

UC International Services

Assistance for international students and visitors



International Scholar Handbook

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uc.edu/international

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UC International Services (UCIS)

All of us at UC International Services join the faculty, staff, and students in welcoming you to the University of Cincinnati. We hope that your stay here will be both pleasant and successful.

UC International Services provides assistance to international students, employees and visiting scholars. We provide a variety of services to assist you before you arrive on campus and we assist in helping you remain in legal status while you are here. We also host activities throughout the year to help you get adjusted to life at UC and in Cincinnati. For the purpose of your time here at UC, it is important that you become familiar with the staff at UC International Services.

If you have any questions, you should contact our office. We are your primary contact between the University and the U.S. Government. Do not ask for assistance or help with any organization without reaching out to our office first.

UC International

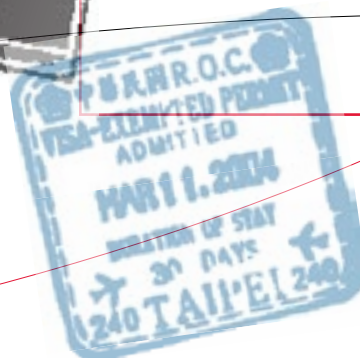
7148 Edwards Center One
51 W. Corry St.
Cincinnati, OH 45221-0640
(513) 556-4278
international.students@uc.edu

uc.edu/international

Hours of operation:
Monday through Friday
8 a.m. to 5 p.m.

UCIS Office Staff

Director Ron Cushing
Assistant Director and Tax Advisor James Tenney
Program Coordinator, On-boarding
and Check-in Janice Adams
Program Coordinator, Special Events. Lorri Blanton
Immigration Services Advisor,
Employment and Permanent
Resident Visas Christy Harrison
Program Manager, Special Events. Nicole Jenkins
Senior Immigration Advisor,
Employment and Permanent
Resident Visas Deborah Jones
Senior Advisor Jennifer Kutzko
Advisor Janet Schneider
Receptionist Dave Schroer
Advisor and Tax Advisor Andrea Siouris
Advisor Brittney Smith
Immigration Advisor Becky Judeh



PREPARING FOR YOUR ARRIVAL

Important Immigration Documents

- **Form I-20:** Certificate of Eligibility for F-1 Visa
- **Form DS-2019:** Certificate for Eligibility for Exchange Visitors Status (J-1 Visa)
- **Form I-797 Approval Notice:** Approval of Immigration Statuses like H-1B, TN, E-3, etc.

There are multiple uses of these documents:

- To obtain a visa from the American Embassy/Consulate in your home country
- To enter the country for the first time
- To re-enter after a short visit outside of the U.S.
- To transfer to another school
- For entry of family (spouse, children)
- To extend expected program end/activity date

I-94 Arrival/Departure Record

The I-94 card is an electronic record of your arrival in the U.S. Upon arrival, go to cbp.gov/i94 and print a copy of the I-94 for your records. You will receive a new I-94 number each time you re-enter the U.S. You must provide UC International Services with a copy of all new electronic I-94 cards you receive during your stay in the U.S. using the iBearcatsGlobal system.

All visitors will have their visa classification indicated on the electronic I-94 form card. If your status is F-1 or J-1, the card will have "D/S" noted on it. It stands for "Duration of Status" and means the period during which the student or exchange visitor is pursuing a program, plus one year or 29 months for Optional Practical Training (if F-1) or Academic Training (18 months or 3 years if J-1) and a 60 day grace period (if F-1) or a 30 day grace period (if J-1). The expiration date for all others will be the end date indicated on the I-94.

Extending Approval Period and I-94 Card

F-1 and J-1 visitors must obtain an extension of the I-20 or DS-2019 form prior to expiration in order to remain in the U.S. For all others, UC International Services must file a new petition with the Department of Labor and/or USCIS. Because processing these applications/petitions can take several months, please contact UC International Services 6 months prior to the expiration of your current status. Under certain circumstances, during the period in which USCIS is processing the petition, you may continue working until you receive the new Approval Notice from USCIS.

Passport

A passport is your country's identification of you as a citizen. Your passport must remain valid at all times. It is not allowed to expire. You may renew it by contacting your Embassy/Consulate within the U.S.

Extending Passport

While in the United States, your passport must remain valid. In addition, when entering the United States from abroad, your passport must have at least six months of remaining validity, unless your government has made an agreement with the United States to recognize your passport as valid for return to the issuing country for a period of six months beyond the expiration date specified in the passport. If you notice that your passport will expire in the next six to twelve months, be sure to contact your country's embassy or consulate within the United States for instructions on obtaining an extension. You will likely be able to renew your passport or receive a new passport while in the United States.

Visa

A visa is a stamp placed in your passport by an official of the United States (or the country you are entering) permitting you entry. You must have a valid visa to enter the United States (unless you are visa exempt). However, unlike a passport, once you are in the U.S., your visa is allowed to expire. U.S. visas are currently issued only at U.S. Embassies overseas and cannot be obtained or renewed within the U.S.



Visa Application and Initial Admission to the United States

Most foreign nationals are required to have a valid passport and visa to enter the United States. Upon receipt of your Certificate of Eligibility (DS-2019), if J-1, or your I-797 approval notice (if H-1B, TN, E-3, etc.), you will need to make an appointment with the American Consulate or Embassy having jurisdiction over your place of permanent residence. In theory, you may apply for a visa at any consular post in the world. In practice, the administrative officer at the post may or may not accept applications from individuals residing outside the jurisdiction of that post.

Security Checks

Many visa applicants will be checked against databases maintained by the FBI (Federal Bureau of Investigation). This security procedure will delay visa issuance by 30 days or more. If you are from Cuba, Iran, Sudan, or Syria, you will be subject to a security check. If you are studying/working in a sensitive field, you will likely be subject to a security check.

The Visa Application Process

Before you apply for the visa, you should understand the process and the rules governing visas. Many visa applications fail. Often it is because the exchange visitor did not know the rules or was not prepared. We do not want this to happen to you. Please read what follows very carefully.

The most important rule may seem strange to you. Except for H-1B visa applications, the consular officer who makes the decision on your visa application is required to think of you as someone who plans to come to the U.S. permanently, so you must prove that you intend to return to your country after completing your project. U.S. law very clearly states that certain visas may be given only to persons who intend to remain in the U.S. temporarily. This rule is the number one reason that visa applications are denied.

You must document ties to your home country. If you are employed and going on sabbatical, bring a letter from your employer. If you own a business, take letters from a bank, describing the business, to the visa interview. If you own property, take the deeds. Do not emphasize any ties you may have to the United States, such as family members in the United States.

Other important rules are:

1. You must have a definite professional objective. You must know what you are going to study or research and where it will lead.
2. You must be qualified for the program.
3. You must be adequately financed and have documents to prove it.
4. You must have proficient English skills to carry out your program.

U.S. government officials are convinced more easily by documents than by spoken statements. When possible, have papers to show your connections to your home country. The consular officer will take a very legalistic view. In the U.S., it is considered important to be impersonal when administering laws. This is considered rude or improper in many countries, but not in the U.S., where the ideal is to apply laws equally to all regardless of status or sex. Do not try to negotiate or discuss personal matters.

A valid passport and a properly executed Form DS-2019, I-20 (J-1, F-1) or I-797 approval notice (most other statuses) completed and signed, must be presented to the consular officer.

You also will be required to present other documents that may be requested by the consular officer to establish that you are a bona fide non-immigrant, have adequate financial support, and meet all of the other requirements, including having a residence abroad that you have no intention of abandoning (unless H-1B).

If the consular officer approves the visa application, he or she will stamp the visa in your passport and note the period of validity of the visa and the number of entries for which the visa is valid.

Upon arrival at the U.S. port of entry, present your passport, visa, and certificate of eligibility to an immigration officer. If you are found to be admissible to the United States, the immigration officer will issue an electronic I-94 card that can be printed at cbp.gov/i94.

