MEET THE ISS STAFF

Ilana Smith, Director

Joan Grace Cerera, International Scholar Advisor

Barbara Avouac, Cultural Adjustment & Relocation Advisor

Katie Weatherall, ISS Case Coordinator

Annabeth Rickley, IO Case Coordinator
AGENDA

- Attendance – put your name and status in the chat
- U.S. immigration basics
  - Documents
  - Safeguarding your status
  - Travel and reentry
- Campus resources
- Nonimmigrant status details
  - F-1 OPT
  - H-1B
  - J-1
IMMIGRATION DOCUMENTS - PASSPORT

- Should be valid for 6+ months
- Name = MRZ
- Renew with your embassy
Valid for **ENTRY** into the United States ONLY

NOT a permit to:
- Stay or work in the United States

Does not need to be valid during stay in the United States
IMMIGRATION DOCUMENTS – FORM I-94

- Download after each time you arrive in the United States: https://i94.cbp.dhs.gov/I94/#/home
- F & J should indicate “D/S” = Duration of Status
- H-1B, TN, E-3, and other categories will indicate a specific end date.
- Need a hardcopy for Social Security & drivers license

Entry stamp in passport with handwritten notation
VISA
- ENTRY document only
- Applications can only be made outside the United States
- Does not need to be valid while in the United States

STATUS
- Granted upon ENTRY (I-94)
- Must be valid at all times while in the United States
- Legal status indicated on document (I-797, DS-2019, I-20, EAD, entry stamp)
Carry original documents

- Domestic travel (flying within the United States)
  - Travel near border (U.S./Canada and U.S./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
- Do NOT use other visas to enter: i.e. ESTA, B-1/B-2

Current travel guidance (COVID-19)

- [https://international.caltech.edu/travel-new/current_travel_guidance](https://international.caltech.edu/travel-new/current_travel_guidance)
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 ISS if you lose your documents
STATUS VIOLATIONS

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

Marijuana Usage is a Federal Offense
- Federal regulations prevail over state regulation
- Negative affect your immigration and your ability to remain in the United States

Traffic Tickets, Parking Tickets, Speeding Tickets
- No immigration impact, unless unpaid
WE ARE YOUR IMMIGRATION PARTNER – KEEP US INFORMED

- Report home address, phone or email change within 10 days
- New site of activity/research location
- Funding change
- Outside employment opportunities
- Transfer to another institution
- Adjustment to U.S. permanent residence
- Prolonged leave of absence/long-term overseas collaboration
- Early program completion or termination
CAMPUS RESOURCES

- ISS listserve for email announcements
- International Offices programs
- Annual resources for taxes
  - U.S. federal taxes: software
  - California state taxes: workshop
- ITINs required in order to claim dependents without social security numbers

Institute Policies

- Acceptable Use of Electronic Resources
- Compliance with Export Laws and Regulations
- Conflicts of Interest
- Disability and Reasonable Accommodation
- Environment, Health, and Safety
- Nondiscrimination and Equal Employment Opportunity
- Sex- and Gender-Based Misconduct
- Substance Abuse
- Unlawful Harassment
- Violence Prevention
- Whistleblower Policy

THE CALTECH COMMUNITY’S STATEMENT ON ETHICAL CONDUCT
EMERGENCY PREPAREDNESS

- **911 Emergency Response**
  - Ambulance, Police, Fire
- **On campus call Caltech Security 626.395.5000**
  - Caltech Security will call 911
- **Earthquakes** - [https://lacounty.gov/emergency/earthquake-preparedness/](https://lacounty.gov/emergency/earthquake-preparedness/)
- **Wildfires** - [https://fire.lacounty.gov/rsg/](https://fire.lacounty.gov/rsg/)
- **Caltech Emergency Notification System**
  - Text, email, and phone from Caltech Alerts
  - Everbridge Mobile App
BE SAFE AND BEWARE

