WELCOME TO CALTECH
You Belong Here
International Offices

International Scholar Services
isp@caltech.edu
Laura Flower Kim
Daniel Yoder

International Student Programs
iss@caltech.edu
Ilana Smith
Joan Grace Cerera: BBE, EAS, GPS, HSS
April Pisano: PMA, CCE, TMT, Admin
Tara Hervey
Barbara Avouac: Relocation

International Office JPL
visa@jpl.nasa.gov
Catherine Shock
Carolina Silva
Iran Carranza

Caltech International Offices International Scholar Services
RESOURCES
Social Security Numbers

Wait 5 days from check-in

Bring:
- DS-2019/I-20/EAD/I-797
- Passport
- Form I-94 copy

J-2s only eligible with an EAD card

Social Security Office Information

Address: 104 N MENTOR AVENUE PASADENA, CA 91106
Phone: 1-800-772-1213
TTY: 1-800-325-0778

Hours:
- Monday: 9:00 AM - 3:00 PM
- Tuesday: 9:00 AM - 3:00 PM
- Wednesday: 9:00 AM - 12:00 PM
- Thursday: 9:00 AM - 3:00 PM
- Friday: 9:00 AM - 3:00 PM
- Saturday: Closed
- Sunday: Closed
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
Minor violations vs crimes
DUI issues

DUI = Driving Under the Influence (of alcohol)
1 arrest = visa revocation (cancellation)
Must see panel physician before new visa
California Blood Alcohol Content (BAC) .08%

Alternatives to driving:
- Designated Driver (your DD)
- Ride share: Uber, Lyft
- Taxi
- Metro
Marijuana usage

• Marijuana usage is a Federal offense.

• You can be arrested for use of Marijuana even though it is “legal” in California.

• Federal regulations prevail over state regulations.

• This can have a negative affect your immigration and your ability to remain in U.S.
Policies and Procedures

POLICIES & PERSONNEL MEMORANDA

Institute Policies for Faculty, Staff, and Students

- Disability and Reasonable Accommodation
- Acceptable use of Electronic Information Resource
- Conflicts of Interest
- Compliance with Export Laws and Regulations
- Environment, Health, and Safety
- Non-Discrimination and Equal Employment Opportunity
- Sexual Violence
- Substance Abuse
- Unlawful Harassment
- Whistleblower Policy

Institute Staff Personnel Policies (Personnel Memoranda)

<table>
<thead>
<tr>
<th>PM#</th>
<th>PM Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Motor Vehicle Use Policy</td>
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<td>9</td>
<td>Employment</td>
</tr>
<tr>
<td>9-1</td>
<td>Employment of Minors</td>
</tr>
<tr>
<td>9-3</td>
<td>Conflict of Interest - Outside Employment, Consulting and Business Activities</td>
</tr>
</tbody>
</table>

Title IX Policy
**Campus Resources**

**Staff Faculty Consultation Center:**
[sfcc.caltech.edu](http://sfcc.caltech.edu)
For Caltech staff, faculty, postdocs, and their families
Confidential, no cost support for personal and work-related concerns including unlawful harassment

**Caltech Postdoctoral Scholar Association (CPA):**
[cpa.caltech.edu](http://cpa.caltech.edu)
Career development
Social activities

**Caltech International Spouse Club (CISC):**
[cisc@caltech.edu](mailto:cisc@caltech.edu)
Open to all spouses
Social activities: Minis play group, Pilates, cooking...

**Caltech Women’s Club:**
[www.cwclub.caltech.edu](http://www.cwclub.caltech.edu)
Children’s Toy Library - Furniture Pool
Babysitting Co-op
Immigration basics
PASSPORT

Valid for 6+ months

Name = MRZ

Renew with your embassy
VISA

Valid for **ENTRY** into the U.S.