PREPARING FOR YOUR ARRIVAL

Drunk Driving Arrests Result in Visa Revocations

The U.S. Department of State consulate gets notified in the event that an international student or scholar is convicted (or even just arrested), for driving under the influence (DUI), driving while intoxicated (DWI), or a related criminal charge. In such cases, the DOS sends a revocation notification from the consulate informing the student or scholar that their visa has been revoked. This practice, which is known as “prudential revocation,” can create confusion with international visitors. Per U.S. Department of State (DOS), the consulate is supposed to contact the individual and provide notice of the visa revocation. However, the revocation occurs even if the visitor cannot be reached. In these instances, the student or scholar may not be aware of the revocation until he or she leaves the United States and tries to reenter based on the facially valid visa. In other cases, the international visitor believes the email revokes their legal status in the U.S.

The prudential revocation of a visa stamp by the DOS does not disrupt the student or scholar’s legal status in the United States. If the student or scholar subsequently travels after the DUI/DWI, he or she must apply for a new visa prior to reentering the U.S. The DUI/DWI may result in a denial of the application. As such, students and scholars with such charges/convictions should consider carefully their need to travel.

If you have a F-1 or J-1 visa, you will not be permitted to enter the U.S. more than 30 days prior to and no later than 30 days after the scheduled start date of your program as indicated on your I-20/DS-2019. You must report to UC International Services within this 60-day period. Most other status holders (like H-1B) will not be permitted to enter more than 10 days in advance of the start date indicated on the I-797 approval notice.

Employees/Visiting Scholars Not Subject to Visa Requirements

Certain visitors are not required to have a valid visa stamp for entry to the United States. The most common examples are Canadian citizens and citizens of the Federated States of Micronesia and the Republic of the Marshall Islands. Such individuals should be instructed to apply directly to an immigration officer at a U.S. port of entry for admission to the U.S., bypassing the procedure of applying for a visa. The procedure at entry is the same as that described previously, except that you are not required to present a passport with a visa stamp. Landed immigrants of Canada must apply for a visa stamp at a U.S. Embassy or Consulate.

Temporary Admission with Form I-515A

If you have lost or misplaced your certificate of eligibility, or for other reasons are unable to produce that form at the port of entry, you should ask to be admitted on a Form I-515A. In such a case, the immigration officer will determine if you have a valid visa and are qualified in all other respects for admission. The officer may admit you to the United States for a period of 30 days and issue the Form I-515A. That form instructs you to submit the certificate of eligibility and other documents by mail to the DHS office in Washington D.C. Upon receipt of these forms, the DHS will convert the date on the electronic I-94 Form to the appropriate end date.

If the immigration officer at the port of entry is not able to determine that you are eligible for admission, the officer may parole you into the United States for “deferred inspection”, which requires that you report in person to a USCIS office.

Visa Expiration/Renewal

This procedure is only necessary when you intend to travel outside the U.S. and the visa stamp in your passport is expired. To get your visa renewed, you will need a valid passport, a properly executed certificate of eligibility, proof of financial support and/or letter of certification, and evidence of ties to your home country (unless H-1B). You must visit the American Consulate/Embassy office in the country you are visiting in order to get the new visa issued. Your visa cannot be renewed in the U.S.

U.S. - VISIT Entry/Exit System

U.S.-VISIT is a U.S. Department of Homeland Security program that enhances the country’s entry and exit system. It enables the United States to effectively verify the identity of incoming visitors and confirm compliance with visa and immigration policies.

The goals of U.S.-VISIT are to:

- Enhance the security of citizens and visitors
- Expedite legitimate travel and trade
- Ensure the integrity of the immigration system
- Safeguard the personal privacy of visitors

PREPARING FOR YOUR ARRIVAL

Student Exchange Visitor Information System (SEVIS)

The initiative involves collecting travel information and “biometric identifiers” (such as fingerprints, using a simple, inkless device) from visitors to assist the border officer in deciding whether to allow the individual to enter the U.S.

Upon Arrival

At the airport or seaport, travel documents such as your passport and visa will be reviewed. A U.S. Customs and Border Protection (CBP) Officer will ask specific questions regarding your status in the U.S. As a part of enhanced procedures, you will have two fingerprints scanned by an inkless device. You will also have a digital photo taken. All of the data is used to assist border inspectors in determining whether or not to admit you to the U.S.

Upon Departure

If you do not have an electronic I-94, you must return your I-94 card to the airline, ship, or border representative when departing the U.S. unless it is electronic.

The Student and Exchange Visitor Information System (SEVIS) is a national tracking/monitoring system that allows the U.S. government to monitor and track various events of all F-1 and J-1 students and scholars during their program of study. In addition to biographical information, the University of Cincinnati will be required to provide information regarding your academic/research program, enrollment status, and immigration activities. **If you hold a status other than F-1 or J-1, you will not be part of the SEVIS system.**

Important Information for J-1 Exchange-Visitors

If you are an exchange visitor, you will become part of the Student and Exchange Visitor Information System (SEVIS). SEVIS is a national tracking/monitoring system that will allow the U.S. government to monitor and track various events during your program of study.

The University of Cincinnati will be required to provide the following information through SEVIS:

1. Your name
2. Date and place of birth
3. Country of citizenship
4. Address
5. Status (arrived or not)
6. Date of commencement of program
7. Field of study and program objective

8. Program extensions
9. Termination date and reason
10. Documents related to your admission

You will learn more about SEVIS at orientation upon arrival at UC. However, before you enter the U.S., you need to understand that once you have arrived, you must be committed to following all the rules related to your status. Any violations of status will be reported to the U.S. government. Individuals who do what is required of their status will not be greatly affected by SEVIS.

SEVIS Fee

Before applying for a F-1 or J-1 visa, you will be required to pay a fee of \$180 (J-1) or \$200 (F-1) called the “SEVIS fee”, to the U.S. Department of Homeland Security (DHS). Individuals who are not required to obtain a visa (Canadian researchers) will be required to pay this fee before entering the United States. The fee can be paid by mail, by credit card through the internet, or by Western Union (made payable to the Department of Homeland Security). If your visa has been denied, you do not need to pay the fee again if you re-apply for the visa within 12 months of the denial.

You will be required to pay this fee if:

- You are seeking an F-1 or J-1 visa from a U.S. Embassy or Consulate for initial attendance at a university or initial participation in an exchange program. The fee must be paid before applying for the visa.
- You will enter the U.S. in F-1 or J-1 status, but are not required to have a visa. The fee must be paid before you apply for admission to the U.S.
- You are applying for a change of status to F-1 or J-1. The fee must be paid before you submit your change of status application.

The fee is NOT required:

- For F-2 or J-2 dependents
- For J-1 participants in an exchange program sponsored by the U.S. federal government
- If your immigration status is F-1 or J-1 and you are transferring from another school, program, or program or category
- If you are requesting an extension of your program or course of study
- If you paid the fee but your application for a F-1 or J-1 visa was denied and you are re-applying for the same status within 12 months of the denial

PREPARING FOR YOUR ARRIVAL

Fee Payment Process

Option #1: Payment by Credit Card

Go to fmjfee.com. Exchange visitors from the following countries are not eligible to use the credit card option and must use option #2 or option #3: Cameroon; Ghana; Kenya; Nigeria.

Option #2: Payment by Western Union

This option allows Western Union to collect the SEVIS fee in local currency. This option is only available in countries where Western Union offers its “Quick Pay” service.

Instructions for paying using this payment option can be found on the SEVIS website at ice.gov/sevis/i901/wu-instructions.

To find the nearest Western Union agent location go to payment-solutions.com/agent.asp

Option #3: Payment by Check or Money Order

When paying by check or money order there are two options:

A. Internet-generated coupon. Go to the fee payment website fmjfee.com, enter basic information, print out a coupon, and then mail a check or money order with the coupon to a lock-box address in Missouri. Once the information and fee are processed, SEVIS will then be updated with the fee payment information.

B. Paper option. You can download or otherwise obtain Form I-901, fill it in, and mail it, with a check or money order, to the specified address in Missouri. Once the information and fee are processed, SEVIS will be updated with the fee payment information.

