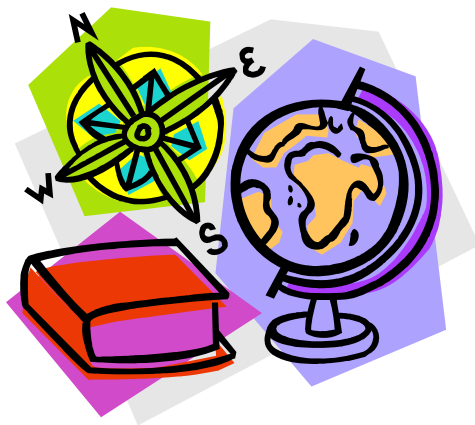




Office of the
University Registrar and
International Services

J-1 Program Handbook



University of Medicine & Dentistry of New Jersey
Stanley S. Bergen Building
65 Bergen Street, Room GA-72
Newark, New Jersey 07101
Phone: 973-972-6138
Fax: 973-972-8260

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INSTRUCTIONS AND INFORMATION FOR THE J-1 EXCHANGE VISITOR

This handbook is designed to provide information and guidelines for prospective and currently sponsored exchange visitors, who have been or will be invited to the University of Medicine & Dentistry of New Jersey (UMDNJ) to study, teach and/or to perform research under the J-1 non-immigrant classification. Please read it very carefully **before you arrive** in the U.S. or at UMDNJ and bring it with you to have as a reference throughout your visit.

Please become familiar with the contents of this booklet and contact the University's Office of International Services (OIS) if further information is needed.



PART I GENERAL INFORMATION FOR THE J-1 EXCHANGE VISITOR

Purpose of the Exchange Visitor Program (EVP)

The purpose of the Exchange Visitor Program (EVP) is to promote cultural and educational exchange, and to increase mutual understanding between the people of the United States and the people of other countries.

EVP Categories

You are coming to the United States to pursue a specific program objective. Although there are many J-1 categories, the UMDNJ-OIS is only authorized to sponsor exchange visitors for the following: Professor, Researcher and Student. The OIS has assigned you a category based on the description of your proposed activities provided to us by your sponsoring department. The primary activity for each of these categories is described below:

Professor: Teaching, lecturing, observing or consulting. A professor may also conduct research, unless the sponsor does not allow it.

Research Scholar: Conducting research, observing or consulting in connection with a research project. The research scholar may also teach or lecture, unless the sponsor does not allow it.

Student: Pursuing full-time studies leading to or culminating in the award of a U.S. degree from a post-secondary accredited educational institution or pursuing full-time studies in a prescribed course/program leading to a degree earned at a foreign institution of higher learning.

J-1 Program Objectives

The U.S. Department of State expects you to stay with your original objective for coming to the United States. As an exchange visitor you are normally not allowed to change your category, and you are expected to carry out the activity described in Section 4 of your Form DS-2019.

You are expected to conduct your work at your current UMDNJ department unless special arrangements have been made. It is sometimes possible to change to a different sponsoring department if there is little or no change to the work you are currently performing. All such changes must be approved by the OIS prior to taking place. Please consult the OIS if you are considering any change in your original program activity.

Health care and insurance

As a condition of their J-1 status in the United States, exchange visitors are required by the Department of State regulations to have medical insurance for themselves and their accompanying family members for the duration of their program. Minimum coverage must provide up to \$50,000 per accident or illness; up to \$7,500 for repatriation of remains; up to \$10,000 for medical evacuation to the home country; and a "deductible" not to exceed \$500 per accident or illness. Coinsurance payable by the exchange visitor or sponsor may not exceed 25 percent. Coverage may not exclude any risks inherent in the activities of your exchange visitor program. The company providing the insurance must have an A.M. Best rating of "A-" or higher, an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or higher, a Standard & Poors Claims-Paying Ability rating of "A-" or higher, or a Weiss Research, Inc. rating of "B+" or higher.

There is a system in place for students who are enrolled at UMDNJ and for research scholars and professors who are on UMDNJ payroll to have insurance coverage which meets the federal guidelines described above. It is the exchange visitor's responsibility to ensure that arrangements for health insurance are made with their School/department and that coverage is in place effective upon entry to the U.S. under the J-1 status.

