

JPL INTERNATIONAL SCHOLAR ORIENTATION



WELCOME!

Caltech

International Offices

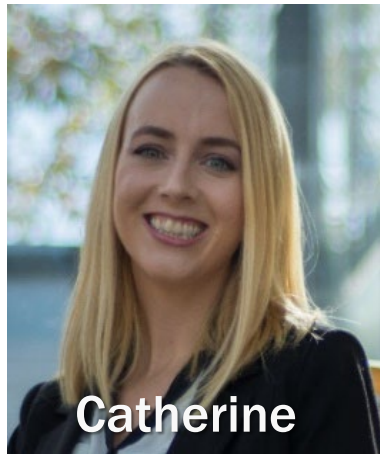
International Scholar Services
JPL International Office

Last Revision:
September 2023

JPL INTERNATIONAL OFFICE STAFF



Iran



Catherine



Carolina

Catherine Shock, ARO and Associate Director

Iran Carranza, ARO and Int'l Student and Scholar Advisor

Carolina Silva, International Case Coordinator

**REACH US
AT:**

**VISA@JPL.
NASA.GOV**

INTRODUCTIONS



TELL US
ABOUT
YOURSELF!

- Name
- Country
- Field of Research

IMMIGRATION BASICS

Documents

Maintenance of Status

Travel & Reentry

Permanent Residence



Caltech

International Offices

International Scholar Services

JPL International Office

VISA VERSUS STATUS

■ VISA

- ENTRY document only
- Applications made *outside* the U.S.
- Does not need to be valid while *in* the U.S.

■ STATUS

- Granted upon ENTRY
- Must be valid at all times while *in* the U.S.
- Legal status indicated on document (I-797, DS-2019, I-20, EAD, entry stamp)

IMMIGRATION DOCUMENTS

I-94

FORM I-94

- Generated upon entry to U.S.
- Download at:
<https://i94.cbp.dhs.gov/I94/#/home>
- Check every time you travel (can be shortened by CBP)
- D/S = Duration of Status (F & J)
- Needed for: I-9, SSA, DMV



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number: 84760107000 [REDACTED]

Most Recent Date of Entry: 2016 January 08

Class of Admission: J1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

[Get Travel History](#)

J-1/J-2 DOCUMENT FORM DS-2019



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

OMB APPROVAL NO.1405-0119
09/02/2017
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Surname/Primary Name: SKYWALKER Date of Birth (mm-dd-yyyy): 06-03-1985 City of Birth: Zabrze Country of Birth: POLAND Citizenship Country: POLAND		Given Name: Luke Citizenship Country Code: PL Citizenship Country: POLAND	Gender: MALE NO012345678 J-1
Legal Permanent Residence Country Code: PL Legal Permanent Residence Country: POLAND Position Code: 214 Position: UNIVERSITY GRADUATE STUDENTS Primary Site of Activity: Jet Propulsion Laboratory 4800 OAK GROVE DR PASADENA, CA 91109-8001			
2. Program Sponsor: California Institute of Technology Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE		Program Number: P-1-00394	
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.			
3. Term Covers Period: From (mm-dd-yyyy): 01-17-2017 To (mm-dd-yyyy): 05-19-2017		4. Exchange Visitor Category: SHORT-TERM SCHOLAR Subject/Field Code: 14.0201 Subject/Field Code Remarks: Research in spacecraft/cover hybrid design	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: The Roscosmos Foundation : \$9,400.00 Total : \$9,400.00			
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 (ON/2 LEDE DATE).		7. Iran Carranza Name of Official Preparing Form: 1200 E. California Blvd., Pasadena, CA 91125 Address of Responsible Officer or Alternate Responsible Officer: 11-01-2016 Signature of Responsible Officer or Alternate Responsible Officer: _____ Title: 818-354-2372 Telephone Number: _____ Date (mm-dd-yyyy): _____	
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ 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 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer: _____ Date (mm-dd-yyyy) of Signature: _____			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(c) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 6 of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended Name: _____ Title: _____ Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): _____		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Minimum validation period is 1 year*) *EXCEPT: Minimum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer: _____ (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer: _____	
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(f). EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant: _____ Place: _____ Date (mm-dd-yyyy): _____			