In both cases, a receipt notice will be issued when the fee is processed. The mailing addresses for paying by check or money order using the coupon or the paper Form I-901 are:

P.O. Box Address:

I-901 Student/Exchange Visitor Processing Fee
P.O. Box 970020
St. Louis, MO 63197-0020

Street Address for Courier/Express Delivery:

1005 Convention Plaza
St. Louis, MO 63101

If your Visa is Denied

If your visa is denied, you may reapply for the visa within a 12-month period, without having to pay the SEVIS fee again.

Check Specifics

All checks and money orders must be:

- Payable to the “I-901 Student/Exchange Visitor Processing Fee”
- The check or money order must be made in U.S. dollars and drawn on a bank located in the U.S.

Only checks and money orders may be used when paying by mail. Payment of the SEVIS fee is not limited to the exchange visitor. DHS will accept fee payment from a third party individual or institution, either in the United States or abroad, using any of the options above. The fee must be paid at least three business days prior to the scheduled date of your visa interview in order for the payment information to show up on the SEVIS system. You should bring your I-901 receipt with you to your visa interview. The paper receipt can be used as verification in place of the internet verification.

Completing Form I-901

- A.** You must have a Form DS-2019 or I-20 in order to complete the I-901.
- B.** J-1 Exchange Visitors must have the University of Cincinnati’s Exchange Visitor Program number. UC’s program number is P-1-00733.
- C.** You will also need to know your F-1 or J-1 SEVIS number.

Visitors from Canada or Bermuda

Visitors from Canada and Bermuda are exempt from having to apply for a visa. You will have to provide SEVIS fee payment verification, along with your I-20/DS-2019 to an immigration inspector at the port of entry when applying for entry into the United States as a J-1 exchange visitor.

Dependents

If you have obtained an I-20 or DS-2019 for a spouse or children, they do not have to pay a SEVIS fee in order to apply for a F-2 or J-2 visa.

PeerTransfer

This allows you to transfer money from a foreign bank account directly to UC. Students who do not have US bank accounts or whose parents are paying their UC bills may benefit from this option. To set up an account, visit:

<https://www.peertransfer.com/school/uc>

PREPARING FOR YOUR ARRIVAL

iBearcatsGlobal eForm Services

Everything you do with UC International Services from the point of hire through permanent residency for employees will be facilitated by the use of our iBearcatsGlobal system. New employees/visiting scholars who have yet to arrive will use the “limited services” link to complete our pre-arrival checklist and schedule your check-in/onboarding. Once you have arrived, all requests for processing of visa/immigration benefits should be submitted to UC International Services using “full” iBearcatsGlobal services.

To submit an eForm, you will click on the menu item (Biographical information, etc) and then select the eForm you wish to submit. Follow the instructions for the specific eForm and scan and upload any required documents in PDF format.

Once you have arrived and attended Check-in, the next time you use iBearcatsGlobal, you will click on the “login” button under “Full Client Services for Students and Scholars.”

This will bring you to UC’s Central Login Service. Here you will enter your **UC 6+2 username and password**. Once you enter your 6+2 account information, you will be brought to the iBearcatsGlobal home page. Here you will see an overview of your iBearcatsGlobal record. This includes any alerts that may need to be addressed, SEVIS program information (if F-1 or J-1), and any notes that have been put on your record by a UC International Services Advisor.

To submit most eForm requests, you will click on the appropriate menu link and then select the e-Form you wish to submit. The appropriate menu links include Biographical Information, Admissions, Orientation, or other links. Follow the instructions for the specific eForm and scan and upload any required documents in PDF format.

Central Login:

iBearcatsGlobal main webpage:

The Check-in Process with UC International Services

The term “international check-in” is something you will hear often before and during your arrival at UC. Check-in is a process that you must go through in order to activate your SEVIS record (if F-1 or J-1) and complete your employment eligibility verification. Only staff members in UC International can do this for you. First, you must schedule an immigration check-in with our office by submitting the Employee/Visiting Scholar Check-in Request eForm in iBearsGlobal. **Your check-in cannot be done on a walk-in basis.** You MUST submit a check-in request e-Form. You will receive a return email confirming the date and time of your appointment.

Your main appointment will be with a member of our office. They will activate your SEVIS record (if F-1 or J-1). Bring all of your immigration documents with you (passport, I-20, DS-2019, and I-94 record printed from cbp.gov/i94). All new employees/scholars must report as soon as possible. At check-in, you will receive information about UC and Cincinnati and how to obtain a U.S. Social Security Number. If you are employed by the University, you will also receive information about your orientation with Human Resources at UC.



Onboarding (I-9 Employment Eligibility Verification for Paid Employees)

All new international employees will be given an itinerary of other orientations you will need to attend, and your employment eligibility documents will be reviewed and completed. You will also be given information about tax benefits and other important information that may be relevant to your immigration status or purpose in the U.S.

The link below will take you to the electronic I-9 for completion. The link will first ask you to key in the text exactly as seen on the screen in the picture. You will then be brought to the electronic I-9 for completion. You must be physically present in the U.S. to complete the electronic I-9. If you are not currently in the U.S., wait until you arrive to complete the I-9. You should indicate that you are an alien allowed to work. The end date you should enter is the end date on your I-20, DS-2019, or I-797 approval notice. If you don't have a U.S. Social Security Number, check the **SSN Applied For** button under the box for the Social Security Number. secure.i9.talx.com/preauthenticated/LoginCaptcha.aspx?Employer=13731

One of the documents you will need to present is your I-94 card. If your last date of arrival in the U.S. is prior to April 30, 2013, you will have a paper I-94 card in your possession (typically stapled to your passport). If your date of last arrival is after April 30, 2013 you will have an electronic I-94 that must be printed at cbp.gov/i94.

In addition, you must print and complete the following forms and bring them with you to your appointment:

- Staff: uc.edu/content/dam/uc/hr/forms/forms_a_thru_g/emp_ncov_opers_ssa1945.pdf (staff)
- Faculty: uc.edu/content/dam/uc/hr/forms/forms_a_thru_g/emp_ncov_strs_ssa1945.pdf (faculty)
- uc.edu/content/dam/uc/hr/forms/forms_o_thru_r/ohio_ethics_outline.pdf
- uc.edu/content/dam/uc/hr/forms/forms_o_thru_r/ohio_ethics.pdf
- uc.edu/content/dam/uc/hr/toolkits/new_hires/auditor_state_fraud_reporting.pdf
- uc.edu/content/dam/uc/international/docs/services/content/Ohio-Revised-Code-124.341.pdf

WHEN YOU ARRIVE

Arrival Checklist for All Employees, Paid or Unpaid

Below is an Arrival Checklist — a list of important things to do during your first days at the University of Cincinnati. Someone from the department that invited you should assist you in taking care of these matters.

Arrival Checklist

- **Check-in with UC International Services** and have employment eligibility verified (onboarding).
- **Check-in with your department:** Meet your site supervisor and/or the faculty member who invited you. Someone from your department should introduce you to the members of your department and help you acclimate to your new work environment.
- **Apply for a Bearcat Identification Card:** A Bearcat identification card will enable you to borrow from the University libraries and use other facilities on campus. The identification card will also allow you to receive a discount at the UC campus bookstore. There is no fee for your first card. You can apply at the Information Commons in the Edwards Center 4, you will need your passport to show as identification, and you will need your university ID number.
- **Set up your computer and e-mail account:** In order to use the computers on campus as well as access to the Internet, you will need a network ID and password. Your network ID, consisting of a username and password, is the key to your electronic identity at UC. You will receive network ID and password at check-in.
- **Apply for a Social Security Card:** If you will be paid by the University of Cincinnati, you must apply for a Social Security Number (if you do not already have one). There is no fee to apply for the number. Other information regarding Social Security Numbers will be given to you at check-in.
- **Open a bank account:** You will need a bank account to be paid by the University. See the “American Culture” section of this Handbook to learn more about banking in the U.S.
- **J-1 Interns and Scholars will also need to attend a mandatory orientation.** The dates for J-1 Orientation are as follows:
 - January 26, 2017
 - February 23, 2017
 - March 30, 2017
 - April 27, 2017
 - May 25, 2017
 - June 29, 2017
 - July 27, 2017
 - August 31, 2017
 - September 28, 2017
 - October 26, 2017
 - November 16, 2017
 - December 14, 2017



Health Insurance

All international visitors whether studying, working, or otherwise engaging in collaborative activities with the University of Cincinnati are required to have health insurance coverage while in the U.S. F-1 students and J-1 exchange visitors have university and/or Department of State requirements for health insurance coverage that must be met. All other visitors are subject to coverage based on The Patient Protection and Affordable Care Act (Affordable Care Act - ACA). It is your responsibility to understand your health insurance requirements and comply accordingly. This information will help you understand the requirements and provide options that can be pursued.