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
H-1B SPECIALTY OCCUPATION

Form I-797 Approval Notice
WHAT YOU NEED TO KNOW

- 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 United States*
- Timely extensions - file before expiration date
- Change of address - submit AR-11 within 10 days
- FDNS site visits
- H-4 dependents - no work authorization

MAINTAINING H-1B STATUS
TN OR E-3 DOCUMENT
ENTRY STAMP
F-1 OPTIONAL PRACTICAL TRAINING (OPT)

Address update (home institution)

Travel—Visa Issuance
- Signed I-20 (home institution)
- Valid EAD
- Offer letter

Employment Authorization Document (EAD)

Track your EAD expiration date
F-1 OPTIONAL PRACTICAL TRAINING (OPT)

- Contact F-1 school 4 months before OPT expiration date
- Complete Form I-983 with PI/supervisor
- ISS has guidance for some sections
- Inform ISS of application progress
- 180-day work authorization
J-1 EXCHANGE VISITOR PROGRAM

- U.S. Department of State
  - Public diplomacy
  - Exchange
  - BridgeUSA communications from AGalert@state.gov
  - Not a dual intent category
  - Status tracked in SEVIS (Student and Exchange Visitor Information System)
DS-2019 DETAILS

- **Biographic information**
  
<table>
<thead>
<tr>
<th>1. Surname/Primary Name:</th>
<th></th>
<th>Given Name:</th>
<th></th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample</td>
<td></td>
<td>John</td>
<td></td>
<td>MALE</td>
</tr>
</tbody>
</table>

  - Date of Birth: 12-09-1980
  - City of Birth: Anytown
  - Country of Birth: IRELAND
  - Citizenship Country Code: EI
  - Citizenship Country: IRELAND

  - Legal Permanent Residence Country Code: EI
  - Legal Permanent Residence Country: IRELAND
  - Position Code: 215
  - Position: UNIVERSITY UNDERGRADUATE STUDENTS

- **Program dates**

  - **Form Covers Period:**
    - From: 06-02-2015
    - To: 05-15-2016

  **Program timing:**
  - Short Term Scholar = maximum six months
  - Research scholar = maximum five years
  - Timely extensions require timely appointment renewals
  - Grace period = 30 days after program ends
DS-2019 DETAILS

- **Funding**

  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:

     - Current Program Sponsor funds: $5,000.00
     - Personal funds: $3,000.00
     - Total: $8,000.00

- **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 3 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
TWO YEAR HOME RESIDENCE REQUIREMENT

- Does it apply to you?
- Do you need a waiver?
- Timing of waiver application

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-184, AS AMENDED (see item 1(a) of page 2).

The Exchange Visitor in the above program:
1. [ ] Not subject to the two-year residence requirement.
2. [ ] Subject to two-year residence requirement based on:
   A. [ ] Government financing and/or
   B. [ ] The Exchange Visitor Skills List and/or
   C. [ ] PL 94-184 as amended

(ALL USAID PARTICIPANTS G-2-00260 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-04310 ARE SUBJECT TO THE TWO YEAR HOME RESIDENCE REQUIREMENT)

Sample Visa Stamp
Insuranc

Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and minor children on J visas for the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. $100,000 per person per accident or illness; (2) repatriation of remains in the amount of U.S. $25,000; and (3) expenses associated with medical evacuation in the amount of U.S. $50,000. A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds U.S. $500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14. For details, consult your program’s Responsible Officer or Alternate Responsible Officer (see item 7 on page 1 of this form).

- Health insurance is required
- Caltech provides medical evacuation and repatriation insurance for everyone in the Caltech J program
- Only Caltech HMO plans meet requirements (not PPO)
- Non-Caltech insurance possible
Employment Possible

- Form I-765
- Fee
- USCIS processing times – 3 or more months
- Eligible to apply for SSN with EAD (work permit)
- 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

Email: jvisas@state.gov
Phone: 1-866-283-9090
FAX number: (202) 632-2701
Website: Exchange Visitor Program contacts
Exchange Visitor Welcome Brochure
Wilberforce Act Guidance
THANK YOU FOR ATTENDING

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

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