

Moved to Building 7  
Jardine Complex  
Suite 104



# Welcome J-1 Scholars International Student and Scholar Services (ISSS) Kansas State University



## Orientation for Visiting Scholars



**KANSAS STATE**  
UNIVERSITY

Office of International Programs

Let's Connect!



@issksu



@k-state\_iss

# Agenda/Topics covered



- Welcome, Introductions and office Contact
- What is J-1 Program?
- Immigration basics
- Scholar Responsibilities
- Health insurance
- Employment & Funding
- Life in Manhattan
- Campus resources



- Check out our team: <https://www.k-state.edu/iss/abou/staff/>
- ISSS provides immigration services to students, scholars and their dependents.
- Provide various programming opportunities to support adjustment to Manhattan and the U.S.
- Assist with connection to campus and community resources

# Contact Information

- **Office location:**

2012 Tunstall Circle Suite 104

Jardine Complex, Building 7, Manhattan, KS 66502

**Office Hours: 9:30 a.m. – 12 p.m. and 1:30 p.m. – 4 p.m.**

- **Website:** <https://www.k-state.edu/iss/>

- **Phone:** [785-532-6448](tel:785-532-6448) || **Email:** [iss@ksu.edu](mailto:iss@ksu.edu) || **Social media: Facebook:** [Let's Connect:](#)  [@isssksu](#)  [@kstate\\_iss](#)

- **ISSS Listserv:** [isc-l@ksu.edu](mailto:isc-l@ksu.edu)

- You are automatically added to this.
- Used to send important immigration reminders and updates
- Share information on events that may be of interest to international community
- Information on all ISSS programs

# What is the J-1 Visa Program?




The purpose of the Exchange Visitor Program is to promote cultural and academic exchange.

- **Categories:**

- Short Term Scholars: 1 day to 6 months with no extensions.
- Professors: Minimum of 3 weeks with a maximum duration of 5 years.\*
- Research Scholars: Minimum of 3 weeks with a maximum duration of 5 years\*
- Student Interns: Maximum of 12 months. No extensions are possible.

Key documents reviewed next:

- DS-2019
- I-94
- visa stamp

		First Name: <b>Johann</b>		Middle Name:		Gender: <b>MALE</b>		ID Number: <b>0001234567</b>	
1. Family Name: <b>Doc</b>		City of Birth: <b>Lodz</b>		Country of Birth: <b>POLAND</b>		Citizenship Country Code: <b>PL</b>		Citizenship Country: <b>POLAND</b>	
Date of Birth (mm-dd-yyyy): <b>08-08-1988</b>		Legal Permanent Residence Country Code: <b>PL</b>		Legal Permanent Residence Country: <b>POLAND</b>		Position Code: <b>215</b>		Position: <b>UNIVERSITY UNDERGRADUATE STUDENTS</b>	
Primary Site of Activity: <b>123 Main Street</b>		Anywhere, NY 10013		Exchange Visitor Program Number: <b>P-1-0000</b>		Participating Program Official Description: <b>SUMMER TRAVEL/WORK</b>			
Purpose of this form: <b>Begin new program; accompanied by number (0) of immediate family members.</b>									
3. Form Covers Period:		(mm-dd-yyyy) <b>06-01-2016</b>		(mm-dd-yyyy) <b>09-30-2016</b>		4. Exchange Visitor Category: <b>SUMMER CAMP</b>		Subject/Field Code Remark: <b>Labor</b>	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:									
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).						7. Alternate Responsible Officer			
Name of Official Preparing Form: <b>InterExchange, 100 Wall St</b>						Title:			
Address of Responsible Officer or Alternate Responsible Officer: <b>New York, NY 10005</b>						Telephone Number: <b>212-924-0446</b>			
Signature of Responsible Officer or Alternate Responsible Officer:						Date (mm-dd-yyyy): <b>01-13-2016</b>			
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): Transfer of this exchange visitor from program number sponsored by to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Manual Educational and Cultural Exchange Act of 1961, as amended.									
Signature of Responsible Officer or Alternate Responsible Officer:						Date (mm-dd-yyyy) of Signature:			
PRELIMINARY ENFORCEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(g) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program:						TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Minimum validation period is 1 year*)			
1. <input type="checkbox"/> Not subject to the two-year residence requirement.						*EXCEPT: Minimum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work Travel.			
2. <input type="checkbox"/> Subject to two-year residence requirement based on:						(1) Exchange Visitor is in good standing at the present time			
A. <input type="checkbox"/> Government financing and/or						Signature of Responsible Officer or Alternate Responsible Officer			
B. <input type="checkbox"/> The Exchange Visitor Skills List and/or						Date (mm-dd-yyyy)			
C. <input type="checkbox"/> PL 94-484 as amended						(2) Exchange Visitor is in good standing at the present time			
Name:						Date (mm-dd-yyyy)			
Title:						Signature of Responsible Officer or Alternate Responsible Officer			
Signature of Consular or Immigration Officer:						Date (mm-dd-yyyy)			
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(G).						Signature of Responsible Officer or Alternate Responsible Officer			
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.									
Signature of Applicant:						Place:		Date (mm-dd-yyyy):	

