

The seal of Kansas State University is partially visible on the left side of the slide. It features a circular design with the text "KANSAS STATE UNIVERSITY" and the year "1863" around the perimeter. The seal is set against a dark blue background.

J-1 Exchange Visitor ORIENTATION

Topics To Be Covered

- International Student and Scholar Services
- Regulatory Information
- Getting started at K-State
- Getting around Manhattan
- Cultural Exchange Opportunities

International Student and Scholar Services

- What do we do?
 - Provide immigration services to students and scholars
 - Provide various programs and workshops that help students and scholars acclimate to the U.S.
 - Keep students and scholars informed of social and academic events and provide updates on regulatory information.
 - Provide information about the Manhattan community
- What are our office hours?
 - Currently, our hours are Monday through Friday from 9:30am to 12:00pm and 1:30pm to 4:00pm
- How to contact us?
 - Best way to contact me is by email at pappy@ksu.edu.
 - To contact our front desk, call 788-532-6448 or email iss@ksu.edu
- Lots of information can be found on our website at ksu.edu/iss

ISSS Listserv

- You will be added to the ISSS email listserv
- Important immigration reminders and updates
- Information on events that may be of interest to international community
- Information on all ISSS programs



REGULATORY INFORMATION

Scholar Responsibilities

- Carry health insurance as mandated by the U.S. Department of State.
- Report change of address and/or phone number to ISSS within 10 days.
- Report early departure for you or your dependents to ISSS.
- File annual income tax. If you are not receiving a salary from K-State, you must still file the Form 8843 with the Internal Revenue Service.
- Have your DS-2019 signed when traveling outside the U.S.
- Keeping a valid passport. Should be valid for 6 months into the future.
- Keeping DS-2019 current.
- Retrieve and check information on the I-94 each time you enter the U.S.

Health Insurance

- 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.
- 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.

Health Insurance Minimum Requirements

Current Requirements

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

Income Taxes

- Deadline for filing is April 15.
- Everyone must file a Form 8843 with the Internal Revenue Service (IRS) irrespective of income or days of presence. This also applies to dependents.
- ISSS purchases an online software, Sprintax, to assist students and scholars with preparing the Federal (form 1040NR) and State income tax forms.
- Tax presentations are available from Sprintax. We will notify everyone of the availability through our listserv.
- You must wait to receive your W-2 (for employment earnings) or 1042s (for stipends) before filing a tax return

Withholding Tax

- As a non-resident 'withholding tax' may be applied to some or all payments made to you at a rate of 30%
- 65 tax treaties in place to reduce this or to exempt that income.
- Opportunity to claim a refund via year end tax return. If you expect a tax refund, then it is important to keep existing bank account open until after the refund is received.

Implications of not filing

- You are required to comply with all U.S. laws, including those related to the IRS
- Filing tax forms (even if only 8843) is part of maintaining visa status in the U.S.
- Not filing could affect future immigration status (e.g. H-1B or lawful permanent residence)
- Fines, penalties, interest can accrue if you owe money to the Internal Revenue Service
- Might be missing out on a refund!

Additional Information on Taxes

- <https://www.irs.gov/individuals/international-taxpayers/foreign-students-and-scholars>
- Beware of scams. The IRS will never contact you by email or by phone.
- Save your tax forms for 7 years



1. Family Name: Doe		First Name: Johan		Middle Name:	Gender: MALE	N0001234567
Date of Birth(mm-dd-yyyy): 08-08-1988		City of Birth: Lodz	Country of Birth: POLAND	Citizenship Country Code: PL	Citizenship Country: POLAND	
Legal Permanent Residence Country Code: PL		Legal Permanent Residence Country: POLAND		Position Code: 215	Position: UNIVERSITY UNDERGRADUATE STUDENTS	
Primary Site of Activity: 123 Main Street Anywhere, NY 10013						
2. Program Sponsor: InterExchange, Inc.					Exchange Visitor Program Number: P-1-0000	
Participating Program Official Description: SUMMER TRAVEL/WORK						
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.						
3. Form Covers Period:		4. Exchange Visitor Category:				
To (mm-dd-yyyy): 06-01-2016		SUMMER CAMP				
To (mm-dd-yyyy): 09-30-2016		Subject/Field Code: 1234	Subject/Field Code Remarks: Labor			
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 InterExchange, 100 Wall St New York, NY 10005		Title	
			Address of Responsible Officer or Alternate Responsible Officer		Telephone Number 212-924-0446	
			Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy) 01-13-2016	
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 Mutual Educational and Cultural Exchange Act of 1961, as amended.						
Signature of Responsible Officer or Alternate Responsible Officer			Date(mm-dd-yyyy) of Signature			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) 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: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended (ALL USAID PARTICIPANTS G-2-00263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-04510 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)					TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer	
Name			Title			
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(e).						
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>

Electronic I-94



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

OMB No. 1551-0111
Expiration Date: 11/30/2014

Admission (I-94) Number Retrieval

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

Details provided on Admission (I-94) form:

Family Name: WON
First (Given) Name: Jae
Birth Date (MMDD/YYYY): 01/01/1951
Passport Number: JTV12345
Passport Country of Issuance: New Haven
Date of Entry (MMDD/YYYY): 06/15/2013
Class of Admission: J-1

ONLINE I-94

▶ 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(d).

