Kansas State University

SCHOLAR ORIENTATION





TOPICS COVERED

- INTERNATIONAL STUDENT AND SCHOLAR SERVICES
- REGULATORY INFORMATION
- GETTING STARTED AT K-STATE
- GETTING AROUND MANHATTAN
- CULTURAL EXCHANGE OPPORTUNITIES

ABOUT ISSS

Our office:

- Provides immigration services to students and scholars and their dependents.
- Provides various programs and workshops that help students and scholars acclimate to the U.S.
- Keeps students and scholars informed of social and academic events and provide updates on regulatory information.
- Provides support and resource connection with campus and Manhattan community.

CONTACT INFORMATION

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

Office Location
2012 Tunstall Circle, Suite 104
Jardine Complex, Building 7

Contact
isss@ksu.edu
785-532-6448

@KSTATE_ISSS

- **ISSS Listserv: isc-l@ksu.edu**
- You are automatically added to this listserv
- Used to send important immigration reminders and updates
- Share information on events that may be of interest to the international community
- Information on all ISSS programs

SCHOLAR STAFF



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J-1 EXCHANGE VISITOR 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.

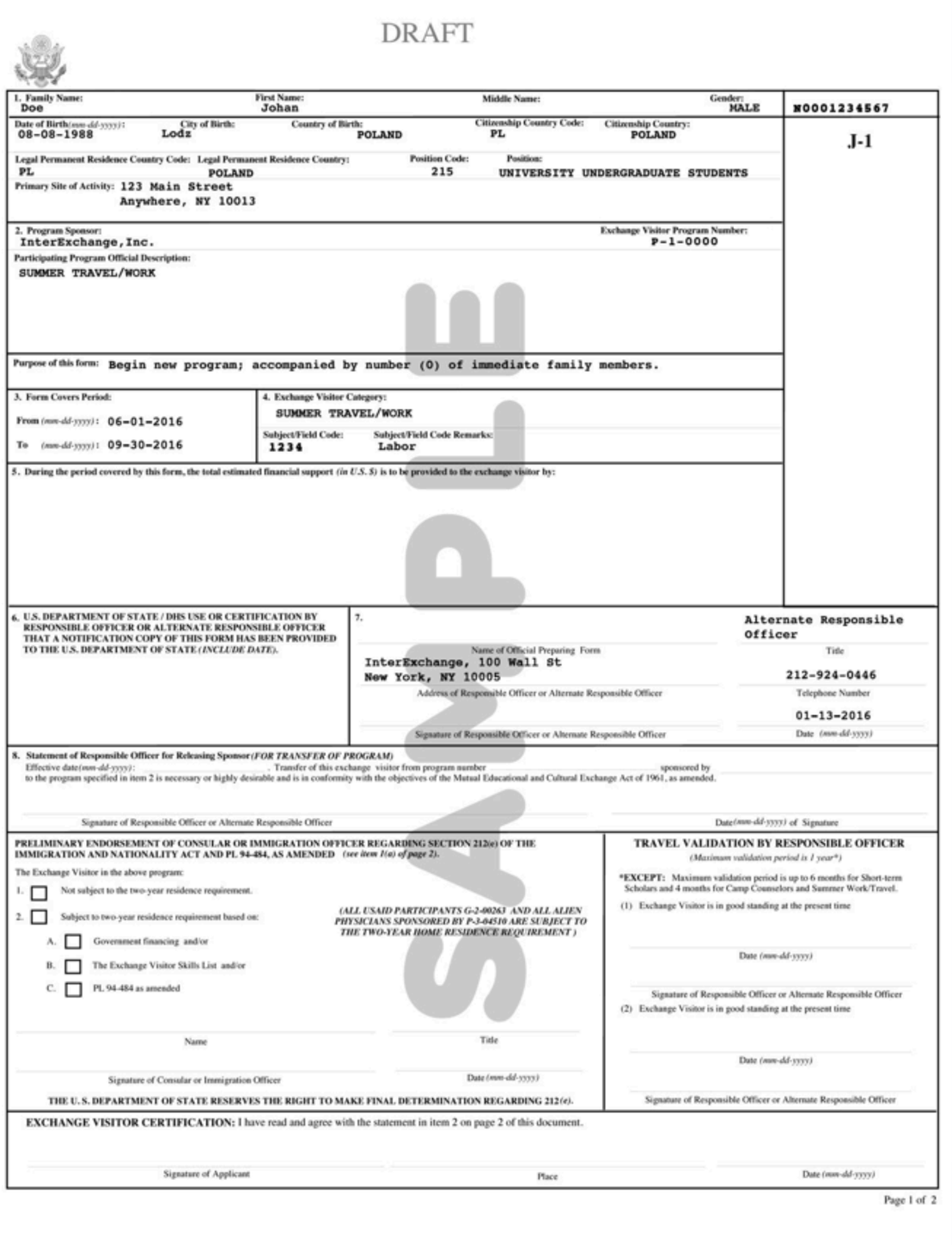
Key documents reviewed next:

