



Welcome to City of Hope!

SCHOLAR ORIENTATION

International Student And Scholar Office

SCHOLAR ORIENTATION

Key Information and understanding of the Responsibility of a Exchange Visitor (J1/J2) Status Holder

Objectives

- Program Sponsor Information
- J-1 Status vs. J-1 Visa
- Maintaining Status
- Tips on Travelling Aboard
- End of Program Options
- Adjusting to Life in the U.S.

Exchange Visitor Program Sponsor Information

City of Hope as your program sponsor welcomes you to our exchange visitor program as a participants of the following programs; Postdoctoral Training or Global Scholars.

Our Exchange Visitor can hold either:

- **A Research Scholar category** that is reserved for internationals at City of Hope performing research for up to five years with a sponsoring department.
- **A Short-term Scholar category** that is reserved for internationals who are visiting for short-term of up to six months. There are no extensions or exceptions beyond the six month period.

Exchange Visitor Program Information

Cost of Exchange Visitor Program

Postdoctoral Fellows

Fees are paid by the sponsoring department.

Additional Postdoctoral Fellows information is available online at CityofHope.org/education/postdoctoral-training-office

Fee Type	Amount
J-1 Visa fee (multiyear visa document available)	\$500/up to one year plus \$250 additional renewal fee, if applicable

Global Scholars Program

Fees can be paid by either the scholar or by the sponsoring department.

Additional Global Scholars Program information is available online at CityofHope.org/isso

Fee Type	Amount
Application fee (nonrefundable)	\$100 (one time)
Program fee (multisession participation available)	\$500/1 session = up to six months
J-1 Visa fee (multiyear visa document available)	\$500/up to one year plus \$250 additional renewal fee, if applicable
J-2 Dependent Visa fee (multiyear visa document available)	\$50 per dependent/up to one year

PROOF OF YOUR LEGAL J-1 STATUS

1. Valid Passport:

Provide biographical information



2. Valid Form DS-2019:

Certificate of Eligibility for the Exchange Visitor Program

3. Form I-94

Arrival/Departure Record:
Proof of legal entry to the U.S.

J-1 status is reference to your legal status in the U.S. that needs to be maintained active throughout the entirety of your program.

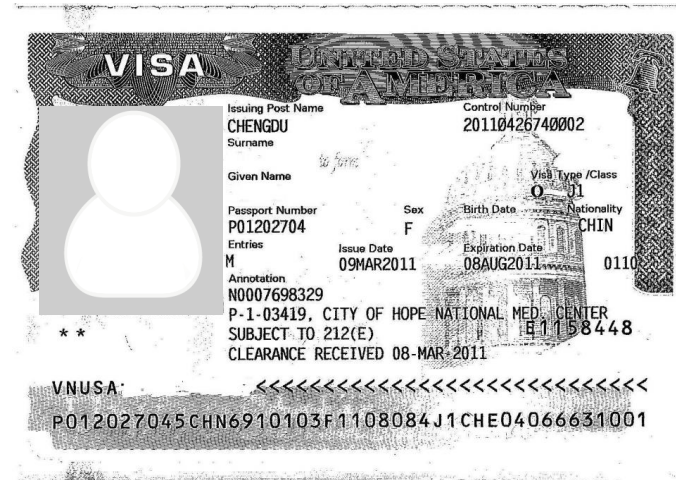
1. PURPOSE OF THE PASSPORT AND VISA

PASSPORT



- Provides personal biographical information
- Must be valid at all times

VISA STAMP



- This is your key for entry; sole purpose is for traveling
- Must be valid when entering the U.S.
- But, does not have to be valid to stay
- Visa classification should state 'J-1'.
- Validity varies. May have a validity that is single or multiple years for entries.

2. UNDERSTANDING YOUR DS-2019

City of Hope National Medical Center is your program sponsor.

