



International Student & Scholar Services
UNIVERSITY OF COLORADO BOULDER

Handbook for International Scholars Visiting the University of Colorado Boulder

Welcome to the University of Colorado Boulder!

You are joining the community at the University of Colorado Boulder with many goals and expectations, and we hope that your time spent at CU Boulder will be both productive and enjoyable. Boulder, with its spectacular scenery, relatively mild weather, and many opportunities for cultural and recreational activities, will prove to be a wonderful place to visit. If you are an Exchange Visitor who is or will be joining us in J-1 status, allow us to officially [welcome you](#) to the BridgeUSA program.

This Handbook has been developed to give you practical information for your stay – from living in Boulder to immigration regulations. Refer to this Handbook if you have questions about Boulder, university services, issues concerning your legal status in the United States, or other matters that come up during your time here.

International Student and Scholar Services (ISSS) is dedicated to supporting you and your family to ensure a successful and rewarding experience. Please [click here](#) to search for your dedicated ISSS advisor. You can email the advisor directly with questions and/or to schedule a meeting.

International Student and Scholar Services (ISSS) is part of the Office of Undergraduate Education.

Disclaimer: Information may have changed since the date of publication.

Office Information:

Street address: 2249 Willard Loop Drive, Center for Community (C4C), Suit S355
Mailing address: 123 UCB, Boulder, CO 80309-0123 USA

Document Pick-up: Due to the University's response to COVID-19, 'in-person' document pick-up is limited until further notice. If you would like a new document issued, please [contact the ISSS advisor](#) working with your department to talk about mailing options.

Home Page: <http://www.colorado.edu/iss>
Email: iss@colorado.edu
Telephone: +1 (303) 492-8057
Fax: +1 (303) 492-5185

Best wishes from the staff of International Student and Scholar Services. We hope your time spent at the University is rewarding!

Diana Ruth Salazar, *Director*
Christina Hertel, *Associate Director*
Maria Zellar Maxim, *Assistant Director, SEVIS Compliance*
Paige Progar, *Asst. Director, Intl. Sponsored Student Services*
Kim Schorr, *Exchange Student & Operations Manager*
Stephanie Zubrowski, *Lead Intl. Student & Scholar Advisor*
Jessie Hughes, *Intl. Sponsored Student Senior Advisor*
Tori Hoeninghausen, *Intl. Student & Scholar Advisor*
Hannah Juliff, *International Student & Scholar Advisor*

diana.salazar@colorado.edu
chris.hertel@colorado.edu
maria.zellarmaxim@colorado.edu
paige.progar@colorado.edu
kimberly.schorr@colorado.edu
stephanie.zubrowski@colorado.edu
Jessie.hughes@colorado.edu
victoria.hoeninghausen@colorado.edu
hannah.juliff@colorado.edu

Julie Corson, *International Student & Scholar Advisor*
Erica Coffelt, *International Student & Scholar Asst. Advisor*
Elyse Achenbach, *International Student & Scholar Asst. Advisor*
Ryan Goos, *International Sponsored Student Asst. Advisor*
Carolyn Salter, *Business & Communications Analyst*
Mitchell Brooks Wolfe, *Technology Specialist*
Mari Rotar, *Operations Assistant*

julie.corson@colorado.edu
erica.coffelt@colorado.edu
elyse.achenbach@colorado.edu
ryan.goos@colorado.edu
carolyn.salter@colorado.edu
mittchell.wolfe@colorado.edu
marissa.rotar@colorado.edu

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Get a University Identification Card

There are two kinds of identification (ID) cards at CU Boulder. The card that you get depends on whether or not you are being paid by CU.

Buff OneCard Identification Card and EcoPass

If you are being paid by CU Boulder, you will be issued an ID card called the [Buff OneCard](#). It verifies your appointment with CU Boulder, and you should carry it with you at all times. You will need to have your Social Security number before you can get your Buff OneCard. You will need to verify your identity by providing a driver's license or other government issued photo ID. It may take about three weeks after you apply for your Social Security number to get the card, but you can get a Visitor/Guest card to use until then.



Also, employees who qualify for a Buff OneCard and are also employed over 50% time may obtain their first [Eco Pass](#) free of charge. An Eco Pass serves as your bus pass. The pass provides access to all Local, Limited, Express, and Regional RTD bus services, in all fare zones (including the SkyRide bust service to DIA). Please note that EcoPasses are not valid on special services, including but not limited to Access-a-Ride, BroncosRide, BuffRide, RockiesRide, RunRide, Saturday Shopper, and SeniorRide. Tap your pass on the card reader when you enter the bus, show your pass to the driver, and find a seat.