J-1/J-2 DOCUMENT FORM DS-2019



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO.1405


09/30/2017

ESTIMATED BURDEN TIME

*See Page 2

1. Surname/Primary Name: SKYWALKER		Given Name: Luke		Gender: MALE		J-1
Date of Birth (mm-dd-yyyy): 06-03-1985		City of Birth: Zabrze		Country of Birth: POLAND		
Legal Permanent Residence Country Code: PL		Legal Permanent Residence Country: POLAND		Position Code: 214		
Primary Site of Activity: Jet Propulsion Laboratory 4800 OAK GROVE DR PASADENA, CA 91109-8001		Citizenship Country Code: PL		Citizenship Country: POLAND		
2. Program Sponsor: California Institute of Technology		Program Number: P-1-00394		Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE		
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.						
3. Form Covers Period:		4. Exchange Visitor Category:				
From (mm-dd-yyyy): 01-17-2017		SHORT-TERM SCHOLAR				
To (mm-dd-yyyy): 05-19-2017		Subject/Field Code: 14.0201		Subject/Field Code Remarks: Research in spacecraft/rover hybrid design		
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:						

H-1B DOCUMENT FORM I-797

THE UNITED STATES OF AMERICA		DEPARTMENT OF HOMELAND SECURITY U.S. CITIZENSHIP AND IMMIGRATION SERVICES	
I-797A NOTICE OF ACTION			
Receipt Number WAC1712345678		Case Type H129 - PETITION FOR A NONIMMIGRANT WORKER	
Receipt Date 03/20/2017	Priority Date	Petitioner CA INST OF TECH JET PROPULSION LAB	
Issue Date 04/01/2017	Page 1 of 2	Beneficiary SEUNGWON LEE	
CA INST OF TECH JET PROPULSION LAB c/o KIM JACKSON ASSO DIR JPL INTL OFC 4800 OAK GROVE DRIVE PASADENA CA 91109		Notice Type: Approval Notice Class: H1B Valid from 08/09/2017 to 07/31/2020	
<p>The above petition and change of status have been approved. The status of the named foreign worker(s) in this classification is valid as indicated above. The foreign worker(s) can work for the petitioner, but only as detailed in the petition and for the period authorized. Changes in employment or training may require you to file a new Form I-129 petition. Since this employment or training authorization stems from the filing of this petition, separate employment or training authorization documentation is not required. The I-94 attached below may contain a grace period of up to 10 days before, and up to 10 days after the petition validity period for the following classifications: CW-1, E-1, E-2, E-3, H-1B, H-2B, H-3, L-1A, L-1B, O-1, O-2, P-1, P-2, P-3, TN-1, and TN-2. H-2A nonimmigrants may contain a grace period of up to one week before and 30 days after the petition validity period. The grace period is a period of authorized stay but does not provide the beneficiary authorization to work beyond the petition validity period. The decision to grant a grace period and the length of the granted grace period is discretionary and final and cannot be contested on motion or appeal. Please contact the IRS with any questions about tax withholding.</p> <p>The petitioner should keep the upper portion of this notice. The lower portion should be given to the worker. He or she should keep the right part with his or her Form I-94, <i>Arrival-Departure Record</i>. The I-94 portion should be given to the U.S. Customs and Border Protection when he or she leaves the United States. The left part is for his or her records. A person granted a change of status who leaves the U.S. must normally obtain a visa in the new classification before returning. The left part can be used in applying for the new visa. If a visa is not required, he or she should present it, along with any other required documentation, when applying for reentry in this new classification at a port of entry or pre-flight inspection station. The petitioner may also file Form I-824, <i>Application for Action on an Approved Application or Petition</i>, to request that we notify a consulate, port of entry, or pre-flight inspection office of this approval.</p> <p>The approval of this visa petition does not in itself grant any immigration status and does not guarantee that the alien beneficiary will subsequently be found to be eligible for a visa, for admission to the United States, or for an extension, change, or adjustment of status.</p> <p>THIS FORM IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA.</p> <p>The Small Business Regulatory Enforcement and Fairness Act established the Office of the National Ombudsman (ONO) at the Small Business Administration. The ONO assists small businesses with issues related to federal regulations. If you are a small business with a comment or complaint about regulatory enforcement, you may contact the ONO at www.sba.gov/ombudsman or phone 202-205-2417 or fax 202-481-5719.</p> <p>Please see the additional information on the back. You will be notified separately about any other cases you filed.</p>			
USCIS/California Service Center U. S. CITIZENSHIP & IMMIGRATION SVC P.O. Box 30111 Laguna Niguel CA 92607-0111 Customer Service Telephone: 800-375-5283			
PLEASE TEAR OFF FORM (AS PROVIDED BELOW) AND PLACE TO ORIGINAL I-94 IF AVAILABLE			
Detach This Half for Personal Records Receipt# WAC1712345678 I-94# 123456789 12 NAME SKYWALKER, LUKE CLASS H1B VALID FROM 08/09/2017 UNTIL 07/31/2020 PETITIONER CA INST OF TECH JET PROPULSION LAB, 4800 OAK GROVE DRIVE PASADENA CA 91109		169121197 40 Receipt Number WAC1712345678 US Citizenship and Immigration Services I94 Departure Record Petitioner: CA INST OF TECH JET PROPULSION LAB 14. Family Name SKYWALKER 15. First (Given) Name LUKE 16. Date of Birth 08/04/1989 17. Country of Citizenship CANADA	

