

Roles and Responsibilities of an J-1 Exchange Visitor

1. ARRIVAL OF SCHOLAR

- If you are unable to make the arrival date listed on your DS-2019, the host department must contact ISSO so that your entry date can be deferred in the SEVIS system. If this is not done, and you check in beyond 30 days, there will be no way to activate your record in SEVIS. It is, therefore, critical for you to be in contact with your host department and ISSO to confirm your arrival date.

Department of _____ checklist - Supervisor's name: _____

A. Go to Campus Housing if living on campus (ext.3570)

The Reception Counter is at the entrance level of Hamlin Hall Office located at: 448 Hamlin Hall
Rebecca Wickham Associate Director of Housing (x3570) Email: wickham@oakland.edu
Roxanne Fisher (x3570) Email: rfisher@oakland.edu

B. Meet _____ our Department Secretary to receive your Grizzly ID number and to complete employment forms (ext. # _____) located at _____

- You will also be asked to complete an I-9 if you are employed by the Oakland University.

C. For J-1 visitor, schedule an appointment with an ISSO advisor located at 328 O' Dowd Hall

- You must report to ISSO within 7 days of your program start date. This includes all J-1 scholars (paid or unpaid by the university). If your SEVIS record is not activated within 30 days of the program start date, you are out of status and must leave the country. This start date can be found on your form DS-2019 issued by Oakland University.
- Upon your appointment with the ISSO advisor, you must provide ISSO with your U.S. address. This address must describe a residence. It cannot be a P.O. Box or an office address. It can be a "care of" address. Bring your DS-2019, your passport, your I-94, your employment offer award letter, funds to purchase health insurance (check, money order, or credit card only) to check in and you will also fill out the ISSO data sheet. If bringing dependent(s) bring their DS-2019, their passport, their I-94.
- ISSO will help you with the Social Security paperwork. Social Security Office for a SS# (1-800-772-1213) is located at 1280 Pontiac Road, Pontiac MI, 48349 (West Opdyke Road). You must be on campus for at least 10 working days, bring all papers, and a letter from ISSO before you can apply for SS# and receiving a paycheck from O.U. or the USA.

D. As required by position go to OU Graham Health Center for a Physical (x2341)

E. Go to OU staff Benefit located at 142 North Foundation Hall

F. Open a Bank Account if you do not have one

- Bring DS-2019 and passport and OU employment papers to open an account
- 1) MSUFCU located at 3265 Five Points Drive, Auburn Hills MI, 48326 PHONE: (248)370-3545
 - 2) Credit Union One- Oakland University located at 102 Oakland Center, OU PHONE: (248) 475-2607

G. Meet _____ our lab manager for a set of keys (ext.# _____) located at _____

H. Get an OU computer account (help desk x4357)

- The Dean's office will request a grizzly ID for you. Once you have the ID, login at ouca.oakland.edu choose the 4th option, and request an OU computer account.

2. **WHILE YOU ARE HERE**

- You and your dependents must have current passports at all times. An expired passport will mean you are out of status. If you as the J-1 are out of status, so are your J-2 dependents.
- You must always be in possession of a valid DS-2019, which accurately reflects your purpose for being at OU. If it is close to expiring, you should request an extension from your host department (no earlier than three months in advance).
- You and your dependents are required to maintain health insurance and repatriation coverage (which is not always covered by health insurance provided through your employment with Oakland University – can be purchased at ISSO) during your J exchange visitor program in the United States.
- You must come to ISSO to have your DS-2019 signed if you will travel outside the United States.
- You must also report any life event that may affect your immigration status such as birth of a child, marriage, change of legal name, divorce or death. This rule also extends to J-2 dependents.
- You must report any change of address to ISSO within 10 days. Forms can be found on our website at www.oakland.edu.iss under forms or in our office.
- If you are working at Oakland University you will need a social security number. If you do not have a social security number, come to ISSO for further information.

3. **DEPARTURE/CHECK-OUT**

- When your program is finished, you must check out at ISSO. ISSO is required to report your program end date to the federal government. This could be the end date on your DS-2019 or it could be a prior date if you complete your program early.

4. **EXTENSION OF STAY**

- Request for extension must be made by your host department.
- Your program must be extended before the end date on your current DS-2019. If the end date lapses, then no extension is possible and you must leave the United States.
- To ensure that this process runs smoothly, have your host department send ISSO any extension paperwork at least a month prior to the program end date, but no earlier than three months prior to the current program end date. ISSO will then verify that you are eligible for an extension and process the paperwork.
- If you came to OU on a short term scholar not extension of your DS 2019 is possible, you must return home.

5. **DEPENDENTS J-2**

- J-2 dependents may request work permission from USCIS or attend school while they are in the United States (FYI - this rule might change soon).

6. **TRANSFER TO ANOTHER J PROGRAM**

- J-1 scholars who plan to transfer to another institution must inform ISSO of their intent to do so prior to transferring so that this can be properly noted in the SEVIS system. You need to pick up and complete the transfer out form from ISSO and consult with your OU faculty sponsor. Under the SEVIS system, the current J program and the transferring J program will work together to complete the transfer process.

7. **OTHER ISSUES OF CONCERN**

- Reinstatement to legal status will rarely, if ever, be granted in the U.S. to scholars who lose their status. If you are out of status, you must return home with no guarantee of being issued a visa to return to the U.S.
- If you have any U.S.-source income in any given year, you must file U.S. income tax returns. Please contact the U.S. Internal Revenue Services for more information.