Exchange Visitors who are/will not be covered by a UMDNJ-sponsored insurance policy, must obtain their own insurance before arriving at UMDNJ. Coverage must be effective upon arrival in the U.S. and must be maintained for the time period specified on the Form DS-2019. Upon request, this office will make available a list of companies which offer policies that meet federal regulation's criteria as they relate to mandatory health insurance coverage required of J-1/J-2 exchange visitors.

In the United States certain kinds of elective medical care, such as eye examinations, eyeglasses or dental care, are ordinarily not covered by insurance, and they are very expensive. To the extent possible, exchange visitors should take care of such needs before leaving their home country.

Time limit for J-1 Exchange Visitor sponsorship

Currently, the total allowable stay in the United States for exchange visitors in the Professor and Research Scholar categories is limited to five years. Exchange visitors in the Student category are limited to a maximum stay of 2 years. The 5 year period is a continuous period given to a participant on a "use or lose" basis. The 5 year eligibility window can be closed and the remaining time lost if the participant completes a program of less than 5 years and returns home. He/she must then wait 2 years before returning on another J-1 program.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is the national tracking system for individuals in J, F, or M status. Your Form DS-2019 is generated through the SEVIS system. All institutions of higher learning are required to report to the federal government any changes pertaining to your program. Such data includes your current U.S. address, changes in financial and biographical information and your departure from our J-1 program.

What is a Form DS-2019 (Certificate of Eligibility)

The Form DS-2019, issued by the University of Medicine & Dentistry's Office of International Services (OIS) contains specific information about you and your involvement at UMDNJ. Please review thoroughly the information on the form. This document designates you as a J-1 exchange visitor and identifies your sponsor, your program number, your activities and the dates of your visit among other things. This document is required to obtain a J-1 visa for entry to the U.S. You must have it with you any time you leave and re-enter the U.S. When you first enter the U.S. with your Form DS-2019, a United States Citizenship and Immigration Service (USCIS) officer will stamp the bottom left corner of the form, indicating the date of entry. Please keep all copies of your Form DS-2019 during and after your stay for your records.

- If you are already in the United States as a J-1 Exchange Visitor in a subcategory other than "Professor, Research Scholar or Student" (see item 4 on your current Form DS-2019), or if you hold a status other than J-1, please contact the international office at your present institution and at UMDNJ for further instructions.

Obtaining a Form DS-2019

- The prospective exchange visitor first receives an offer letter for a position at UMDNJ. The letter must fully describe the terms of employment and include the proposed duties, dates of sponsorship, location where the program will be conducted, source of health insurance, and the amount of funding that will be provided.
- Sponsoring department completes an internal application form (Request for Certificate of Eligibility-Form DS-2019). The application must be signed by the supervisor, the department Chair, the School's Dean or designee, and the Office of Human Resources if applicable).
- Once the application is completed and all the required documents have been submitted by the prospective exchange visitor, the application is then forwarded to the OIS for review.
- If all is in order, the OIS Responsible Officer or Alternate Responsible Officer will issue the Form DS-2019 for the exchange visitor through SEVIS.



PART II IF YOU ARE NOT YET IN THE UNITED STATES...

Obtaining a visa

To enter the United States as a J-1 exchange visitor under UMDNJ's sponsorship, you must have a valid J-1 visa in your passport. To apply for a visa you must submit the following documentation to a U.S. Embassy or Consulate:

- the Form DS-2019
- your passport
- evidence of funding (Appropriate evidence may include a letter of award or support, a bank statement, proof of income, offer of employment, etc.)
- if your dependent(s) will accompany you, they will require their own Form DS-2019 in order to apply for J-2 visas.
- dependent's passports (if applicable)
- proof of marriage to your spouse (if applicable)
- birth certificate for each dependent child
- financial documents to verify means of support for dependents
- Form DS-156
- Proof of payment of the SEVIS fee
- visa fee

Once granted, the visa will show an expiration date and the number of entries for which it can be used during that time. An "M" in the entries section of the visa stands for "multiple", which means that there is no limit to the number of times you may use it, as long as the visa and the Form DS-2019 are valid and your intent is to resume your program objective with the authorized program sponsor. It is not important if your visa expires while you are in the U. S. It is only important to have a valid visa if you wish to re-enter the U. S. after a trip abroad, in which case you will need to apply for a new visa at the U.S. Consulate/Embassy.