FORM I-797A [REV. 08/01/16]

H-1B DOCUMENT FORM I-797

Receipt Number WAC1712345678		Case Type I129 - PETITION FOR A NONIMMIGRANT WORKER	
Receipt Date 03/30/2017	Priority Date	Petitioner CA INST OF TECH JET PROPULSION LAB,	
Notice Date 04/01/2017	Page 1 of 2	Beneficiary SKYWALKER, LUKE	
CA INST OF TECH JET PROPULSION LAB c/o KIM JACKSON ASSO DIR JPL INTL OFC 4800 OAK GROVE DRIVE PASADENA CA 91109		Notice Type: Approval Notice Class: H1B Valid from 08/09/2017 to 07/31/2020	

H-1B DOCUMENT FORM I-797

Detach This Half for Personal Records

Receipt# WAC1712345678

I-94# 123456789 12

NAME SKYWALKER, LUKE

CLASS H1B

VALID FROM 08/09/2017 **UNTIL** 07/31/2020

PETITIONER

CA INST OF TECH JET PROPULSION LAB,
4800 OAK GROVE DRIVE
PASADENA CA 91109

169121197 40

Receipt Number WAC1712345678

US Citizenship and Immigration Services

I94 Departure Record

Petitioner: CA INST OF TECH JET PROPULSION LAB

14. Family Name

SKYWALKER

15. First (Given) Name

LUKE

16. Date of Birth

08/04/1989

17. Country of Citizenship

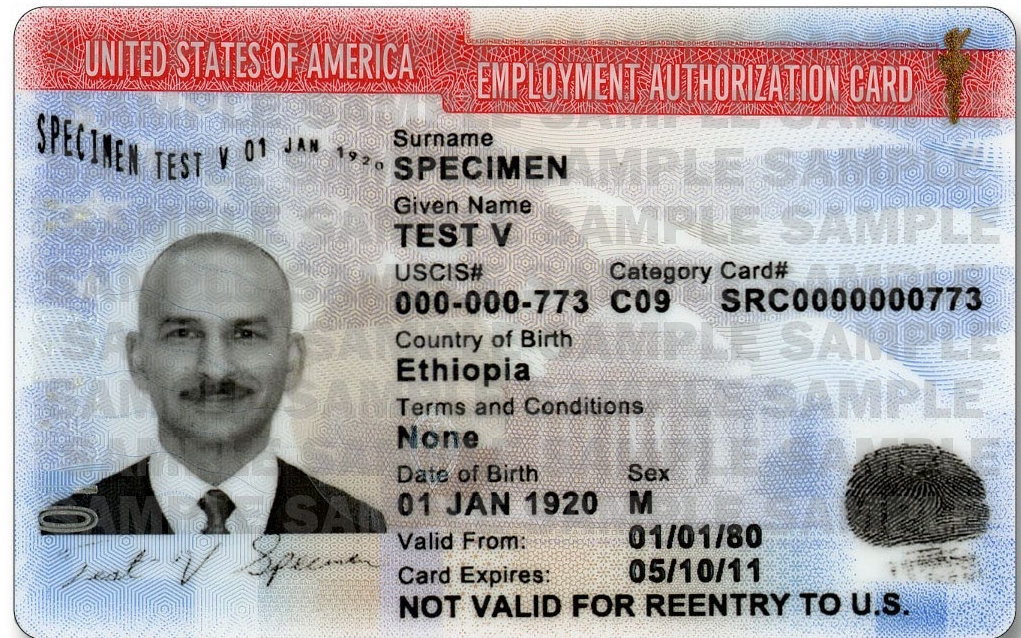
CANADA

FORM I-797A [REV. 08/01/16]

F-1 OPTIONAL PRACTICAL TRAINING (OPT & STEM OPT)

Employment
Authorization
Document (EAD)

