New J-1 International Scholar & Undergraduate Researcher Online Orientation
UC Davis Medical Center Sacramento Campus

Welcome to the University of California, Davis from Services for International Students and Scholars (SISS)
In This Orientation You Will Learn About:

- SISS Office, Advisors/Contact Information
- Orientation Objectives for the J Program
- Medical Center Scholars and the UC System
- Life in the City of Sacramento
- International House in Davis
- Transportation and Parking
- Social Security Card
- Department of Motor Vehicle Information (Driver’s License)
- Tax Reporting Information
- J-1 Regulations/Categories
- Obtaining an Online I-94 Record
- Travel and Travel Signatures
- J-2 Dependents
- Health Insurance
- Form DS-2019
- Incidental Employment
- Departure
After completing this online orientation, you will need to submit the following documents to SISS:

- Copy of current visa stamp for you and any J-2 dependents
- Copy of the passport admission stamp for you and any J-2 dependents OR a print-out of your online I-94 records
- Copy of DS-2019 for you and any J-2 dependents
- Scholar personal data sheet (found at the SISS website)
- Copy of passport ID page for you or your J-2 dependents only if you or your J-2 dependents have changed passports since first submitting a copy to UC Davis.

To submit copies, please do one of the following:

1. Drop copies at SISS, University House, Monday-Friday, 9am.-noon or 1pm.-4pm.
2. Mail copies to SISS – Attn: Angela Hamilton, University House, One Shields Ave, Davis, CA 95616
3. Scan and email copies to Angela Hamilton at chhamilton@ucdavis.edu
SISS International Scholar Staff

- **Director of SISS**: Dr. Wesley Young – wryoung@ucdavis.edu

- **International Scholar Advisors:**
  
  **Gayle Oberlies, International Scholar Advisor (J-1, H-1B, TN and E-3 scholars)**
  (J-1 scholars with last names A-J) – geoberlies@ucdavis.edu
  *Gayle will be at the UC Davis Medical Center once a month to meet with scholars and department staff. For appointments, please email or call 530-752-7538.

  **Margaret Hellwarth, Assistant Director/Advisor**
  (J-1 scholars with last names K-L) - mhellwarth@ucdavis.edu

  **Simone Kueltz, Lead J-1 Advisor/International Scholar Advisor**
  (J-1 scholars with last names M-Z, undergrad researchers, B-1 visitors) - skueltz@ucdavis.edu

- **International Scholar Assistants:**
  
  Daniel Padron (scholars with last names A-J) - dapadron@ucdavis.edu
  Angela Hamilton (scholars with last names K-Z) - chhamilton@ucdavis.edu

For appointments with International Scholar Advisors, please call 530-752-0864, extension 0.
Orientation Objective

- It is our pleasure to offer information we believe you will find very helpful for your time at UC Davis. Please do not hesitate to contact your advisor with any questions!

- In addition, the U.S. Department of State requires J-1 program sponsors (UC Davis) to provide J-1 scholars and students with information about immigration regulations for exchange visitors.
J-1 Exchange Visitor Program

- For educational & cultural exchange

- “...to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges” - The Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act of 1961)
Services for International Students and Scholars (SISS)

- SISS is located at University House, which is a small brown-shingled building west of Voorhies Hall on Shields Avenue. It is south of Dutton Hall and east of the Cross Cultural Center.

- The nearest visitor parking is lot VP5 and the nearest restricted parking lot (for permit holders) is lot P10. Link to map: http://campusmap.ucdavis.edu/
Please visit our SISS website for:

- SISS advisor contact information and areas of responsibility
- Information/resources for international students & scholars
- Information on immigration regulations, travel, embassies, government agencies, programs etc.
- Sign up for our Visitor Bulletin and SISS Bulletin Listservs
UCD Resources

- **UCD Resources Listing:**
  [http://mediation.ucdavis.edu/additional/campus.html](http://mediation.ucdavis.edu/additional/campus.html)

- Academic & Staff Assistance Program (ASAP), (530)752-2727

- Ombuds Office on Davis & Sacramento campus, (530)219-6750, [http://ombuds.ucdavis.edu](http://ombuds.ucdavis.edu)

- **UCD Work-Life Wellness**
Approximately 17% of our international scholars are associated with the UC Davis Medical Center.

