



J-1 Exchange Program Pre-Arrival and Orientation for Research scholars and Professors

Prepare for entry to the United States

- **Pay the I-901 Student and Exchange Visitor Information System (SEVIS) fee**
You must pay your SEVIS fee before you apply for a student visa. The [U.S. Immigration and Customs Enforcement \(ICE\)](#) website includes information on I-901 payment options.
- **Apply for a J-1 Research Scholar/Professor visa**
Review instructions on how to apply for a student visa at the United States [Department of State \(DOS\)](#) website. These instructions include how to complete the DS-160, how to make a visa appointment, and the documents required for the interview.
- **Make Travel Arrangements**
J-1 research scholars/professors and their dependents can enter the United States no more than 30 days before the program begin date listed on their Form DS-2019. Exchange visitors should arrive in the United States on or before, the program begin date listed in SEVIS and on Form DS-2019. J-1 research scholars/professors who arrive in the U.S. after the program start date listed on their Form DS-2019 may have challenges at the U.S. Port of Entry. Please plan accordingly.
- **Present your documents at a U.S. Port of Entry for J-1 Status**
Upon arrival to the United States, you will present the following documents to a Customs and Border Protection Officer: passport, Form DS-2019, J-1 visa stamp, evidence of financial resources, name and contact information of the Responsible Officer at Hartford International University.
- Review the Department of Homeland Security [Aviation Security Enhancements for Select Last Point of Departure Airports with Commercial Flights to the United States](#). It requires all passengers traveling from, or transiting into, 10 specific overseas airports to place all personal electronic devices (PDE's) larger than a cell phone or smart phone in checked baggage.

Prepare for arrival at Hartford International University

- **Register for a J-1 Orientation Meeting.** You will be contacted by the RO/ARO for a special J-1 orientation, which will provide all the information you need to maintain your status and engage in the cultural and educational experiences.
- **Meningitis vaccination.** All students living on campus must take the meningitis vaccine and submit the results to the Hartford International Registrar's Office per the instructions on our [website](#). Please note the other immunization requirements.
- **Arrange housing.** Apply for housing as soon as you receive your offer of admission. You may apply for housing [here](#).
- **Health insurance.** The U.S. Department of State (DOS) requires J-1 students and their dependents to carry medical, evacuation and repatriation insurance throughout their participation



in the J-1 program and while in the U.S. Please reach out to the Student Services Coordinator (ARO) for recommendations.

Minimum coverage must include all 4 items listed below:

Item	Minimum Coverage
Medical benefits	\$100,000
Repatriation of remains	\$25,000
Medical evacuation	\$50,000
Deductible per accident or illness	\$500

- **Expenses.** Prepare for costs associated with attending Hartford International, living in the United States and supporting your dependents. For an itemized list of Hartford International tuition and fees visit [Estimated Expenses for International Students](#). For your DS-2019, you need to show proof of financial support for the length of your program. Documentation of funding can include job offer letters, fellowship offer letters, bank letters, etc. We do not accept pay stubs as proof of funding.

Maintaining J-1 Status

Check-in Requirement

The first and most important task for maintaining your J-1 status is to attend a check-in session with the RO/ARO. Federal law requires that J-1 exchange visitors report in person to their program sponsor within 30 days of the start date indicated in item 3 of the DS-2019. Request a Mandatory Remote J-1 Check-In as soon as you arrive in the United States. You will be required to completed the [F-1/J-1 Visa Check-in Form](#). And you will be asked to provide scans or copies of your DS-2019, visa stamp, insurance evidence, I-94 record, and a local Hartford residence address.

Changes in Personal Information

As a J-1 exchange visitor, you must report the following changes to the RO/ARO:

- Changes of residential address, phone number, or email address
- Changes of activity site
- Changes in funding
- Early permanent departure of you or your J-2 dependents

Work Authorization

Note that unauthorized work is a violation of your J-1 status and may result in the ending of your J-1 status and even removal from the U.S. Therefore, do not work, either on or off campus, unless specifically authorized by the RO and listed on your DS-2019.

Enrollment

May enroll in or audit up to one course but primary activity must be research or teaching.



Engage in J-1 Program Activities

According to the Department of State regulations [22 CFR [62.1\(b\)](#)], “The purpose of the Program is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries.” Hartford International strives to help J-1 students fulfill these requirements by providing a broad range of activities required of and allowed by their J-1 status. Below are some of the primary requirements.

- **Maintain J-1 Status.** Follow the specific guidelines on our website page to remain eligible for J-1 benefits and remain in valid J-1 status.
- **Participate in Cross-cultural Activities.** Learn about U.S. society, its culture, and the local community in which you live as well as share your unique perspective, culture and traditions with Americans and other international scholars. The Student Services Coordinator (ARO) will inform you about the J-1 program requirements and activities you and your dependents can participate in on and off campus.
- **Employment.** As a J-1 Exchange Visitor sponsored by HIU, you are not allowed to work or receive any funds for reimbursement from any source outside of HIU without prior written approval by the RO. J-1 Exchange Visitors in the Professor, Research Scholar categories are only allowed to receive payment as specifically noted on their Form DS-2019 unless given prior written authorization by an RO/ARO before accepting such payment. With this prior written authorization, a scholar may be compensated, paid, or reimbursed for only occasional off-campus lectures, consultations, or seminars. Scholars sponsored by Fulbright, or other Exchange Programs must contact their program sponsor for specific information and instructions.
- **Additional Resources While Working in the U.S.** For additional information on employee rights and laws while working in the United States, please visit the following websites:
 - [Internal Revenue Service References for Foreign Students and Scholars](#)
 - [United States Department of Labor](#)
- **Social Security.** In order to obtain a Social Security Number (SSN) and card, the Social Security Administration (SSA) requires J-1 students to provide proof of valid J-1 status and work authorization. Required documents for on campus employment, economic necessity employment and Academic Training include:
 - A letter from your Program Sponsor authorizing employment.
 - Your DS-2019 with work authorization serves as proof of employment.

Once you have obtained these documents you will need to submit the [Form SS-5](#) along with a copy of your I-94 card to your local [Social Security Administration Office](#). You may reach out to the Student Services Coordinator (ARO) for more information.



- **Driving in the U.S.** Driving in the U.S. requires a valid U.S. driver's license and sufficient driver's insurance. In Connecticut, driver's licenses are managed by the [Connecticut Department of Motor Vehicles](#). For information about obtaining a Connecticut driver's license, pick up a brochure from the Student Services Coordinator (ARO).
- **Opening a Bank Account.** Non-immigrants are allowed to open bank accounts in the United States. In most cases, you will be required to go to the bank in person. Before visiting the bank, it's recommended that you contact the bank to verify the requirements for opening an account. Most banks require two forms of picture I.D. such as a passport, visa or driver's license, and DS-2019. Check the [U.S. Department of the Treasury Office of Foreign Assets Control](#) website to see if you are allowed to open a bank account in the United States.

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