- DS-2019
- I-94
- Visa

This is the validity dates of your DS-2019

This section shows if you are subject to the home residency requirment

If you travel outside of the U.S. and want to re-enter the U.S. to continue your work, this section must be signed for travel by the RO/ARO in ISSS.



DRAFT

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

J-1

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: From (mm-dd-yyyy): 06-01-2016 To (mm-dd-yyyy): 09-30-2016

4. Exchange Visitor Category: SUMMER TRAVEL/WORK | 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. Name of Official Preparing Form: InterExchange, 100 Wall St New York, NY 10005 | Title: Alternate Responsible Officer

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. ☐ Not subject to the two-year residence requirement.
2. ☐ Subject to two-year residence requirement based on:
   - A. ☐ Government financing and/or
   - B. ☐ The Exchange Visitor Skills List and/or
   - C. ☐ 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)

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).

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

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)

Page 1 of 2

SAMPLE

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 here.



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

SAMPLE ONLY

Most Recent I-94

Admission (I-94) Record Number : 761602736A2
Most Recent Date of Entry: 2023 December 26
Class of Admission : J1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Status given upon entry

D/S = Duration of Status
Used instead of a date.

Last/Surname :	SMITH
First (Given) Name :	John
Birth Date :	1996 March 29
Passport Number :	S85465D1
Country of Issuance :	United Kingdom

Get Travel History

Elimination of D/S

The DHS Fixed Period of Admission Final Rule, 91 FR 44976 (July 17, 2026) was scheduled to take effect on September 15, 2026, but a preliminary injunction issued on September 14 has delayed its implementation, so the rule has not gone into effect, while litigation proceeds.

As a result, the existing regulatory framework remains in effect for now and will continue to govern all aspects of F and J practice, including the current duration of status regulatory framework for F and J nonimmigrants. The new fixed-date admission system, related extension-of-stay requirements, transition provisions, shortened grace periods and OPT filing periods, and changes to academic mobility in the final rule have not gone into effect.

For more information regarding the elimination of D/S, please visit the ISSS website.

VISA INFORMATION

- **Expiration of Visa:**
  - You can remain in the U.S. with an expired visa as long as your DS-2019 is still valid.
- **Obtaining a new visa:**
  - You can only apply for a new visa outside of 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.
    - If your home country does not have an operating U.S. embassy or consulate that conducts routine visa operations, you are directed to apply at a designated alternate U.S. embassy or consulate.

List of U.S. Embassies and Consulates that Process Nonimmigrant Visas

VISA INFORMATION

Automatic Revalidation: Under the automatic revalidation provision of immigration law, certain temporary visitors holding expired nonimmigrant visas who seek to return to the U.S. may be admitted at a U.S. port-of-entry by CBP, if they meet certain requirements, including, but not limited to the following:

- Nonimmigrants who departed the United States for brief travel to Canada, Mexico, or an adjacent island (for F and J nonimmigrants) for thirty days or less;
- Nonimmigrants with a valid (unexpired) admission stamp or paper Form I-94, Arrival/Departure Record, endorsed by DHS.

For more information about automatic revalidation, visit Travel.State.Gov

212 (e) TWO YEAR HOME RESIDENCY REQUIREMENT

Who is subject?

- Specialized knowledge or skill: 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

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

SCHOLAR RESPONSIBILITIES

Documentation

- Maintain health insurance that meets U.S. Department of State requirements.
- Keep your DS-2019 current.
- Maintain a valid passport (generally valid for at least six months into the future, subject to applicable exceptions).

Meet Tax Obligations

- File required annual tax forms with the IRS.
- If you receive no salary from K-State, you may still need to file Form 8843.

Keep ISSS Informed

- Report address and phone number changes within 10 days.
- Notify ISSS if you or your dependents depart the program early.

