The I-94 of an exchange visitor should be marked D/S (duration-of-status), which means that the J-visa holder is legally in the United States as long as he/she is performing the activities listed on the DS-2019, the DS-2019 has not expired, and the J-1 exchange visitor has not violated Exchange Program rules. The I-94 is the white card which should be stapled inside the passport next to the most current J-1 Visa Stamp.

Exchange visitors can also remain in the U.S. for an additional 30 days beyond the expiration date on the DS-2019 provided they are in legal status. The 30-day grace period is meant to allow the J-visa holder time for travel and preparation for departure. The exchange visitor **may not work** during this period.

Extensions of stay may be possible if you have not exceeded the limit of your J-1 status. To get an extension, you will need to fill out the J-1 Extension form, which is available in Slutzker Center website http://international.syr.edu/extension_stay.htm.

NOTE: You are not eligible for extension if you have obtained a waiver of the two-year home residency requirement.

TRANSFERRING TO ANOTHER PROGRAM AS A J-1

An exchange visitor can transfer to another program sponsor (i.e. transfer to another University) if:

- the purpose of the program remains the same (same general subject area)
- the visitor will remain in the same category (i.e. Professor will remain a Professor)
- the visitor has not reached the maximum stay limit (5 years for Research Scholar/Professor; 1 year for Specialist; 1 year for Student Intern; 6 months for Short-term Scholar)
- the visitor has not obtained a waiver of the two-year home residency requirement

In order to transfer, written release is needed from the current J-1 sponsor. Please complete the J-1 Scholar Transfer Out form which is available on the <http://international.syr.edu/> website in the Forms Section and submit it to the Slutzker Center.

J-1 OCCASIONAL LECTURES OR CONSULTATIONS

J-1 scholars may participate in occasional lectures and short-term consultations outside of Syracuse University, but they must have the **advance permission** of their J-program sponsor. Such lectures and consultations must be incidental to the exchange visitor’s primary program activities. If wages or other remunerations are received for such activities, the exchange visitor must act as an independent contractor. [22CFR 514.20(g)]

To get permission to conduct off-campus lectures or consultations that will involve wages or other payment, you should bring the following to the Slutzker Center **before** beginning such activities:

- letter from the inviting organization stating terms and conditions of the consultation/lecture - including dates, hours, purpose of work, amount of pay, and summary of responsibilities
- letter from your SU academic department recommending that you participate in the lecture or consultation and explaining how the activity fits in with your exchange visitor program.

Upon receipt of the above, one of the ARO’s at the Slutzker Center will issue a letter certifying that the occasional lecture/consultation has been approved.

J-2 DEPENDENT EMPLOYMENT AUTHORIZATION

- **Eligibility** - J-2 dependents are eligible to apply to US Citizenship and Immigration Services (USCIS) for employment authorization, so long as the employment is not for the purpose of supporting the J-1. Financial need is not a criterion for employment authorization of a J-2 dependent.

“Income from the spouse’s or dependent’s employment may be used to support the family’s customary recreational and cultural activities and related travel, among other things. Employment will not be authorized if this income is needed to support the J-1 principal alien.” 8 C.F.R. S 214.2(j)(1)(v)(A)

- **Application Procedure** - Applications for employment authorization are made to the USCIS Service Center with jurisdiction over the J-2’s place of residence. Processing generally takes 3 months.

J-2 Dependents who wish to apply for Employment Authorization should submit the following to USCIS:

- Form I-765, Application for Employment Authorization - available at www.uscis.gov under the Forms section at the top of the page
- I-765 filing fee (As of November 23, 2010 - \$380.00); Check or money order payable to: Department of Homeland Security.
ATTN: Check the USCIS website at www.uscis.gov to be sure of the correct filing fee.
- 2 passport style photos (Available through many pharmacies and at the Copy Center in the Marshall Square Mall)
- Copies of the current DS-2019 of both the J-1 and J-2
- Copy of passport information page, visa page, and I-94 (back and front) for both J-1 and J-2
- Letter from J-2 stating why the employment is desired, indicating the source and amount of support for the J-1, and specifically stating that the income that the J-2 will derive from employment will not be used for the support of the J-1 exchange visitor.

12/ 24-MONTH BAR AFTER PREVIOUS J PARTICIPATION

- **12-month bar** - The 12-month bar prevents someone from becoming a J-1 Professor/ Research Scholar for 12 months following *any* previous J participation in the J categories of student, specialist, trainee, physician, visitor, intern, counselor, au pair, or summer travel/work (including J-2 dependents of those in these categories) unless the person is transferring to Syracuse University's program from another J-1 sponsor, if the person’s presence was for less than 6 months, or if the person's previous presence was as a J-1 Short-Term Scholar.

- **24-month bar for repeat participation as a J-1 Professor/Research Scholar** - The 24-month bar requires that there be a period of at least 24 months between each stay as a J-1 Professor or J-1 Research Scholar. The 24-month bar is not the same as the 212(e) Rule, also known as the two-year home residency requirement.

The general exceptions to the 12- and 24-month bar rules are:

- the exchange visitor is already in J-1 status and is transferring to the new sponsor’s program as defined in 22CFR514.42
- the participant’s previous J-program in any category other than Professor/Research Scholar was less than six months
- if the previous stay was as a J-1 Short-term Scholar

NOTE: The 12/24-month bars affect all persons in J status. A spouse or child who holds J-2 status is not eligible to return as a J-1 Scholar/Professor until the requirements of the bar are fulfilled.

212(e) TWO-YEAR HOME COUNTRY PHYSICAL PRESENCE REQUIREMENT

The 2-year home residency requirement or 212(e) applies to some 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.

If you are subject to 212(e) this means that you are required to return to your “home” country and be physically present in your home country for two years after completing your J-1 Program.

UNTIL YOU COMPLETE THE 212(e) REQUIREMENTS OR GET A WAIVER, YOU CANNOT:

- Apply for any immigrant status such as Permanent Residency (Green Card);
- Apply for the H, L, or K Visa;
- Change status from within the US from a J-Visa to any other non-immigrant visa category - anyone changing status to another non-immigrant visa category would have to do so outside of the United States at a U.S. Embassy or Consulate.

HOWEVER, WHILE YOU ARE SUBJECT TO THE 212(e), YOU CAN:

- Apply at a US Embassy or Consulate to return to the US on a non-immigrant visa, such as B-1/B-2 Visitor Visa, F-1 Student Visa, J-1 Visa, etc.;
- Travel freely to other countries.

If you are unsure as to whether or not you are subject to the 2-year home residency requirement, please speak to the Responsible or Alternate Responsible Officer of the J-1 program in the Slutzker Center.