Keep end date
current



TN, E-3, AND O-1 I-94 AND ENTRY STAMP

Electronic I-94 Arrival/Departure Record Form

 **U.S. Customs and Border Protection**
Securing America's Borders

Get I-94 Number

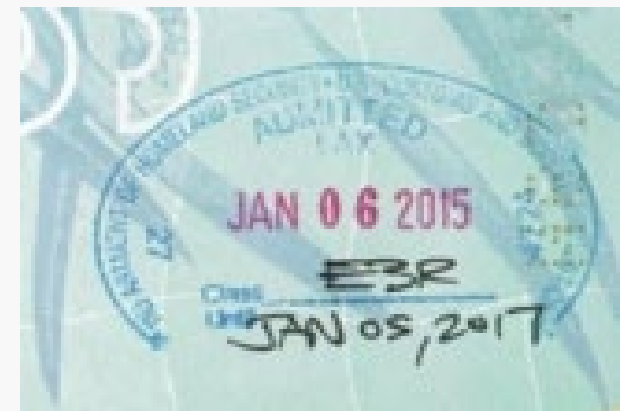
Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1



SAFEKEEPING IMMIGRATION DOCUMENTS

- Keep documents in a safe place and note their validity
- Keep all previous immigration documents (for historical record)
- Keep copies, including all electronic I-94s
- Contact International Office if you lose your documents



MAINTENANCE OF STATUS

Caltech

International Offices
International Scholar Services
JPL International Office

MAINTAINING J STATUS

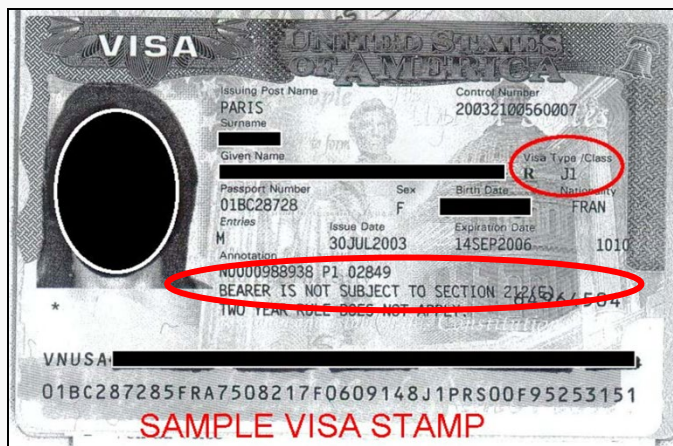
- Key word is 'EXCHANGE'
- Not a dual intent category
- Status tracked in SEVIS (Student and Exchange Visitor Information System)
- Caltech/JPL J categories:
 - Short-term scholar category = maximum stay six months
 - Research scholar category = maximum stay five years
- Timely extensions require timely appointment renewals
- Grace period = 30 days after program ends
- J-2 Dependents can apply for work authorization

TWO-YEAR HOME-RESIDENCY REQUIREMENT—212(E)