Section 1: Personal biographical information

Section 3: From Covers Period: Validity of J-1 Status

Section 2: Program Sponsor: Referring to City of Hope programs for the Exchange Visitor Program

Section 4: Exchange Visitor Category: Specific categories that City of Hope can facilitate by DoS: (a) Research Scholar or (b) Short-term Scholar

Section 7: Travel Endorsement Signature by a City of Hope Advisor in blue ink

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

ONE APPROVAL NO. 1403-0139
EXPIRATION: 09-01-2011
ESTIMATED BUSINESS TIME: 45 min
Page 1 of 2

1. Family Name: [Blank] First Name: [Blank] Middle Name: [Blank] Gender: **FEMALE** BIODID: [Blank]

Date of Birth: [Blank] City of Birth: [Blank] Country of Birth: [Blank] Citizenship Country Code: **CH** Citizenship Country: **CHINA**

Legal Permanent Residence Country Code: [Blank] Legal Permanent Residence Country: [Blank] Position Code: **213** Position: **UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS**

Primary Site of Activity: **1500 W. Duarte** Secondary Site of Activity: [Blank]

City of Hope National Medical Center
Participating Program Official Description:
RESEARCH SCHOLAR; SHORT-TERM SCHOLAR

Program of the Host: **Begin: New Program**

From (mm-dd-yyyy): **01-17-2011** To (mm-dd-yyyy): **07-16-2011**

Exchange Visitor Category: **RESEARCH SCHOLAR**

Subject Field Code: **16.5456** Subject Field Code Remarks: **Research, molecular pathology and cell biology studies of renal, prostate and bladder cancer**

6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (ENCLOSURE 8-475).

7. Kimberly Swatila
Address of Responsible Officer or Alternate Responsible Officer:
1500 W. Duarte Road
Duarte, CA 91010
Signature of Responsible Officer or Alternate Responsible Officer: [Signature]

Responsible Officer:
Title: [Blank]
Address: [Blank]
Telephone Number: **626-350-8111 ext. 6387**
Signature: [Blank]
Date (mm-dd-yyyy): **12-13-2010**

8. Statement of Responsible Officer for Referring Sponsor (FOR TRANSFER OF PROGRAM)
Effective date (mm-dd-yyyy): [Blank] Transfer of this exchange visitor from program number [Blank] sponsored by [Blank] to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1960, as amended.

Signature of Responsible Officer or Alternate Responsible Officer: [Blank] Date (mm-dd-yyyy) of Signature: [Blank]

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 1(b)(3) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-48, AS AMENDED (see item 1(c) of page 2)

The Exchange Visitor is in the above program:
1. ☐ The subject is the two-year maximum requirement.
2. ☒ Subject to two-year maximum requirement based on:
A. ☐ Government financing and/or
B. ☐ The Exchange Visitor Skills List and/or
C. ☐ PL 94-48 as amended

ONE YEAR PARTICIPANTS (U.S. ONLY) AND ALL ALIEN PARTICIPANTS SPONSORED BY P-4-6019 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.

Walter Kerr
[Signature]
[Signature]
[Signature]

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 1(b)(3).

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.

Signature of Applicant: [Blank] Place: [Blank] Date (mm-dd-yyyy): **12-15-2010**

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3. THE I-94 ARRIVAL/DEPARTURE RECORD

The I-94 Arrival/Departure Record is your proof of legal entry into the U.S.



Get I-94 Number

I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 68523424920

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

Family Name:

First (Given) Name:

Birth Date (MM/DD/YYYY):

Passport Number:

Passport Country of Issuance: India

Most Recent Date of Entry (MM/DD/YYYY): 06/04/2013

Class of Admission: J1

- Retrieve your electronic I-94 arrival/departure record at www.cbp.gov/I94



- Review your **Class of Admissions** (J1/J2) and **Admit Until Date** information states 'D/S' (Duration of status)

- Review your personal information is accurate

If a correction needs to be made, contact the International Students and Scholars Office immediately at international@coh.org.

MAINTAINING YOUR J-1 STATUS

J-1 Status is an immigration status *with* employment authorization “built-in.”

These requirements must be observed to maintain a J-1 status:

1. Validate J-1 arrival

2. Must have valid DS-2019

3. Active City of Hope training appointment or employment

4. Maintain medical insurance

5. Avoid any troubles with the law

6. Reporting requirements on any changes and/or incidents

J-1 VALIDATION PROCESS

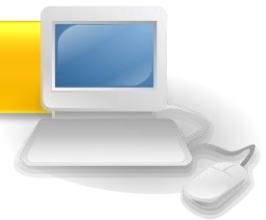
City of Hope as your J-1 program sponsor, must:

Validate the arrival of all sponsored J-1 exchange visitors in Student and Exchange Visitor Information System (SEVIS).

