

## **Maintaining J-1 Scholar/Professor Status at ACU**

The staff at the Center for International Education (CIE) is available to advise you on immigration issues related to your J-1 Exchange Visitor status. However, it is your responsibility to understand and follow the rules given by DHS and the University.

Listed below are a number of important things for you to do after you arrive as a J-1 scholar or professor in the U.S. You will be asked to sign this document once you arrive.

### **Check-In with the Center for International Education (CIE) at ACU**

All new international J-1 visa holders must be physically present in the CIE within the first 10 days of arriving at ACU. The CIE is located in room 124 of the Hardin Administration Building. You will need to bring the following items with you:

- Valid DS-2019 from ACU
- Valid I-94 card as proof of a legal entry into the U.S. (assistance can be given to print it out)
- Valid passport with J-1 visa
- Your Abilene address, phone number and ACU email address

The CIE is required to report your arrival and current immigration information in SEVIS. You may lose your immigration status if you have not brought the information mentioned above to our office.

### **\_\_\_\_\_ You are required to attend an International Scholar Orientation in the CIE.**

Done on an appointment basis, this Department of State- required meeting will introduce you to some of the essential information you will need for your program in the U.S. You will learn more about the immigration regulations, health insurance, US culture, and various resources. To schedule an appointment, contact Lucy Dawson, at [Lucy.Dawson@acu.edu](mailto:Lucy.Dawson@acu.edu). This should be completed as soon as possible after your arrival.

### **Maintaining Immigration Status**

Maintaining your immigration status allows you the right to immigration benefits during and after your time at the university. The date on your visa or DS-2019 does not guarantee that you are able to stay in the U.S. for the amount of time noted on your document. This right may be lost if your status is not maintained.

### ***To maintain your status, you must: (please initial)***

#### **\_\_\_\_\_ Maintain continuous insurance coverage for yourself and any dependents.**

Principal J-1s are billed through the university each long semester, unless other arrangements are made. Speak with the CIE on options for dependent coverage. Failure to maintain health insurance will cause a scholar and/or any dependents to lose J status and not be eligible for a reinstatement.

#### **\_\_\_\_\_ Participate in the program at ACU**

Each program for exchange visitor scholars, professors or researchers is described in detail when documents are approved, and exchange visitors are expected to participate as planned. Please

contact Lucy Dawson if there are any changes to your program, including faculty contact, location, job description or focus.

\_\_\_\_\_ **Maintain a valid DS-2019, I-94, and passport at all times.** Your passport should be valid for 6 months into the future.

\_\_\_\_\_ **Check your personal ACU email account often.** The regulations and federal guidance changes frequently. The CIE will update you or make requests through ACU email only.

\_\_\_\_\_ **Contact the CIE with any change of your local physical address within 10 days of moving.** The Department of State requires a valid, physical addresses to be recorded in SEVIS at all times. Violations can cause an exchange visitor to lose his/her J status and not be eligible for a reinstatement.

\_\_\_\_\_ **Request employment authorization for every outside engagement *before* the event.** See below. For specific procedures or to submit a request, see the “Outside Engagement Form”.

#### **22 C.F.R. § 62.20(g)**

Professors and research scholars may participate in occasional lectures and short-term consultations, if authorized to do so by his or her sponsor. Such lectures and consultations must be incidental to the exchange visitor's primary program activities. If wages or other remuneration are received by the exchange visitor for such activities, the exchange visitor must act as an independent contractor as such term is defined in 8 C.F.R. § 274a.1(j), and the following criteria and procedures must be satisfied:

- (1) The occasional lectures or short-term consultations must:
  - (i) Be directly related to the objectives of the exchange visitor's program;
  - (ii) Be incidental to the exchange visitor's primary program activities;
  - (iii) Not delay the completion date of the visitor's program; and
  - (iv) Be documented in SEVIS.

\_\_\_\_\_ **Complete your course of study on or before the completion date on your DS-2019.** If you need an extension, check with the CIE to see if an extension is possible.

\_\_\_\_\_ **Complete official immigration transfer with your RO/ARO *before* changing universities.** See document on J-1 transfer.

\_\_\_\_\_ **Discuss any international short-term travel and request a travel signature with the RO or ARO in the CIE.**

With permission from the program director or faculty contact, short-term travel during outside the US during the period of the program is allowed. However, a re-entry travel signature is necessary from the CIE to facilitate your reentry to the U.S.

**Grace Periods for Remaining in the U.S.** – “Grace period” refers to the amount of time you are legally allowed to remain in the U.S. after completing your program of study. You are not allowed to work on or off-campus during the grace periods.

<b>Immigration Status</b>	<b>Academic Program Status</b>	<b>Grace Period</b>
J-1	Complete the Program	30 days after completion
J-1	Withdraw or cease to participate in program WITH prior permission from the CIE	15 days
J-1	Withdraw or cease to participate WITHOUT prior permission from CIE	NO GRACE PERIOD

### **What could cause my visa status to be terminated?**

- Failing to participate in the program.
- Failing to maintain appropriate health insurance.
- Failing to maintain current immigration documents.
- Working off-campus without proper authorization.
- Continuing your program past the completion date on your DS-2019.

### **What happens if I lose my immigration status?**

If you lose your status, you may be able to apply for reinstatement to be put back into lawful status. Please consult with the RO/ARO in the CIE and see information for reinstatement procedures. It is a serious violation to be out of status, and there is no guarantee that DHS will approve reinstating you back to active status. If you are denied reinstatement, you will be required to leave the U.S. immediately.

By signing below, I agree to comply with the US federal regulations for my status. I also acknowledge that ACU is required by law to terminate a J-1 visa holder if compliance requirements are violated.

J research scholars and professors only:

\_\_\_\_\_ I acknowledge that once my program is completed, I will be subject to the 24 month bar from repeat participation.

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Name (print clearly)

Signature

Date

The information provided to you in this document is a courtesy to you. The CIE makes every attempt to provide accurate immigration advice for J-1 students. The information in this document is general and should not be taken as legal advice. Please contact an immigration attorney if legal advice is needed. It is your responsibility to understand and follow the rules given by DHS and the University.

Information for J-1 scholar status signing copy Updated 1 2014