Health Insurance Requirements for J-1 Exchange Visitors

All J-1 Exchange Visitors (and dependents) are required to have health insurance that meets Department of State Requirements. Such requirements include: medical benefits of at least \$100,000 per accident or illness; repatriation of remains in the amount of \$25,000; medical evacuation to the home country in the amount of \$50,000; and a deductible not to exceed \$500 per accident or illness.

The insurance policy must be underwritten by an insurance corporation having an A.M. Best rating of 'A' or above, an Insurance Solvency International, Ltd. (ISI) rating of 'A-1' or above, a Standard & Poor's Claims-paying ability rating of 'A-' or above, a Weiss Research, Inc. rating of B+. Insurance coverage backed by the full faith and credit of the government of the exchange visitor's home country shall be deemed to meet this requirement.

If your appointment is not covered by University of Cincinnati medical benefits, or the student health insurance plan, you will be required to provide UC International Services with proof of insurance that meets the requirements upon arrival. Failure to produce such proof of insurance will result in the termination of your J-1 Exchange Visitor Program. We recommend one of the below plans as very few health plans from overseas meet the above requirements. If needed, you can obtain health insurance coverage from one of the insurance companies listed below in the Health Insurance Plans section. The Health Insurance Marketplace, sometimes known as the health insurance "exchange" as part of the Affordable Care Act, does not meet all the requirements for insurance for J-1 exchange visitors.

Employees of Cincinnati Children's Hospital Medical Center

Employees of Cincinnati Children's Hospital Medical Center must purchase additional coverage for medical evacuation and repatriation of remains. The CCHMC Humana Select insurance plan does not include these benefits.

Health Insurance Requirements for All Other International Visitors

The Patient Protection and Affordable Care Act (Affordable Care Act - ACA) requires individuals who do not maintain "minimum essential healthcare coverage" to make an additional payment to the Internal Revenue Service (IRS) when they pay their taxes, unless they are exempt. The "individual shared responsibility" provision of this act can be avoided if the individual enrolls in a compliant plan by the date stipulated for the current tax year. Students and employees covered by the UC Student Health Insurance Plan or by employee benefits are enrolled in a compliant plan and do not need to worry about ACA. All other international visitors, which could include students who do not qualify for the UC Student Health Insurance Plan or nonimmigrant visa holders who are not UC employees, must enroll in a compliant plan or make additional payments to the Internal Revenue Service (IRS) unless exempt.

Whether or not you are expected to carry ACA-compliant insurance or to pay the tax penalty for not carrying it is determined by your residency status for tax purposes. Determining your tax residency status can be difficult, but generally F-1 and J-1 students are considered to be non-resident aliens for tax purposes for the first 5 years of presence in the U.S. J-1 scholars are considered non-resident aliens for tax purposes for the first two years in the U.S. All others are generally considered resident aliens for tax purposes if physically present in the United States on at least:

1. 31 days during the current year, and
2. 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
 - All the days you were present in the current year, and
 - 1/3 of the days you were present in the first year before the current year, and
 - 1/6 of the days you were present in the second year before the current year.

WHILE YOU'RE HERE

It is also important to distinguish between being subject to the individual mandate and being eligible to participate in the Health Insurance Marketplace. In most cases, a lawfully present nonimmigrant who is exempt from the individual mandate would still qualify for marketplace coverage through the State exchanges, if he or she so desired. See healthcare.gov for a list of immigration statuses that qualify for marketplace coverage.

UC Health Insurance

If you will receive UC Health Insurance as part of your compensation from UC you will be covered under the requirements for the ACA.

UC Health Insurance and J-1 scholars

If you will receive UC Health Insurance as part of your compensation from UC, you will be covered under the requirements for the ACA; However there are two plans that you can select from: One is commonly call the PPO and meets all the requirements for the Department of State. All J-1's are recommended to select this plan when making your choice after arriving at UC. J-1's in "Post Doc" positions can also select this plan but will need to purchase Medical Evacuation and Repatriation of Remains coverage from one of the providers below.

Health Insurance Plans

If needed, you can obtain a valid health insurance policy from one of the following companies via the internet:



The Harbour Group, L.L.C	hginsurance.com
HTH Worldwide Insurance Services	hthstudents.com/index.cfm
T.W. Lord & Associates	Toll Free: 1-800-633-2360; phone: 1-770-427-2461; fax: 1-770-429-0638
Gateway USA	gatewayplans.com
Compass Student Health Insurance	compassstudenthealthinsurance.com
Betins International Health and Travel Insurance	betins.com
International SOS Assistance, Inc. (medical evacuation and repatriation of remains only)	internationalsos.com
Cultural Insurance Services International (CISI)	culturalinsurance.com
The American Institute for foreign Study, Inc	aifs.com
American College Student Association	uhcsr.com/acsa
ISO Student Health Insurance	isoa.org
International Student Insurance	internationalstudentinsurance.com
TaiAn Financial LLC, English	taianfinancial.com/#iucincinnati ; phone: 317-318-8259 Chinese: taianfinancial.com/#icnucincinnati ; phone: 317-318-8258

Enrollment in University Courses

As an employee, you may enroll in University courses. Course enrollment should be incidental to your employment status, as your employment with the University should be your primary activity.

Any course with a number of 500 or above is a graduate level course. These courses are for Master's and Doctoral level students and thus are generally more challenging (but also more rewarding). The numbers 100 – 499 denote undergraduate courses. Undergraduate courses tend to have younger students.

As an employee of the University of Cincinnati, you are eligible for a UC subsidy toward the tuition costs associated with attending University of Cincinnati classes. This is called tuition remission. Rules for tuition remission vary based on your title. You may be eligible for the Ohio resident tuition

Travel Outside of the U.S.

You may travel outside the U.S. for personal and/or professional reasons. In order to be able to re-enter the U.S., you must have a valid unexpired passport and a valid visa status in the passport that corresponds with your status. Please be sure that your passport will be valid for at least the next six (6) months from the date that you plan to re-enter the United States each time that you travel. J-1 exchange visitors will need their DS-2019 properly signed for travel. F-1 students on OPT or CPT will need their I-20 form properly signed for travel. Other status holders should carry their I-797 approval notice.

Special note for Canadian citizens: if you are a Canadian citizen, you will not have a visa in your passport and therefore you only need the Approval Notice (Form I-797 for your status) and proof of citizenship (e.g. passport or driver's license + birth certificate).

Although it is not required by the regulations, it may be advisable to travel with a recent letter from UC confirming your continued employment, a copy of your Approval Notice (Form I-797), and a copy of the petition that was submitted on your behalf. You will want to check with the Embassy of the country to which you will travel to determine whether you will need a visa to enter that country (this includes transit stops and layovers).

Travel to Canada or Mexico

A special provision of U.S. Immigration law called "Automatic Visa Revalidation" allows certain status holders to return to the U.S. with expired visas provided that: 1) they only traveled to Canada or Mexico, 2) they did not stay there for more than 30 days, and 3) they are in possession of their valid passport, I-94, and current Approval Notice. If your visa is expired and you plan to use Automatic Visa Revalidation when leaving the U.S., make sure that you keep your I-94 (i.e. do not give it to the airlines, Canada Customs, etc.). You must still check to see if you need a visa to enter the country you wish to visit (e.g. Canada).

Please note: Citizens of Cuba, Iran, Syria, Libya, Sudan and North Korea are not eligible for automatic revalidation. Also, if you ever had a visa that was cancelled under section 222(g), or if you applied for a new visa while on that trip, you are not eligible for Automatic Visa Revalidation.