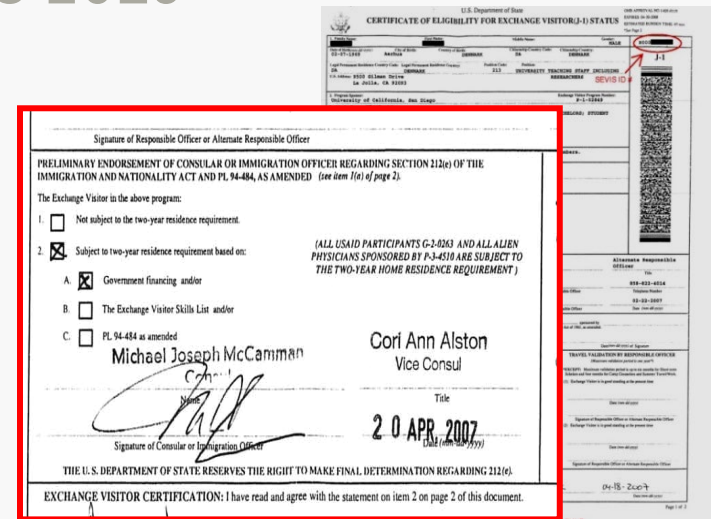
- Are you subject?
 - Government Funding
 - Skills List
 - Medical Trainee
- Where to look?

Visa

“Bearer is subject to 212(e).”



DS-2019



MEDICAL INSURANCE

Insurance is mandatory for period of stay for J-1s and dependent J-2s

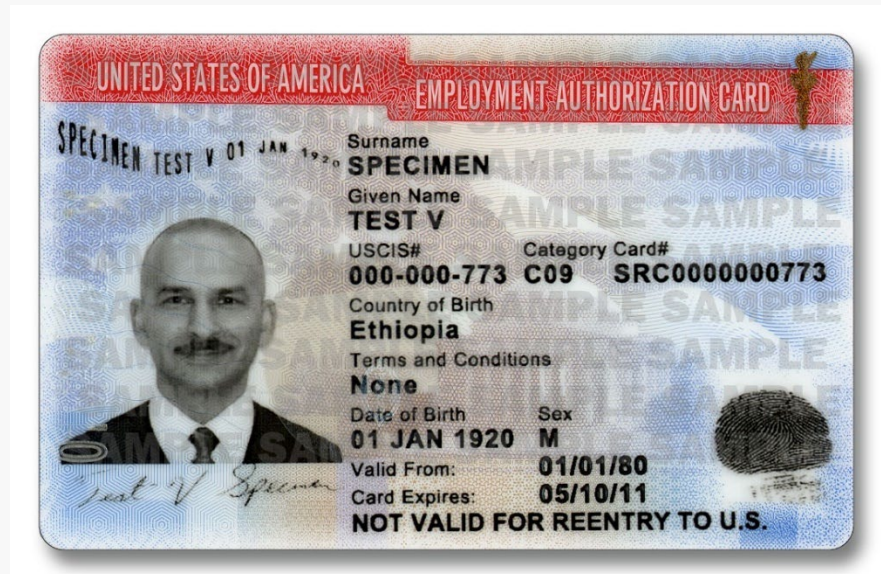
See specific requirements on page 2 of DS-2019

- Only HMO JPL plans meet requirements (not PPO)
- All J-1 and J-2s have automatic medical evacuation & repatriation coverage through JPL.
- Non-JPL insurance possible



J-2 DEPENDENTS

- Employment possible
 - Form I-765 to USCIS
 - Fee
 - Several months for EAD
 - After EAD may apply for SSN
- Eligible to be a student



DEPARTMENT OF STATE CONTACT INFORMATION

Mailing Address:

U.S. Department of State
Office of Designation
Academic and Government
Programs Division
ECA/EC/D/AG – SA-4E, Room E-
B001
2201 C Street, NW
Washington, DC 20520

Street Address (couriers):

U.S. Department of State
Office of Private Sector Exchange
Designation - Academic and
Government Programs Division
ECA/EC/D/AG – SA-4E, Room E-
B001
2430 E Street, NW
Washington, DC 20037