How early can you apply for a visa

Applicants may apply for their visa as soon as they are prepared to do so. Exchange visitor visa applicants are encouraged to apply for their visa as early as possible to provide ample time for processing. Please note that no matter how early you apply, the visa will only be issued up to 30 days prior to your J-1 program start date.

Two special notes:

1. Canadian citizens do not need visas to enter the United States, but they must show the Form DS-2019 and proof of funding at the time of pre-flight inspection or U.S. port of entry to obtain status as a J-1 exchange visitor.
2. **Visa Waiver Program:** Under current regulations, citizens of certain countries are permitted to enter the United States without visas as tourists or short-term business visitors for a maximum stay determined by immigration at time of entry into the U.S. This kind of visa-free entry into the United States is part of a program called the Visa Waiver Pilot Program, and it is very restricted. Be aware of the implications of a visa-free entry into the United States. There is no possibility of change from this kind of entry status to another while remaining in the United States. To change from a visa-waiver tourist or business visitor category to another nonimmigrant status, such as J-1 exchange visitor, one must leave the United States (and North America in most cases) and apply for the appropriate visa at a U.S. Embassy or Consulate. If your intent is to obtain J-1 status, you must not enter the U.S. under the visa waiver program under any circumstances.

SEVIS fee

The Department of Homeland Security (DHS) has implemented a fee of \$100 for all new F-1 and J-1 visa applicants. The fee is required under SEVIS regulations and is to be used to cover the costs of the operation of the program. The rule that implements this fee went into effect September 1, 2004.

Who must pay the fee?

J-1 Exchange Visitors beginning new programs with a Form DS-2019, issued on or after September 1, 2004, will be required to pay the \$100 fee before applying for a visa. Those non-immigrants already in the United States in another non-immigrant status will be required to pay the fee before applying for a change of status to J-1. *Canadian citizens will be required to pay before going to a U.S. Port of Entry. The fee can not be paid at the port of entry.* The \$100 SEVIS fee is in addition to any other visa application fees.

Exemptions from the fee:

Current continuing J students and scholars will not have to pay the fee. J-2 dependents are exempt from the fee. J-1 visitors whose Form DS-2019s are issued by the U.S. government are also exempt.

When are prospective students or exchange visitors required to pay the SEVIS fee?

- Applicants needing a visa to enter the U.S. should pay the SEVIS fee at least 3 business days prior to going to the U.S. embassy or consulate for their visa interview.
- Applicants who are citizens of Canada or Bermuda or residents of certain other islands described in 8CFR 212.1a wishing to apply for F-1 or J-1 status should pay the SEVIS fee at least 3 business days prior to crossing a U.S. Port of Entry.
- Non-immigrants currently in the U.S. who apply for student or exchange visitor status must pay the fee prior to filing their change of status application.

When must continuing exchange visitors (J-1 non-immigrants who have begun, but not finished a program) pay the SEVIS fee?

Continuing exchange visitors must pay the SEVIS fee before:

- Filing a reinstatement application after they have been out of status between 121 and 269 days due to a substantive violation.
- Applying for a change of exchange visitor category, unless the new exchange visitor category is fee exempt (federally sponsored programs with program codes that start with G-1, G-2, or G-3).

How does one pay the fee?

