JPL INTERNATIONAL SCHOLAR ORIENTATION









Caltech

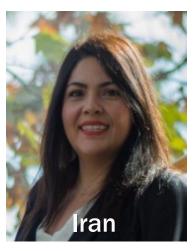
International Offices

International Scholar Services
JPL International Office

WELCOME!

Last Revision: September 2023

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

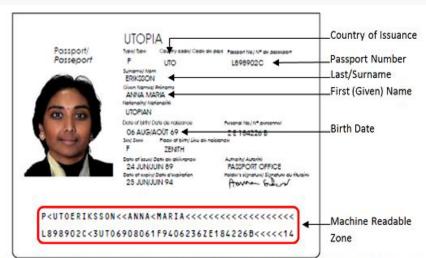
Permanent Residence







IMMIGRATION DOCUMENTS PASSPORT



Where the name format is ambiguous on a passport, the Machine Readable Zone at the base of the details page should be referenced. These will always follow the ISO standard convention.

Should be valid for6+ months

■Name = MRZ

Renew with your embassy

IMMIGRATION DOCUMENTS VISA

many times.

- 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



name of your school

in the U.S. See "What is a

Visa?*

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

1-94

FORM I-94

- Generated upon entry to U.S.
- Download at:

https://i94.cbp.dhs.gov/l94/#/home

- Check every time you travel (can be shortened by CBP)
- D/S = Duration of Status (F & J)
- Needed for: I-9, SSA, DMV



Most Recent I-94

Admission (I-94) Record Number: 847

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:

First (Given) Name:

Passport Number:

Birth Date:

Country of Issuance:

Get Travel History



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

CERTIFICATE	OMB APPROVAL NO.1405-0119 09/30/2017 ESTIMATED BURDEN TIME: 45 m *See Page 2			
Surname/Primary Name: SKYWALKER	Given Name: Luke		Gender MALE	
ste of Birth/ssm-dd-yyyy): City of Birth (6-03-1985 Zabrze	: Country of B	POLAND PL	Citizenship Country: POLAND	J-1
gal Permanent Residence Country Code: Legal Pe L POLI imary Site of Activity: Just Propulasion 4800 OAK GROVE PASADENA, CA 91	AND Laboratory DR		GRADUATE STUDENTS	
Program Spossor: California Instit ricipating Program Official Description: ROFESSOR; RESEARCH SCHOLAR; OCTORATE; STUDENT INTERN; S'	SHORT-TERM SCH	OLAR; STUDENT ASSOCIATE; STUDENT B	Program Number: P-1-01 BACHELORS; STUDENT	0394
rpose of this form: Begin new program	m; accompanied l	by number (0) of immediate family	members.	_
Form Covers Period:	4. Exchange Visitor	Category:		—
rom (non-dd-yyyy): 01-17-2017	SHORT-TER			
(mm-dd-yyyy): 05-19-2017	Subject/Field Code: 14.0201	Subject/Field Code Remarks: Research in spacecraft/rover !	hybrid design	
U.S. DEPARTMENT OF STATE / DISSUSE OR C RESPONSIBLE OFFICER OR ALTERNATE RES	PONSIBLE OFFICER	7. Iran Carranza		Alternate Responsible
THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		Name of Official Preparing Form 1200 E. California Blvd.		Title
		Pasadena, CA 91125		818-354-2372
		Address of Responsible Officer or Alternate Res	sponsible Officer	Telephone Number
		Signature of Responsible Officer or Alternate Responsible Officer		11-01-2016
		Signature of Responsible Officer or Alternate Re	sponsible Officer	Date (mm-dd-yyyy)
Effective date (mm-dd-vyvy):	. Transfer of this ex		sponsored by	Date (mm-dd-yyyy)
Effective date (mm-dd-vyvy):	. Transfer of this ex by desirable and is in conformi	PROGRAM) change visiter from program number	sponsored bynange Act of 1961, as amended.	Date (mm-ld-yyyy) mm-ld-yyyy) of Signature
Effective date/mms-dd-9999): o the program specified in item 2 is necessary or highl Signature of Responsible Officer or Ahi ELIMINARY ENDORSEMENT OF CONSULAR MIGRATION AND NATIONALITY ACT AND PI	. Transfer of this ex ly desirable and is in conformi ernate Responsible Officer OR IMMIGRATION OFFI	LINGGEAM) Change visite from program number change visite from program number with the objectives of the Mutual Educational and Cultural Exchange CER REGARDING SECTION 212(e) OF THE	sponsored by sponsored by sponsored by Date (M TRAVEL VALIDATI (Mazisman va	nun-dd-5999) of Signature ON BY RESPONSIBLE OFFICER uldation persod is 1 year '7
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J-1/J-2 DOCUMENT FORM DS-2019



U.S. Department of State

OMB APPROVAL NO.1405 09/30/2017

ESTIMATED BURDEN TIN

*See Page 2

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

Given Name: 1. Surname/Primary Name: Gender: N0012345678 SKYWALKER Luke MALE Date of Birth (mm-dd-yyyy): Citizenship Country Code: City of Birth: Country of Birth: Citizenship Country: Zabrze PL 06-03-1985 POLAND POLAND J-1 Position Code: Legal Permanent Residence Country Code: Legal Permanent Residence Country: 214 PL UNIVERSITY GRADUATE STUDENTS POLAND Primary Site of Activity: Jet Propulsion Laboratory 4800 OAK GROVE DR PASADENA, CA 91109-8001 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: SHORT-TERM SCHOLAR From (mm-dd-yyyy): 01-17-2017 Subject/Field Code: Subject/Field Code Remarks: To (mm-dd-yyyy): 05-19-2017 14.0201 Research in spacecraft/rover hybrid design 5. During the period covered by this form, the total estimated financial support (in U.S. S) is to be provided to the exchange visitor by:

H-1B DOCUMENT FORM I-797

Receipt Numbee WAC1712345678		Case Type 1129 - PETITION FOR A NONIMMIGRANT WORKER	
Roccipt Date 03/3(V2017	Priority Date	Pelitimer CA INST OF TECH JET PROPULSION LAB,	
Votice Date 04/01/2017	Page 1 of 2	Beneficiary SS VWOALERY TUNET	
		Notice Type: Approval Notice Class: H1B Vahd from 08/09/2017 to 07/31/2020	
The fereign worker(s) can require you to file a new I training authorization doe the petition validity perios H-2A nonimmigrants may authorized stay but does n length of the granted grac tax withholding. The petitioner should keep	a work for the petitioner, but only as ideal; forms 1-129 petition. Since this employmer connentation is not required. The 1-94 attact of for the following classifications: CW-1, y contain a grace period of up to one week too provide the beneficiary authorization is period in discretionary and final and can be upon portion of this notice. The low to the upone portion of this notice. The low	tutus of the numed foreign worker(s) in this classification is valid as indicated above, eel in the polition and for the profol authorized, Changes in employment or training may not be related to the polition and for the profol and the filling of this pelation, separate employment or the below may contain a gence period of up to 10 days before, and up to 10 days after the [1, Eq. Eq. 3. H. H. [3, L. A. L. L. B., C. L. L. C. L. P. Z. P. Y. T. N. H. and TN-Z. before and 30 days after the petition validay period. The decision to grant a grace period and the not be consessed on motion or appeal. Please contact the IRS with any questions about over portion should be given to the worker. He or the should keep the right part with his of the content of the contact of the contact of the contact of the contact of the part of the part of the third of the contact of the part of the worker. He or the should keep the right part with his	
States, The left part is for before returning. The left	his or her records. A person granted a cha	ange of status who leaves the U.S. must normally obtain a visa in the new classification	
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H-1B DOCUMENT FORM I-797

Receipt Number WAC1712345678		Case Type 1129 - 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 HIB

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

194 Departure Record

Petitioner: CA INST OF TECH JET PROPULSION LAB

14. Family Name SKYWALKER

LUKE

15. First (Given) Name

16. Date of Birth 08/04/1989

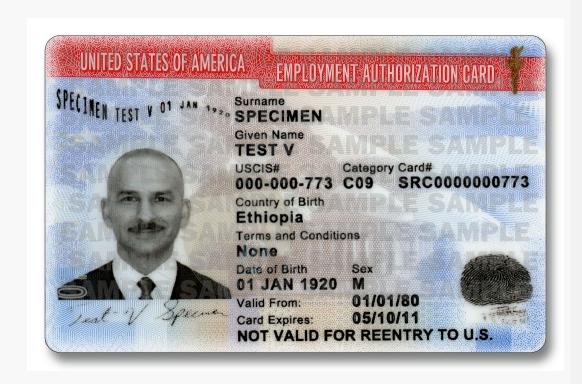
17. Country of Citizenship CANADA

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



Get I-94 Number

1-94 FAQ

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



International Offices

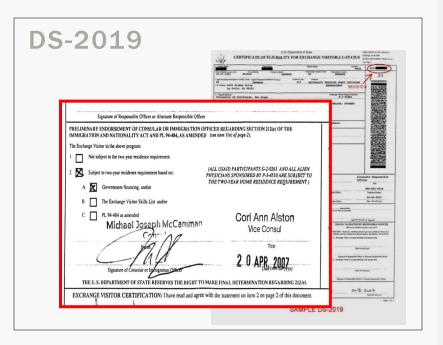
International Scholar Services JPL International Office

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?





MEDICAL INSURANCE

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

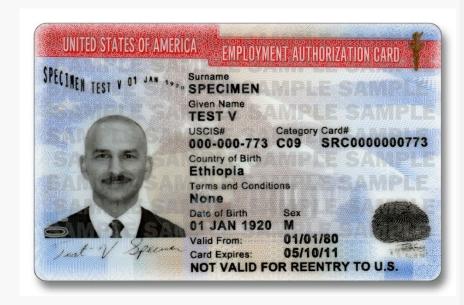
See specific requirements on page 2 of DS-2019

- 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 EB001
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 EB001
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



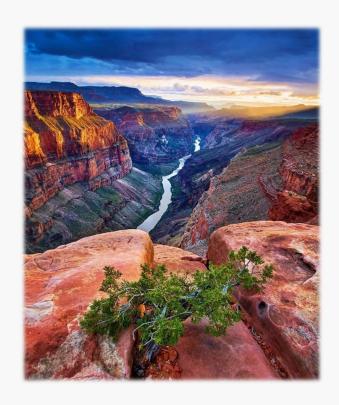
International Offices

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

Signature of Responsible Officer or Alternate Responsible Officer

LEGAL PERMANENT RESIDENCE (LPR)



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





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/emp loyeeactionplan/
- JPL Emergency Alert System https://psd.jpl.nasa.gov/emergency/communications/emerge ncy-notification-system/

NOTABLE POLICIES

- JPL Rules! <u>rules.jpl.nasa.gov/</u>
- Ethics <u>ethics.jpl.nasa.gov/</u>
- 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: jplparentsmembership@jpl.nasa.gov
- Parenting and FN channels on Slack: https://jpl.slack.com/
- JPL Employee Assistance Program: <u>MyLifeMatters.com</u>
- And more! https://js.jpl.nasa.gov/news/ qa-mental-health-support-forjplers/ (VPN required)



THANK YOU FOR ATTENDING!

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

Carolina Silva – International Case Coordinator:

<u>Carolina.Silva@jpl.nasa.gov</u> 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



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