Get validated!

1. Complete and upload the Validation Check-in document
2. Copy of your I-94 Arrival/Departure record
3. Copy of your visa
4. Proof of medical health insurance coverage

Retrieve arrival/departure record at www.cbp.gov/I94



Validation must be completed no later than 30 days from your DS-2019 start date.

MEDICAL HEALTH INSURANCE

- ❖ All scholars and dependents who hold a J status are required by the Department of State to acquire health insurance coverage.
- ❖ Coverage must be for the entire stay in J status from arrival to departure.
- ❖ Failure to maintain insurance benefits may result in J status termination.

Garnett-Powers is a recommended provider that assists with enrolling into medical health insurance that is eligible for both exchange programs.

Contact them at directly for more information at cohgsp@garnett-powers.com.



AVOID TROUBLE WITH THE LAW



Any minor offenses will have severe consequences for foreign nationals. **Some may result in deportation and bars from returning to the U.S.** Understand that state laws may be different from federal laws. Foreign nationals can and will be prosecuted based on federal law if convicted of any criminal or minor offenses.

Avoid These of Minor Offenses:

- ✓ Multiple DUI ([driving under the influence of medication or alcohol](#))
- ✓ Taking or having controlled substances without prescription (illicit drugs)
- ✓ Smoking or having medical marijuana (even with prescription)
- ✓ Theft
- ✓ Fraud

YOU CAN CLICK
**BUT YOU
CAN'T HIDE**

ILLEGAL DOWNLOADING
Inappropriate for All Ages



大麻



Refer to the Scholar Handbook for more detailed information.

REPORTING REQUIREMENTS

ALL J holders must report the following to ISSO international@coh.org.

Incident Reporting:

Reporting of any incident or event that impacts directly the health, safety or welfare of exchange visitors and/or dependents is required to notify the International Student and Scholar Office (ISSO).

Change of Address:

- Completing the Form AR-11 (Change of Address) online by going to www.uscis.gov
- Save the complete form in PDF and email to the ISSO

Legal Name Change:

Must report legal name change to the ISSO with copy of original document of approved name change.

Refer to the Scholar Handbook for more detailed information.

J-2 DEPENDENTS MAINTAINING STATUS

J-2 dependents are subject to similar requirements as the principle J-1 holder. There are also distinct differences of a J-2 holder and J-1 holder.

Similarities of a J-1 Holder	Differences of a J-1 Holder
Validate arrival status	Need to apply for an Employment Authorization Document (EAD)
Maintain medical insurance	To apply for a social security number, must have an EAD
Reporting requirements	J-2s are required to file state and federal income taxes. If J-2s did not receive income in the previous reporting year, J-2s are still required to submit Form 8843 to the Internal Revenue Service office.
Avoid troubles with the law	Subject to either/or both two-year bars

Refer to the Scholar Handbook for more detailed information.

TIPS ON TRAVELING

Preparing for a trip aboard

- ❖ Check with the destination country to see whether you need their visa.
 - ❖ If you need a visa, you will need to apply in advance.
- ❖ Some consulates require valid U.S. visa.
 - ❖ Double check the validity of your J-1 visa stamp.
 - ❖ Contact the consulate or embassy of the country to verify what documents will be necessary to enter their country.

Re-entry to the U.S.

Must have all original documents with you at the port of entry:

1. Valid passport
2. Valid J-1 visa stamp
3. Valid DS-2019 with Travel Endorsement Signature
4. City of Hope Letter (option)
5. Have on hand the contact information for the International Student and Scholar Office (recommended)

Disclosure: In the case that your visa has expired and your travel is less than 30 days to Canada, Mexico and the Caribbean, you may be eligible for automatic revalidation of visa. Refer to the Scholar Handbook or consult with the International Student and Scholar Office prior to setting your travel arrangements.