WHAT MAKES SOMEONE SUBJECT TO 212(e)

Not all J-1 exchange visitors are subject to the 2-year home residency requirement. There are three grounds on which a J-1 exchange visitor can become subject to 212(e):

- If the J-1 exchange visitor’s participation in an exchange program was financed, directly or indirectly, by the United States government or a foreign government for the purpose of exchange.
- If the skills that the J-1 exchange visitor is coming to develop or exercise are in a field which the exchange visitor’s “home” government requested be included on the State Department’s skills list (http://travel.state.gov/visa/temp/types/types_4514.html)
- If the J-1 exchange visitor came to the United States or acquired exchange visitor status to receive graduate medical education or training.

If the J-1 principal exchange visitor is subject to 212(e), all dependents who enter the United States in J-2 status are subject to the 2-year home residency requirement as well.

212(e) WAIVER INFORMATION

There are five different bases upon which a J-1 can obtain a waiver of 212(e), the most common of which is the “statement of no objection from home country.” The State Department website has information about the application process at http://travel.state.gov/visa/temp/info/info_1296.html . It is essential that a J-1 visa holder talk to both the Slutzker Center for International Services and his or her department before applying for a waiver of 212(e).

WARNING: DO NOT APPLY FOR THE 212(e) WAIVER UNLESS YOU ARE GUARANTEED SPONSORSHIP FOR A CHANGE OF STATUS TO ANOTHER LEGAL CATEGORY SUCH AS H-1B, L-VISA, OR PERMANENT RESIDENCY. THE SCIS RECOMMENDS THAT YOU WAIT UNTIL THE FINAL YEAR OF YOUR J-1 ELIGIBILITY TO FILE THE 212(e) WAIVER.

Once the recommendation letter to waive the 212(e) is received from the State Department, J status **CANNOT** be extended or transferred. After the waiver has been recommended, the J-1 Exchange Visitor is limited to the end-date that is listed on the most recent DS-2019.

A waiver of 212(e) makes a J-1 **eligible to change status to H-1B or PR** (among other statuses), but it does not guarantee that the J-1 will be sponsored for H-1B or PR.

MAINTAINING STATUS FOR H-1B, TN, & O-1

ESSENTIAL IMMIGRATION DOCUMENTS

- I-797 Approval/Receipt Notice
- Passport — Must be valid at all times
- Visa Stamp — May expire while in the U.S.; Must be valid to re-enter the U.S. from travel beyond Canada, Mexico, and the adjacent islands
- I-94 card – The white card that should be stapled inside your passport

MAINTAINING PASSPORT

All international faculty, staff, scholars and students should maintain their passport validity. In general, it is best to have a passport that is valid for at least 6 months longer than the intended dates of stay. If renewal of a passport is necessary, check with your country's embassy or consulate about the renewal process.

H-1B LIMITATIONS OF STAY

H-1Bs are valid for a maximum of 6 years. H-1B holders who have pending Permanent Residency Applications may be able to extend their H-1B status beyond the 6-year limit.

If the H-1B holder has not left the country since the most recent H-1B Approval/Chang-of-Status, they are valid to stay in the country for the time period listed on the H-1B I-797 Approval Notice.

If an H-1B holder has traveled outside of the U.S. since obtaining H-1B status, they should have a new I-94 card in their passport that notes their H-1B status and an end date of the status which matches the end date on the H-1B I-797 Approval Notice. The I-94 is the white card that is stamped at the Port of Entry and should be stapled inside the passport next to the most current H-1B Visa.

As long as the H-1B holder extends his/her H-1B status before the end date listed on the I-94 Card or on the H-1B I-797 Approval Notice, he/she will be able to remain in the United States.

If you leave the program or end your employment with Syracuse University earlier than the end date on your H-1B I-797 Approval Notice, you must inform the Slutzker Center so that we may cancel your H-1B.

TN LIMITATIONS OF STAY

TN status is valid for up to 3 years at a time, but the length of time granted depends on the appointment letter. There is no maximum to the total amount of time allowed in TN-status, but the TN should only be working in a temporary position. TN's cannot hold a tenure track position.

If the TN holder applied for a change of status or an extension of the TN from within the United States and has not left the country since the most recent TN Approval, he/she is valid to stay in the country for the time period listed on the TN I-797 Approval Notice.

If the TN holder entered the U.S. in TN status, they should have an I-94 card in their passport that notes their TN status and an end date of the status. The I-94 is the white card which should be stapled inside the passport and shows the date of entry into the United States and the port of entry.

As long as the TN holder extends his/her TN status before the end date listed on the I-94 or on the TN I-797 Approval, he/she will be able to remain in the United States.

O-1 LIMITATIONS OF STAY

O-1s are only valid initially for 3 years with the option to extend 1 year at a time beyond the initial 3 years. If the O-1 holder has not left the country since the most recent O-1 Approval, they are valid to stay in the country for the time period listed on the O-1 I-797 Approval Notice.

If an O-1 holder has traveled outside of the U.S. since obtaining O-1 status, they should have an I-94 card in their passport that notes their O-1 status and an end date of the status which matches the end date on the O-1 I-797 Approval Notice. The I-94 is the white card that is stamped at the Port of Entry and should be stapled inside the passport next to the most current O-1 Visa.

As long as the O-1 holder extends his/her O-1 status before the end date listed on the I-94 or on the O-1 I-797 Approval, he/she will be able to remain in the United States.

If the O-1 holder plans to leave the program earlier than the end date on the O-1 I-797 Approval Notice, they must inform the Slutzker Center, so that we may cancel your O-1.

TRANSFERRING TO ANOTHER EMPLOYER – PORTABILITY REGULATIONS

An H-1B, O-1, or TN Holder can transfer to another employer as long as the employee is currently in valid status and the new employer files an I-129 application in a timely manner (before the intended start date of new employment and before the expiration of the current status). While H-1Bs and TNs can begin work with just the receipt notice showing timely filing, O-1s must have the final I-797 Approval notice for any new employment before starting work.

Before taking new employment, talk to the Slutzker Center. The Slutzker Center must withdraw or cancel your H-1B, O-1, or TN when you end your employment with Syracuse University. The withdrawal of the H-1B, O-1, or TN petition may affect your employment eligibility with your new employer, so timing is critical.

EMPLOYMENT RESTRICTIONS

H-1B, O-1, and TN holders are not allowed to work for any other employer or in any other work location other than those that are authorized on the I-797 Approval Notice or (in the case for TNs) the employer listed in the job offer letter which was used to obtain the TN.

The only way an H-1B, O-1, or TN employee can work for another employer (as in the case of a faculty member teaching at another institution for the summer months) is if the other employer files an I-129 Petition for concurrent employment. Concurrent employment for H-1Bs, O-1s, and TNs are subject to the same restrictions that govern the portability of employment (*listed below*). While H-1Bs and TNs can begin work with just the receipt notice showing timely filing, O-1s must have the final I-797 Approval notice for any new employment before starting work.