This is the validity dates of your DS-2019



This section shows if you are subject to the residency requirement



If you travel outside the U.S. and want to reenter the U.S. to continue with your work, this section must be signed for travel by someone in ISSS



# I-94 Arrival Departure Record



- The I-94 is issued to those who are admitted as non-immigrants to the U.S.
- To retrieve your I-94 or to get further information about the I-94 go to:  
<https://i94.cbp.dhs.gov>
- You should do this each time you enter the U.S. Keep all of these for your records

# Electronic I-94



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

CMB No: 1051-0111  
Expiration Date: 11/30/2014

**Admission (I-94) Number Retrieval**

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Admission (I-94) Record Number: 66714346  
Admit Until Date (MM/DD/YYYY): D/S

**ONLINE I-94** ←

Details provided on Admission (I-94) form:

Family Name: WON  
First (Given) Name: Jae  
Birth Date (MM/DD/YYYY): 01/01/1951  
Passport Number: J1V12345  
Passport Country of Issuance: New Haven  
Date of Entry (MM/DD/YYYY): 06/15/2013  
Class of Admission: J-1

- ▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(i).
- ▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.
- ▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

D/S stands for “Duration of Status”. This refers to the program period on the DS-2019 “plus a period of 30 days for the purpose of travel...”

# Visa

- Expiration of visa stamp in passport
  - It is okay that your visa expires while you are in the U.S. as long as your DS-2019 is still valid.
- Obtaining a new visa.
  - You can only apply for a visa *outside* the U.S. at a U.S. consulate.
  - **Effective September 6, 2025**, all nonimmigrant visa applicants should schedule their interview at the U.S. embassy or consulate in their country of residence or nationality.

# 212 (e) - Two Year Home Residency Requirement

- Who is subject?
  - **Specialized knowledge or skill: Skills List** - The exchange visitor is a national or permanent resident of a country which has deemed the field of specialized knowledge or skill necessary to the development of the country, as shown on the Exchange Visitor Skills List.
  - **Government funded exchange program** - The program in which the exchange visitor was participating was financed in whole or in part directly or indirectly by the U.S. government or the government of the exchange visitor's nationality or last residence;
- If the above condition applies to you, you will be subject to the two-year home-country physical presence (foreign residence) requirement. This means you will be required to return to your home country for two years at the end of your exchange visitor program. This requirement under immigration law is based on Section 212(e) of the Immigration and Nationality Act.

# Repeat Participation Bar

Are you subject to the 12-month or 24-month bar?

Previous J-status	Total duration of stay in the U.S. as previous J-status	Eligible to begin a new program as a J-1 Research Scholar or Professor
None	N/A	Immediately
Any J-1 category other than Research Scholar ; OR J-2 Dependent of the same	< 6 months	Immediately
Any J-1 category other than Research Scholar; OR J-2 Dependent of the same	> 6 months	12 months after the previous program ends
J-1 Research Scholar; OR J-2 Dependent of the same	Any	24 months after the previous program ends

# Your Responsibilities as a J-1 Scholar

- Maintain valid DS-2019 and passport (valid at least 6 months in the future)
- Maintain active health insurance coverage
- Report change in address and/or phone number to ISSS within 10 days
- Follow program objectives
- Notify ISSS of travel, changes, or emergencies
  - Request travel signature, retrieve updated I-94 with each entry
- Notify ISSS of early departure from program (including dependents)
- File annual tax return. If you are not receiving a salary from K-State, you must still file the Form 8843 with the Internal Revenue Service.
- Carry your current documents at all times
- Keep all your DS-2019 for records

# Health Insurance Requirements



- Every J-1 exchange visitor and J-2 dependent is **required** to obtain health insurance which meets the minimum requirements specified by the Department of State. This insurance must be maintained throughout the entire period of program participation as noted on the DS-2019.
- If you are benefits-eligible at K-State, please be aware that the only plan that meets the Department of State requirements is **Plan J**. In addition, the plan does not cover Medical Evacuation/Repatriation. You must purchase that as an additional policy.
- Information on where/how to purchase can be found on our website.
  - [https://www.k-state.edu/iss/scholars-interns/j-exchange-visitor-program/info\\_for\\_ev.html](https://www.k-state.edu/iss/scholars-interns/j-exchange-visitor-program/info_for_ev.html)
- Consequences of non-compliance – violation of status and termination of program.

# Health Insurance Minimum Requirements

Medical Benefits	\$100,000 per accident or illness
Deductible	Cannot exceed \$500 per accident or illness
Repatriation	\$25,000
Medical Evacuation	\$50,000

Additional information can be found here-

[https://www.k-state.edu/iss/scholars-interns/j-exchange-visitor-program/info\\_for\\_ev.html](https://www.k-state.edu/iss/scholars-interns/j-exchange-visitor-program/info_for_ev.html)

# Employment and Funding



- All activity (teaching, research, internship) is limited to Kansas State University, specifically in the department listed on the DS-2019
- May engage in **occasional** lectures or consultations. The RO/ARO must be approve such activity **before** it occurs.
- Student Interns can only work for the internship placement. No additional employment is authorized.
- Participation in the J-1 Exchange Program is subject to termination when a visitor engages in unauthorized employment.