Travel Abroad and Re-entry for Dependents

If a dependent wishes to travel outside the United States for a temporary visit and to re-enter the country, he or she follows basically the same procedures as the employee. To re-enter the United States, the dependent must have a valid passport and visa (unless exempt from passport and visa requirements) and a current Form DS-2019 if J-2 or I-20 if F-2 issued in his or her own name. The DS-2019 or I-20 must be endorsed by UC International Services). The same regulations and procedures for automatic revalidation of visas for the J-1 principal participant apply to the J-2 dependent. Dependents may travel outside the United States and return either with the employee or separately. Other dependents need the I-797 approval notice.

UCosmic

In 2006, UC International began development of UCosmic, the University of Cincinnati Online System for Managing International Collaboration, making UC one of the first universities nationally to comprehensively map global engagement and make information available through a common portal. UC International utilized a rapid applications development approach to create UCosmic. This is perhaps the first, and certainly the most comprehensive, cyber-infrastructure for mapping global engagement across all dimensions of any university. A portal that integrates multiple databases, UCosmic requires integration with data sources across the University. Please make sure you report your global connections in UCosmic by going to uc.edu/international. Global connections include collaborative research, exchange agreements etc.

IMPORTANT FEDERAL REGULATIONS

Taxation Issues

As an employee or visiting scholar, you will have to deal with taxation issues on many levels. UC International Services provides assistance to help you better understand the complexities of U.S. tax law. Please visit the UC International Services website each tax season for more details, but a brief introduction to taxation is below.

The U.S. tax system encompasses many different types of taxes (e.g., income tax, Social Security tax, sales tax, personal property tax) and three layers of income taxation (local, state, and federal). You have obligations at several levels.

U.S. Taxes

The subject of taxation can be complicated for Americans, let alone visitors to the US. UC International Services is here to assist you in any way we can. Please be sure to read the following carefully, even if you are not going to be paid by UC during this visit. If you have questions please go to: <https://www.uc.edu/international/services/taxes.html>

Working and getting paid by UC

If you are going to work and be paid by UC we will need to determine how much in Federal Taxes you should be paying on your salary. In order to do this you will need to log on to iBearcatsGlobal, go to Full Client Services, Insurance and Finances, and submit the Tax Analysis eForm. This eForm will allow us to determine your tax residency, any applicable tax treaty benefits and whether or not you can claim dependents; all of which can lower the amount of Federal Income Taxes you need to pay. Do not submit this eForm until you have your Social Security Number.

Working and getting paid by Cincinnati Children's Hospital Medical Center (CCHMC)

If you are going to work and be paid for CCHMC you will need to contact Noemi Almanza at Noemi.Almanza@cchmc.org after you arrive in the U.S. and before you begin work.

What is a Tax Return?

A tax "return" does not mean that you are filing papers to get your taxes returned, although this may be the result. Instead, what it refers to is the act of "returning" a report to the US Government (Internal Revenue Service or IRS). This report declares what you received during the previous tax year (January 1- December 31), what you were taxed on this income, and what you should have been taxed.

This report is due April 15 of the following year and UC International Services will provide help to you and your dependents even if you have already returned to your home country.

When filing this report you may discover that you paid too much tax on your income and therefore are eligible for a refund. Alternatively, you may discover while filing this report that you did not pay enough taxes and now owe money to the IRS. Our goal is to ensure that you are taxed correctly so that you avoid paying additional taxes with your annual tax report.

Who needs to file?

Regardless of income, every nonresident F and J visa holder in the U.S. must file an annual tax report and a statement to substantiate nonresident status with the IRS. This includes F-2 and J-2 spouses and children, regardless of their age and length of time in the US. All other status holders file based on earning income during the tax year.

What needs to be filed?

Nonresident F and J visa holders who earned U.S. income during the tax year must file a tax report on Form 1040NR or "**Form 1040NR-EZ.**" They must also file a Form "**8843 Statement for Exempt Individuals or Individuals with a Medical Condition.**" F-2 and J-2 spouses and children who earned no U.S. income need only file a form 8843. Other immigration status holders will file the **1040NR** or **1040NR-EZ** OR another (resident alien) tax form depending on immigration status and how long that status has been held.

What are the penalties for not filing a report?

Penalties can include:

- 1.** future requests for change of status (especially to permanent resident) being denied;
- 2.** visa renewals at U.S. Consulates/Embassies being denied;
- 3.** fines and interest are assessed when money is owed to the IRS. If more than 16 months late in filing the form, no deductions can be claimed; and
- 4.** if more than 3 years late in filing and a refund was due, no refund will be given.

IMPORTANT FEDERAL REGULATIONS

Maintaining Legal Employment Status

For those on visas F-1, J-1, H-1B, TN, E-3, O-1, etc.

To maintain legal status, you must follow the regulations governing your stay. This means that you must:

- always make sure that your passport, Approval Notice, and I-94 card are valid and unexpired.
- only work for UC and in the position for which the status was granted.
- update your address within 10 days of moving by filing Form AR-11 with UCIS. F-1 and J-1 visa holders update their address through International Services.

Working in the Position for which Employment was Granted

Persons in most statuses may only work in the position for which they have been sponsored (i.e. the position for which the petition was granted). To work under a new position title, with new or adjusted position duties, or for another University department/employer, a new employment petition must be filed. Your department should contact UC International Services if any details of your position will change. You must do this before the change takes place.

Updating Address within 10 Days of Moving

U.S. immigration regulations require that all foreign nationals update their local address within 10 days of moving. F-1 and J-1 visa holders must report the address change to UC International Services. All others should file Form AR-11 within 10 days. USCIS Form AR-11 is available at uscis.gov by searching "AR-11" under their Forms section. You may also notify USCIS of an address change online at uscis.gov/addresschange.

Please note: The address reported must be the street address where the employee and dependents physically reside; P.O. Box addresses or office addresses are not valid.

Important Information for J-1 Interns and Scholars

(Also known as the Exchange Visitor Program: for those with Form DS-2019)

The purpose of the Exchange Visitor Program at the University of Cincinnati is to provide courses of study, lecturing, and research opportunities in our various fields of instruction and research for qualified interns, students, professors, research scholars, short-term scholars, and specialists in order to promote the general interest of international education and cultural exchange. The activities for your particular exchange visitor program, as well as the category most appropriate for those activities, will be indicated on the Form DS-2019. It is your responsibility to make sure you engage in only those activities specified on the Form DS-2019.

All J-1 Exchange Visitors have access to the U.S. Department of State, the agency that governs the J-1 Exchange Visitor Program. Exchange visitors can contact them at jvisas@state.gov. For emergency situations, exchange visitors can use the J-1 Visa Emergency Hotline at 1-866-282-9090.

Maintaining Your J-1 Status

It is your responsibility to maintain your immigration status. There are several requirements you must follow to maintain status. In addition to the topics already discussed, they include:

- 1. Requirement to Report Departure Date and Reason to UC International Services:** For a variety of reasons, exchange visitors leave the University early or unexpectedly. You are required to inform UC International Services if you plan to leave the University early, and the reason for doing so. You can do this by submitting a "**Departure Certification**" eForm at iBearchatsGlobal.uc.edu.
- 2. Requirement to Abide by Employment Regulations:** You may receive compensation from the University of Cincinnati for employment when such activities are part of your program. Interns can receive compensation from the designated intern company. You are not allowed to take other paid positions on or off campus. If you engage in unauthorized employment, you shall be in violation of your status and subject to termination as a participant in the exchange visitor program. You can be authorized to be paid for an occasional lecture that takes place off campus by UC International Services.

IMPORTANT FEDERAL REGULATIONS

3. Transfer of Program: It is possible for you to transfer from one program sponsor to another if the purpose of the transfer is to complete the objective for which you were originally admitted in exchange visitor status and if you remain within the same category. The transfer is accomplished through correspondence between the two responsible officers and notification to the Department of State (DOS) in SEVIS.

Note: When transferring from the University of Cincinnati, UC International Services will provide a release of your records in SEVIS to the new school, but only if it is clear that the transfer is for the purpose of completing the original objective and is consistent with the goals of the exchange visitor program. You must indicate to UC International Services the name and program number of the school you want to transfer to and the date you want to transfer using the **"SEVIS Transfer Out"** eForm found at iBearcatsGlobaluc.edu.

