INTRODUCTIONS

- Name
- Country
- Field of Research
- Arrival advice?
  - Find an apartment?
  - Great restaurant?
  - Learn a new idiom or phrase?
  - See something surprising?
INTERNATIONAL SCHOLAR ORIENTATION
International Student Programs

isp@caltech.edu
Laura Flower Kim
Daniel Yoder

Ilana Smith: HSS
Charmagne Herlien: BBE, EAS, GPS
April Pisano: PMA, CCE, TMT, Admin
Tara Hervey
Barbara Avouac: Relocation

International Scholar Services

iss@caltech.edu

International Office JPL

visa@jpl.nasa.gov
Kim Jackson
Carolina Silva
Iran Carranza

Barbara
IMMIGRATION BASICS
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.
- 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 = 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
- Grace period: F=60, J=30 days
- 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

- Keep copies for your records, including electronic I-94s

- Contact ISS if you lose your documents

- Carry originals during travel:
  - Domestic travel (flying within the US)
  - Travel near border (US/Canada and US/Mexico, i.e. San Diego)
  - Travel within Arizona and Alabama
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.
J-1 EXCHANGE VISITOR
Keyword = ‘exchange.’ All other regulations follow.

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

Student and Exchange Visitor Information System (SEVIS)
- U.S. government database
- F and J status only
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

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

Email: jvisas@state.gov
Phone: 1-866-283-9090
FAX number: (202) 632-2701
Website: “Contacts”
EV Welcome Brochure
Wilberforce Act Guidance
U.S. Department of State

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Surname/Primary Name:</td>
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<tr>
<td>Given Name:</td>
<td>[Redacted]</td>
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<tr>
<td>Date of Birth (mm-dd-yyyy):</td>
<td>[Redacted]</td>
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<td>City of Birth:</td>
<td>Munich</td>
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<td>Country of Birth:</td>
<td>GERMANY</td>
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<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>
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<tr>
<td>Legal Permanent Residence Country:</td>
<td>GERMANY</td>
</tr>
<tr>
<td>Position Code:</td>
<td>315 PROFESSIONAL OR SCIENTISTS IN PRIVATE</td>
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<tr>
<td>Position:</td>
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<tr>
<td>Primary Site of Activity:</td>
<td>California Institute of Technology</td>
</tr>
<tr>
<td></td>
<td>1200 E CALIFORNIA BLVD</td>
</tr>
<tr>
<td></td>
<td>PASADENA, CA 91125-0001</td>
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<tr>
<td>Program Sponsor:</td>
<td>California Institute of Technology</td>
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<tr>
<td>Program Number:</td>
<td>P-1-00394</td>
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<tr>
<td>Participating Program Official Description:</td>
<td>PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR;</td>
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<tr>
<td></td>
<td>STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT</td>
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<tr>
<td></td>
<td>DOCTORATE; STUDENT INTERN; STUDENT MASTERS;</td>
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<tr>
<td></td>
<td>STUDENT NON-DEGREE</td>
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<tr>
<td>Purpose of this form:</td>
<td>Begin new program; accompanied by number (0) of</td>
</tr>
<tr>
<td></td>
<td>immediate family members.</td>
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<tr>
<td>Form Covers Period:</td>
<td>From (mm-dd-yyyy): 03-15-2016</td>
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<tr>
<td></td>
<td>To (mm-dd-yyyy): 03-14-2017</td>
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<tr>
<td>Exchange Visitor Category:</td>
<td>RESEARCH SCHOLAR</td>
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<tr>
<td>Subject/Field Code:</td>
<td>26.0101 Research in Biology/Biological Sciences</td>
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<tr>
<td>Subject/Field Code Remarks:</td>
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<tr>
<td>Financial Support:</td>
<td>Current Program Sponsor funds: $42,900.00</td>
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<td></td>
<td>Total: $42,900.00</td>
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No barcode beginning 12/5/15
• 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.
J status: Specific requirements, see DS-2019, p. 2

- Caltech HMO plan meets requirements
- Annual payment for medical evacuation & repatriation
  - September begins new year
- Non-Caltech insurance possible
NOTIFY US OF CHANGES

- Report home address change within 10 days to access.caltech
- 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)

- Are you subject?
  - Government Funding
  - Skills List
  - Medical Trainee

- Where to look?

Visa

"Bearer is subject to 212(e)."

DS-2019

SAMPLE VISA STAMP

S<PASSWORD>LE DS-2019
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
212(E) NEXT STEPS

- Advisory Opinion – if disagreement or confusion

- Waiver application:
  - No Objection Statement: Most common and routinely approved
  - Don’t apply too early! Timing is important.
  - 3 – 12 month process
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 months for EAD
  - After EAD may apply for SSN

- Eligible to be a student
F-1 STUDENT OPT, CPT
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)
Contact F-1 school 4 months before OPT end
Complete Form I-983 with PI/supervisor
ISS has guidance for some sections
Inform ISS of application progress
180-day work authorization
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.**

### Form I-797A

<table>
<thead>
<tr>
<th>Department of Homeland Security</th>
</tr>
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<tbody>
<tr>
<td>U.S. Citizenship and Immigration Services</td>
</tr>
</tbody>
</table>

![Form I-797A](image-url)
MAINTAINING H-1B STATUS

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

- USCIS processing time
  - No grace period (unless authorized on I-94 card)
  - 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
LEGAL 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.
HELPFUL REMINDERS
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
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>
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<tr>
<th>PM#</th>
<th>FM Name</th>
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<tbody>
<tr>
<td>8</td>
<td>Motor Vehicle Use Policy</td>
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<tr>
<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>
CAMPUS RESOURCES

Staff Faculty Consultation Center

- 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
- Career development
- Social activities

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

Caltech Women’s Club
- www.cwclub.caltech.edu
- Children’s Toy Library - Furniture Pool
- Babysitting Co-op
ADJUSTMENT TOPICS
NEXT...
THANK YOU FOR ATTENDING!

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

International Scholar Services
iss@caltech.edu

BBE, EAS, GPS: Charmagne Herlien, cherlien@caltech.edu

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

HSS: Ilana Smith, ilana.smith@caltech.edu