**NOT** a permit to:
- Stay in the U.S.
- Work in the U.S.

Does not need to be valid during stay
Status: Form I-94

Status = period of authorized stay in U.S. notated on Form I-94:

Electronic, unless land/sea entry CBP.gov “Retrieve I-94”

D/S (Duration of Status):
F & J

Needed for: I-9, SSA, DMV
Document guidelines

Keep documents in a safe place and note their validity
- Passport
- Visa (if traveling)
- DS-2019/I-20/EAD/I-797

Carry original documents with you
- Domestic travel (flying within the US)
- Travel near border (US/Canada and US/Mexico, i.e. San Diego)
- Travel within U.S. (Arizona and Alabama)

Record keeping
- Keep copies all your electronic I-94s
- Contact ISS if you lose your documents
International Travel

Documents required for re-entry
  Passport - valid 6+ months into the future
  DS-2019/I-20+EAD (+valid travel signature), I-797
  Valid visa

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 ISS/JPL website/advisor

Visas
  Not required for Canadians
  Third-country national visa applications possible
  Employment/verification letter from ISS
  Do NOT use other visas to enter: i.e. ESTA, B-1/B-2.
Unlawful Presence

How does it affect you?

Individuals who currently hold, or previously held F or J status, will be evaluated by USCIS to determine whether you have accrued any period of unlawful presence. You must inform ISS of any potential problems, such as unauthorized employment, prior to filing a new petition. We will refer you to an immigration attorney. As your employer, we cannot provide any immigration advice or support.

https://www.uscis.gov/legal-resources/unlawful-presence-and-bars-admissibility
F-1 student OPT, CPT, STEM OPT
F-1 Optional Practical Training (OPT)

- Employment Authorization Document (EAD)
- Keep end date current
General OPT Reminders

Travel—Visa Issuance
- Signed I-20 (Home Institution)
- Valid EAD
- Offer letter

Address Change
- Access.caltech
- Home institution (SEVIS)
F-1 OPT STEM Extension - Before Applying

- Contact F-1 school 4 months before OPT expiration date
- Complete Form I-983 with PI/supervisor (provide copy to ISS for our records)
- ISS has guidance for some sections
- Inform ISS of application progress
- 180-day work authorization
F-1 OPT STEM Extension – While on STEM

Submit 12 and 24 month evaluations to F-1 school
H-1B Specialty worker
H-1B Limitations

- Employer and employment-specific
- Prevailing Wage (DOL)
- Multiple H-1B’s possible
- Six year duration – track time out of the U.S.
Maintaining H-1B status

Eligibility limitations; amendments
- Stipend/Salary
- No consulting
- No change in positions
- No change of employer

USCIS processing time
- Ambiguous grace period (sometimes indicated on I-94 record)
- Address change: Complete Form AR-11 within 10 days
- Possible FDNS site visits – call ISS.
- H-4 Dependent: No work authorization

(unless after 6th year, pending LPR for some cases)
O-1, TN, E-3
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

Address change:  
- Complete Form AR-11 within 10 days
Lawful Permanent Residence (LPR)
LPR/Green Card Pathways

Employment based
Family based
Asylum
DV Lottery

Caltech/JPL policy:
Postdoctoral Scholars are not eligible for sponsorship. Sponsorship authorized for Regular/Full-Time positions.
BREAK

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

International Scholar Services
iss@caltech.edu
266 S Chester Ave | 626-395-2188

BBE, EAS, GPS, HSS: Joan Grace Cerera, joan.cerera@caltech.edu

PMA, CCE, TMT, Admin: April Pisano, april.pisano@caltech.edu

Ilana Smith, ilana.smith@caltech.edu

Barbara Avouac, avouac@caltech.edu

Office Hours:
M, W, Th, F
8 AM - 12 PM
1 – 5 PM

Tuesday
1 – 5 PM

Appointments:
M, T, W, Th
2 – 5 PM
J-1 Exchange Visitor
J-1 Exchange Visitor Program
Keyword = EXCHANGE

Administered by the U.S. Department of State (DOS) to encourage international educational exchange.

**Student and Exchange Visitor Information System (SEVIS)**

- U.S. government database
- F and J status only
Department of State (DOS) Contact Information

Mailing Address:
U.S. Department of State
Office of Designation
Academic and Government Programs Division
ECA/EC/AG – SA-5, Floor C2
2200 C Street, NW
Washington, DC 20522-0582

Email: jvisas@state.gov
Phone: 1-866-283-9090
FAX number: (202) 632-2701
Website: “Contacts”

Street Address (couriers):
U.S. Department of State
Office of Designation
Academic and Government Programs Division
ECA/EC/AG – SA-5, Floor C2
2200 C Street, NW
Washington, DC 20037