4. Requirement for Receiving Authorization to Travel:

You must notify UC International Services prior to traveling outside the U.S. so that your DS-2019 can be endorsed for travel or a new form can be issued, if required. Your DS-2019 form must be signed within the past 12 months or your re-entry will be denied. Exchange visitors must complete and submit to UC International Services the **"Travel Signature Request for DS-2019"** eForm at least 5 days prior to the anticipated travel date, although you are strongly encouraged to submit the eForm even earlier. The eForm can be found at iBearcatsGlobaluc.edu.

5. Requirement to Provide Documentation of Dependents:

You must notify UC International Services of any accompanying dependents in J-2 status and provide biographical information (e.g., full name, address, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) about those dependents using UC International Services **"Add a Dependent"** eForm. UC International Services is required to report information to the DHS and/or DOS regarding your dependents. The eForm can be found at iBearcatsGlobaluc.edu.

6. Maintaining adequate health insurance for you and any J-2 dependents. See below section on Health Insurance.

Change of Category

When a Form DS-2019 is prepared for you, a particular category of activity is indicated on the form. This designation of a category helps to establish and define your program objective. For example, the student category indicates a formal program of study leading to a degree, certificate or other similar educational objective, while the research scholar category indicates the objective of academic research. In general, a change of category represents a change of objective and is not permitted. However, you may request an exception to this policy. A request for change of category along with supporting justification must be submitted to the DOS by UC International Services. Upon DOS approval, UC International Services shall issue you a duly executed Form DS-2019 reflecting such change of category and provide a notification copy of such form to the DOS. There is a \$367 fee that must be paid when submitting a request of this nature to the DOS.

Requests for a change of category from a research scholar to student will be evaluated recognizing the fact that, in some cases, research skills can be substantially enhanced by doctoral study. You are considered to be maintaining lawful status while the application is pending. If you apply for a change of category and are denied, you will have lawful status for an additional period of 30 days after the expiration of your Form DS-2019.

In preparing a request for change of category, UC International Services will provide sufficient documentation of the reasons for the change to permit DOS to reach an informed decision. This documentation may include, but is not limited to, supporting letters from faculty advisors, funding agencies, or the home government supporting the change; an explanation of how the current and intended activities complement each other; and a statement from you explaining your objectives and confirming your intention to return home at the end of the exchange visitor program.

Duration of Status and Extension of Program

When you are admitted to the United States as an exchange visitor, you are issued an electronic I-94 (Arrival/Departure Record) which will be marked "D/S" (duration of status) for the validity period. Your form DS-2019 is also annotated to reflect "D/S". This means you may remain in the United States as long as you maintain J-1 status, until 30 days after the termination date written on the DS-2019. The D/S notation means that USCIS considers you to be in valid J-1 status as long as your DS-2019 is valid and

IMPORTANT FEDERAL REGULATIONS

you engage only in activities permitted by the DS-2019. You may file for an extension of stay if it is necessary to accomplish your program objectives. An extension request will need to be submitted by your sponsoring department through iBearcatsGlobal.uc.edu.

"D/S" refers to your duration of status, the period during which you pursue your stated program. Upon completion of your program, you have 30 days to depart the country. You must print your I-94 card after arrival in the U.S. and upload it to iBearcatsGlobal. Keep a printed copy for your records.

Limitations of Stay

The length of time you may remain in the United States on exchange visitor status is determined by the general limitations for the category and the length of time needed to complete the exchange objectives. These limitations apply to the total length of stay as an exchange visitor. Exchange visitors are allowed an additional grace period of 30 days to prepare for departure from the United States. It is important to be aware that the exchange activity and any related employment are permitted only until the end date on the Form DS-2019. During the additional 30 days, your status will be much like that of a tourist in that you may remain and travel in the U.S. If you transfer from one program sponsor to another, you cannot use that transfer to prolong your stay in the United States beyond the limitations of the pertinent category.

Professors and Research Scholars

The Form DS-2019 may be issued for the period of the exchange up to a maximum of five years for professors and research scholars. Extensions beyond five years are not possible.

Short-Term Scholar

A short-term scholar is defined as a professor, research scholar, specialist, or a person with similar education or accomplishments who is coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. Examples include educators, scientists, research fellows, writers, and museum administrators. A short-term scholar is permitted to participate in activities such as conferences, workshops, seminars, and other events if these activities are stated on his or her Form DS-2019. The maximum duration of stay is limited to six months.

Specialists

A specialist is an "individual who is an expert in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills". The exchange of specialists promotes mutual enrichment and furthers linkages among scientific institutions, government agencies, museums, corporations, libraries, and similar types of institutions. "This category is intended for exchanges with experts in such areas, such as, mass media communication, environmental science, youth leadership, international educational exchange, museum exhibitions, labor law, public administration, and library science." Maximum duration of stay for a specialist is one year.

Students

The duration of status or length of time permitted for participation in a program is different for a student engaged in a degree program and a student engaged in a non-degree program. The ending date on the Form DS-2019 controls the end date of authorized stay. Except for non-degree students, a student's stay in the United States could continue uninterrupted from the first year of a bachelor's degree program through the third year of postdoctoral training. Degree students are authorized to participate in an exchange visitor program as long as they are "studying at the post-secondary accredited educational institution listed on their Form DS-2019", are "pursuing a full course of study", and are "making satisfactory advancement towards the completion of the academic program". Duration of status may continue for non-degree students for a total maximum stay of 24 months as long as they are participating full-time in a prescribed course of study.

Interns

An intern is a foreign national enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the United States or an individual who has graduated from such an institution in the past 12 months. The purpose is to participate in a structured and guided work-based internship program in his or her specific academic field. It recognizes the need for work-based experience, provides on-the-job exposure to American techniques, methodologies, and expertise, and enhances the Intern's knowledge of American culture and society. Participation as an Intern is limited to 12 months.

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Repeat Participation

(24-Month Bar)

Professors and research scholars present in the U.S. for any amount of time will not be allowed to return to the U.S. as a J-1 Research Scholar or Professor for at least 24 months.

(12-Month Bar)

J-1 exchange visitors are not eligible for program participation as a J-1 Research Scholar or Professor for a period of 12 months if he/she has been physically present in the U.S. on J-1 or J-2 status for 6 months or more in the 12-month period immediately preceding the proposed DS-2019 state unless the participant is transferring to UC.

Special Issues for Intern Program Participants

DS-7002 Form (Training/Internship Placement Plan)
The DS-7002 Form is a U.S. government document that includes a description of your internship or training program. Before you were approved for sponsorship, you should have had time to review your plan and agree to the terms and objectives outlined in the plan. However, if anything needs to be changed, be sure to discuss this with UC and your host employer immediately. If your training plan is accurate, check your DS-7002 to ensure that it has been signed by UC, your host employer and yourself before your J-1 Visa appointment. The embassy/consulate may keep your DS-7002 Form for their files, so please remember to make a copy for yourself.

(Mid-Term/Final Evaluation)

All Interns are required to complete a final program evaluation. Those interns in programs lasting at least 6 months must also complete a mid-term evaluation. Evaluation forms are available on our website. Please work with your supervisor at the site of employment to complete the appropriate form. Mid-term evaluations are due by halfway date for programs lasting between 6 and 12 months. Final Evaluation forms must be submitted before the end date indicated on your DS-2019.

The Two Year Home Country Physical Presence Requirement

This requirement is one of the most important special characteristics of Exchange Visitor status and should be thoroughly understood by you as a participant. As an Exchange Visitor, you may not be eligible to obtain Permanent Resident, H-1B specialty occupation or trainee, or L-1 Intra-company transferee status in the United States until you have resided in your home country for at least two years following your departure from the United

States. If you are subject to the two-year home residency requirement, you are also not permitted to change to any other non-immigrant status in the United States.

Exchange visitors may be subject to the two-year home residence requirement of Section 212(e) of the Immigration and Nationality Act, as amended, for one or more of the following reasons:

1. They received funding from the United States Government, their own government, or an international organization in connection with their participation in the Exchange Visitor Program.
2. The education, training, or skill they are pursuing in this country appears on the Exchange Visitor Skills List (1997 Amendment) for their country.
3. They acquired J-1 status for the purpose of receiving graduate medical education or training.

