



SYRACUSE UNIVERSITY

LILLIAN AND EMANUEL SLUTZKER CENTER FOR INTERNATIONAL SERVICES

DIVISION OF STUDENT AFFAIRS



J-1 Faculty and Research Scholar Orientation

1) Welcome

- Resources available on the Slutzker Center website: http://international.syr.edu/J-1_Status.html
 - To access the J-1 Orientation Seminar, go to <http://international.syr.edu/> select "Seminar" on the home panel on the left side of the screen under today's date.
 - Select "J-1 Orientation" (powerpoint)
- Administrators of the J-1 program with access to the J-1 SEVIS records are called AROs (Alternate Responsible Officers). On the Syracuse University campus, the AROs all work in the Slutzker Center:
Patricia Burak, Director
Mary Schlarb, Assistant Director
Carolyn Salter, International Student and Scholar Advisor
Lynn Dunyk, Administrative Specialist
Jennifer Gavilondo, Immigration Associate
- 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, email lescis@syr.edu, or fax 315-443-3091
 - 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.

2) SEVIS (Student and Exchange Visitor Information System)

- The Exchange Visitor Program (EVP) is run by the U.S. Department of State
 - EVP Overview: <http://www.exchanges.state.gov/education/jexchanges/about.htm#background>
 - J-1 Information: http://travel.state.gov/visa/temp/types/types_1267.html#
 - Regulations: <http://www.exchanges.state.gov/education/jexchanges/about/regulations.htm>
- Web-based database containing records of all J-1 scholars and J-2 family members
- Shared by U.S. Institutions of Higher Education, the U.S. Citizenship & Immigration services (USCIS), and U.S. embassies and consulates overseas.
- Tracks the arrival, program status, and departure of all exchange visitors.
 - The U.S. government requires that you notify the Slutzker Center of your **U.S. address within 10 days your arrival and/or of a change of U.S. address**. You can do this by completing and submitting an address update form found on our website at http://international.syr.edu/address_update_j1scholars.htm.
 - If you leave Syracuse University earlier than 30 days before the end date on Part 3 of your DS-2019, you must notify the Slutzker Center. You may schedule an appointment for an Exit Interview if you have questions about J status and/or a future nonimmigrant status.
- Additional information about SEVIS: <http://www.ice.gov/sevis/students/index.htm>

3) Health Insurance (Required by Federal Regulations for all J-1 and J-2s)

Mandatory Minimums:

- Medical benefits of at least \$50,000 per accident or illness
- Repatriation of remains in the amount of \$7,500
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000
- A deductible not to exceed \$500 per accident or illness.
- For full-time, paid **Syracuse University employees ONLY:**
 - 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 S.U., you will need a supplemental insurance policy that covers you for Medical Evacuation and Repatriation (Applications can be obtained at the Slutzker Center).
- For **ALL OTHER** individuals utilizing personal or government funds who do not receive payment _____ or health insurance from Syracuse University.:

- Ask a Slutzker Center advisor for information on health insurance plans that meet the minimum federal requirements.

4) **Four Essential Immigration Documents** (Must be valid and accurate)

- Form DS-2019
- Passport— Must be valid at all times
- Visa— 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

5) **Travel**

- You must obtain a travel signature on your DS-2019 form from an ARO (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 endorsed for travel, visa, I-94 card, passport, and appointment letter
- Special Registration: <http://www.ice.gov/pi/specialregistration/index.htm>
- Please consult relevant embassies prior to travel to determine if any visa(s) are necessary. (e.g., visitor, tourist, transit)
- Travel to Canada, Mexico, and the Adjacent Islands:
 - List of Adjacent Islands: http://www.ice.gov/sevis/travel/faq_f2.htm#_Toc81222015
 - Automatic Revalidation of Visa available in most cases. http://www.ice.gov/sevis/travel/faq_f2.htm#_Toc81222014

6) **Extensions at Syracuse University/ Transfers to another institution**

- Must 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 the request.
- All extensions and transfers must be completed in the SEVIS system **before** the end date on your DS-2019.