H-1B, O-1, and TN holders CANNOT receive honorariums or fees for lectures or contractual services from other U.S. institutions or businesses. In such situations, only reimbursements for actual travel expenses such as airfare, hotel, and meals are allowed. Any University employee in H-1B, O-1, or TN status must check with the Slutzker Center prior to accepting any offer to give a lecture or conduct any employment outside of Syracuse University.

REPORT ADDRESS CHANGES

International faculty, staff, and scholars are required to notify the Slutzker Center of any address changes within 10 days of moving to a new apartment or home. Additionally, all faculty and staff in H-1B, TN, O-1, E-3, and PR status have to report any address change directly to the Department of Homeland Security using the AR-11 Form or online change of address form. More information about address changes and address update requirements can be found in the ***Address Reporting Section (pp. 12)***.

TRAVEL ABROAD AND REENTRY

There are specific travel requirements for anyone on a temporary visa. ***See the section on travel requirements for more information (pp. 13 - 14)***.

ADDRESS CHANGES

Reporting Change of U.S. Address to the U.S. Department of Homeland Security

All non-immigrants (except those in A or G status), who will remain in the U.S. for 30 days or longer, are required by law to notify the U.S. Department of Homeland Security (DHS) within 10 days of a change of physical address in the United States. Failure to comply with this requirement is a violation of immigration status that is punishable by fine or imprisonment and/or removal (“deportation”).

Reporting Requirements for J-1 Scholar Researchers/Professors, Specialists, and Student Interns

You are required by DHS to inform the Slutzker Center at Syracuse University at <http://international.syr.edu/current-students/maintaining-visa-status/updating-your-info/su-j1-faculty.html> within 10 days of any change of your physical residence (apartment or home address) in the United States. Once you report your changes to the Slutzker Center, we will report the new address to DHS through the Student & Exchange Visitor Information System (SEVIS).

Additionally, HR and SU Payroll require employees to update any changes in their mailing address. This is to make sure that paychecks and payment information will be sent to the correct address. To update your mailing address, you must do so through SU’s MySlice service: <http://myslice.syr.edu>.

Reporting Requirements for non-Syracuse University J-1 Scholars & F-1 Students

You must report an address change to the institution that issued your DS-2019 or I-20 in order to comply with Department of Homeland Security regulations. You should also inform the Slutzker Center of any change of your physical residence (apartment or home address) or contact information in the United States using the Information Update Form as well as update your address within MySlice. This is to ensure we have the most accurate contact information for you.

Reporting Requirements for TN, H-1B, O-1, PR, and all other immigration classifications

For anyone in any status other than J-1 or F-1, you must update your physical address directly with the Department of Homeland Security. This reporting requirement includes those internationals who hold any non-immigrant or immigrant visa classification including TN, H-1B, O-1, and Permanent Residency.

To submit your change of address, you must file Form AR-11 with DHS within 10 days of your move in order to satisfy the notification requirement. The AR-11 form and instructions can be found on the USCIS Website here: <http://www.uscis.gov/ar-11> Alternatively, you can file an online change of address with USCIS: <https://egov.uscis.gov/crisgwi/go?action=coa>

Additionally, you should also inform the Slutzker Center of any change of your physical residence (apartment or home address) or contact information in the United States using the online form: <http://international.syr.edu/current-students/maintaining-visa-status/updating-your-info/su-j1-faculty.html>

NOTIFICATIONS THAT DO NOT CONSTITUTE COMPLIANCE

- **Verbal notice** of a change of address to the Slutzker Center does not constitute compliance with the SEVIS 10-day reporting requirement.
- **Filing a forwarding address with the U.S. Postal Service will not satisfy the reporting requirement for the Department of Homeland Security.** Additionally, mail from the U.S. government will not be forwarded by the Post Office and will be returned to the issuing government agency as undeliverable.

NOTE: If you have previously filed an application and it is pending with a DHS USCIS Service Center or other field office (e.g. for work authorization or petition for Permanent Residence) updating MySlice or filing the AR-11 **WILL NOT** update your address with the respective DHS office which is handling your petition. You must inform the appropriate DHS office separately in order to update your application address and ensure that you will receive notifications regarding your petition.

TRAVEL REQUIREMENTS

TRAVEL WITHIN THE UNITED STATES

Travel within the United States for any international student or scholar on a non-immigrant visa does not require any special documentation, letters, or any signatures from the Slutzker Center. Still, anyone on a non-immigrant visa should be able to present proof of their legal status within the United States at any time. It is recommended that for travel outside of Syracuse, you take your passport and at least a photocopy of your accompanying documentation (i.e. DS-2019, H-1B Approval Notice). Also, it is recommended that you keep photocopies of your main passport page, visa page, I-94 Card, and any other visa documentation with you at all times even when not traveling.

TRAVEL OUTSIDE THE UNITED STATES

Visa Requirements for Transit Through and Travel To Other Countries

Traveling through/to another country may involve obtaining a transit/entry visa to that country. It is best to check the consulate website of the country you wish to visit to get the current visa procedures.

- For Canadian Visas: <http://www.cic.gc.ca/english/visit/index.asp> or <http://www.canadainternational.gc.ca/buffalo/visas/visit-visite.aspx?view=d>
- For Mexican Visas: http://portal.sre.gob.mx/was_eng/

J-1 Scholars and J-2 Dependents International Travel

- You must obtain a travel signature on your DS-2019 form from an ARO (J-1 Scholar Advisor at the Slutzker Center) in order to re-enter the U.S. after any international travel.
- Signatures are valid for up to one year or up to 6 months for short-term scholars.
- You must carry your DS-2019 signed for travel, visa, I-94 card, passport, and appointment letter

To be able to travel outside of and return to the United States in J status, you will need to have a valid signature from either the Responsible Officer (RO) or Alternate Responsible Officer (ARO) on the front page of your J-1 or J-2 DS-2019 Document in the Travel Validation Section.

Anyone in J-1 or J-2 Status must visit or contact the Slutzker Center at least one week before any travel out of the United States. One week is necessary to allow the Slutzker Center Advisor to sign your documents or to make any changes to your DS-2019 before your travel. Travel signatures are valid for one year and must be valid on the date which you wish to return. Also, your DS-2019 must still be valid, meaning your program end-date must not have passed in order to be able to reenter the United States.

Additionally, J-1 scholars seeking to reenter the United States must have a valid passport. Your passport must be valid for at least 6 months after the date you intend to return to the United States. If your passport is expiring, you should make plans to renew or extend your passport before your travel.

With the exception of visits to Canada, Mexico, and the adjacent Caribbean islands that last less than 30-days [22 C.F.R. § 41.112(d); 8 C.F.R. § 214.1 (b) (1)] -

http://www.ice.gov/sevis/travel/faq_f2.htm#_Toc81222014, you will also need to have a valid J-1 or J-2 visa stamp in your passport to be able to return to the United States. The J-1 and J-2 Visa Stamps cannot be obtained within the United States. Visa appointments must be made with a consulate or embassy outside of the United States for the renewal or initial J-Visa.