To Pay By Mail

1. Obtain a [Form I-901](#) "Fee Remittance for Certain F, J, and M nonimmigrants"
 - Download the form; or
 - Request the form by phone at 1-800-870-3676 (inside the U.S.)
2. Complete the Form I-901. Be sure to write your name exactly as it appears on the form I-20 or Form DS-2019
3. Prepare a check, international money order or foreign draft (drawn on U.S. banks only) in the amount of \$100 USD, made payable to "The Department of Homeland Security"
4. Mail the completed I-901 and payment to: (P.O. Box listed on Form I-901)
5. A Form I-797 receipt notice should be mailed to you within 3 days of processing the fee. Be sure to make copies of your receipt, and keep it with your other important immigration documents

To Pay Online

1. Find the Form I-901 at www.FMJfee.com.
2. Complete the form online and supply the necessary Visa, MasterCard or American Express information. Be sure to write your name exactly as it appears on your I-20 or Form DS-2019
3. Print a copy of the online receipt
4. Be sure to make copies of your receipt, and keep it with your other important immigration documents

Entering the United States - Things to Remember

- Exchange Visitors are prohibited from entering the United States more than 30 days prior to the program start date identified in Item 3 of the Form DS 2019
- Carry the following documents in your hand luggage
 - Your passport valid for at least six months beyond the duration of stay
 - If this is your initial entry, the sealed envelope given to you by the Consular Officer, which should only be opened by the port-of-entry official
 - Form DS-2019, if re-entering the U.S.
 - Evidence of financial support
 - Letter of offer to participate in the Exchange Visitor Program
 - Paper receipt of the SEVIS fee (Form I-797)
 - Name and contact information for your Exchange Visitor Program sponsor
- Complete the Customs Declaration Forms (CF-6059) and the Arrival-Departure Record (Form I-94)
- Upon arrival, present the following documents to the port of entry official: your passport; Form DS-2019 in the sealed envelope; Form I-94 and the Customs Declaration form

- Once your inspection is successfully completed, the inspecting officer will:
 - Stamp your SEVIS Form DS-2019 for Duration of Status (“D/S”) with date and port of entry.
 - Stamp the Arrival-Departure Record (Form I-94) and staple it to your passport

NSEERS (National Security Entry-Exit Registration System)

This is a domestic national registry established by the Department of Homeland Security for tracking temporary non-immigrants arriving from certain countries and who meet a combination of intelligence-based criteria, and are identified as presenting an elevated national security concern. Nationals of the following countries are subject to NSEERS: Afghanistan, Algeria, Bahrain, Bangladesh, Egypt, Eritrea, Indonesia, Iran, Iraq, Jordan, Kuwait, Libya, Lebanon, Morocco, North Korea, Oman, Pakistan, Qatar, Somalia, Saudi Arabia, Sudan, Syria, Tunisia, United Arab Emirates, and Yemen. Exchange visitors who are subject to NSEERS, will be handed a packet of information at the port of entry explaining the registration procedure.

J-1 exchange visitors subject to this special registration in NSEERS must report a change of address, within 10 days of the change, to USCIS and the OIS. The OIS will update SEVIS and the exchange visitor updates USCIS directly by filing Form AR-11SR at the address listed on that form.

I-94 (Arrival/Departure Record) Card and Form DS-2019

When you arrive in the United States, an immigration officer at a port of entry will stamp your passport and give you two important documents, which you should keep in your passport: the I-94 (Arrival/Departure Record) card and the Form DS-2019. This small, white card is usually stapled in your passport near the entry visa at the time you enter the U.S. It shows your immigration status, your date of entry to the U.S., and the authorized length of stay. J-1 exchange visitors are authorized for “D/S” or “Duration of Status”. D/S means that you can lawfully remain in the U.S. up until the date indicated in section 3 of your Form DS-2019 plus a 30-day grace period as long as you have not violated the terms and conditions of your status. You ARE NOT authorized to work while on the 30-day grace period. The stamped I-94 card and the Form DS-2019 are your only proof of J-1 status, and you will need them for purposes such as extending your permission to stay in the United States and re-entering this country after temporary trips abroad. You should keep the Form DS-2019 permanently. It is also advisable, after your arrival, to photocopy the identification pages of your passport, your visa stamp, I-94 card, and the Form DS-2019 and keep them separate from the originals for use in applying for replacements should the originals be lost or stolen.

NOTE: If your I-94 card or that of any of your family members has a specific date of departure instead of “D/S”, be sure to bring this to the attention of the OIS staff so that it can be corrected. Staying in the U.S. for even one day longer than you are authorized can create serious problems for you. Be sure to leave before your status expires, unless you have another application pending with the United States Citizenship and Immigration Services (USCIS), which allows you to stay.