▶ 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. so 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.
- Travel to Canada and Mexico
(<http://travel.state.gov/content/visas/english/general/automatic-revalidation.html>)

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.

212 (e) - Two Year Home Residency Requirement

- **Restrictions** - When you, as an exchange visitor are subject to the two-year home-country physical presence requirement, you must return to your home country for a cumulative total period of at least two years before you can do any of the following:
 - Change status while in the U.S. to any other nonimmigrant category, for example J-1 to F-1 or H-1B
 - Adjust status to an immigrant visa (lawful permanent residence, also known as a green card)
 - Receive an immigrant visa at a U.S. embassy or consulate; or
 - Receive a temporary worker (H), intracompany transferee (L), or fiancé (K) visa at a U.S. embassy or consulate.
- **Waiver of Two Year Home-Country Physical Presence Requirement** - If you are not able to fulfill the home country presence requirement, you may be able to apply for a waiver.

Repeat Participation Bar

- A J-1 Professor or Research Scholar becomes subject to a two-year bar on “repeat participation” as a Research Scholar or Professor. This means that once the DS-2019 program period ends, you cannot return to the U.S. as a J-1 Research Scholar or Professor for 2 years from the end date on the DS-2019.
- If you are here as a Student Intern, you cannot return to the U.S. as a Research Scholar or Professor for 1 year from the end date on the DS-2019.
- Short Term Scholars are NOT subject to the Repeat Participation Bar
- It is important that you notify my office when you depart any earlier than 30 days prior to the end date on your DS-2019

Employment

- 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 in the internship. No employment is authorized.
- Participation in the J-1 Exchange Program is subject to termination when a visitor engages in unauthorized employment.

DEPENDENTS

- J-2 dependents can enroll in classes. They need not be a full time student.
- J-2 dependents can apply for work authorization through USCIS.
- Spouses' orientation held each semester
- If your spouse or other dependent(s) will come at a later time, please see our website on how to request a DS-2019 for dependents.

The Wilberforce Pamphlet

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 should encounter any problems, however, know that you have rights and can get help. The pamphlet linked below informs you of your rights as a J-1 nonimmigrant visa holder. The U.S. government created this pamphlet at the prompting of the William Wilberforce Trafficking Victims Protection Reauthorization Act (Public Law 110-457), which reaffirms and strengthens the U.S. government's commitment to fight human trafficking and labor abuses in all their forms.

<http://travel.state.gov/content/visas/english/general/rights-protections-temporary-workers.html>



Getting Started

Getting Started at K-State

- Getting a K-State ID card
 - Bring the following to the ID Center located in the Student Union
 - DS-2019
 - Passport
 - A letter from your hosting department that indicates you are a “visiting scholar”.
- To get an eID, you must be granted special access. The HCS Liaison in your department can request this.

Social Security

- Can only apply for a Social Security number if you are being paid by Kansas State University
- How to apply if working for K-State?
 - Must be in the U.S. for 10 calendar days
 - You must make an appointment by calling them at 877-840-5741.
 - Take DS-2019, passport, I-94 and letter from your department that states you are working at Kansas State University to the Social Security Administration Office.
 - Should receive number in 7 to 10 days

Banking

- Some banks require the you have a Social Security Number to set up an account. For example, Kansas State Bank and Community First Bank require and SSN.
- Other banks will allow you to set up an account with just your passport. An SSN is not needed. Examples in include (but are not limited to) Commerce Bank and United Bank and Trust.



Getting Around

Driver's License

- Information can be found on our website at <http://www.k-state.edu/iss/resources/driverslicense.html>
- ISSS offers a recorded program, “Kansas Driving and Insurance Laws” at <https://k-state.instructure.com/courses/100897>
- 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.

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/>



Transportation

Bicycles

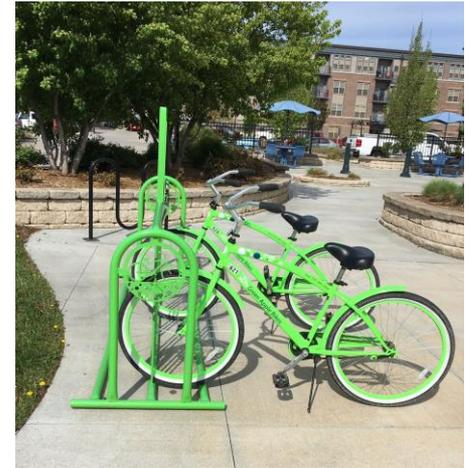
You may decide to purchase a bike while in Manhattan. Bikes are a cheap and easy way to travel around campus and Manhattan. It is strongly recommended that you purchase and use a lock to secure your bike when not in use. If using and parking your bike on campus, you must register your bike with [Parking Services](#) at Kansas State University. Registration is free and you risk receiving a parking ticket if you do not register your bike. It is also highly recommended that you wear a bike helmet while riding as well. You can register your bike online at <https://www.fhata.org/>