EV Welcome Brochure
Wilberforce Act Guidance
## DS-2019 Biographical Information

**U.S. Department of State**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname/Primary Name:</td>
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<tr>
<td>Given Name:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Gender:</td>
<td>MALE</td>
</tr>
<tr>
<td>Date of Birth (mm-dd-yyyy):</td>
<td>[Redacted]</td>
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<tr>
<td>City of Birth:</td>
<td>Munich</td>
</tr>
<tr>
<td>Country of Birth:</td>
<td>GERMANY</td>
</tr>
<tr>
<td>Citizenship Country Code:</td>
<td>GM</td>
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<td>Citizenship Country:</td>
<td>GERMANY</td>
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<tr>
<td>Legal Permanent Residence Country Code:</td>
<td>GM</td>
</tr>
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<td>Legal Permanent Residence Country:</td>
<td>GERMANY</td>
</tr>
<tr>
<td>Primary Site of Activity:</td>
<td>California Institute of Technology  1200 E CALIFORNIA BLVD  PASADENA, CA 91125-0001</td>
</tr>
<tr>
<td>Program Sponsor:</td>
<td>California Institute of Technology</td>
</tr>
<tr>
<td>Program Official Description:</td>
<td>PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE</td>
</tr>
<tr>
<td>Purpose of this form:</td>
<td>Begin new program; accompanied by number (0) of immediate family members.</td>
</tr>
<tr>
<td>Form Covers Period:</td>
<td>From (mm-dd-yyyy): 03-15-2016  To (mm-dd-yyyy): 03-14-2017</td>
</tr>
<tr>
<td>Exchange Visitor Category:</td>
<td>RESEARCH SCHOLAR</td>
</tr>
<tr>
<td>Subject/Field Code:</td>
<td>26.0101</td>
</tr>
<tr>
<td>Subject/Field Code Remarks:</td>
<td>Research in Biology/Biological Sciences</td>
</tr>
<tr>
<td>Total Program Sponsor funds:</td>
<td>$42,900.00</td>
</tr>
</tbody>
</table>

**No barcode beginning 12/5/15**
DS-2019 Boxes 3, 4, 5

- Program dates
- EV Category:
  - Short Term Scholar: 6 months maximum
  - Research Scholar/Professor: 5 years maximum
- Subject/Field
- Funding
J-1 Extension

• No new visa is needed unless you have travel plans

• Process starts with host/PI

• At least two months before current DS-2019 end date.

• 24 month bar and 2 year home residency do not affect ability to extend
Medical insurance

- Required for J status
- See Page 2 of your DS-2019
- Caltech HMO plans meet J health insurance
- Caltech provides medical evacuation & repatriation coverage for free, effective January 1, 2019
- Non-Caltech insurance possible
Notify ISS of Changes

• U.S. address changes within 10 days to access.caltech.edu
• New site of activity/research location
  Invitation for occasional lecture or seminar – requires ISS authorization letter
• Transfer to another institution
• Change of status (including dependents)
• Prolonged leave of absence/long-term overseas collaboration
• Early program completion or termination
Two-Year Home-Residency Requirement—212(e)

Am I subject?

- Government Funding
- Skills List
- Medical Trainee

Visa

“Bearer is subject to 212(e).”

DS-2019
212(e) Impact, if Subject

• No H-1B (specialty worker) or Permanent Residence (Green Card) until fulfilled/waived

• J-1 must return to country of last legal residence for 2 years

• May return to the U.S. in another category: J, O, F, B, WB, etc.

• Extensions and transfers are fine
What if I’m Subject? Options...

- Advisory Opinion – if disagreement or confusion

- Waiver application: DON’T APPLY TOO EARLY! Timing is important.
  - No Objection Statement: Most common and routinely approved (3 – 12 month process)

- Return home for two year period
24-Month Bar Restriction

All J-1 Professors and Research Scholars are barred from repeat participation.

- May return to the U.S. in other J categories (i.e. Short-Term Scholar) or in any other visa category such as H-1B*, O, F, B, WB, etc.

- Transfers OK while program is active
J-2 Dependents

Employment possible
- Form I-765 to USCIS
- Fee
- 3 or more months for processing

- After EAD may apply for SSN

Eligible to be a student
Thank You For Attending!

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

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