BridgeUSA

You will receive emails from Agalert@state.gov

Email: jvisas@state.gov

Phone: 1-866-283-9090

FAX number: (202) 632-2701

Other Resources: <https://j1visa.state.gov/CONTACTS/>

<https://j1visa.state.gov/wp-content/uploads/2022/05/EVP-Welcome-Brochure-2022.pdf>

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/temporary-workers.html>

MAINTAINING H-1B STATUS

- H-1B status is *employer* and *employment* specific
- Multiple H-1Bs possible
- Maximum stay = six years
 - Save all boarding passes/entry stamps to track time outside the U.S.
- Timely extensions – file before expiration date
- FDNS site visits
- H-4 Dependent: No work authorization

MAINTAINING F-1 OPT STATUS

- Continue to consult with your F-1 advisor at your school for questions about maintaining status.
- Carefully plan for timely STEM OPT Extension with an F-1 advisor at your school.
- Report home address change within 10 days to your school and update your SEVP Portal.
- Consult JPL IO for change of status to another category.

E-3, TN, O-1

- Eligibility :
 - TN = Canadians & Mexicans
 - E-3 = Australians
 - O-1 = Extraordinary Ability
- Dependents:
 - TD and O-3 cannot work
 - E-3 spouses can work with an EAD
- Travel documents:
 - TN & TD: multiple entry I-94 card
 - E-3: valid visa
 - O-1 & O-3: valid visa & approval notice
- Grace period: None, unless authorized on I-94

NOTIFY US OF CHANGES

- Report home address, phone, or email changes within 10 days by emailing visa@jpl.nasa.gov
- New Site of Activity/research location
- Funding change
- Outside employment opportunities
- Transfer to another institution
- Adjustment to LPR
- 30+ days leave of absence/long-term overseas collaboration
- Early program completion or termination

LAWS AND VIOLATIONS

- DUI = Driving Under the Influence (alcohol or drugs)
- 1 arrest = visa revocation (cancellation)
- Marijuana – prohibited by Federal Law
- Tickets – nonpayment can lead to arrest

TRAVEL AND RE-ENTRY

Caltech

International Offices

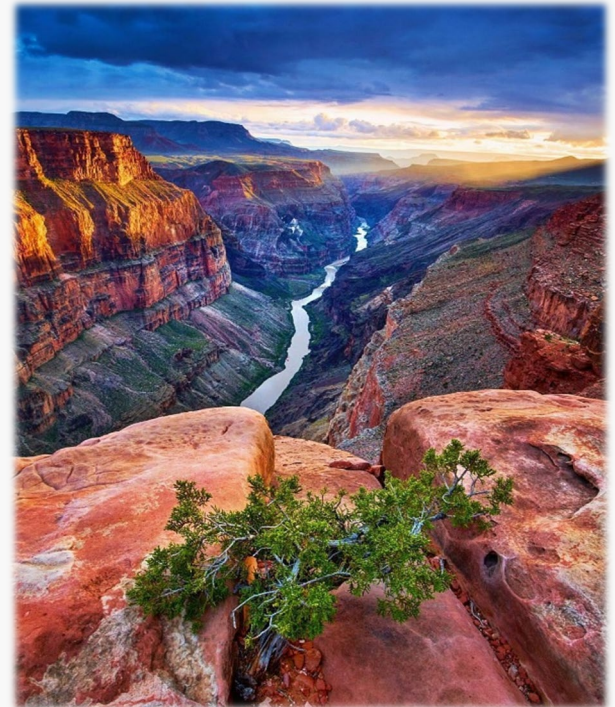
International Scholar Services

JPL International Office

DOMESTIC TRAVEL

Carry originals during travel:

- Domestic travel (flying within the US)
- Travel near border (US/Canada and US/Mexico, i.e. San Diego)
- Travel to Arizona, Alabama, Texas



INTERNATIONAL TRAVEL

■ Documents required for re-entry:

- Passport - valid 6+ months into the future
- DS-2019/I-20+EAD with travel signature, I-797
- Valid visa, except:
 - Automatic Visa Revalidation
 - Travel with expired visa to Canada, Mexico, and islands
 - May need a visa to *enter* those countries
 - Other special rules apply – see IO website/advisor

■ Visas

- Third-country national visa applications possible
 - Check consulate website
- Employment/verification letter from JPL/Paystubs
- Do NOT use other visas to enter: i.e. ESTA, B-1/B-2.