More information can be found at

https://www.k-state.edu/parking/cyclists/21_22%20Bicycle%20Scooter%20Regs.pdf

Green Apple Bikes (GAB)

- Bike sharing program
- Allows users the ability to pick up a bicycle at any “self-serve” station and return within 4 hours



- More information at <http://greenapplebikes.com/#about>



Cultural Exchange Opportunities

Opportunities at ISSS

- ISSS Provide various programs and workshops that help students and scholars acclimate to the U.S.
- Coffee Hour is presentations provided by International Students about their home country.
- For a full list of all the programming provided by ISSS, see <https://www.k-state.edu/iss/programs-events/>

Postdoctoral Association

- Established in 2014.
- Mission is to support recent PhDs engaged in research at Kansas State University.
- <http://www.k-state.edu/research/faculty/postdoc/>

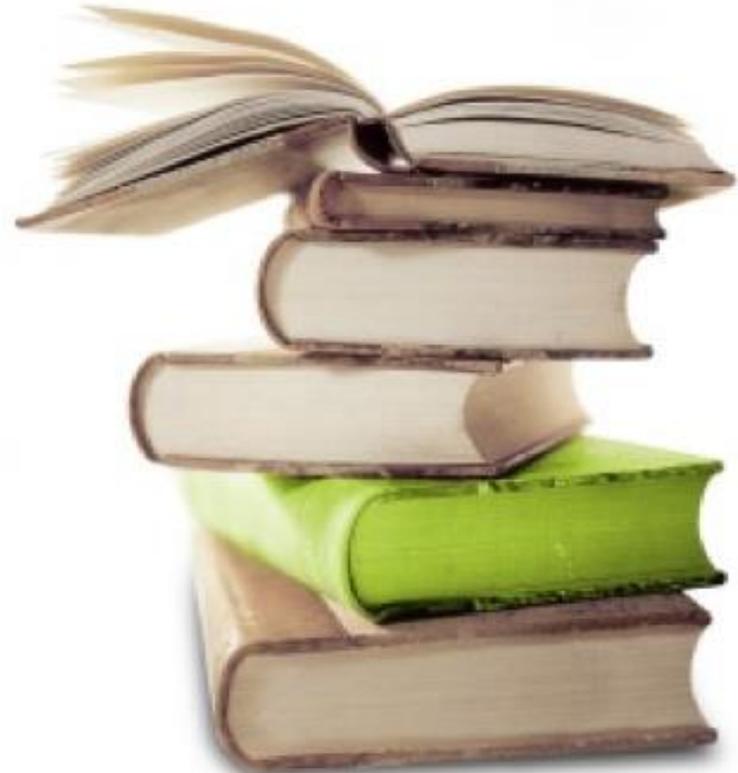
Sports and Physical Well-being



- [Recreational Services](#) at K-State
- [Manhattan Parks and Recreation Department](#)

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](#)

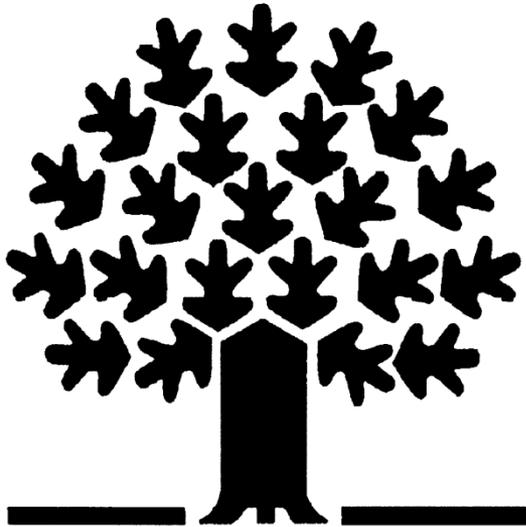
[State Parks in Kansas](#)

[Tallgrass Prairie](#)

- Guided tours
- Hiking
- Environmental Education Program



Education



- English classes are offered at the Manhattan Area Technical College - <https://manhattantech.edu/academics/general-adult-education/adult-education/english-as-second-language-esl>
- Non-credit classes are offered to people of all ages and interests through the UFM Community Learning Center - <https://tryufm.org/about/>

Contact information for the Exchange Visitor Program

Mailing Address:

U.S. Department of State
Office of Designation
Academic and Government Programs Division
U.S. Department of State
E CA/EC/D/AG, SA-44, Suite 664
301 4th Street, SW
Washington, DC 20547

Email Address:

jvisas@state.gov

Telephone

866.283.9090

Fax

202.632.2701

Emergency Hotline

866-283-9090 (a 24/7 number that allows direct contact in emergency and urgent situations.)



Welcome to Manhattan, Kansas!

For more information, go to the [Convention and Visitor's Bureau](#).