Note: Citizens of Cuba, Iran, North Korea, Sudan, and Syria must always have a valid US Visa Stamp in order to return to the United States.

TRAVEL OUTSIDE THE UNITED STATES, CONTINUED

J-1s on a DS-2019 and F-1 Students on OPT/CPT I-20s NOT issued by Syracuse University

You must obtain a signature for travel from the institution that issued your DS-2019 or I-20 in order to comply with Department of Homeland Security regulations. You should plan obtain signatures from your DSO/PDSO or RO/ARO well in advance of your intended travel, to allow enough time send your documents to your institution and for your DSO/PDSO or RO/ARO to mail your documents back to you. You should also inform the Slutzker Center of any plans to travel.

H-1Bs and O-1s International Travel

To be able to travel outside of and return to the United States in H-1B or O-1 status, you will need to carry documentation of your H-1B/O-1 status with the institution. The documentation of your status with Syracuse University includes the original approval notice for your H-1B/O-1 as well as copies of all H-1B/O-1 application materials and your appointment letter for your current position at SU.

Additionally, H-1Bs and O-1s seeking to reenter the United States must have a valid passport. Your passport must be valid for at least 6 months after the date you intend to return to the United States. If your passport is expiring, you should make plans to renew or extend your passport before your travel.

With the exception of visits to Canada or Mexico that last less than 30-days [22 C.F.R. § 41.112(d); 8 C.F.R. § 214.1 (b) (1)] - http://www.ice.gov/sevis/travel/faq_f2.htm#_Toc81222014, you will also need to have a valid US H-1B or O-1 visa stamp in your passport to be able to return to the United States. The H-1B and O-1 Visa Stamps cannot be obtained within the United States. Visa appointments must be made with a Consulate or Embassy outside of the United States to obtain or renew the H-1B or O-1 Visa.

Note: Citizens of Cuba, Iran, North Korea, Sudan, and Syria must always have a valid US Visa Stamp in order to return to the United States.

International Travel for Individuals in all other immigration classifications (including dependents)

For any international student, faculty member, staff member, or researcher in any status other than J-1, F-1, H-1B, or O-1, you will need to visit the Slutzker Center at least one week before your intended travel out of the United States. One week is necessary to allow the Slutzker Center Advisor to advise you of any special requirements for your travel and to prepare any necessary documentation prior to your travel.

Additionally, anyone traveling and seeking to reenter the United States must have a valid passport. Your passport must be valid for at least 6 months after the date you intend to return to the United States. If your passport is expiring, you should make plans to renew or extend your passport before your travel.

With the exception of visits to Canada or Mexico that last less than 30-days [22 C.F.R. § 41.112(d); 8 C.F.R. § 214.1 (b) (1)], you will also need to have a valid US visa stamp in your passport to be able to return to the United States. Visa Stamps cannot be obtained within the United States. Visa appointments must be made with a consulate or embassy outside of the United States for the obtaining and initial or renewal visa.

It is recommended that faculty and staff members should carry their appointment letter from their department when they travel or obtain a letter from their department which verifies their employment and expected return date.

WAYS TO GET INVOLVED ON CAMPUS

E-MAIL: All faculty and scholars have Syracuse University e-mail accounts available to them. There is no charge for this service. Please activate your SU NetID account immediately if you haven't done so already and remember to check it regularly. If you have more than one e-mail address, please forward the Syracuse account mail to your personal email account, as the Syracuse University e-mail address will be the main point of contact for the university.

Most communications to scholars and faculty from the Slutzker Center for International Services will be sent through e-mail. Please feel free to e-mail us any questions, comments, or concerns. To sign up for our newsletter, please email Daniela Baban Hurrle at dbabanhu@syr.edu.

FOLLOW US ON FACEBOOK: <http://www.facebook.com/pages/Slutzker-Center-for-International-Services-SCIS/161252993906159>

ENGLISH CONVERSATION GROUPS

English-speaking students and volunteers from the community serve as group leaders for small groups of international students, scholars, and their dependents. Groups meet on-campus each week. Participants will have a chance to improve English language skills in an informal setting.



To join an English Conversation Group, please sign up at the front desk of the Slutzker Center for International Services, or for more information contact SCIS at lescis@syr.edu or 315-443-2457 or visit <http://international.syr.edu/programs-and-activities/english-conversation-groups.html>.

MIX-IT-UP

Mix-It-UP provides a relaxing forum for students and scholars to socialize over food and drink with people from all backgrounds, nations, religions, and groups. Circle discussions follow, where students and scholars talk about culture, their Syracuse University experience and themselves.

Mix-It-Up is held on Fridays throughout the academic year and on a limited basis in the summer. To check the schedule of upcoming Mix-It-Up events, please contact SCIS at lescis@syr.edu or call 315-443-2457 or visit <http://international.syr.edu/programs-and-activities/mix-it-up%20.html>.

LE CLUB FRANCOPHONE

A monthly social gathering for native and non-native French speakers, this activity attracts people from all over the world who wish to speak French together and learn about Francophone culture. The club also coordinates French film soirees, cultural events, and an annual visit to a French restaurant. For more information and to join the club, please contact SCIS at lescis@syr.edu or call 315-443-2457 or visit <http://international.syr.edu/programs-and-activities/club-fancophonie.html>.

INTERNATIONAL ASSOCIATIONS AND ORGANIZATIONS

There are numerous international organizations represented at Syracuse University. For a complete list of all student organizations at Syracuse University, visit the Office of Student Activities website: <http://syr.orgsync.com/home>.

AFFINITY GROUPS AND PROFESSIONAL ORGANIZATIONS

Besides the many student organizations at Syracuse University, there are a number of affinity groups run by professionals at Syracuse University. You can find a full list of active affinity groups on the Human Resources website here: http://humanresources.syr.edu/staff/nbu_staff/affinity.html

PRACTICAL INFORMATION

Federal Holidays

Banks, government offices such as the post office are closed on the following holidays, and Stores and restaurants may also be closed or only open for limited hours on these holidays:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday In January
President's Day	Third Monday in February
Easter	Sunday in March or April
Memorial Day	Last Monday In May
Independence Day	July 4
Labor Day	First Monday of September
Columbus Day	Second Monday of October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday of November
Christmas	December 25
New Year's Eve	December 31

Time Zones

There are four time zones in the continental United States (Eastern Standard, Central, Rocky Mountain and Pacific Time). Syracuse University is located in the Eastern Time Zone.

Time in the U.S. is measured on a twelve-hour basis. Time is expressed in a.m. (ante meridiem) and p.m. (post meridiem). The hours 24:00 to 11:00 are expressed as 12:00 a.m. to 11:00 a.m. The hours 12:00 to 23:00 are expressed as 12:00 p.m. to 11:00 p.m. For example 2:00 would be 2:00 a.m. and 14:00 would be 2:00 p.m.