Gayle Oberlies will be at the Sacramento campus once a month. To schedule an appointment for international scholar advising at the Medical Center, email her directly or call 530-752-0864 extension 0.
University of California Medical Centers

- The University of California system operates five medical centers in California:
  - Davis
  - Irvine
  - Los Angeles
  - San Diego
  - San Francisco

- These Medical Centers provide a full range of health care services in their communities and are sites for the development and testing of new diagnostic and therapeutic techniques.

- Collectively, the centers comprise one of the largest health care systems in California.
UC Davis Medical Center serves a 65,000-square-mile area that includes 33 counties and 6 million residents across Northern and Central California.

The 619-bed acute-care teaching hospital maintains an annual budget of roughly $1 billion.

With more than 8,000 employees, UC Davis provides vital care to more than 200,000 patients every year, admitting 25,000 patients for extended care and handling more than 900,000 visits.

The medical center's emergency room sees an average of 150 patients every day.
Life in the City of Sacramento

- Capitol of California, Established 1879 during the “Gold Rush” era

- Sixth largest city in California
  - Many historical sights: Governor’s Mansion, State Capitol Building, Sutter’s Fort, Old Town Sacramento
  - Get more information at Sacramento Wiki: Sacramento Wiki
Things To Do in Sacramento

- Sacramento Parks and Recreation
  City of Sacramento

- Sacramento Museums
  Sacramento Museums

- UC Davis English and Other Classes
  UCD Extension

- Sacramento City College/ESL Programs
  Sacramento City College

- Sacramento State University English Language Programs
  Sacramento State University

Please note: J-1 research scholars are only allowed part-time study incidental to their research program. Up to 8 units per term may be authorized.
International House (I House), Davis

SISS often collaborates with International House, an independent, non-profit community organization. International students and scholars will be especially interested in the Friendship Program and Connections. Through the Friendship Program, local families invite students and scholars to share in their social and family functions. Connections is a group of International and American women who meet weekly. There are many activities/groups to bring together international folks in the Davis community.

Location:
   10 College Park, Davis, CA 95616
Telephone:
   (530)-753-5007
Website:  International House
Programs:
   English classes
   International film series
   Campus Book Project
   Club International
   Children’s storytelling
   Art exhibits
   Parent Child Learning Center
   ...and many more

I House hosts a big International Festival each October. Check their website for more information – it’s fun for the whole family!
Transportation

TAPS (Transportation & Parking Services):
If you will park on the main campus or at the Medical Center, you will need a parking permit. TAPS assists with all parking issues.

http://taps.ucdavis.edu/

→ Shuttles to UC Davis from UC Davis Medical Center run all day for $3.00 round-trip.

→ Shuttles from UC Davis main campus to UC Berkeley run twice a day for $22.00 round-trip.

→ Sacramento Bus System: Sacramento Regional Transit District
http://www.sacrt.com/
California Driver’s License

- You do not need a California Driver’s License to rent a car if you have a valid license from your home country. However, you do need one if you will buy a car.

- You must have an appointment to visit the DMV. You can schedule online and find other information at the [Department of Motor Vehicles](http://www.dmv.ca.gov) website.

- You can also obtain a California ID Card at the DMV, which is not for driving but acts as proof of identity and age.

- You can call the Department of Motor Vehicles (DMV) for more information (800)-777-0133 or visit their website.

The Sacramento Office of the DMV is located at:
4700 Broadway
Sacramento, 95820
(800) 777-0133

Note: The international driver’s license is NOT accepted in California.
Social Security Number (SSN)

- J-1 scholars do not need an SSN unless they are receiving payment from a US source; however, all J-1 scholars can apply for the SSN, if they choose.

- It is best to wait 10 days after arrival in the U.S. before applying for an SSN.

- Apply in person at the West Sacramento Social Security office:
  
  Social Security Administration  
  825 Riverside Parkway, Ste. 1000  
  West Sacramento, CA 95605

- Application should include: complete application form (found at Social Security Administration) and copies of the passport ID page, J-1 visa stamp and the DS-2019, along with a printout of the I-94 record and a copy of the department invitation letter. Bring originals to show and copies to leave at SSN.