Passport validity

Your passport must be valid at all times and at least six months beyond the duration of your stay in the U.S. Individuals who have an expired passport may be denied re-entry into the U.S after a short trip abroad and certain immigration benefits such as employment, a transfer, change of status, or extension of stay. You must contact your Consulate/Embassy directly in order to apply for an extension or renewal of your passport.



PART III

IF YOU ARE ALREADY IN THE UNITED STATES UNDER THE J-1 STATUS...

Transferring from one J-1 sponsor to another

It is possible to transfer to another J-1 sponsor as long as your category and field of activity remain the same, you are still within your time limit, and your sponsoring department does not object.

You may change your J-1 sponsorship to this institution either by leaving the country and re-entering or by "transferring" - as long as your current J sponsorship is still active, your overall maximum length of stay in J status has not been reached, and the transfer process takes place prior to the termination of your involvement with your present sponsor.

Leaving and re-entering

If you go abroad and come back into the United States using UMDNJ's Form DS-2019, your re-entry will enable you to affiliate with this institution. However, the "leaving and re-entering" procedure may not work if you travel to Canada, Mexico, or the Caribbean islands for less than 30 days. This is because the Immigration Inspector at the port of entry may return your Form DS-2019 to you intact and unmarked, and refuse to record your re-entry. If that happens to you, you will have to proceed as though you had not gone abroad, and either leave North America and re-enter the United States, or else carry out the following "transfer" procedure:

Transferring programs without leaving the country

To effect a transfer from one institution to another your current sponsor must first release your SEVIS record to your new sponsor. This institution will issue a new Form DS-2019 once your current institution releases your SEVIS record. (This will take place **after** the sponsoring UMDNJ department has completed and processed an internal application form requesting that this institution sponsor you as a J-1 Exchange Visitor). Once you receive the UMDNJ issued Form DS-2019, please read Page 2 and sign the bottom of Page 1. Be aware that you must complete the transfer procedure prior to ending your affiliation to your current sponsor or prior to the program end date as stated on the Form DS-2019.

Extending your permission to stay in the United States

Your permission to stay in the United States ends on the date shown on your Form I-94 (Arrival/ Departure Record) card - unless the card is marked "Duration of Status" or "D/S". In

that case, your permission to stay will expire within 30 days of the date shown in item 3 of your Form DS-2019. If an extension is necessary, be sure to arrange it ahead of time by contacting your supervisor at least three months before the expiration date shown on your Form DS-2019. Your supervisor will then coordinate the extension process with the OIS. Be aware that you must complete the program extension process prior to the end date on your Form DS-2019. Consult this office for details.

Changing Status

For those in the U.S. under another valid nonimmigrant status, other than visitors who entered via the Visa Waiver Pilot Program:

- Complete Form I-539, "Application to Extend/Change Nonimmigrant Status", and submit to the sponsoring UMDNJ department.
- Your supervisor will then process an internal application form requesting this institution to sponsor you as a J-1 Exchange Visitor. The application will be forwarded, along with the items listed below, to this office after the form receives the approval signatures from the appropriate UMDNJ officials. For your own records, make photocopies of all items needed for the application: Form I-539, the check or money order for the fee, photocopies of your current documents (and that of your dependents, if applicable), both sides of the I-94 Departure Record card, visa, latest entry stamp and biodata page of your passport to include expiration date of the passport.
- Upon receipt, this office will issue a Form DS-2019 and file the appropriate forms and documents with the USCIS Vermont Service Center.

Once the USCIS approves the application, the Form DS-2019 will be stamped/dated. USCIS will forward the approval notice, stamped Form DS-2019 and a new I-94 card to the OIS. This office will make photocopies of the same and forward the originals to you via your UMDNJ supervisor.