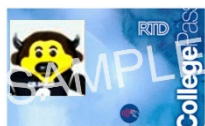
Your Buff OneCard and Eco Pass must be surrendered at the time of termination of employment. The first Buff OneCard and EcoPass free, but if you lose them, you will have to pay a replacement fee.

A Visitor/Guest Card

If you do not qualify for a Buff OneCard, you can get a [Visitor/Guest Card](#). The card does not serve as a bus pass, but Visitor/Guest Cards can be set up to access electronic locks, meal plans, lab printing, and more, depending on what your department authorizes for you.

In order to get the Visitor/Guest Card, fill out a [Department and Guest Card Request Form](#) (someone in your department will help you do that). Take the completed form and a government-issued photo ID to the [Campus Card Office in the Center for Community, room N180](#).

CollegePass Card



Graduate & Family Housing residents (scholars and their dependents) are eligible to purchase an [Affiliate Buff OneCard](#) and may do so at the Buff OneCard Office. Photo identification is required, such as a driver's license or a passport. This includes the option of paying for a RTD CollegePass Card. This can be used to ride all RTD busses, excluding the Bronco's Ride and the Rockie's Ride. RTD CollegePass Cards can be purchased and renewed at the current rate of a Student CollegePass program. Cards are active for the duration of the academic semester they are purchased in and need to be renewed at the beginning of each semester.

Lost or Stolen Card

Report if your card is lost or stolen anytime by logging into your Buff OneCard account with your CU IdentiKey, or by calling +1 (303) 492-1212

The Campus Card Office Location: [Campus Card Office in the Center for Community, Room N180](#)

Hours: Monday through Friday, 8:00 a.m. - 4:30 p.m. (hours may vary)

Email: boc@colorado.edu

Telephone: +1 (303) 492-0355

Steps for J-1 Exchange Visitors who will be paid by CU:

Step 1: Go to the Employment Eligibility Verification (I-9) Office

You will need to complete an I-9 form within the first three days of your employment. This form documents to the U.S. government that each new employee (both citizen and non-citizen) is authorized to work in the United States. This form has two sections that have both electronic and in-person components. The form I-9 can be completed as soon as possible, but not before a job offer has been extended and accepted.

- **Section #1** must be completed by the employee. Employees will receive an e-mail from Human Resources to complete this first section. The University of Colorado Boulder uses HireRight for processing electronic Form I-9s and E-Verify for all new employees with a start date on or after March 13th, 2017.
- **Section #2** must be completed in-person, by an I-9 partner, or authorized university representative. This must be completed on or before the third day of employment. The employee should provide [acceptable documents](#) to complete the I-9 (see documents below).
- Completing Section #2 During COVID-19 requires new hires to visit [Regent](#) (Main Campus) 1B28 during their normal business hours (Monday through Wednesday, 9:00 am to 3:00 pm).

Please Note: Due to the University's response to COVID-19, various circumstances may prevent arriving J-1 Scholars from visiting the I-9 Office in-person. Please review the [Employment Eligibility \(I-9/ E-Verify\) website](#) for the most up-to-date information. If you are working out of the area or out of state, your department should contact CU Boulder HR I-9 Office abouts options for completing the I-9 form. All federal timelines still apply.

Main I-9 Office: 2055 Regent Drive, Basement 1B28, Boulder, CO 80305

Email: i-9forms@colorado.edu

Phone: +1 (303) 735-8191

Acceptable Documents to take to your I-9 appointment:

All Scholars: Unexpired passport (with your visa page) and a printout of your unexpired Form I-94 (establishes both identity and employment eligibility). If you already have your Social Security Card (SSC), please take this with you as well.

J-Scholar: All versions of your DS-2019

H-Scholar: Your original approval notice

Additional Documents: Permanent Resident Card or Alien Registration Receipt Card (Form I-551) if applicable

Step 2: See an International Tax Specialist

All new international CU employees are required to make an appointment to see an [international tax specialist](#) in the Payroll and Benefits (PBS) office of our Employee Services. If you are new to working at CU Boulder, you can do so by accessing the [online scheduling software](#) through the PBS website. If you have been working for CU Boulder from outside the U.S., you will want to email the International Tax Office at IntlTax@cu.edu, include the email address of your hiring department contact, and inquire about scheduling an appointment. After you have confirmed you scheduled appointment, please bring your passport, I-94, and immigration documents with you. A Social Security Number (SSN) is not required. Plan to review your entire history of presence in the U.S.