- A social security number is required if you wish to apply for a California driver’s license.

CAUTION: memorize your social security number and keep the card in a safe place. Be careful when you provide your SSN information to avoid identity theft.
Tax Information

- SISS cannot provide tax advice but we do offer a free tax software to help you file Federal and State taxes each year. We can also give information on finding a tax accountant in your area.

- For scholars employed by UC Davis, general questions related to payroll can be answered by Accounting & Financial Services at UCD: Accounting Department

- Taxes are due April 15 each year

- For general information about taxes, helpful websites, information on the tax software, and upcoming tax seminars on campus, visit the “Resources” tab on our webpage.
Please remember- if you are an employee, your income will be subject to US federal and state taxes. To determine if you are exempt from federal and payroll taxes, you must provide immigrant and tax data to the UC through the Glacier Non-Resident Alien Tax Compliance system. This system helps determine tax treaty eligibility. Please visit Accounting and Financial Service website for more information.
J-1 Immigration Regulations

It is your responsibility to maintain legal immigration status while in the U.S.!

- You must have a valid DS-2019 and passport at all times while in the J-1 status;
- You must have an I-94 online record that has “J-1” and “D/S” listed on it;
- You must report any address changes to SISS immediately;
- You must report a change in department, physical location, funding or job description to SISS immediately;
- You must maintain health insurance for yourself and J-2 dependents throughout your stay.
Visa vs. Immigration Status

The term “visa” only refers to the passport visa stamp.

- It is a “ticket” to apply for admission to enter the U.S.

- The J visa may expire while you are here and your stay would still be legal if you still have a valid DS-2019 document and a valid I-94 online record.

Immigration “status” refers to your temporary stay in the U.S. in the J visa classification.
QUESTION: What happens if my visa expires during my stay?

- Answer: NOTHING! The visa is just an entry document.

- However, the next time you leave the US and return, you will need a valid visa to get back into the US, which may require that the visa be renewed at a US Embassy abroad.
J-1 Visa Sample

- Visa class
- Visa expiration date
- Multiple entries
I-94 or Admission Stamp in Passport and DS-2019

Your electronic I-94 arrival and departure record or admission stamp in your passport govern your legal status, along with a valid DS-2019:

- The online I-94 and the admission stamp in your passport should show “J-1” and “D/S.” Please confirm this by checking your I-94 record at this website: [CBP](#)

- You have to print your I-94 record for employment, or if you need to apply for a social security number or a driver’s license.

- Form DS-2019 is the document created by the U.S. host university for the J-1 visa application. It has to be valid at all times during the J-1 program. After your DS-2019 expires, you are allowed to stay up to 30 days more for a period of “tourism,” known as the “grace period.”
I-94 Information

The following slides will show the I-94 access page and images of the I-94, admission stamp and DS-2019.
Sample Admission Stamp
Sample Online I-94

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number

I-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

Individuals can visit www.cbp.gov/I94 to retrieve a copy of their electronic Form I-94.
Online (Electronic) I-94 Record

Every J-1 scholar should check their arrival information online. Enter your arrival information to get an online I-94 record, which can be printed if needed. [www.cbp.gov/I94](http://www.cbp.gov/I94)
J-1 Categories and their Maximum Durations

Check box 4 of the DS-2019 for your J-1 category:

**Scholar categories**

- **Short-Term Scholar** (no more than six months duration)
- **Specialist** (no more than one year)
- **Research Scholar** (no more than five years) – Note: 12-month and 24-month bar may apply to future return as J research scholar

**Student category**

- **Non-Degree Student** (no more than 24 months duration)
J-1 Non-Degree Students

- This category provides an opportunity for undergraduate students to do research at UCD. These individuals are also called "Undergraduate Researchers." Undergraduate researchers should not be enrolled in a degree program.