PART IV

WHILE YOU ARE AT UMDNJ

The OIS staff is available to you during your stay at UMDNJ. The scope of your involvement has been clearly defined by your supervisor (i.e., job title/duties, source/amount of funding, length of stay, source/funding of insurance, dependent data, etc.). This information is outlined on your Form DS-2019 and the appropriate U.S. government agencies have been informed of the parameters of your UMDNJ program. **Please Note:** It is *very important* to notify the OIS *immediately* if there are or will be *any* changes in your involvement while under UMDNJ sponsorship, if you have a legal change of name or U.S. address, or if your involvement will be interrupted or terminated prior to the end date indicated on the Form DS-2019. Legal J-1 status ends at the time of your resignation/termination regardless of the end date on the form.

On-campus restrictions

You must conduct your principal program activity at the department and location listed on the Form DS-2019. You may not change departments or accept additional employment in another department, even if it is in your field, without authorization from the OIS. Student assistantships are not appropriate employment for J-1 research scholars and professors.

J-1 Incidental Employment Outside UMDNJ

In accordance with Federal regulations, J-1 exchange visitors in the Professor and Research Scholar categories are permitted to participate in occasional lectures and short-term consultations at locations not listed on UMDNJ's Form DS-2019, if such activities are approved by the program sponsor [UMDNJ], and provided that such activities meet the following criteria:

- The activity must be directly related to the objectives of the exchange visitor's program
- The activity must be incidental to the exchange visitor's primary program activities; and
- The activity does not delay the completion date of the visitor's program

In addition, exchange visitors engaging in such activities must act as independent contractors.

Procedures for obtaining approval for incidental employment

Incidental employment must be authorized in writing by the Responsible Officer prior to the

exchange visitor commencing the activity. In order to obtain authorization to engage in employment outside UMDNJ, you must do the following:

- Obtain a letter from the prospective employer which: 1) requests permission from UMDNJ to undertake the lecturing or consulting and 2) sets forth the terms and conditions of the offer to lecture or consult, including duration (not to exceed end date of your current Form DS-2019), number of hours, field or subject, amount of compensation, and description of activity.
- Obtain a letter from your UMDNJ faculty sponsor/supervisor recommending such activity and explaining how it would enhance your program.
- Submit both letters referenced above with your request for work permission either by mail or fax to the OIS.
- An RO/ARO will review the request and if approved issue a permission letter. Turnaround time is approximately 2 weeks.



PART V

TRAVEL OUTSIDE OF THE UNITED STATES

To return to the United States in J-1 status after a temporary absence (5 months or less), you will need to have the Form DS-2019 endorsed for travel by the J-1 Responsible Officer or Alternate Responsible Officer confirming both your affiliation with UMDNJ, as well as the continuing availability of financial support and health insurance coverage. Before endorsing your form, the Responsible Officer will need written evidence from your current supervisor to confirm this information. If you will be leaving North America, you will need a valid visa label to re-enter the U.S. If your visa has expired, you will have to apply for a new one at a U.S. Embassy or Consulate abroad (see "Entry Visa", Part II). You will be required to present the signed Form DS-2019, along with evidence on current/continued J-1 sponsorship upon return (i.e. most recent pay stub and letter from sponsoring department).



PART VI MISCELLANEOUS

Who is subject to the two-year home-country physical presence requirement? [212(e)]

Some J-1 exchange visitors and their dependents are required to return either to their country of nationality or country of legal permanent residence and to live there for a period of two years at the end of their J-1 program. The purpose of this requirement is to provide the home country with the benefit of the exchange visitor's experience in the United States.

You are subject if:

- Your J-1 participation is funded in whole or in part, directly or indirectly, for the purpose of exchange, by your home government or the United States government.
- Your field of work appears on the "Exchange Visitors Skill List" for your country. This means that your field is considered to be in short supply in your home country*. The U. S. Embassy/Consulate where you apply for your visa should be able to tell you if the Skills List applies to you;

*Some countries, such as those of Western Europe, do not appear on the list at all. Other countries, such as China and India, are on the list, and nearly all possible fields of work are considered to be in short supply for those countries.

- You participated as a J-1 in a graduate-medical education or training program, i.e., a residency, internship or fellowships, sponsored by the Educational Commission for Foreign Medical Graduates; or
- You are the J-2 dependent of an exchange visitor who is subject to the requirement.