If you are receiving a [stipend or student scholarship](#), you will only need to [schedule an appointment](#) with the International Tax Office if you are receiving your payment through the University of Colorado payroll. If your payment will be issued as a credit to your student account, or through accounts payable, you are not required to meet with the international tax office. If you are not sure how your payment will be issued, you should contact the paying department for clarification.

What does an international tax specialist do?

This office provides "guidance to international employees and to campus departments concerning taxation responsibilities and the legality of salary/independent personal services/honoraria payments under International Revenue Code, Section 1441." Any questions about taxation issues related to payments to international visitors should be directed to the appropriate international tax specialist. They can help scholars to identify their tax status, complete proper tax forms, facilitate any available tax treaty benefits, and clarify any tax filing responsibilities. Please note, international tax specialists do not answer questions on specific immigration issues. If you have specific questions, you may follow their International [Tax Appointment Guide](#).

Payroll and Benefits Office Location: 3100 Marine Street, Third Floor, Boulder, CO 80309

Webpage: <https://www.cu.edu/blog/work-life/tag/international-tax>

Email: intltax@cu.edu

Phone: +1 (303) 860-4200 (payroll option 2 / benefits option 3)

From campus, you can take a 20-minute walk on the bike path down to Marine Street or take the Stampede shuttle bus. The [Stampede shuttle bus](#) runs Monday through Friday, 7 a.m. to 8 p.m. (every 30 minutes), and loops through campus to connect main campus to the east campus and the Research Park. You can use your validated EcoPass to ride, or pay the \$3.00 fare. You must have the exact amount of cash; the bus driver does not give change.

Documents to take to your international tax specialist appointment:

All Scholars: Unexpired passport (with your visa page) and a printout of your unexpired Form I-94 (establishes both identity and employment eligibility). A SSN is not required, but if you already have your Social Security Card (SSC), you may want to bring this with you too.

J-Scholar: All versions of your DS-2019

H-Scholar: Your original approval notice

Buy Health Insurance

J-1 visa holders, whether or not they are on CU payroll, must have specific insurance coverage as defined in the J visa regulations. See [Section 6 Health Care and Health Insurance and Section 7 Immigration Regulations for J Visa Holders \[22 CFR 62.14\]](#) for information about the health insurance requirements. You can also review these insurance requirements on the [Department of State's website](#). This coverage must be in effect on (or before) the J-1 program start date through the J-1 program end date (for the J-1 scholar and any accompanying J-2 dependents). This coverage must remain in effect for the full duration of the J program (there cannot be any gaps or lapses in coverage).

Comprehensive Medical Insurance Minimum Requirements Starting May 15, 2015:

<p>The J insurance coverage must provide the following minimum coverage:</p> <ul style="list-style-type: none">• Minimum medical benefit of \$100,000 per person per accident or illness;• Deductible that does not exceed \$500 per accident or illness;• Minimum repatriation of remains in the amount of \$25,000;• Minimum medical evacuation expenses in the amount of \$50,000; and• Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness. <p>Insurance policies:</p> <ul style="list-style-type: none">• May require a waiting period for pre-existing conditions that is reasonable as determined by current industry standards; and• Must not unreasonably exclude coverage for the perils inherent to the activities of the exchange program in which you participate.	<p>Any policy, plan, or contract secured to fill the J insurance requirements must at minimum be:</p> <ul style="list-style-type: none">• Underwritten by an insurance corporation having:<ul style="list-style-type: none">◦ An A.M. Best rating of "A-" or above; or◦ A McGraw Hill Financial/Standard & Poor Claims-paying Ability rating of "A-" or above; or◦ A Weiss Research, Inc. rating of "B+" or above; or◦ A Fitch Ratings, Inc. rating of "A-" or above; or◦ A Moody's Investor Services rating of "A3" or above; or• Be backed by the full faith and credit 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 of Medicare and Medicaid Services of the U.S. Department of Health and Human Services.
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If you are on University payroll...