Before and After Traveling

- Obtain a travel signature on your DS-2019 before traveling internationally.
- Retrieve and review your I-94 record after every U.S. entry.

SCHOLAR RESPONSIBILITIES

Notify ISSS Before Changes to Program

- Scholars must notify ISSS whenever there is a change in their program. These changes include new locations, new funding sources, new laboratory or department



Abide by Employment Regulations

- J-1 scholars and professors may conduct research or teach only at Kansas State University unless specifically authorized in advance and in writing by ISSS to give a lecture or consult at another institution. Therefore, scholars must contact ISSS if invited to speak or consult at another institution. Interns may only participate in the activity described on the DS-2019 in the department listed on the DS-2019.

SCHOLAR RESPONSIBILITIES

Apply for Program Extension Before the DS-2019 expiration Date

- Extensions are granted if the scholar is eligible for the additional time requested and the funding is adequate. Research Scholars and Professors are limited to 5 years; Short Term Scholars are limited to 6 months; and Student Interns are limited to 12 months.
- Email isss@ksu.edu the Request for J Services form to apply for an extension.

Receive Transfer Authorization Prior to Leaving

- Scholars must notify ISSS of plans to transfer in advance. In order to process the transfer, the scholar must complete and submit the J Transfer Out form. It is recommended that this be submitted at least two weeks prior to the date of transfer.

EMPLOYMENT AND FUNDING

- All activity (teaching, research, internship) is limited to Kansas State University, specifically in the department listed on the DS-2019.
- Scholars may engage in *occasional* lectures or consultations. The RO/ARO must approve of 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 Visitor 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.

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 for the duration of the program 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.

HEALTH INSURANCE MINIMUM REQUIREMENTS

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

HEALTH INSURANCE

Any policy, plan, or contract secured to fulfill the requirements must, at a minimum, be:

- Underwritten by an insurance corporation having an A.M. Best rating of “A¥” or above; a McGraw Hill Financial/Standard & Poor’s Claims-paying Ability rating of “A¥” or above; a Weiss Research, Inc. rating of “B+” or above; a Fitch Ratings, Inc. rating of “A¥” or above; a Moody’s Investor Services rating of “A3” or above; or such other rating as the Department of State may from time to time specify; or
- Backed by the full faith and credit of the government of the exchange visitor’s home country; or
- Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or
- Offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services.

FAILURE TO MAINTAIN STATUS

Failure to maintain status will result in termination of J status

- (i) Exchange visitors who willfully fail to maintain the insurance coverage set forth above while a participant in an exchange visitor program or who make material misrepresentations to the sponsor concerning such coverage will be deemed to be in violation of these regulations and will be subject to termination as an exchange visitor.

- (j) Sponsors must terminate an exchange visitor’s participation in their program if the sponsor determines that the exchange visitor or any accompanying spouse or dependent willfully fails to remain in compliance with this section.

INCOME TAXES

Federal Tax Filing Deadline: April 15

Wait For Your Tax Documents

You must wait to receive your W-2 (for employment earnings) or 1042s (for stipends) before filing a tax return.

Utilize Sprintax

ISSS purchases an online software, Sprintax, to assist students and scholars with preparing the Federal (form 1040NR) and State income tax forms.

Attend a Sprintax Presentation

Tax presentations are available from Sprintax. We will notify everyone of the availability through our listserv.

Know Your Filing Requirements

All individuals who are required to file Form 8843 must submit it to the IRS.
Depending on your income and individual circumstances, you may need to file a full federal tax return (Form 1040-NR) in addition to Form 8843
*These requirements may also apply to dependents.

WITHOLDING TAXES

- As a non-resident ‘withholding tax’ may be applied to some or all payments made to you at a rate of 30%.
- 57 tax treaties are 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 FOR 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 TAX INFORMATION



- Beware of scams. The IRS will never contact you by email or by phone.
- Save your tax forms for 7 years.

GETTING STARTED AT K-STATE

Obtaining 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 NUMBER

You can only apply for a Social Security Number if you are being paid by Kansas State University

How to apply:

- Check in with ISSS; your SEVIS record must be validated.
- Must be in the U.S. for 10 calendar days.
- Complete the Online Social Security Number Application. Once you have submitted the online application, you will then be prompted to schedule an appointment. Or you can call 877-840-5741 to schedule an appointment.
- Bring your DS-2019, passport, I-94, and hiring letter from your department with you to your SSN appointment.
- You should receive your SSN card in the mail within 14 business days.