If you have ever been subject to the requirement in the past and have neither obtained a waiver nor fulfilled the requirement by spending two years in your country, the requirement still applies to you even if a great deal of time has passed and a more current Form DS-2019 indicated that you are not subject to this requirement. Changing your citizenship to that of another country does not eliminate your two-year requirement.

Note: The visa in your passport, your Form DS-2019, or both may indicate that you are not subject to this requirement. These indications are usually accurate but are not legally binding; U.S. consular officers and Immigration inspectors sometimes make mistakes. After you arrive in the U.S., if you are not sure if you are subject, the OIS can help you make a determination. It is sometimes necessary to write to the U.S. Department of State for an opinion.

Your restrictions if you are subject

If you are subject to this requirement you may not:

- Change your status inside the U.S. from J to any other nonimmigrant classification except A or G
- Change your status from J-1 to J-2 status or from J-2 to J-1
- Adjust your status to permanent resident (green card)
- Enter from abroad with H, L or immigrant status

If you are subject to this requirement you may leave the U.S. and enter on a new nonimmigrant status such as F-1, B-1, J-1 student or O-1.

Waivers of the requirement

There are five grounds for obtaining a waiver of the two-year home residence requirement. If you wish to apply for a waiver, be very careful about the timing of your request. After obtaining a waiver recommendation from the U.S. Department of State, you are no longer eligible to extend your J-1 status or transfer to another J-1 program. You should discuss your plans with the OIS staff before applying for a waiver.

- **A “no-objection” statement** (not permitted for medical trainees). Your country’s embassy in Washington can indicate in a direct letter to the U.S. Department of State that it has no objection to your receiving a waiver, or the foreign ministry in your capital at home can write to the U.S. embassy there. A “no-objection” statement will usually not lead to a waiver if the exchange visitor has received more than \$2,000 in funding from the U.S. government. To initiate this type of waiver request, see the [U.S. Department of State website](#). More information on this type of application is available from the OIS.
- **Interest of a U. S. government agency.** If your participation in research or a project sponsored by a U.S. government agency is of sufficient importance to that agency, it can apply to the U. S. Department of State for you in its interest, not yours.
- **Fear of persecution.** If you can demonstrate that because of your race, religion, political opinions, or nationality you would face persecution by your home government if you went back to your country, you might qualify for a waiver by applying to the USCIS.
- **Exceptional hardship to a United States citizen** (or permanent resident spouse or child of an exchange visitor)
If the exchange visitor can demonstrate that his or her departure from the United States would cause extreme hardship to his or her United States citizen or lawful permanent resident spouse or child, he or she may apply for a waiver. (Please note that mere separation from family is not considered to be sufficient to establish exceptional hardship.)
- **Request by a designated State Department of Health or its equivalent**

Note: The law permits only medical doctors to apply for a waiver on this basis.

Two-year Bar

Effective November 17, 2006, the law which extends the time limit for J researcher and professors from three years to five years also includes a two-year bar on repeat participation. J researchers and professors who have completed their J program (as evidenced by the end date on their DS-2019) or who have reached the five-year limit may not extend their stay in J

status. They must leave the U.S. or change to another non-immigrant status. They are not eligible to return to J researcher or professor status for two years. This bar is independent of the two-year home country physical presence requirement.

Once the J program has ended, this two-year bar is applicable to J researchers or professors who have used **less than** a five year period of J scholar status as well as to those scholars who have been here the full five year period. For scholars who use less than five years, the remainder of the five-year eligibility period is considered to be lost and the scholar would face the two-year bar. For this reason, it is particularly important that scholars in the J researcher or professor category must request a timely extension of their stay if they plan to remain in the U.S. beyond the period initially indicated on their DS-2019.

The Exchange Visitor Program has advised that J researchers and professors whose programs ended prior to November 17, 2006, are not subject to the two-year bar (although they would be subject to the 12-month bar). This advice is based upon the determination that J researchers and professors whose programs ended prior to the implementation of the regulation in November 2006 were never afforded a whole five-year period and therefore, the two-year bar would not be applicable.