You likely are eligible for University insurance. This will depend on your appointment level. If you are a J-1 visa holder and you apply for group health insurance through the University, you should ask the Benefits counselor for help selecting a medical policy that meets the J-1 requirements. Currently there are only two possible medical plans that you can choose from that meet the minimum J-1 requirements for medical coverage: [CU Health Plan Exclusive \(HMO\)](#) and the [CU Health Plan Kaiser \(EPO\)](#). The CU Health Plan Extended PPO and High Deductible plans do NOT meet the minimum insurance requirements for J regulations.

If you want to sign up for CU's health insurance, you must enroll in this benefit within thirty (30) days of your employment start date. If you do not take action within 31 days of your start date, you will be automatically enrolled in the CU Health Plan – High Deductible and CU Health Plan - Essential Dental. This plan does not meet the minimum J-1 requirements for medical coverage, so it is essential that you enroll in either the Exclusive (HMO) or Kaiser (EPO) health plan during these thirty (30) days. If you have questions about [enrolling in medical coverage](#), check with [Payroll and Benefit Services](#).

Please note: **You must purchase evacuation/repatriation insurance independently.** The University insurance plans do not include this coverage. A list of insurance providers that offer evacuation/repatriation coverage is available in our [Insurance Resource Guide](#). Our ISSS office only provides this resource guide as a reference and neither endorses nor provides this as an exhaustive list of insurance providers.

When does your CU Medical Insurance coverage start?

Start Date is on the (1 st):	If your CU employment start date is ON the first day of the month (and you will be starting your employment on your start date), then your CU insurance will start on the first day of the same month.
Start Date after the first:	If your CU employment start date is AFTER the first day of the month, then your CU insurance coverage will not start until the first day of the next month. You must purchase a temporary medical/health insurance policy (in compliance with the J regulations) to provide you with insurance coverage until your CU insurance start date. You should report your temporary insurance in the 'insurance compliance section' of your J-1 Check-in Documents .

Payroll and Benefits Services (PBS) is located in Denver. However, representatives from Payroll and Benefit Services do come to Boulder once a week. It may be helpful to attend a new employee meeting or review the [Payroll and Benefits Orientations](#) for additional explanations of these medical benefits. Talk with your department contact if you have interest in signing up for a new employee meeting.

If you are Employed by CU Boulder, Eligible for Benefits, and have started working from abroad...

When you move to the United States and change to active J-1 Status, this may allow you to change your current CU insurance benefits. You will want to directly contact Employee Services to assist you with this process.

Upon your arrival to the US, you will want to work with Employee Services and your department representative to complete a [benefits enrollment/change form](#). It is important that you submit this form as soon as possible after arriving in the US in order to ensure that you do not miss your opportunity to change your enrollment in CU medical benefits.

- You must submit the form to Employee Services within 31 days of your date of eligibility or qualifying life event. If you fail to submit this within 31 days, you will miss your opportunity to enroll in benefits. The next time that you will be able to make a change will be during open enrollment (at the end of April/beginning of May).

- Your new insurance elections will be effective the first of the month following your qualifying life event. Depending on when your insurance will start, you may need to purchase a temporary medical insurance policy in order to not have a lapse in insurance coverage during your J-1 program. A list of various insurance providers is available in our [Insurance Resource Guide](#).

You should select the [CU Health Plan Exclusive \(HMO\)](#) or the [CU Health Plan Kaiser \(EPO\)](#) insurance plan. These are the only CU plans that meet the minimum J-1 insurance requirements. You must independently purchase evacuation/repatriation insurance that meets the [minimum benefit levels states in the regulations](#) as university insurance plans do not include this required coverage. A list of insurance providers that offer evacuation/repatriation insurance coverage is available in our [Insurance Resource Guide](#).

If you are NOT on University payroll...

You must independently purchase medical/health insurance AND evacuation/repatriation insurance for you and any J-2 dependents that meets the minimum benefit levels started in the J regulations. Your insurance can come from any country, but it must be able to be used in the United States. It is important to keep in mind that you may have to pay full cost for medical services if your insurance is not from a U.S. company. Contact your insurance company to ask how to be reimbursed for your expenses.

A list of insurance providers that offer medical/health insurance and evacuation/repatriation insurance coverage is available in our [Insurance Resource Guide](#). Our ISSS office only provides this resource guide as a reference and neither endorses nor provides this as an exhaustive list of insurance providers.

What is Evacuation/Repatriation Insurance?