7) **Maximum Period of Participation in J Program**

- Continuous 5 year period given on a “use or lose” basis

8) **24 Month Bar**

- Two year bar on repeat participation in the J Professor or Research Scholar category from the end of a J program

9) **Two-Year Home Residency Requirement**

- Only applies if (1) you are sponsored in part or full by your home or U.S. Government, OR (2) your country and field of expertise is on the Exchange Visitor Skills List.
 - Skills list: http://exchanges.state.gov/education/jexchanges/participation/skills_list.pdf
- Should be indicated on your visa and/or on your DS-2019 if you are subject to this requirement.
 - The Consulate or Embassy official issuing your J-1 visa may indicate this on the visa stamp or lower left-hand corner of your DS-2019.
 - The DHS official at the U.S. port of entry may indicate this with a stamp in your passport by the visa page.
 - If a mark is not present and the above conditions apply, you can still be subject to the two-year home residence requirement.
 - If you think that there has been a mistake, you should request an advisory opinion from the U.S. Department of State.
 - http://travel.state.gov/visa/temp/info/info_1294.html#advisory
- If you are subject: You **MUST** either return home for 2 years at the end of your J program before changing status to H, L, or permanent resident, OR you must obtain a waiver of the requirement from DOS and USCIS.
- Home residency requirement applies to any J-2s when the J-1 is subject
- Waivers of the home residency requirement are sometimes possible but should be pursued approximately one year in advance of the end of J program.
 - Visa waiver information: http://travel.state.gov/visa/temp/info/info_1296.html
 - Once a waiver is issued, a sponsor cannot issue a J-1 extension. Please consult with an ARO/advisor at Slutzker Center before pursuing the waiver process.

10) **Incidental Employment or Consulting at Another Institution.**

- Advance permission is required. see an advisor in our office before accepting/pursuing any employment outside of Syracuse University.

- In general, to receive authorization you must obtain a letter from your academic department indicating their support of the opportunity. Submit the offer letter with your academic department's support letter to the Slutzker Center. Authorization will come in the form of a letter issued by a Slutzker Center ARO .

11) **Social Security Number**

- Anyone earning wages must have a social security number for tax purposes.
- If you are not employed, you will not be able to apply for a social security number.
- If you are employed at Syracuse University, you will get instructions about applying for the SSN when you come to the Slutzker Center to complete the I-9 Employment Verification Process.
- Social Security Administration: <http://www.ssa.gov/pubs/10107.html>

12) **Taxes**

- Check the SCIS website (http://international.syr.edu/Tax_Information.htm for tax resources, downloadable forms, and to obtain access to the CINTAX federal tax prep software
- SCIS advisors are NOT tax experts and can not provide any tax advice or counseling.

13) **Dependents (J-2)**

- **International Travel:** Must obtain travel signature on DS-2019 and carry required immigration documents.
May travel independently from J-1 primary.
- **Work:** J-2s may apply for work permission through the USCIS using form I-765. You can consult with an advisor at the Slutzker Center for instructions. There is a \$180 fee and processing time is about 3-4 months.
 - Additional information http://www.travel.state.gov/visa/temp/types/types_1267.html#10
 - To access the I-765 form: <http://www.uscis.gov/files/form/i-765.pdf>
- **Study:** May study in the U.S. on a J-2 visa without being required to apply for a student (F-1) visa

Community Resources

Information about Syracuse and the Surrounding Areas

Information about Syracuse University and the Community: <http://orientation.syr.edu/>

Interactive Campus Map: <http://orientation.syr.edu/interactivemap/index.php>

International Center of Syracuse: <http://www.icsyracuse.org/>

English Language Conversation Groups: http://international.syr.edu/english_program.htm

City of Syracuse Website: <http://www.syracuse.ny.us/>

Onondaga County Website: <http://www.ongov.net/>

Syracuse Tourism: <http://www.visitsyracuse.org/>

New York State Tourism: <http://www.iloveny.com/>

Transportation

Bus and Train Information: <http://www.centro.org/>

Syracuse Hancock International Airport: <http://www.syrairport.org/index.cfm>

Medical

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

St. Josephs Hospital and Health Center
301 Prospect Avenue
Syracuse NY 13203
(315) 448-5111 (local)
1 (888) 785-6371 (toll free)
<http://www.sjhsyr.org/sjhhc/>

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

Education

NY State School District Listing: <http://www.nysed.gov/admin/admindex.html>

Onondaga Community College: <http://www.sunyocc.edu/>

Syracuse University: <http://syr.edu/>

SUNY College of Environmental Science and Forestry: <http://www.esf.edu/>

Lemoyne College: <http://www.lemoyne.edu/index.asp>

Child Care

Child Care Council of Central NY: <http://childcaresyracuse.org/>

Childtime Learning Center: <http://www.childtime.com/centerinfo.aspx>

Nurturing World Child Care Center: <http://www.geocities.com/Heartland/Ridge/7313/>