

Immigration Orientation: Maintaining Your J-1 Status

**International Services
International Affairs
University of South Florida**

J-1 Immigration Documents

- Passport
 - Your passport must be valid at least 6 months into the future.
 - Most governments allow renewal with their embassy in the US.
- I-94 OR I-797 Approval Notice
 - This document shows how and when you got j-1 status either by entry into the US OR change of status to J-1.

J-1 Immigration Documents

- Visa Stamp
 - This is a travel document.
 - It allows travel into the US as an J-1 if you also have a valid, signed DS-2019.
- DS-2019
 - This is your proof of J-1 status.
 - It lists your current school, level, and major.
 - Do not lose this document!!

Care of Documents

- Be sure to keep all your immigration documents in a safe place.
- Report any theft immediately.
- Report any changes to International Services.
- If you travel and get new documents, bring to IS for copying.

Change of Program

- You are not permitted to change your major while you are in the same level of study.
 - Changes in school or colleges (ex. Medicine to Engineering) require permission from IS.
- Exchange students cannot change from non-degree to degree seeking without exiting the US and applying for a new J-1 visa.

DS-2019 End Date

- The end date on your DS-2019 shows the date you are expected to complete your academic program at USF.
- If you will not finish your program before the end date on your DS-2019, you will need to apply for an “extension” or new end date.

Extension of Stay

- May be possible to request an extension of your program if you need additional time to complete your program requirements.
 - Must be done at least two weeks prior to the end date on the DS-2019
 - Use the J-1 Program Extension Request Form
 - Form must be signed by Graduate Coordinator, Academic Advisor or Exchange Coordinator.

Travel Outside the US

- If you travel outside of the US (including Canada, Mexico, the Caribbean and a cruise), you must have the following:
 - Valid J-1 visa stamp in your passport.
 - Be in good academic standing at USF.
 - You cannot be dismissed or on final probation.
 - DS-2019 signed for travel
 - Signatures are valid for one semester

Full-time Enrollment

- J-1 F-1 students are required to be enrolled for “full-time” every Fall & Spring semesters.
- “Full-time” is:
 - 12 credit hours for undergraduates
 - 9 credit hours for graduates
- You must be enrolled full-time for the entire semester.

What if I drop a course and am below full-time?

- If you drop below full-time during Fall or Spring semester without approval from IS, you will be out of status and your DS-2019 will be terminated.
- This would make you illegally present in the US.
- Speak with an IS Advisor to discuss your options if you need to drop a course.

How can I get approval to drop below full-time?

- Meet with IS Advisor to determine if you have a valid reason:
 - Final semester and you are graduating
 - Bona Fide Academic Reason
 - You have a medical excuse from a US doctor.
- You may NOT drop courses because you are getting a bad grade, failing the course, or because you do not like the course.

Change of Address

- International students must report any change of address within 10 days.
- If you have a USF DS-2019, you report your change of address by updating the mailing address field in OASIS.
 - This update passes to our office electronically and we notify immigration of your change of address.
- If you are a Fulbright, LASPAU or student who does not have a USF issued DS-2019, please report to your Responsible Officer any changes.

Employment On Campus

- You are allowed to work on-campus up to 20 hours per week during Fall and Spring semesters.
- J-1 students must have permission from International Services BEFORE beginning employment or changing employment.
- You may ask for permission from IS to work up to 40 hours per week during summer.

What is an on-campus job?

- On-campus jobs are any job that pay with a USF paycheck.
- Also considered on-campus are businesses that provide essential services to students, such as Aramark (Food Service) or Barnes & Nobles (Bookstore).
- Moffitt Cancer Center is not USF.

Do I need permission to accept on-campus employment?

- YES. You must get permission from IS or your LASPAU/Fulbright advisor in the form of a letter.
- If you do not have a Social Security Number (SSN), you will need to apply for one before you can work.

