JPL INTERNATIONAL SCHOLAR ORIENTATION

International Offices
Caltech
International Scholar Services
JPL International Office
JPL INTERNATIONAL OFFICE STAFF

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
Immigration Documents

- Should be valid for 6+ months
- Name = MRZ
- Renew with your embassy
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
**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)
**FORM I-94**

- Generated upon entry to U.S.
- Download at: [https://i94.cbp.dhs.gov/I94/#/home](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
J-1/J-2 DOCUMENT
FORM DS-2019
**U.S. Department of State**  
**CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)**

<table>
<thead>
<tr>
<th>1. Surname/Primary Name:</th>
<th>Given Name:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKYWALKER</td>
<td>Luke</td>
<td>MALE</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm-dd-yyyy):</th>
<th>City of Birth:</th>
<th>Country of Birth:</th>
<th>Citizenship Country Code:</th>
<th>Citizenship Country:</th>
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<tr>
<td>06-03-1985</td>
<td>Zabrze</td>
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<td>PL</td>
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<thead>
<tr>
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<th>Legal Permanent Residence Country:</th>
<th>Position Code:</th>
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<tbody>
<tr>
<td>PL</td>
<td>POLAND</td>
<td>214</td>
<td>UNIVERSITY GRADUATE STUDENTS</td>
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<tr>
<th>Primary Site of Activity:</th>
<th>Participating Program Official Description:</th>
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<tr>
<td>Jet Propulsion Laboratory</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>4800 OAK GROVE DR</td>
<td></td>
</tr>
<tr>
<td>PASADENA, CA 91109-8001</td>
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<tr>
<th>2. Program Sponsor:</th>
<th>Program Number:</th>
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<tr>
<td>California Institute of Technology</td>
<td>P-1-00394</td>
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<table>
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<tr>
<th>Purpose of this form:</th>
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<tr>
<td>Begin new program; accompanied by number (0) of immediate family members.</td>
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<table>
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<th>3. Form Covers Period:</th>
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<tbody>
<tr>
<td>From (mm-dd-yyyy):</td>
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<tr>
<td>01-17-2017</td>
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<table>
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<th>4. Exchange Visitor Category:</th>
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<tbody>
<tr>
<td>SHORT-TERM SCHOLAR</td>
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<table>
<thead>
<tr>
<th>Subject/Field Code:</th>
<th>Subject/Field Code Remarks:</th>
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<tbody>
<tr>
<td>14.0201</td>
<td>Research in spacecraft/rover hybrid design</td>
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H-1B DOCUMENT
FORM I-797
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<thead>
<tr>
<th>Receipt Number</th>
<th>Case Type</th>
<th>Petitioner</th>
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<tbody>
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<td>WAC1712345678</td>
<td>I129 - PETITION FOR A NONIMMIGRANT WORKER</td>
<td>CA INST OF TECH JET PROPULSION LAB,</td>
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<td></td>
<td></td>
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<tr>
<td>Receipt Date</td>
<td>Priority Date</td>
<td>Beneficiary</td>
</tr>
<tr>
<td>03/30/2017</td>
<td>04/01/2017</td>
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<td></td>
<td>1 of 2</td>
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<tr>
<td>Notice Date</td>
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<td>04/01/2017</td>
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<tr>
<td>CA INST OF TECH JET PROPULSION LAB</td>
<td>Notice Type: Approval Notice</td>
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<tr>
<td>c/o KIM JACKSON ASSO DIR JPL INTL OFC</td>
<td>Class: H1B</td>
<td></td>
</tr>
<tr>
<td>4800 OAK GROVE DRIVE</td>
<td>Valid from 08/09/2017 to 07/31/2020</td>
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<tr>
<td>PASADENA CA 91109</td>
<td></td>
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</tbody>
</table>
H-1B DOCUMENT
FORM I-797

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

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
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

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
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**

SAMPLE VISA STAMP

SAMPLE DS-2019
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://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
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
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-new/current_travel_guidance](https://international.caltech.edu/travel-new/current_travel_guidance)
LEGAL PERMANENT RESIDENCE (LPR)
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
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
- Wildfires - [https://fire.lacounty.gov/rsg/](https://fire.lacounty.gov/rsg/)
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/](https://international.caltech.edu/)
- JPL parent support group: [jpl-parents-membership@jpl.nasa.gov](mailto:jpl-parents-membership@jpl.nasa.gov)
- Parenting and FN channels on Slack: [https://jpl.slack.com/](https://jpl.slack.com/)
- JPL Employee Assistance Program: [MyLifeMatters.com](https://mylifematters.com)
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

JPL
International Office
4800 Oak Grove Drive
Pasadena, CA 91109

visa@jpl.nasa.gov

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114-120