Emergency Medical Evacuation: If an individual experiences a life-threatening emergency that causes them to seek immediate treatment at a medical facility, this situation may involve the individual needing to be 'evacuated' to a medical facility. This may also include being 'evacuated' from a medical facility that unable to provide a medically necessary treatment, to another facility that is able to provide the necessary medical treatment.

Repatriation of Remains: If an individual were to perish during their time in the U.S., 'repatriation of remains' would involve transporting their bodily remains to their principal residence. Depending on the type of insurance, this may be back to the individual's family in their home country.

Payroll and Benefits Office Location: 3100 Marine Street, Third Floor, Boulder, CO 80309

Hours: Monday through Friday, 8:00 a.m. - 4:30 p.m. (hours may vary)

Webpage: <https://www.cu.edu/blog/work-life/tag/international-tax>

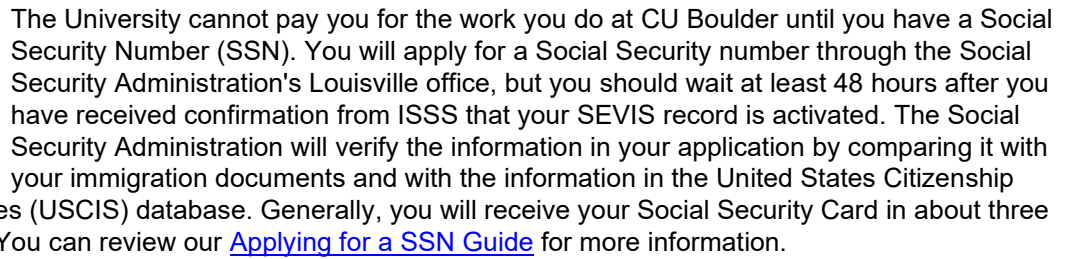
Benefits Email: benefits@cu.edu

Payroll Email: payroll@cu.edu

Phone: +1 (303) 860-4200 (payroll option 2 / benefits option 3)

Toll-free: +1 (855) 216-7740 (payroll option 2 / benefits option 3)

(if you do not already have one)



Address: 480 West Dahlia Street, Louisville, Colorado 80027

Fax: 1-833-641-2557

Directions by Bus:

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- The map illustrates the proposed commuter rail line from Boulder to Louisville. The route is shown in dark blue, starting at Boulder and ending at Louisville. Key stops include Table Mesa, US 36 & McCaslin Station - Gate A, and US Social Security Administration. Callouts show travel times: 34 min every 15 min for the main segment, 42 min every 30 min for the segment to Louisville, and 30 min for the segment to Louisville. The map also shows major roads like I-70, I-93, and I-170, and landmarks like the Foothills Parkway and the US Social Security Administration building.

Note: There is an alternative route that you can take using the DASH.

Documents to take to your Social Security appointment:

All Scholars: Unexpired passport (with your visa page), a printout of your unexpired Form I-94, and one additional form of photo ID (such as your Buff OneCard or your Visitor/Guest Card).

J-Scholar: Also bring all versions of your DS-2019

J-Student: You also need to get a [Social Security letter](#) from our ISSS office + all versions of your DS-2019

H-Scholar: Also bring your H- Approval Notice

Please Note: If you do not get your Social Security Number (SSN) within 30 days from the date you applied, you can get a temporary number, which requires an appointment with the [international tax specialist](#).

The University of Colorado

Today, CU Boulder's enrollment is approximately 35,000. The University of Colorado system also includes the University of Colorado Denver, including the Denver Campus and the Anschutz Medical Campus, which includes the Schools/Colleges of Dental Medicine, Medicine, Nursing, Pharmacy, Public Health, the University of Colorado Hospital, and the Children's Hospital Colorado. The University of Colorado system also includes the University of Colorado, Colorado Springs.

The Board of Regents determines the general policies of the University. There are nine Colorado citizens who serve on the Board and are elected in general statewide elections. The president of the University is chosen by the Board of Regents. Each campus has a head administrator, called the Chancellor. He or she appoints their vice chancellors and other administrators who run each campus. Administrative offices for CU Boulder are located in Regent Hall.

Explore these websites for fun: <http://www.colorado.edu/about> and <http://www.colorado.edu/audience/students>

You can also watch [The Light Shines On: A Film Celebrating CU Boulder](#) for free by following this link.