BANKING

Banks that require an SSN to open an account:

- Kansas State Bank
- Community First Bank
- K-State Federal Credit Union

Banks that do not require an SSN to open an account:

- Commerce Bank
- United Bank & Trust
- Chase

Requirements vary by bank,
so check with the bank before visiting.

DRIVER’S LICENSE

- Driver's License Information: Visit the ISSS Driver's License webpage for detailed guidance and requirements

- Recorded Program: Watch the Kansas Driving and Insurance Laws recorded presentation for an overview of driving regulations and insurance requirements



GETTING AROUND MHK



ATA BUS

- FREE WITH K-STATE ID (FROM JD TO CAMPUS)
- $1 FEE WITHOUT K-STATE ID
- DAY AND MONTHLY PASSES AVAILABLE
- GOOGLE THEIR WEBSITE FOR ROUTE SCHEDULES

TRANSIT



GREYHOUND BUS

- A NATIONAL BUS SYSTEM THAT TRAVELS ACROSS THE COUNTRY.
- A STOP AT K-STATE'S STUDENT UNION PARKING GARAGE.
- BUS TRAVELS TO SALINA CAMPUS AND KANSAS CITY.

KANSAS STATE UNIVERSITY | International Student & Scholar Services



Ride-Sharing & Taxis: Uber and Lyft operate regularly in Manhattan, especially around campus and Aggieville. However, peak weekend hours or late nights can see surge pricing or a shortage of drivers, so plan ahead if you're heading out late.

Veo: All rides require
$1.00 to unlock the scooter
33 to 36 cents for every 1 minute

Green Apple Bikes:
Borrow a bike from any GAB station or Virtual Rack*
When finished, park neatly and visibly to share for the next rider

CULTURAL EXCHANGE OPPORTUNITY



ISSS offers a variety of programs, workshops, and resources designed to help international students and scholars successfully adjust to life in the United States. Such as:

- **Coffee Hour:** a popular cultural program where international students share presentations about their home countries, traditions, and experiences.

Explore the full range of ISSS programs, events, and services by visiting the ISSS website or contacting our office

SPORTS & PHYSICAL WELLBEING



K-State Recreational Services

Parks & Recreation | Manhattan, KS - Official Website

Discover information about the Parks and Recreation Department events, classes, facilities, and more.

mhkprd.com

MANHATTAN PUBLIC LIBRARY

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

Home - Manhattan Public Library - Kansas

Connecting the community to a world of ideas and information. Public library, Manhattan, Kansas, books,…

Manhattan Public Library / Oct 7



MUSIC, THEATRE & ARTS



- 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



DEPENDENTS

- International Student and Scholar Services (ISSS) offers an orientation for dependent spouses during the Fall and Spring semesters. Dependents are encouraged to come. This program will provide information about K-State and the Manhattan community as well as various activities in which dependents can participate. It will also give them an opportunity to get acquainted with the ISSS staff in addition to other husbands and wives of international students and scholars.
- Dependents of K-State students, faculty and visiting scholars are invited to all the ISSS programs and events, such as Coffee Hour, and to participate in the Basic Language Training (BLT).
- Dependents should check with campus offices such as Lafene Health Center, Hale Library, and Recreational Services Facilities to obtain information about opportunities for spouses and children.
- Email isss@ksu.edu the Request for Dependent DS-2019 to invite your spouse/child.

More information for dependents can be found here.

IMPORTANT REMINDERS

- **Check-in with ISSS**
  - Be sure you have completed the check-in process with ISSS.
- **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.
    - Email isss@ksu.edu the completed Request for J Services form to receive your travel signature.
  - Anytime you travel, obtain your updated I-94, and provide it to ISSS via email at isss@ksu.edu.

END-OF-PROGRAM PROCEDURES

- **Report your departure date and reason for departure to ISSS.**
  - There are times when a scholar will leave the university prior to the Program End Date listed on the DS-2019. The scholar must notify ISSS of the date of departure, and the reason for ending their program at Kansas State University.
- **Report the early departure of dependents**
  - If your dependents depart the U.S. before the end date on the DS-2019 and do not plan to return, their departure must be reported to ISSS.
- **Depart the U.S. within your 30-day grace period.**

Kansas State University

THANK YOU