■ Travel Guidance

- https://international.caltech.edu/travel/current_travel_guidance

J Travel Signature

TRAVEL VALIDATION BY RESPONSIBLE OFFICER

(Maximum validation period is 1 year)*

***EXCEPT:** Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.

(1) Exchange Visitor is in good standing at the present time

Date (mm-dd-yyyy)

Signature of Responsible Officer or Alternate Responsible Officer
(2) Exchange Visitor is in good standing at the present time

Date (mm-dd-yyyy)

Signature of Responsible Officer or Alternate Responsible Officer

LEGAL PERMANENT RESIDENCE (LPR)

Caltech

International Offices

International Scholar Services

JPL International Office

PERMANENT RESIDENCE/GREEN CARD PATHWAYS

- Employment based
- Family based
- Asylum
- DV Lottery
- Entrepreneur



- **JPL policy:**

- Sponsorship authorized for Regular full-time positions
- Postdoctoral Scholars are not eligible for sponsorship
- Requires NASA/JPL approval

HELPFUL REMINDERS



Caltech

International Offices
International Scholar Services
JPL International Office

DON'T GET SCAMMED!

HANG UP THE PHONE

"Your Social Security Number is linked to a crime..."

IT IS A SCAM



"The police are coming to arrest you..."

IT IS A SCAM



"You need to pay us in gift cards..."

IT IS A SCAM



EMERGENCY PREPAREDNESS

- 911 (311 for non emergencies)
- When on lab - 818 354-3333 or 818 393-3333 from a cell phone
- Earthquakes - <http://publichealth.lacounty.gov/eprp/>
- Wildfires - <https://fire.lacounty.gov/rsg/>
- JPL Emergency Preparedness Plan - <https://psd.jpl.nasa.gov/emergency/response/workplace/employeeactionplan/>
- JPL Emergency Alert System <https://psd.jpl.nasa.gov/emergency/communications/emergency-notification-system/>

NOTABLE POLICIES

- JPL Rules! rules.jpl.nasa.gov/
- Ethics ethics.jpl.nasa.gov/
- Discrimination & Unlawful Harassment – including Sex- and Gender-Based Misconduct
 - JPL Ethics Hotline for anonymous reporting – 818-354-9999
 - JPL Workplace Violence Hotline – 818-393-2851
 - Hotline Contact Form <https://asic.sites.caltech.edu/caltech-hotline/contact>

TAX RESOURCES

- Annual resources:
 - U.S. federal taxes: preparation software
 - California state taxes: seminars
- ITINs required in order to claim dependents without social security numbers



OTHER RESOURCES

- <https://international.caltech.edu/>
- JPL parent support group: jpl-parents-membership@jpl.nasa.gov
- Parenting and FN channels on Slack: <https://jpl.slack.com/>
- JPL Employee Assistance Program: [MyLifeMatters.com](https://www.mylifematters.com)
- And more!
<https://js.jpl.nasa.gov/news/qa-mental-health-support-for-jplers/> (VPN required)



THANK YOU FOR ATTENDING!

Contact us with any questions.
We are here to help!

Carolina Silva – International Case Coordinator:
Carolina.Silva@jpl.nasa.gov 818-354-0734
Check-In, Orientation, Records

Iran Carranza – International Student & Scholar Advisor:
Iran.Carranza@jpl.nasa.gov 818-393-5767
F-1 Student & J-1 Scholar Visas

Catherine A. Shock – Associate Director, JPLIO :
cechevar@jpl.nasa.gov 818-354-2120
H-1B, TN, O-1, E-3 and Green Cards

Ilana Smith – Director, International Offices:
Ilana.Smith@Caltech.edu 626-395-2188

Caltech

International Offices

International Scholar Services
JPL International Office

JPL
International
Office

4800 Oak Grove
Drive
Pasadena, CA
91109

visa@jpl.nasa.gov

Mail Code
114-120