MEET THE ISS STAFF

Annabeth Rickley, IO Coordinator
Ilana Smith, IO Director
Chrystal Orozco, International Scholar Advisor
Barbara Avouac, Cultural Adjustment & Relocation Advisor
Katie Weatherall, ISS Case Coordinator
Rose Flynn, Associate Director
Ilana Smith, IO Director
Barbara Avouac, Cultural Adjustment & Relocation Advisor
Annabeth Rickley, IO Coordinator
AGENDA

- Attendance – Please write your visa 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

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.
IMMIGRATION DOCUMENTS - VISA

- 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](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
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
EMERGENCY PREPAREDNESS

- 911 Emergency Response
  - Ambulance, Police, Fire
- On campus call Caltech Security 626.395.5000
  - Caltech Security will call 911
- Wildfires - https://fire.lacounty.gov/rsg/
- Caltech Emergency Notification System
  - Text, email, and phone from Caltech Alerts
  - Everbridge Mobile App
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

BE SAFE AND BEWARE
Address update (home institution/SEVP Portal)

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

Employment Authorization Document (EAD)

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

- Contact F-1 school 3 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

[Form Image]
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/travel itineraries/I-94s 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
Electronic I-94 Arrival/Departure Record Form

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888082
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): 01/01/1996
- Passport Number: P123123213
- Passport Country of Issuance: Mexico
- Date of Entry (MM/DD/YYYY): 04/11/2012
- Class of Admission: B1
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)
## Biographic information

<table>
<thead>
<tr>
<th>Surname/Primary Name:</th>
<th>Given Name:</th>
<th>Gender:</th>
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<tbody>
<tr>
<td>Sample</td>
<td>John</td>
<td>MALE</td>
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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>12-09-1980</td>
<td>Anytown</td>
<td>IRELAND</td>
<td>EI</td>
<td>IRELAND</td>
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<table>
<thead>
<tr>
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<th>Legal Permanent Residence Country:</th>
<th>Position Code:</th>
<th>Position:</th>
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<tbody>
<tr>
<td>EI</td>
<td>IRELAND</td>
<td>215</td>
<td>UNIVERSITY UNDERGRADUATE STUDENTS</td>
</tr>
</tbody>
</table>

## Program dates

3. Form Covers Period:

- From (mm-dd-yyyy): 06-02-2015
- To (mm-dd-yyyy): 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
**Funding**

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**
TWO YEAR HOME RESIDENCE REQUIREMENT

- Does it apply to you?
- Do you need a waiver?
- Timing of waiver application
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 or ISSadvisor@caltech.edu | 266 S Chester Ave | 626-395-2188