NEARING THE END OF YOUR PROGRAM

Completion your program is defined by your “**actual**” **program end date**. The actual program end date refers to the end of your employment or training or when your DS-2019 expires - whichever comes sooner.

❖ **Plan in advance.**

Start to discuss your options with the department and notify the International Student and Scholar Office.

❖ **Know your options:**

1. Depart and return home
2. Transfer to another institution
3. Extension
4. Change of status

Refer to the Scholar Handbook for more detailed information.

DEPARTING FROM THE U.S. TIMELY

Upon completion of your program on the “actual” program end date:

You will begin a 30-day grace period after actual program end date to travel within the U.S. and depart.



Refer to the Scholar Handbook for more detailed information.

TRANSFERRING TO ANOTHER INSTITUTION

Principles of transferring on a J-1 Status:

TRANSFER INITIATED BY SCHOLAR

New institution must offer “J-1 Research Scholar” category

PURPOSE

Similar duties and research field; not to start a new program

PROCESS

Transfer must be done before your City of Hope termination date /last day.

TRANSFERRED

There is **no gap** between City of Hope termination date and J effective transfer release date.

- ❖ **Contact International Student and Scholar Office at least two weeks before your last day at City of Hope and your start date at the new institution.**

Refer to the Scholar Handbook for more detailed information.

EXTENSION OF YOUR J-1 STATUS

It is your responsibility to maintain your valid J-1 status. This refers to extending your City of Hope appointment and status.

- If you need to extend your J-1 status, discuss your options with your sponsoring department.
- It is your responsibility to notify the International Student and Scholar Office in a timely manner.

Section 3 of the Form DS-2019 provides information about the length of your J-1 Status.

FORM DS-2019

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

Form DS-2019

Section 3: Duration of Exchange Visitor Status

From (mm-dd-yyyy): 01-17-2011
To (mm-dd-yyyy): 07-16-2011

Exchange Visitor Category: RESEARCH SCHOLAR
Subject Field Code: 26.0406
Subject: Research

Responsible Officer: [Signature]
Exchange Visitor: [Signature]

For Research Scholars, can be extended for up to a maximum of five years from the start date.

For Short-term Scholars, the maximum is six months.

Refer to the Scholar Handbook for more detailed information.

CHANGE OF STATUS

Timing is crucial.

Change of status can take six months or more depending on the status (H-1B, F-1, etc.).

Change to another nonimmigrant visa status

- **H-1B (specialty occupation) → work status**
 - Employer must agree to sponsor → costly to employer
- **F-1 (student) → student status**
 - Must be accepted into a school and receive I-20

❖ Contact the International Student and Scholar Office *at least three months* in advance or when you are entering your fourth year of your J-1 status.

❖ Planning ahead is key in pursuing a change of status.

Refer to the Scholar Handbook for more detailed information.

J BARS: TWO DIFFERENT PRINCIPLES

Get familiar with the difference of the **TWO** J holder bars:

	J Research Scholar 24 - Month BAR	2-Year Home Residency Requirement 212(e)
What?	J Research Scholar is a no repeat participation bar for 24 months	212(e) is the two-year home country physical presence requirement
Who is Subject?	All	Some
When?	End of Program	End of Program
How to fulfill the requirements?	Complete two years back in your home or last legal permanent residency for two years or re-enter the country on another visa type.	Individual must reside and be physically present in their home country or last legal permanent residency for an aggregated two years.
Waiver?	No	Yes Visit the Travel and State Website for more information on the 212(e) Waiver, https://travel.state.gov/

Refer to the Scholar Handbook for more detailed information.

ADJUSTING TO LIFE IN THE UNITED STATES

How to Obtain a Social Security Number and Driver's License

	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE, ID CARD, ETC.
When to apply?	Wait up to 10 days before applying.	Wait up to 10 days before applying.
What steps to complete?	Complete J-1 Validation Process.	Complete J-1 Validation Process .
What application to complete?	Complete the Application for a Social Security Card (Form SS-5).	Complete the Application Form (DL 44).
What documents to have?	<ul style="list-style-type: none"> - Valid passport - Most Recent I-94 record - Valid DS-2019 	<ul style="list-style-type: none"> - Valid passport - Most Recent I-94 record - Valid DS-2019 - Proof of residence: a bill or a letter addressed to you - An Social Security card or denial letter
Resource	Visit www.ssa.gov/ for more information.	Visit the California Department of Motor Vehicles (DMV), www.dmv.ca.gov/portal/dmv .