Daylight savings time is practiced. Clocks are moved back one hour on the last Sunday in October. Clocks are turned forward one hour on the first Sunday of April.

Metric Conversion

Approximate conversions to metric measures

<u>When you know</u>	<u>Multiply by</u>	<u>To find</u>
inches (in)	2.54	centimeters (cm)
feet (ft)	30	centimeters
yards (yd)	.9	meters (m)
miles (mi)	1.6	kilometers (km)
acres	.4	hectares (ha)
ounces (oz)	28	grams (g)
pounds (lb)	.45	kilograms (kg)
cups (c)	.24	liters (l)
pints (pt)	.47	liters
quarts (qt)	.95	liters
gallons (gal)	3.8	liters

Approximate Conversions from Metric measures

<u>When you know</u>	<u>Multiply by</u>	<u>To find</u>
millimeters (mm)	.04	inches
centimeters	.4	inches
meters	3.3	feet
meters	1.1	yards
kilometers	.6	miles
hectares	2.5	acres
grams	.035	ounces
kilograms	2.2	pounds
liters	2.1	pints
liters	1.06	quarts
liters	.26	gallons

- To convert Fahrenheit temperature to Centigrade (Celsius) subtract 32 then divide by 1.8.
- To convert Celsius temperature to Fahrenheit, multiply by 9/5 then add 32.

MEDICAL CARE

When you visit a doctor's office, a member of the doctor's staff will ask you for a medical history before you are examined. The purpose of this is to obtain background information needed to treat you and to determine if there are any medications which should not be used. When asked to complete the history, be as exact and honest as possible, as these records will be used to determine your treatment. Medical records are private information, and cannot be released without your permission.

LOCAL HEALTH CARE FACILITIES

In general, it is much more cost effective to choose one of the clinics listed below if your health emergency is not severe or life threatening rather than going to one of the Syracuse hospitals. If you are on SU's POMCO insurance, please visit <http://pfinder.pomcogroup.com/> to find a doctor in Syracuse who accepts POMCO insurance.

PROMPT CARE

739 Irving Ave., Syracuse, NY 13210
9:00 AM thru 11:00 PM - 7 days a week
315-470-2951

MEDICAL CENTER WEST

5700 W Genesee St., Suite 109 North, Camillus,
NY 13031
Monday – Friday, 8:30 AM - 4:30 PM
315-487-1573

FAMILY PRACTICE ASSOCIATES

8100 Oswego Rd., Suite 220, Liverpool, NY
8:00 AM – 9:30 PM
315-652-6551

NORTH EAST MEDICAL FAMILY PHYSICIANS

4101 Medical Center Drive, Fayetteville, NY
13066
Mon., Tue., and Thur. 7 AM – 8 PM; Wed. and
Fri. 7 AM – 5 PM; Sat. 9 AM – 12 Noon.
315-637-7878

FAMILY MEDICINE MEDICAL SERVICE

475 Irving Ave., Suite 300, Syracuse, NY
13210
Mon – Fri 8:30 AM – 6 PM; Sat 8:30 AM – 12
315-464-4686

HOSPITALS AND EMERGENCY ROOMS

University Hospital

750 East Adams St.
Syracuse, NY 13210
1 (877) 464-5540 (toll free)
<http://www.upstate.edu/uh/>

Crouse Hospital

736 Irving Avenue
Syracuse, New York 13210
(315) 470-7111
<http://www.crouse.org/>

St. Josephs Hospital and Health Center

301 Prospect Avenue
Syracuse NY 13203
(315) 448-5111
<http://www.sjhsyr.org/sjhhc/>

Community General Hospital

4900 Broad Road
Syracuse, New York 13215
<http://www.cgh.org/>

MEDICATIONS AND PRESCRIPTIONS

If you are seen by a doctor, you may be given a prescription for medications to help cure you. When you are given this, it needs to be filled by a licensed pharmacist. Be sure you understand the medication's possible side effects, what you should and should not eat and/or drink with the medication, and how often you are to take it. Never exceed the recommended dosage of any medication.

DENTAL AND VISION CARE

Dental and Vision care is separate from medical care in this country, and most health insurance does not cover dental or optological procedures. Separate dental and vision insurance must be obtained for dental or vision coverage. Employees of Syracuse University can purchase dental and vision insurance through Human Resources.

FACULTY AND STAFF ASSISTANCE PROGRAM

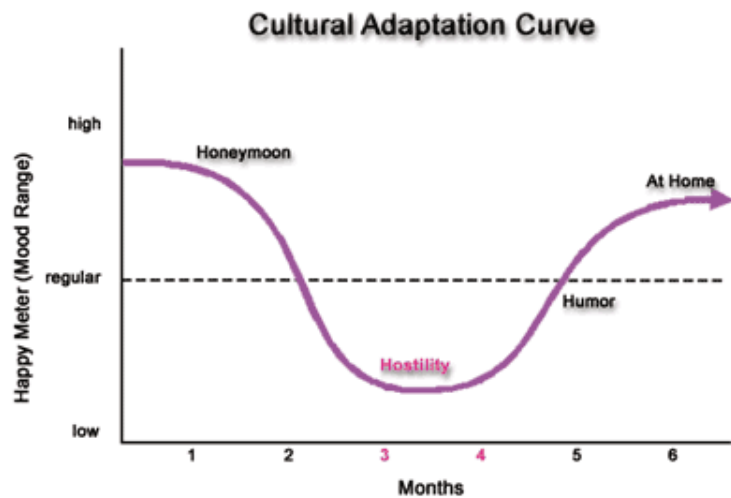
The University Faculty and Staff Assistance Program (FSAP) offers scholars and faculty and their families free personal counseling to help with issues such as stress, relationship problems, alcohol or drug dependence, or depression. Even the most successful person may experience considerable difficulty in adjusting to a new environment. The Faculty and Staff Assistance Program can help with this adjustment. The FSAP offers services designed to complement the University's academic mission by assisting staff and faculty with their personal and professional development through a variety of services. Counseling records are entirely confidential and will in no way affect your stay at the University or in the United States. Such records are released only with your written permission.

The FSAP is located at 111 Waverly Avenue, Suite 215. You may reach the FSAP by calling 443-1087 or visiting their website <http://humanresources.syr.edu/fsap/>

CULTURE SHOCK

What is "Culture Shock"?

- Culture Shock refers to the anxiety experienced by an individual when changes occur in his/her environment. These changes include the absence of familiar surroundings, family, and support systems.
- Culture Shock may be experienced by any person who spends an extended period of time in a new or different culture. The new culture's signs, symbols, and social cues can produce frustration and anxiety.
- The shock of adjustment is normal and perhaps universal.