Procedures for On Campus Employment

For First Time Employment

- Submit your letter of offer from your employer and a Letter Request for a Social Security Letter.
- If approved, an International Advisor will update SEVIS and write a letter showing the authorization.
- You will also receive a letter to take to Social Security
- Apply for a social security number

To Renew Employment

- Each semester, you must report renewal of employment by completing the SEVIS Record Update form and submitting to International Services (IS).
- IS will provide you with a letter showing your approval.

Can I get an SSN without a job?

- No. You must have a job offer at USF to qualify for an SSN.
- Although the SSN is used for credit checks, it is not required to rent an apartment, open a bank account, or get a driver's license.

Academic Training

- Students who wish to engage in employment after completion of program may request Academic Training
- Time limit = time spent in program
- Must have job offer
- Must be related to your major and be a training component of your major
- Meet with International Services for more information

Health Insurance

- You and your J-2 dependants are required by U.S. Immigration Law to have health insurance that is in effect for the duration of your stay as an Exchange Visitor.
- A failure to purchase and maintain health insurance is considered a violation of your Exchange Visitor status and will result in termination of your status.

Adding Dependents

- If you want to bring your Spouse or children as J-2 dependants, you should complete the SEVIS Record Update form & submit:
 - Passport copies for each dependant.
 - Finances: Showing an additional \$5000 per dependant per year.

NSEERS

- The NSEERS program is special registration for some internationals.
- If you are subject to NSEERS, you received a “FIN number” when you entered the US.
- NSEERS students must follow special exit procedures explained in the NSEERS packet.
- If you have questions, come see an advisor.

Exit Grace Periods

- J-1 students are given 30 days to exit the U.S. after completing a program of study.
- You may not re-enter the U.S. in J-1 status if you exit during the grace period.
- You may travel around the US during your grace period.

Transfer

- If you are accepted to another school and decide to leave USF, you will need your SEVIS record “transferred” to the new school.
- To request a SEVIS transfer, you will need to complete a Transfer Out form and include a copy of acceptance letter.
- Transfers occur at the end of a term.

Advisor-on-Duty Hours at IS

- No appointment needed 15 minute meetings.
 - Tuesdays 9:00 – 11:00am
 - Thursdays 2:00 – 4:00pm
 - Fridays 2:00 – 4:00pm
- What to ask?
 - General questions
 - Travel signature requests
 - Letters—enrollment, expense, invitation,

Other Services

- Ask questions by e-mail.
- Make an appointment 813-974-5102
- Drop off requests for letters, travel signatures, DS-2019 updates, extensions, or transfers to be processed in 5 days.
- Check our website for the latest information
www.global.usf.edu

Notices about Events!

- Join the [International Services Fan Page](#) on Facebook.
- All students are put on the email listserv. We send emails about upcoming events, workshops, and immigration updates.

Your Next Steps at USF

- Visit the Marshall Student Center to get your USF ID card.
 - For more information go to:
<http://it.usf.edu/services/usfcard>
- Activate your Net ID online at <http://it.usf.edu/services/netid> .
 - If you do not have an SSN, you need a special code. You must go in person to IT located on the 6th floor of the Library.

More Next Steps

- All international students must have health insurance. Students must submit a compliance form to Student Health Insurance.

- For the forms and more information:

<http://www.shs.usf.edu/insurance/insurance-forms.aspx>

- SHS is located next to the USF Bookstore. For location on map:

http://www.shs.usf.edu/userfiles/files/Visitor_Map_2008-09.pdf

More Next Steps

- Register for Courses before the end of the first week of school!
- Take the Bull Runner Shuttle Bus and/or the public bus. It's free with USF ID.
 - http://usfweb2.usf.edu/parking_services/bullrunner.asp
 - http://usfweb2.usf.edu/parking_services/transportchoices.asp

Check-in Completion

- To complete your check-in process please go to <http://global.usf.edu/iss/CheckinJ1.php> and follow the online instructions.