Waiver of the Two-Year Home Country Physical Presence Requirement

Exchange visitors who are subject to, but do not wish to comply with, the two-year home country residence requirement, may apply for a waiver of that requirement under any one of the five applicable grounds provided by the United States immigration law.

4. **“No Objection” statement from the home government:** The law precludes use of this option by medical doctors listed in “3” above. The exchange visitor’s government must state that it has no objection to the exchange visitor not returning to the home country to satisfy the two-year foreign residence requirement of Section 212(e) of the Immigration and Nationality Act, as amended, and remaining in the U.S. if he or she chooses to do so.
5. **Request by an Interested (U.S.) Government Agency, or IGA:** If an exchange visitor is working on a project for, or of interest to, a U.S. Federal Government Agency, and that agency has determined that the visitor’s continued stay in the United States is vital to one of its programs, a waiver may be granted if the exchange visitor’s continued stay in the United States is in the public interest. For applications on behalf of foreign physicians, who agree to serve in medically underserved areas, please refer to Federal Register Volume 62, No. 102 of May 28, 1997.
6. **Persecution:** If the exchange visitor believes that he or she will be persecuted upon return to the home country due to race, religion, or political opinion, he or she can apply for a waiver.

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7. Exceptional hardship to a U.S. citizen (or Permanent Resident) spouse or child of an exchange visitor: If the exchange visitor can demonstrate that his or her departure from the United States would cause extreme hardship to his or her United States citizen or lawful permanent resident spouse or child, he or she may apply for a waiver. (Please note that mere separation from family is not considered to be sufficient to establish exceptional hardship).

8. Request by a designated State Department of Health or its equivalent: The law permits only medical doctors to apply for a waiver on this basis. Pursuant to the requirements of Public Law 103-416, of October 25, 1994 and Public Law 107-273, of November 2, 2002, foreign medical graduates who have an offer of full-time employment at a health care facility in a designated health care professional shortage area, and agree to begin employment at the facility within 90 days of receiving such waiver, and who sign a contract to continue to work at the health care facility for a total of 40 hours per week and not less than three years, may apply for a waiver. Each state is allowed thirty waivers per federal fiscal year. Five of the thirty requests may be specialists who can practice medicine outside of Health and Human Services designated health shortage areas.

Procedures for Waiver Applications

To apply for a Recommendation for a Waiver of the two-year home residence requirement under any of these bases, applicants must complete the following steps:

Step 1

The Online J Visa Waiver Recommendation Application, Form DS-3035 must be used. No other version of the DS-3035 will be accepted. Upon completing the Form DS-3035 online, your information will be downloaded into a barcode, and you will be issued immediately a waiver case file number and further instructions. Once you have completed this online form, you must print and mail in your DS-3035 Application with barcode, and payment as explained below. Please note that the barcode must be printed in black and white only.

Two self-addressed stamped legal-size envelopes (S.A.S.E.) and a cashier's check or money order for US \$215, made payable to the U.S. Department of State to:

Postal Service
U.S. Department of State
Waiver Review Division
P.O. Box 952137
St. Louis, MO 63195-2137

Courier Service
U.S. Department of State
Waiver Review Division
Box 952137
1005 Convention Plaza
St. Louis, MO 63101-1200

Please Note: ONLY APPLICATIONS USING THE ONLINE FORM DS-3035 WILL BE ACCEPTED. Applications with other versions of Form DS-3035 will be returned to the sender without the processing fee. **The \$215 processing fee is non-refundable.**

Please write the applicant's full name, date of birth and Social Security Number, if any, on the cashier's check or money order. Please do not send cash.

Remittances must be drawn on a bank or other institution located in the U.S. and made payable in U.S. currency to the U.S. Department of State.

If the applicant resides outside the U.S. at the time of application, remittance may be made by bank international money order or foreign draft drawn on an institution in the U.S. and made payable to the U.S. Department of State in U.S. currency.

Your application must be sent to the lock-box address at the Waiver Review Division. If you fax or mail your application to the Waiver Review Division, it will NOT be processed.

Some documents will be submitted directly to the Waiver Review Division by the responsible third party. Documents include a "No Objection" statement from EV's home government, an Interested Government Agency (IGA) request from an Interested Federal Government Agency, a Conrad request letter from a state public health department, or CIS' finding of exceptional hardship or persecution (on Form I-613). However; you, the waiver applicant, must initiate the process by requesting such documents directly from the responsible third party or by applying directly with these other agencies. And, if the third party agrees, your other required documents, such as your DS-2019 (formally called IAP-66), may be forwarded to the Waiver Review Division through the third party.

IMPORTANT FEDERAL REGULATIONS

Step 2

It is your responsibility to submit all requested documents and ensure that required documents are sent on your behalf by third parties. The Waiver Review Division will not follow up on documents that have not been received. Rather, it will be your responsibility to ensure that your file is complete. Once you have your waiver case number, you should check on the status of your application by visiting the J Visa Waiver Status Check website. If you notice an error regarding your waiver case, you should contact Public Inquiries at (202) 663-1225.

Step 3

At the conclusion of the review process, the Waiver Review Division will forward its recommendation directly to the United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security. You will receive a copy of that recommendation at the address you listed on your Form DS-3035, or the most current address we have for you if you reported a change of address.

USCIS has the responsibility for making the final determination on your waiver request. USCIS will notify you directly, whether your waiver application is denied or approved.

Any time there has been an address change please notify the waiver review division of the change. If we do not have your most current address, we may not be able to contact you in case we need additional information from you to proceed with your case, or you may not receive the results of the waiver request.

Please do not fax or contact the Waiver Review Division directly regarding your waiver case. The Division does not have the manpower to respond to such inquiries. You should contact the Public Inquiries Division, which was created to respond to inquiries from the public, regarding your waiver case at (202) 663-1225.

Effects of Waivers on Extensions

No exchange visitor who has received a favorable recommendation from the DOS for a waiver of the "Two-Year Home Country Residency Requirement" will receive a program extension beyond the date of the current DS-2019 form, even though the exchange visitor may not have completed the maximum time in their category. Once the waiver has been granted, the exchange visitor cannot transfer to another institution. The DOS considers an exchange visitor's filing of a waiver application as evidence of his or her intent to abandon his or her exchange visitor program participant status. Accordingly, the DOS no

longer considers the exchange visitor to be a bona fide J-1 participant.

Change of Exchange Visitor Status to Another Status

Your eligibility to change to another non-immigrant status may be limited. If you did not come to the United States to receive graduate medical education or training, you are not subject to the two-year home country residence requirement, or have had that requirement waived, you may apply for a change to any other non-immigrant status for which you are qualified. If you are subject to the two-year home country physical presence requirement, you are eligible to change only to A (diplomatic or government official) or G (international organization) status, provided that you are accredited by the foreign government or international organization to the Department of State.

An alien outside the United States who previously had been in the United States as an exchange visitor may apply for a different non-immigrant visa at a U.S. Embassy or Consulate. Authority to grant such a visa lies within the discretionary power of the consular officer. No minimum time abroad is required to obtain a different visa unless you are subject to the two-year home country physical presence requirement. In that case, you must satisfy that requirement or have it waived before being eligible for an immigrant, H or L visa. Returning to the United States in another status does not absolve you from a previously incurred two-year home country physical presence requirement.

If you are eligible to apply for a change of status, you may do so by submitting to USCIS the Form I-539, a copy of the Form I-94, the required fee, and any other documentation needed to demonstrate eligibility for the new status. USCIS and the DOS generally do not look favorably on a request by a J-1 exchange visitor to change to J-2 dependent status, since the J-1 exchange visitor is expected to return home immediately upon completion of the exchange visitor program in the United States. Such requests usually are either denied or referred to the DOS. An alien who wishes to request such a change of status should submit the following documents to the USCIS: his or her Form I-94, the Form DS-2019 and a copy of Form I-94 of the principal J-1 alien whose dependent he or she will be, Form I-539 with appropriate fee, information about passport validity, and a letter explaining the reasons for the requested change and justifying the extended period of stay in the United States.