- Since undergraduate researchers are not enrolled in a degree program, no student fees have to be paid and therefore, non-degree undergraduate researchers are not eligible for student services such as student health insurance, free access to the ARC or free transportation on Unitrans buses.
Sample DS-2019

“Program Dates” (Appointment or Employment dates) at the UC Davis Department

J Visa Category

Preliminary endorsement regarding 212e requirement
30-day “Grace Period”

- You have 30 days after your J-1 program completion date (the DS-2019 expiration date or the day you stop your program at UC Davis – whichever is sooner) to stay in the US – this is called a “grace period”

- During your grace period:
  - You cannot work or travel internationally, except to depart the U.S.
  - You may travel in the U.S. or take a holiday (we suggest Lake Tahoe!).
  - You should NOT overstay your grace period.
J-2 Dependents

- **Employment:**
  J-2s (spouses and children age 16 to 21) cannot work unless they have applied for, and received, a work permit (EAD) from USCIS. USCIS processing time is about 90 days. Information about the J-2 work permit application is found on the [SISS website](#). J-2s may apply for a Social Security Number only after receiving an EAD.

- **Study:**
  J-2s may study part- or full-time and there are currently no restrictions.

- **International Travel:**
  J-2s may travel separately from the J-1 but will also need a travel signature (see travel slide). If a J-2 departs and does not intend to return during the J-1 program, the J-2 should report early and permanent departure to SISS as part of their legal requirements.
Health Insurance

- J-1 scholars and J-1 non-degree students (undergraduate researchers) are required by US law to maintain health insurance coverage for themselves and J-2 family members throughout their stay (as stated in the Memo of Understanding that you signed prior to your arrival).

- The insurance can come from UC Davis, a US company, or another source but it must meet the minimum coverage requirements by the US Department of State.
Health Insurance Options

- J-1 Scholars and J-1 Non-degree students who are paid outside the US must buy insurance independently. There is more information on the [SISS website](#) under the “Scholars and Departments” tab.

- J-1 Scholars and J-1 Non-degree students who are paid by UC Davis may be eligible for a [University health insurance](#) plan and should check with their department contact person to confirm if they are eligible, prior to purchasing any insurance.

- J-1 Scholars who are listed as “postdoctoral scholars” in the University payroll system are likely to be eligible for [postdoctoral scholar health benefits](#). Please check with your department contact to confirm your eligibility, prior to purchasing any insurance.
Important Advice Regarding Health Insurance

- Always carry proof of insurance in English in your wallet or purse.

- Your proof of insurance should have a US phone number that the doctor or hospital can call to confirm your insurance when you need medical assistance.

- Before you get sick or injured, get a list from your insurance company of doctors you can use in the Davis/Sacramento area and keep the list somewhere easy to reach so you will be ready if you are sick or injured.
SEVIS

- **SEVIS** = Student Exchange Visitor Information System
- It is required that you report to SISS the following changes within 10 calendar days:
  - your new residential address
  - your new telephone number
  - your and your J-2(s) new e-mail addresses
  - changes in funding support
  - if [J-2(s) return home](#) before your J-1 program ends
  - if you end your J-1 program earlier and return home

Email your [SISS advisor](mailto:siss@ucdavis.edu) or [siss@ucdavis.edu](mailto:siss@ucdavis.edu)

Call 530-752-0864 and then press “0”

Visit SISS in person (University House).
DS-2019 Extension and Transfer

- For your program extensions - please have your department submit the DS-2019 extension request to SISS two months in advance of your DS-2019 expiration date.

- Transfers to other J sponsors are possible if:
  - it is for the same type of research
  - the J category does not change
  - there are no gaps in employment
  - there is time left in current status
**DS-2019 Travel Signature Form**

- SISS will sign DS-2019 documents within **one business** day for J-1s and any J-2 dependents traveling with the J-1 or separately. The signature is valid for **six (6) months**.

- Drop off DS-2019s and completed travel signature request form for J-1 and J2 dependents at SISS front desk; if J-2 dependents travel alone, J-2 dependents need to drop off DS-2019 and travel signature form for themselves.

- Travel Signature Request Form is found at the [SISS website](#).

- If a scholar’s absence is more than 30 days, the host department has to issue a travel support letter and a copy needs to be submitted to SISS with the signature request.