# Wilberforce Pamphlet



## [Wilberforce Guidance](#) - Rights and Protections for Temporary Workers

If you are coming to the United States to work or study, we are confident that you will have a pleasant and rewarding stay. If you encounter any problems, however, know that you have rights and can get help. All temporary workers and employers must follow U.S. laws and we encourage you to report any violations or abuses and seek assistance.

# Life in Manhattan, KS



- Driver's License
- Public Transportation
- Manhattan Public Library
- Music, Theatre and Art
- Outdoor Activities
- Education

# Driver's License

- Information can be found on our website at <http://www.k-state.edu/iss/resources/driverslicense.html>
- You will need 2 documents that establish your residential address. This can be challenging if you just moved here. The documents must have your name and address. Example documentation could be a utility bill (gas, water electricity, cable), trash pick up bill, bank statement, etc.
- ISSS offers a recorded program, “Kansas Driving and Insurance Laws” at <https://k-state.instructure.com/courses/100897>
  - Email [iss@ksu.edu](mailto:iss@ksu.edu) to be added to this course to view.

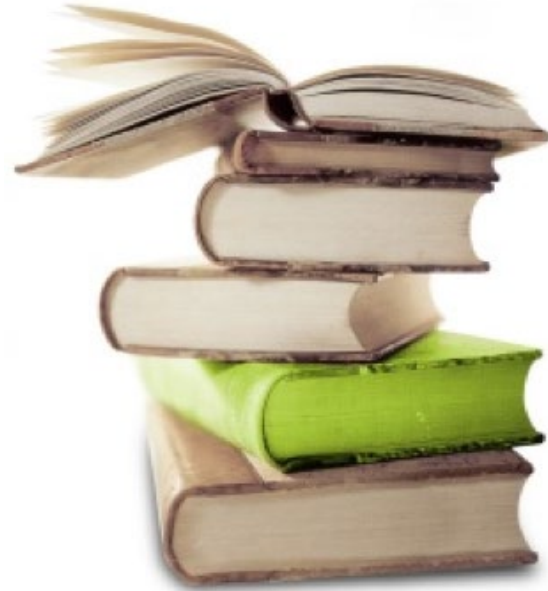
# Public Transportation

- For complete list of options see <https://cityofmhk.com/2289/Public-Transportation>
- For the aTa Bus schedule, routes and fares, see <https://www.fhata.org/>



# Manhattan Public Library

- Free library card
- Reference desk
- Children's Room
- Storytime
- Kids Clubs
- Audiobooks
- Ebooks
- Movies
- Community Technology Center



629 Poyntz Ave, Manhattan, KS, (785) 776-4741

<https://www.mhklibrary.org/>

**KANSAS STATE**  
UNIVERSITY

# Music, Theatre and Art



- [McCain Auditorium](#)
- [K-State Theatre](#)
- [K-State Dept. of Music](#)
- [Manhattan Arts Center](#)
- [Beach Museum of Art](#)
- [Strecker Neslon West Gallery](#)



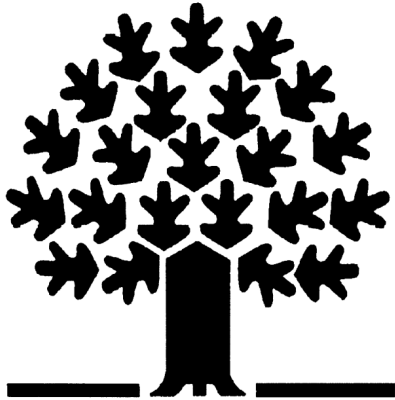
# Outdoor Activities



[Konza Prairie](#)  
[State Parks in Kansas](#)  
[Tallgrass Prairie](#)

- Guided tours
- Hiking
- Environmental Education Program

# Education & Sports



- Non-credit classes are offered to people of all ages and interests through the UFM Community Learning Center - <https://tryufm.org/about/>
- Manhattan Parks and Recreation Department - <https://www.manhattanks.gov/3243/Parks-Recreation>

# Campus Resources



- ISSS Programming: (Coffee Hours, Work shops, etc. )
  - List of all the programming- <https://www.k-state.edu/iss/programs-events/>
  - Additional resources -<https://www.k-state.edu/iss/resources/>
- Recreational Services at K-State: <https://recservices.k-state.edu/>
- Postdoctoral Association - <https://www.k-state.edu/research/faculty/other-resources/postdoc/>

# Important Reminders



- Check-in with ISSS
  - Be sure you have completed the check-in process with ISSS. Anytime you travel, obtain your updated I-94 and provide it to ISSS via email [iss@ksu.edu](mailto:iss@ksu.edu).
  - Report address changes to International Student and Scholar Services (ISSS)
- [End-of-program procedures](#)
  - Report departure date and reason for departure to ISSS.
  - Report the early departure of dependents.
  - Depart the U.S. within the 30-day grace period.
- Travel signatures — if you are traveling and returning to the same program, you must obtain a travel signature on your DS-2019 from ISSS prior to traveling.