DEPENDENT FAMILY MEMBERS

Information for Dependent Family Members

(Applicable to Scholars all visa types)

Just as our international employees are important to us, so are their families. We strive to ensure that they have a positive and rewarding stay in the U.S. This section will address some of the issues that may be important to the family members of our employees. Every immigration status has a corresponding status for dependents (J-2 for dependents of J-1's; H-4 for dependents of H-1B's; etc.).

Only the spouse or unmarried children (under the age of 21) are eligible to be classified as dependents, according to immigration law. Other family members, such as parents, brothers, and sisters are not eligible. Once a dependent child reaches his or her 21st birthday, he/she is no longer considered to be a dependent, and thus is no longer in dependent status. Therefore, prior to the 21st birthday of the child, USCIS must receive the application to change the child's status from the current status to another category (e.g. F-1), or the child must leave the U.S. Please contact UC International Services at least six months prior to the child's 21st birthday to discuss options and begin the paperwork.

Obtaining a Dependent Status and Entering the United States

F-2 and J-2 dependents who come to the United States must obtain their visas using the Form I-20/DS-2019. The applicant then presents the Form I-20/DS-2019 to the immigration officer at the port of entry to the United States. All other dependents will use the I-797 approval notice for the employee to apply for dependent status. Upon entry to the United States, each dependent is issued a Form I-94 (Arrival/Departure Record), indicating the date of entry, classification, and an end date for D/S.

Maintaining Status

Dependents may stay in the U.S. as long as the employee/visiting scholar maintains legal status. Additionally, to maintain legal status, dependents must maintain a valid passport and I-94 at all times, and comply with the U.S. address reporting requirement.

Employment of Dependents

Most dependents of UC employees/visiting scholars will not be able to work while in the U.S. The exception is J-2 dependents. J-2 dependents may apply to the regional USCIS office having jurisdiction over their place of temporary residence for permission to accept

employment, provided the income from such employment will only be used to support your family's customary recreational and cultural activities and related travel, among other things. Employment will not be authorized if this income is needed to support the J-1 principal alien. Application for employment authorization is made on Form I-765, which is filed with the USCIS and accompanied by the appropriate fee. In addition to the Form I-765, one should submit a letter stating why the employment is desired, indicating the source and amount of support for the principal participant, and specifically stating that the income derived from employment will not be used for the support of the J-1 exchange visitor. Financial need is not a criterion for employment authorization of a J-2 dependent. However, USCIS sometimes requires a budget or statement of estimated expenses to determine that you have adequate income. UC International Services will provide J-2 dependents with complete application instructions and will meet with such dependents to ensure that the materials are in order.

If permission for employment is granted, an Employment Authorization Document (EAD) is issued and is valid for any kind of full-time or part-time employment. If an extension of stay is required in conjunction with extension of work authorization, the extension of stay notification must be filed prior to the extension of employment authorization. It is important to file the Form I-765 for continuation of employment authorization in a timely manner in order to preserve the J-2's right to work (90 days in advance of the current end date).

Obtaining a Social Security Number

Only dependents who are eligible to accept employment can obtain a Social Security Number.

Enrolling in University Courses

Persons in dependent status may enroll part- or full-time in university classes, including intensive English courses. They also may "audit" courses. To enroll in a degree program, dependents should contact the Office of International Admissions at admissions.uc.edu/international.html or the Graduate School at grad.uc.edu depending on degree intentions.

DEPENDENT FAMILY MEMBERS

Enrolling in Elementary and Secondary Schools

Children in dependent status may enroll in elementary and secondary schools in Cincinnati. Cincinnati offers both private and public schools. Information about the Cincinnati Public School district can be found at cps-k12.org. The school year begins in late August and ends in early June.

All children in Ohio between the ages of 6 and 16 must attend school. Public schools are free to all children, and books and supplies are often provided. There are a variety of classes students may enroll in at the middle and high school levels. Parents are required to complete information on vaccinations and other medical details for each child. By law, the school must have a record in English of your child's immunizations. If such a record does not exist, or is inadequate, you will be asked to have your child immunized so that s/he may attend school. The schools will ask for a birth certificate or legal proof of birth, and may ask that the child have a physical exam. Take any records of your children's schoolwork, in addition to their passports, when you enroll them.

There are typically three levels of public school education:
Elementary School: Kindergarten through 5th grade
Middle School: 6th grade through 8th grade
High School: 9th grade through 12th grade

Each school district is required by law to provide free and appropriate education for all children. Education is the right of every child. While, of course, the choice is yours, you should always remember that sending your child to a private school will incur more expenses on your behalf as a tuition fee must be paid in order to attend a private school.

Public Schools

To see a list of all public schools in the city of Cincinnati visit: cps-k12.org/schools/find-a-school.

Child Care Information

Child Care services at the University of Cincinnati are provided to meet the various childcare needs of students, staff, and faculty. UC recognizes the numerous benefits generated by the provision of high quality childcare to both students and employees.

While childcare is provided and supported by UC, it is not heavily subsidized. The childcare system on the Uptown West campus, like the nation in general, is driven predominately by parent fees. For more information about campus childcare, please visit uc.edu/elc.html.



Changing Status to another Employment Classification or Permanent Resident

Most employment classifications have caps on the amount of time you can remain in that status. For example, F-1 students on OPT have a 12-or 29 month maximum employment period. H-1B status has a maximum of six years, unless a Permanent Residency application was underway before the end of the sixth year of H-1B status or the employee is the beneficiary of an approved I-140 and his/her priority date is not current. J-1 exchange visitors in the professor or Research Scholar categories have a 5 year maximum. H-1Bs are eligible to change to another status, as long as they have been maintaining their current status and are eligible for the new status. There are two ways to change status: from within the U.S., or by leaving the U.S. and returning in the new status. Before applying for a change of status, or taking action to change status, it is important to discuss this with an advisor at UC International Services, as we can determine if there are any special issues concerning your specific situation.

F-1/J-1 Students on Optional Practical Training/Academic Training

Optional Practical Training (OPT)/Academic Training is an opportunity to gain work experience to complement your academic program. In most cases, students must complete one full academic year of study before being eligible for Optional Practical Training/Academic Training. All F-1 students are eligible for one year (12 months) of practical training for each higher degree obtained. In addition, students who major in Science, Technology, Engineering, and Mathematics (STEM) fields may be eligible to get 24 additional months of Optional Practical Training (36 months total) if their employer participates in the E-verify employment verification program. When it is time for you to do Optional Practical Training, and if you are a UC student, you must view a video on iBearcatsGlobal prior to meeting with an advisor for final processing. The

Department of Homeland Security must receive your application for Optional Practical Training no later than the 60th day following your graduation date or they will not authorize your practical training. Please plan ahead. The application process at the DHS usually takes 90 days. J-1 students are eligible for at least 18 months and up to 3 years of Academic Training. The time limit eligibility depends on the degree obtained. J-1 students must apply for Academic Training prior to graduation or the expiration of the DS-2019 and must have a job offer. Unlike Optional Practical Training, Academic Training is authorized by the International Services Office at the school that the student attends.

24-Month STEM Extension for F-1 Students on OPT

The University of Cincinnati is an E-Verify employer. As such, if you are on F-1 OPT and your major is in a STEM (science, technology, engineering, or mathematics) field, you would be eligible to obtain the 24 month STEM extension. If you graduated from UC, please visit UC International Services for application instructions. If you graduated from an institution other than UC, please contact the international office at that school for application instructions. You should file the OPT STEM extension 90 days prior to the expiration of the initial OPT card.

Curricular Practical Training

F-1 students who have Co-ops or internships as part of their degree requirement must be authorized for Curricular Practical Training (CPT) in order to work. In addition, graduate students may be authorized for Curricular Practical Training if the employment is an integral part of a thesis or dissertation. Curricular Practical Training must be part of your degree requirement. You are not limited in the amount of Curricular Practical Training you can use. However, if you use 12 months or more of Curricular Practical Training on a full-time basis, you are not eligible for any Optional Practical Training after you graduate. CPT is authorized by the international office that issued your I-20 form.