- In general, you will need a valid J-1 visa stamp in your passport to re-enter the US. However, if traveling to Canada or Mexico for a stay of less than 30 days, you may qualify for “**Automatic Revalidation**” in which case, you **do not need** a valid visa to re-enter the US.
Travel for Med Center Scholars

- Gayle Oberlies will be at the UC Davis Medical Center once a month to meet with scholars and department staff.

- Scholars can receive a travel signature on those days by completing the Travel Signature Form and arranging an appointment to present the form and original DS-2019(s). The form must be signed by the host faculty or department support person.

- For travel signature appointments at the Medical Center, please email Gayle Oberlies or call 530-752-7538.

- Is your J visa valid? If not, please check with the US Embassy to determine visa application requirements and processing times.
What three documents are required for your international travel?

- Valid J-1 (or J-2) visa stamp in passport (except Canadian citizens)
- DS-2019 with travel signature in lower right corner for J-1 and J-2 visa holders
- Passport valid for at least six months after return
Home Residency Requirement: “Two Year Rule” or “212 (e)"

- If you are “subject to 212e” it means that you must be home for two years, or have this requirement waived, in order to change status to H-1B, L-1, K or apply for permanent residency (green card). Read the reverse of the DS-2019 for more information.

- You may apply for non-immigrant visas, such as B, F, J, or O visas, back home without fulfilling 212e first or getting a waiver.

- Don’t confuse with the 24-month bar on repeat participation as a J-1 research scholar/professor (see previous slide) with the 212e requirement.

- The 212e requirement is based on the skills list or government funding.

- If you think you may need a waiver, please consult with your international scholar advisor.

- Your DS-2019 cannot be extended after you have a waiver recommendation from the US Department of State. *Please keep SISS informed if you plan to apply for a waiver.*

- For waiver information, please visit the website for the Department of State.
Incidental Employment

- Only J-1 research scholars may apply.

- In general, a DS-2019 from UC Davis allows a scholar to receive payment from a UC Davis host department for research in the field listed on the form. Any payment in the U.S. must come from UC Davis or the UC Davis Medical Center.

- Incidental Employment means an employment opportunity that is “not essential” or “minor,” related to the J program and does not delay program completion.

- Pre-approval and permission from SISS is needed to be paid for outside lectures, conferences, consultations, etc.

- Contact your advisor for more information and evaluation.

- Information about rights and protections for temporary workers is explained on the Wilberforce website in many different languages.
Departure

- All J scholars and non-degree undergraduate researcher students should complete our Departure Checklist on the SISS website under the “Forms and Handouts” tab.
- Remember, you have a 30-day grace period from the date your DS-2019 expires. During that time, you can stay and do tourism but not work.
- It may be possible for a J-1 Research Scholar to request to have his/her SEVIS record kept open (active) during a period when they will be outside the US with an intention to return to UC Davis.
  - J-1 research scholars should speak to an advisor prior to departure/expiration of their DS-2019 if they believe they will return to UC Davis within 24 months.
- Reminder: the 24-month bar applies to Research Scholars and their J-2 dependents when their SEVIS record is closed after program completion. They have to wait for 24 months before they may start another J-1 program in the Research Scholar J category.
- Please contact SISS if you have questions about the bar or keeping your record open.
You have reached the end of this online orientation slide show.

To finalize your orientation, please remember to submit copies of these documents to SISS:

- Copy of current visa stamp for you and any J-2 dependents
- Copy of the passport admission stamp for you and any J-2 dependents OR
- A print-out of your online I-94 record(s)
- Copy of DS-2019 for you and any J-2 dependents
- Scholar Personal Data Sheet
- Copy of passport ID page for you or your J-2 dependents only if you or your J-2 dependents have changed passports since first submitting a copy to UC Davis.

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3. Scan and email copies to Angela Hamilton at chhamilton@ucdavis.edu
Thank you!

Now that you have completed the online orientation, we ask that you take a moment to complete a brief survey, so that we may continue to provide great service.

To take an anonymous survey with 9 questions, please click here.
Again, welcome to UC Davis!
We wish you a productive and enjoyable stay!