Common Signs and Symptoms of Culture Shock include

- Anxiety, sadness, depression
- Frustration, despair, disorganization
- Anger, confusion, loneliness
- Lack of energy
- Loss of enjoyment in daily activities
- Withdrawal from others
- Headaches, stomach pains
- Loss of appetite, changes in sleep patterns, tearfulness

How to Cope with "Culture Shock"

- Know that your reactions are normal
- Speak with an advisor in the Slutzker Center
- Seek professional help if needed
- Participate in adjustment programs like Mix-It-Up or the English Conversation Program
- Seek others from your own cultural background who have adjusted to the experience
- Seek other new international students, scholars, and faculty for support
- Seek American colleagues who can help you learn more about this culture
- Join cultural, social, and professional organizations
- Participate in recreational activities
- Talk to your supervisor and colleagues about expectations and research/teaching goals
- Keep a sense of Humor

COMMUNITY LIFE & RESOURCES

UNIVERSITY FOOD SERVICES

A full listing of café locations and menus at SU can be found on: <http://foodservices.syr.edu>.

CITY DINING

To find a listing of local restaurants, their locations, and contact info, visit: <http://www.cnymenus.com/>

GROCERY STORES

Syracuse has many grocery stores which serve the community, but stores vary in their prices. It is usually best to shop at several stores to decide which has the best prices on the items you normally purchase.

Wegmans (www.wegmans.com)

- 7952 Route 11, Cicero
- 4256 James Street, E. Syracuse
- 6789 East Genesee St., Fayetteville
- 4979 West Taft Road, Liverpool
- 7519 Oswego Road, Liverpool
- 3955 Rt. 31, Liverpool
- 700 First North Street, Syracuse
- 4722 Onondaga Blvd., Syracuse
- 3325 West Genesee Street, Syracuse

Price Chopper (www.pricechopper.com)

- 5701 East Circle Dr., Suite 100, Cicero
- 4713 Onondaga Blvd., Syracuse
- 2515 Erie Blvd., Syracuse

Kashmir (<http://www.kashmirshop.com/>)

- 2646 Erie Blvd. E, Syracuse

Euro Specialties (<http://euspecialties.com/>)

- 2142 W Genesee St., Syracuse

African Market, 315 473-1588

- 740 N Salina St., Syracuse

Han's Oriental Market

(<http://www.sushisyracuse.com/hans-grocery.html>)

- 2731 Erie Blvd E, Syracuse

FARMERS MARKETS

Syracuse has a number of farmers markets that sell locally grown vegetables. Most farmers markets are open only one day per week, and typically during summer and early fall months.

- Central New York Regional Market (Open Saturdays Year-round)
2100 Park Street, Syracuse (I-81 Exit 23) – (<http://cnyrma.com/>)
- Camillus Farmers Market (Open Fridays, June through October)
4600 West Genesee Street (<http://www.townofcamillus.com>)
- Downtown Syracuse Farmers Market (Open Tuesdays, June through October)
Parking Lot S at Salina and Washington St. (<http://downtownsyracuse.com/index.php/static/C70>)
- Green Hills Farmers Market (Open Wednesdays, June through October)
Green Hills Supermarket, N. Parking Lot, 5933 S. Salina Street, Syracuse, hzani@greenhills.com
- Syracuse Eastside Neighborhood Farmers Market (Open Wednesdays, June through October)
Westcott Community Center, 826 Euclid Avenue, Syracuse, eassideNFM@gmail.com
- University Community Harvest Market (Open Fridays, September – October)
Waverly Parking Lot, Corner of Waverly Ave. and S. Crouse Ave. (<http://foodservices.syr.edu>)

Tops (www.topsmarkets.com)

- 620 Nottingham Rd., Syracuse
- 181 Shop City Plaza., Syracuse
- 4410 E. Genesee St., DeWitt
- 2120 W. Genesee St., Syracuse
- 5351 N. Burdick St., Fayetteville
- 3803 Brewerton Rd., North Syracuse
- 5335 W. Genesee St., Camillus
- 119 West Seneca St., Manlius

Aldi's (www.aldifoods.com)

- 2015 Erie Blvd., Syracuse
- 3512 Brewerton Rd., North Syracuse
- 6633 Manlius Center Road, E. Syracuse
- 6111 South Salina Street, Syracuse
- 3747 Milton Avenue, Camillus
- 7421 Oswego Road, Liverpool

Mya Family Asian Market, 315 299-8978

- 405 E Division St., Syracuse

Pan Asia Supermarket, 315 446-6688

- 124 Headson Dr., Syracuse

Far East & Asian Grocery, 315 476-9630

- 924 N. Townsend St., Syracuse

HOUSING

Finding housing is difficult when you first arrive. Most apartments require long-term leases of at least one-year. It is common for most landlords to require you to pay a deposit which is equal to one month's rent when you sign a lease for an apartment or house. Be sure to read through the terms of your lease carefully before signing. By signing a lease, you are promising to pay the landlord for the entire time listed on the lease. Ending a lease early or violating the lease agreement can cost you the rental deposit.

Additionally, most apartments and rental houses are unfurnished. Unfurnished apartments are usually cheaper and more numerous. Furniture is often found by buying used furniture from the Salvation Army, checking the newspaper or at "garage sales," and some furniture companies rent furniture, including: Dunk & Bright: <http://www.dunkandbright.com/>, Aaron's: <http://www.aarons.com/>; Rent-A-Center: www.rentacenter.com/; and Sherman Furniture Rentals: <http://www.shermanfurniture.com/>.

APARTMENT AND HOUSE LISTINGS

Many Syracuse Area Apartments and Houses can be found online at the following websites:

- **Office of Off-Campus and Commuter Services** - <http://oocp.syr.edu/>
- **Orange Housing Website** - <http://www.orangehousing.com/>
- **Craigslist Listings for Syracuse-area Housing** - <http://syracuse.craigslist.org/hhh/>
- **Apartment Finder Website**- <http://www.apartmentfinder.com/New-York/Syracuse>
- **Campus Hill Apts** - <http://www.campusapts.com/Home.aspx?Proj=155&Name=Campus+Hill>
- **Dorm Ditcher**: <http://syracuse.dormditcher.com/>
- **Longley-Jones Real Estate**: <http://www.longley-jones.com/>
- **Apartmentlist**: <http://www.apartmentlist.com/ny/syracuse>

UTILITIES

Like most apartments, utility services such as electricity and water service require that you make a deposit when setting up an account. Deposits usually equal the cost of 1 month to 2 months of service. Some apartments provide utilities included with the cost of rent. Check with your apartment complex or landlord's office to see what utilities are necessary and which utility providers you must use. (Info from: <http://oocp.syr.edu/>)

Electricity & Gas

To have your electric and/or natural gas service turned on, contact National Grid at 1-800-642-4272, or visit National Grid's website at www.nationalgridus.com. You will need to provide the following info:

- Your complete name, address, and telephone number
- The kind of service you are requesting and when you would like the service connected
- Social Security number, driver's license number, credit card number, or SU ID number
- If you have had National Grid service before, the representative will need your previous address

Telephone & Internet Services

To order telephone service, contact Verizon at 315 890-7100 or visit <http://www.verizon.com/>. You will need to provide the following info:

- Your complete name and address
- The kind of service you are requesting and how you would like your directory listing to appear
- Your previous address and telephone number (if you are changing addresses)
- Other credit information that will be kept strictly confidential

Cable Television & Internet Services

To obtain service, contact Time Warner Cable at 315 634-6000 or <http://www.timewarnercable.com/>. You will need to provide the following info:

- Your complete name, address, and telephone number
- The kind of service you are requesting
- If you have had Time Warner service before, the representative will need your previous address

TRANSPORTATION AND TRAVEL

BICYCLE

Bikes are cheap, efficient, and great exercise. When riding a bicycle, please use the utmost care. Cyclists are to obey the same traffic regulations as cars, which means not riding on the sidewalk. Remember to yield to pedestrians and automobiles. Be sure your bicycle is in good working order, especially the steering and brakes. Bike resources can be found here: <http://www.smtcmpo.org/bike-ped/>

CITY BUS SYSTEM – CENTRO

Syracuse has an excellent and affordable public bus system which serves the SU campus and the city. For bus schedules, routes, maps, and rates, please visit the CENTRO website: <http://www.centro.org/>

TAXI

There are several taxi services in the Syracuse area. Rates for transportation are generally more expensive than public transportation and can range from \$30 to \$45 to travel between SU and the airport.

Blue Star Taxi

Phone: 315 437-4000

info@bluestartaxi.us

<http://www.bluestartaxi.us/index.html>

Mr. Singh Taxi

Phone: 315-877-1200

<http://mrsinghtaxi.com/home.nxg>

CNY Green Taxi

Phone: 315-708-9654

<http://cnygreentaxi.com/default.aspx>

Syracuse Airport Taxi

Phone: (315) 446-3639 Fax: (315) 437-5256

<http://syracuseairporttaxi.com/index.html>

Dependable Taxi

Main Phone: 315 422-1000; City: 315 475-0030

<http://dependabletransportation.net/door/>

Syracuse Cab

Phone: 315 751-4444

admin@syracusecab.com

<http://www.syracusecab.com/>

FLIGHT – HANCOCK INTERNATIONAL AIRPORT

Many online companies offer booking services for flights and hotel. Some of the best prices can be found on www.expedia.com and www.travelocity.com.

The closest major airport is Syracuse Hancock International Airport (Airport code SYR): <http://www.syrairport.org/index.cfm>. Airlines which fly out of Syracuse are listed under the heading "Airlines" on the airport site: <http://www.syrairport.org/airlines/list/>.

TRANSPORTATION TO AIRPORT: In general, transportation to Syracuse Hancock International Airport is usually done by personal vehicle or by taxi. CENTRO does not provide transport to the airport.

BUS AND TRAIN – REGIONAL TRANSPORT CENTER

The William F. Walsh Regional Transportation Center (RTC) in Syracuse is home to train & bus services provided by Amtrak, Greyhound Bus and Trailways Bus. All transportation services are under one roof and the RTC provides customers a safe, clean & friendly environment while they travel.

The RTC is accessible by Centro bus from locations in Onondaga, Cayuga and Oswego counties. Please consult your local schedules for Centro's arrival and departure times to/from the RTC. More information on the RTC website: <http://www.centro.org/Regional.aspx>

- GREYHOUND BUS - www.greyhound.com
- TRAILWAYS BUS - <http://www.trailways.com/>
- MEGABUS - <http://us.megabus.com/>
- AMTRAK TRAIN SERVICE - 1-800-872-7245 and www.amtrak.com

PERSONAL AUTOMOBILE

Parking on campus is restricted and requires that faculty and staff register their vehicles with the SU Parking Services for a parking decal. The Parking Services website is: <http://parking.syr.edu/>

Purchasing a Car: When purchasing a car, it is usually best to first consult *Consumer Reports*, a non-profit consumer's journal available in the library and online. You will be able to review the frequency of repair and suitable prices for specific used and new automobiles. The next step is to check the classified ads in local newspapers or shop at various used and new car dealerships. Also, many vehicles are posted for sale on fliers around campus and on Craigslist <http://syracuse.craigslist.org/cta/>.

It is always best to have any car that you are considering purchasing inspected by a reputable mechanic. Most used cars carry no warranty; so, you want to make sure that the vehicle is working properly. Also, when purchasing a new or used car, the sticker price is usually not the price paid. The price is decided by negotiating with the seller. To compare prices of new and used vehicles, check Kelley Blue Book - <http://www.kbb.com/>.

OBTAINING A NY DRIVER'S LICENSE

Drivers must carry with them at all times a **valid Driver's License** from their home country, a valid International Driver's License, a valid Driver's License from another US state, or a valid New York Driver's License. Driver's Licenses from other states, other country driver's licenses, and International Driver's Licenses are valid within the State of New York.

While it is possible to drive on a valid foreign or out-of-state license, it is advisable to obtain a New York State license. This will help to avoid problems if you are stopped for a traffic violation or at some other time when you need to present a driver's license. In addition, if you do not have a US driver's license, many car insurance companies will not insure your vehicle, or will insure you through a "high risk" pool at much higher rates.

Steps to Obtain a License: Information on how to obtain a NY Driver's License can be found on our website: <http://international.syr.edu/new-students/life-in-syracuse/driving/driving-in-us.html>

NY Driving Regulations: All drivers, regardless of where they received their license, must obey the driving laws while driving in New York. The NY Driver's driver's manual is available here: <http://www.nysdmv.com/broch/MV21.pdf>.

NY DMV CENTERS IN SYRACUSE

Western Lights Plaza

4671 Onondaga Blvd.

Syracuse, NY 13219

Mon – Fri, 8:30 am - 4:00 pm

North Syracuse Office

5801 E. Taft Rd.

N. Syracuse, NY 13212

Mon – Thurs, 8:30 am - 6 pm; Closed Friday

CAR INSURANCE REQUIREMENTS

PLEASE NOTE: IT IS ILLEGAL TO DRIVE IN NEW YORK WITHOUT AUTO INSURANCE. You must maintain a minimum of liability insurance on all of your vehicles, and you must also carry proof of insurance in your car at all times. New York is a no-fault state. As long as your registration is valid you must maintain liability coverage, even if your vehicle is not in use.