Boulder

Boulder is truly "the West." Baseline Road, the main east-west road through the southern part of Boulder, heads east toward Lafayette and Interstate 25, and lies along the 40 degrees N parallel of latitude. The Great Plains spread east of Boulder for thousands of miles. They are 1,646 m (5,400 feet) above sea level at Boulder and descend to less than 305 m. (1,000 feet) at the Mississippi River. To the west, the front range of the Rocky Mountains rises to peaks, some of which are more than 3,962 m (13,000 feet) above sea level. Mountain peaks near Boulder rise to as much as 4,267 m (14,000 feet). Boulder's most identifiable geological feature is the Flatirons, which are flanks of flat sandstone and shale rocks that form the "face" of the mountains.

Three tribes of Native American Plains Indians once lived in the Boulder region: the Arapaho, Cheyenne, and Ute. These tribes lived a nomadic life, following and depending upon the bison and antelope herds for food, clothing, and shelter.

In the mid-1800s, mining and agriculture were the primary draws to Boulder County. The first settlements were actually in the area we know now as Valmont, which at the time was a "competitive" town. By 1858, gold prospectors from the eastern part of the United States decided that Boulder Canyon looked like a good place to mine for gold. Gold was discovered at the mouth of Boulder Canyon in 1859. With the discovery of gold came growth as storekeepers, farmers, and innkeepers set up businesses. Churches, schools, newspapers, and stage-stops soon followed. In 1861, Colorado became a territory, and Boulder County was formed in 1862. The town of Boulder was incorporated in 1871.

The invisible "line" that follows the tops of the mountains of the Rocky Mountains is called the Continental Divide. Water from the eastern slope of the divide flows into the Gulf of Mexico via the Mississippi River; water on the western slope flows into the Gulf of California via the Colorado River. The Colorado River water management system has a series of manmade dams in Colorado, Nevada, Arizona, and California that form lakes for drinking water and irrigation. Almost all of the water that flows west gets used up before it flows into the Gulf of California. Boulder tap water is safe to drink. However, water from mountain streams and ditches is NOT safe to drink, even if it looks clear.

Boulder enjoys a relatively mild climate, even though it is a mile high and sits close to the Front Range. During the summer months, temperatures average a high of 85 degrees F (29 degrees C). Fall is generally mild, but we may see colder temperatures and snow as early as October. From December through March, daytime high temperatures average from 35 degrees F (2 degrees C) to 65 degrees F (18 degrees C), and evening temperatures may get down to zero F or below (18 degrees C). Once or twice in the winter, Boulder may get a heavy snow of several inches or more, but generally Boulder snowstorms are light and melt within a day or two. Spring temperatures are unpredictable; it is not uncommon to have snow, rain and thunderstorms, or very hot weather in the spring.

Precipitation averages 20-46 cm. (15 to 18 inches) per year. Much of this moisture comes in heavy spring snows and summer rain. Because the Boulder area doesn't get a lot of precipitation, Boulder area residents are asked to use water wisely and to conserve it. Rain or snow that falls in the mountains above Boulder is shared with surrounding communities, and even other states.

No matter what season it is, sightseeing in Colorado is spectacular. If you go to the mountains, particularly on the weekend, allow plenty of time to get to your destination. Traffic is heavy through the mountain corridors – stop-and-go traffic is common. During the winter months, driving can be dangerous (particularly in the mountains) because of snow and ice on the roads. Be sure to check local weather advisories before traveling in the mountains.

Boulder has what is called a council-manager form of government. A city charter established the government's authority. The council is the policy making body of the city government. It determines budgets, taxes, laws for public safety and general welfare. There are nine members, and the council elects one of its members to act as the mayor. The city manager, who carries out the policies set by the city council, is appointed by the council.

The population of the city of Boulder today is about 106,600 (2020 data).

For more information about Boulder, you can visit the City of Boulder Website at bouldercolorado.gov

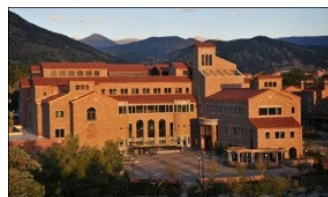
The Office of International Education (OIE)



The [Office of International Education \(OIE\)](http://www.colorado.edu/oie) is part of the Division of Academic Affairs and seeks “to actively promote international and intercultural understanding and to enrich the academic and cultural environment of CU Boulder by facilitating the exchange of people and ideas” – OIE mission statement. OIE works with international students and scholars coming to the University to study, teach, or conduct research (as well as outgoing study abroad students).