Housing

This institution does not make arrangements for your housing, and you ought to therefore plan to arrive some time before the beginning date of your program. Visiting J-1 Professors and Research scholars may seek the assistance of their academic departments/supervisors in locating appropriate housing. Most apartment locations require the use of bus or automobile. Some are available with furniture; others are rented without furniture. All require the tenant to pay one or more month's rent in advance and another month's rent as a damage deposit.

Social Security Number

Social Security Number is a unique taxpayer identification number issued by the Social Security Administration (SSA) to individuals who are authorized for employment in the United States. If you have ever been issued a Social Security number before, you do not need to apply for one again. This number will be yours for life. In order to obtain a Social Security number, you must visit one of the local social security offices. The social security offices closest to UMDNJ are:

In Newark:
970 Broad Street
Room 1035
Newark, NJ 07102

In Piscataway and New Brunswick:
52 Charles Street
New Brunswick, NJ 08901

In Stratford:
Five Executive Campus
Suite 100
Cherry Hill, NJ 08002

In order to apply for a social security card, you will need the following documentation:

J-1 Exchange Visitors

- A valid passport
- Form I-94 card
- A valid Form DS-2019
- A photocopy of your active SEVIS screen

If you are a new exchange visitor, you must wait at least 10 days from the date you enter the U.S. before you will be able to apply for a social security card.

J-2 dependents

- A valid passport
- Form I-94 card
- A valid Form DS-2019
- Valid Employment Authorization Document (EAD)
- Employment letter

NOTE: Due to the new procedure between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and Department of State, it is advisable to wait for at least ten (10) days from the date of arrival of the exchange visitor into the U.S. prior to making application for a social security number. DHS now uses the Student and Exchange Visitor Information System (SEVIS) as an alternate means to conduct immigration status inquiries on students and exchange visitors who have applied for a social security number. To facilitate status verification process it is important that students and exchange visitors provide the OIS with their U.S. addresses as soon as they arrive in the U.S. The OIS will then register or validate the EV as an active participant in SEVIS and make it easy for the USCIS status verifiers to successfully search SEVIS and provide the necessary validation information to SSA.

J-2 Employment Authorization

Under the current regulations, individuals who are present in the U.S. under the J-2 status are eligible for employment authorization. J-2 dependents wishing to work in the U.S. must first apply for the Employment Authorization Document (EAD) from the United States Citizenship and Immigration Services (USCIS). In order to complete the application process you will need the following:

- [Form I-765](#) duly completed and signed. This form is accessible at the [United States Citizenship and Immigration Services](#) website (Look under Immigration Forms). The eligibility category for question # 16 is (C)(5)
- 2 Photographs - full color frontal/passport style photographs (find a sample at [United States Citizenship and Immigration Services](#)). For more information on photo standards visit the [Department of State website](#) or contact the USCIS National Customer Center at 1-800-375-5283.
- A copy of your current Form DS-2019 and that of the principal alien's (J-1);
- Copies of your passport - Biodata page to include passport expiration date, visa and I-94 card front and back; (Color copies are optional);

- A written statement, with any supporting evidence showing that your employment is not necessary to support the J-1 but is for other purposes e.g. recreational activities. Examples of supporting evidence are: J-1's pay stub and employment letter;
- A check or Money order for \$340 payable to the United States Citizenship and Immigration Services (USCIS).

Mail all these documents by certified mail to the following address: U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, Vermont Service Center, 75 Lower Welden Street, St. Albans, VT 05479-0001.

Fees payable to this institution

In the absence of a formal, written exchange agreement to the contrary, exchange visitor students or their financial sponsors are required to pay tuition and fees to this institution. No fees or tuition are payable to this institution by exchange visitors in the professor or research scholar categories.

Other likely costs

Students will need to interact directly with the school in which they will be attending regarding the fees/costs associated with books and supplies, health insurance, and other miscellaneous expenses. Students, research scholars and professors will also need to factor in living expenses into their monthly budgeting. Additional living costs (and possibly health insurance expenses) for dependents should also be considered.

OIS Satellite Location

New Brunswick Campus
(Tuesday, Thursday, and Friday)
9:00 am to 12 noon and 1:00 pm to 5:00 pm
Liberty Plaza
335 George Street, Room 3404
Telephone number: 973-972-6138