Additional detailed information about the local community area can be found in the Scholar Handbook.

ADJUSTING TO LIFE IN THE UNITED STATES

Tax Basics and Terminology

Earning U.S. Income Taxes

Two Types of Taxes:

1. Federal Tax = incomes earned in the U.S.
2. State Tax = incomes earned in the state

Tax Withholding \neq Tax Return Filing

Tax Documents:
W-2 or 1099 from Payroll Services

Two Types of Tax Filing Categories:

1. Nonresident
2. Resident status

Exchange visitors who received a fellowship or fee remission from their institution, or who filed for benefits from a tax treaty, will receive a 1042-S form. This form must be included with the tax return.

Not Earning U.S. Income Taxes

Foreign students and scholars with no U.S. income generally do not have to file income taxes.

Form 8843 is: It is NOT an income tax return but an informational statement required by the U.S. government.

All J-1, and J-2 nonimmigrant status must file Form 8843 even if they received NO income.

Contact a tax specialist and the IRS website for more information at www.irs.gov/.

Refer to the Scholar Handbook for more detailed information.

ADJUSTING TO LIFE IN THE UNITED STATES

Always have these items on you in your wallet or accessible to you!

- Identification Document
 - Such as, California ID, driver's license
- I-94 Card (copy)
- DS-2019 (copy)

Keeping the original documents in a safe and accessible place:

- Passport
- Immigration documents
- Social Security card
- Financial documents (e.g., bank accounts, checks)
- Medical insurance card
- Credit cards, plane tickets

Refer to the Scholar Handbook for more detailed information.

SECURITY AND EMERGENCIES CONTACT INFORMATION

- Save the contact information of City of Hope International Student and Scholars Office in your phone, international@coh.org.
- **In Case of an Emergency**
 - For main Duarte campus Security, dial “55” .
 - For off-site emergencies, dial “911”.
- For more information regarding the Exchange Visitor (J-1) program, visit the website at <https://j1visa.state.gov/contacts/>.
- Visit City of Hope’s International Student and Scholar Office website at CityofHope.org/isso.

Welcome to City of Hope!

International Student and Scholar Office Team

Sherri Pattanakiat

Saundra Hilton

Rebekah Kiric

Director of International Student and Scholar

Associate Director, Office of the Provost

Sr. International Student and Scholar

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Internal Extension: 82737

Internal Extension: 84312

Email: spattanakiat@coh.org

Email: shilton@coh.org

Email: rkiric@coh.org

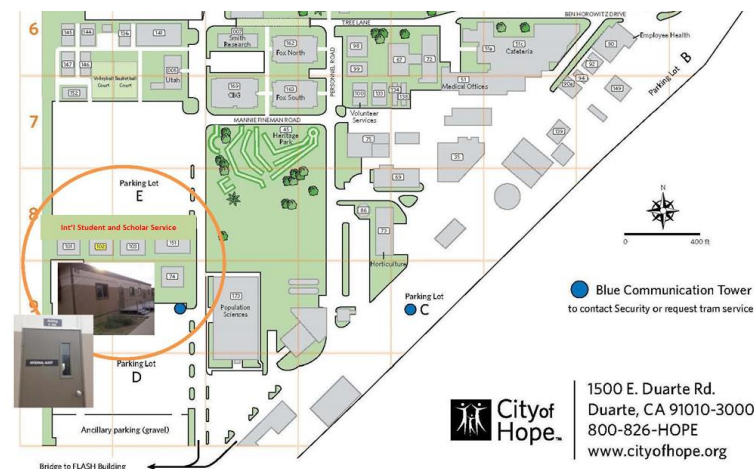
International Student Scholar Office

Located on the Duarte campus in Modular 102

Office Hours: *(by appointments only)*

Tuesday and Thursdays from 1 to 3 p.m.

Request an appointment by emailing international@coh.org.



Complete the Orientation Quiz here:

<https://goo.gl/forms/azBnVxDvZ1DLVdLk1>