- \$25,000/50,000 for injury(single accident)
- \$50,000/100,000 per accident for death
- \$10,000 per accident for property damage

For those individuals who do not have a US driver's license, insurance can be difficult to obtain. Though not endorsed by Syracuse University or the Slutzker Center, **Steve Lamonica Insurance Agency, Inc, State Farm Insurance** has been able to insure students and scholars with non-US licenses: **2601 West Genesee Street, Syracuse, NY 13219; Sarah.Arnold.JNHT@StateFarm.com; 315-488-7770.**

SETTING UP A BANK ACCOUNT

In general, to set up a checking or savings account with a bank in the United States, you must have a Social Security Number (SSN) or Individual Tax Identification Number (ITIN). It is possible to establish a non-interest-bearing checking account while waiting for the approval of a Social Security Number or ITIN application, and for faculty and staff at SU the school issued number on your SU ID Card is sufficient to set up a bank account.

When you first set up a bank account, you will have to sign a statement called a W-8. The W-8 certifies that you are a non-citizen and are not subject to the withholding of taxes on interest on your deposit.

Banks located close to Syracuse University Main Campus:

- **JP Morgan-Chase** - 649 S. Crouse Ave. 1 (800) 935-9935
- **HSBC** - 1004 E. Adams St. (315) 476-2530
- **M&T Bank** - 725 Irving Ave. (315) 422-2110

Banks located near SU South Campus:

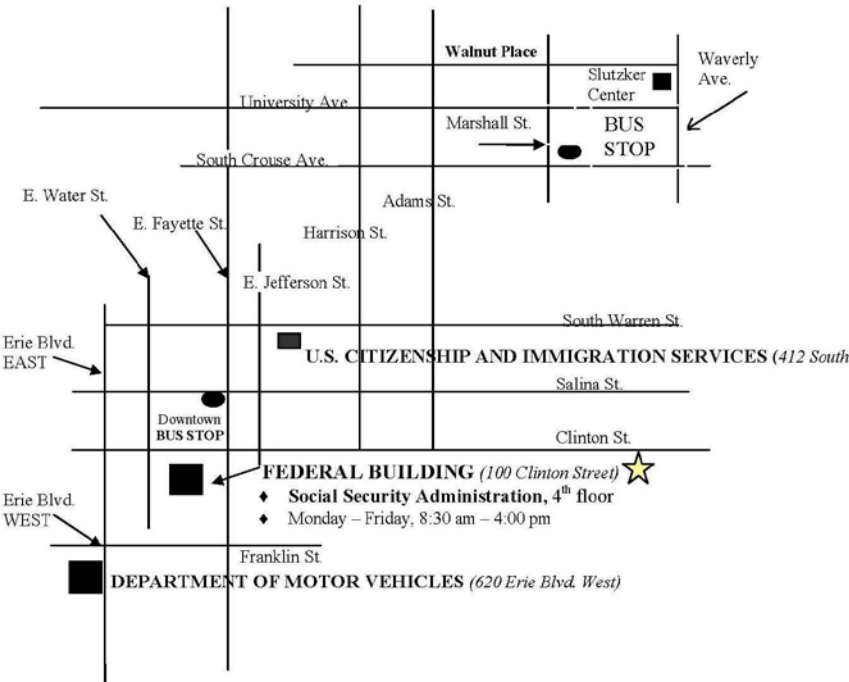
- **Key Bank** - 215 Tecumseh Rd. (315) 446-8091
- **Bank of America** - 401 Nottingham Rd. and Tecumseh Rd. (315) 446-2312

Documentation required to set-up a checking account:

- Passport
- USCIS document (DS-2019, I-797 Approval, TN I-94, EAD Card, etc.)
- Proof of Physical Address (letter from SCIS confirming your apartment or home address)
- Mailing Address (P.O. Box or street address where you can receive mail)
- SU ID Card
- Syracuse Phone Number
- Email Address

SSN & ITIN INFORMATION

MAP TO FEDERAL BUILDING – SSA & IRS OFFICES



SSN & ITIN INFORMATION

SSN – FOR THOSE WORKING FOR SYRACUSE UNIVERSITY

If you are working for SU and do not have a Social Security Number (SSN), you will have to apply for one since U.S. federal law requires all individuals employed in the U.S. to have a SSN. SSN's are used to identify employees and tax salaries, and are only issued for the purpose of employment. A SSN is not required to begin employment, but must be obtained immediately after being hired. Additional information about SSN's for internationals is available at: <http://www.ssa.gov/pubs/10096.html>.

Step 1: Complete the I-9 Employment Eligibility Verification process at the Slutzker Center.

Step 2: Complete Social Security waiting period - you must have entered the US not less than 10 days ago.

Step 3: Gather the required application materials.

- Current DS-2019/immigration document, passport, visa, and I-94 card (Must be originals, not photocopies) -- If you are a J-1 and your current DS-2019 does not have an immigration stamp on it, you must also bring a previous DS-2019 that you entered the U.S. with that is stamped.
- *Employment Memo* endorsed in Part B by a Slutzker Center International Student/Scholar Advisor - http://international.syr.edu/_documents/forms/SU%20J-1%20Scholar.dot

Step 4: Apply for Social Security Number (Federal Building, 4th Floor, 100 S. Clinton St., Syracuse)

Step 5: Submit a copy of your SSN Application Receipt to the Slutzker Center with your SU ID.

Step 6: After receiving your Social Security Card, submit a copy with SU ID to each of the following:

- **Payroll Office**, Skytop Office Building or 211 Steele Hall
- **Slutzker Center for International Services**, 310 Walnut Place

ITIN – FOR THOSE NOT WORKING FOR SU

All scholars, student interns, and other researchers who receive income from US sources, must file income tax forms. *If you are not employed in the US, the Social Security Office in Syracuse will deny your application for a Social Security Number.* Issuance of a SSN requires that you be employed in the US; thus, you will most likely need to apply for an Individual Tax Identification Number or ITIN.

Step 1: Complete ITIN waiting period - you must have entered the US not less than 10 days ago.

Step 2: Gather the required application materials.

- Current DS-2019/immigration document, passport, visa, and I-94 card (Must be originals, not photocopies) -- If you are a J-1 and your current DS-2019 does not have an immigration stamp on it, you must also bring a previous DS-2019 that you entered the U.S. with that is stamped.
- Letter from a J-1 Advisor at the Slutzker Center which verifies that you will not be securing employment in the United States or receiving any type of income from personal services.

Step 3: Apply for the ITIN (IRS Office, Federal Building, 11th floor, 100 S. Clinton Street, Syracuse)

- You will need to fill out a W-7 form and submit an application for the ITIN
- The W-7 Form can be downloaded here: <http://www.irs.gov/pub/irs-pdf/fw7.pdf>
- W-7 Form Instructions are here: <http://www.irs.gov/pub/irs-pdf/iw7.pdf>
- Under the Eligibility Section of the W-7 Form, select “H. Other” and enter one of the valid exceptions listed on pages 6-8 of the W-7 Instructions. In most instances, a J-1 visa holder who receives US funds will be eligible under Section 2(a), 2(b), or 2(c).

Step 4: After receiving your ITIN approval, submit a copy to the Slutzker Center with your SU ID.