The Office of International Education (OIE) has two components:

1. International Student and Scholar Services (ISSS): <https://www.colorado.edu/iss/>
2. Education Abroad (EA): <https://abroad.colorado.edu/>



The Office of International Education is located in the Center for Community (C4C) in Suite 355 (S355). The C4C is located on [2249 Willard Loop Drive, Boulder, CO 80305](https://www.colorado.edu/c4c).

Please note that the office is currently providing partial, in-person visitors due to COVID -19. All major services are being provided remotely.

International Student and Scholar Services (ISSS)

International Student and Scholar Services (ISSS) is the CU Boulder office that bears the overall responsibility for international students once they have been admitted to CU Boulder. This is also the office through which departments bring visiting international scholars and researchers to CU Boulder. ISSS serves as host to students and faculty from abroad, and helps to *“encourage their success at CU Boulder by providing programs of counseling, assistance, and logistical support.”*

We provide services to approximately 3,000 international students from about 85 countries, and to about 800 international scholars.

To find the ISSS Advisor that works with your department, please use our [ISSS Advisor Search](#). After using the dropdown menu to select your department or research institute, you can then find your advisor's contact information to send them an email.

Scholar Department Assignment Lookup

Department	J-1 EV Advisor	H-1B Advisor	LPR Advisor
	Contact ISSS	Contact ISSS	Contact ISSS

ISSS Office Location: The Center for Community (C4C), Suite 355

Hours: Hours may vary per semester. Hours are generally Monday through Friday (9am to 5pm)

Webpage: <https://www.colorado.edu/iss/>

Email: iss@colorado.edu

Phone: +1 (303) 492-8057

Mailing Address:

123 UCB
University of Colorado Boulder
Boulder, CO 80309
USA

Housing

ISSS is NOT able to make housing arrangements for you. A good place to start and ask for help and guidance is from a staff member or colleague in your department. The demand for rental properties in Boulder is high, so finding a place to live that is both reasonably priced and suits your needs will take time. The information below will be a helpful start to your search for housing, but please remember that this is not a comprehensive list of all housing options in Boulder and the surrounding areas. ISSS does not recommend any of the options; they are only resources for our students and scholars to review.

Note: When researching different rental properties, please be aware that scams are always possible! The resources provided below are to help you in your search for housing and should be reviewed carefully before signing any lease or providing funding. ISSS cannot guarantee the validity of the resources below, nor can they provide legal advice in regards to housing fraud. Always protect your personal information and funds. Never sign a lease if you do not understand a clause or have questions about your responsibility.

On-Campus Housing Options:

University Graduate and Family Housing



Address:

Family Housing Office 1350
20TH STREET
BOULDER CO 80302-0061

Webpage (students): <http://housing.colorado.edu>

(faculty & staff): <https://www.colorado.edu/living/faculty-and-staff>

Email: graduatefamilyhousing@colorado.edu

Phone: +1 (303) 492-6384

All Graduate and Family Housing apartments are within a 15 minute walk to campus. Some complexes are along Boulder Creek to the north and east; one complex is close to the Engineering Center. Graduate and Family Housing's priority is to provide housing for families, married couples, and single parents; there are a limited number of units for graduate students and for CU Boulder staff, faculty, and visiting scholars. There are studio options, as well as one-, two-, and three-bedroom units. Some of them may come either furnished or unfurnished. The on-site staff at the Family Housing Office manages the apartments, assigns all leases, and collects rent.

Use this [On-Campus Apartments Link](#) to see options for visiting Students & Scholars. Current locations that allow visiting scholars include (pictured left to right): [Athens Court](#), [Expansion Units](#), [Faculty Court Apartments](#), [Marine Court Apartments](#), [Newton Court Apartments](#), and [Smiley Court Apartments](#). This may be subject to change.

Off Campus Housing Options:

1. Off-Campus Housing and Neighborhood Relations (CU Affiliated)

Website: <http://ocss.colorado.edu/>

Email: och@colorado.edu

Phone: +1 (303) 492-7053

Address: Room 313 in the UMC (University Memorial Center)

If you have decided to look for a room, apartment, or house away from campus, the Off-Campus Housing and Neighborhood Relations office has information about rental properties and can help you find what you are looking for. The office also publishes a handbook about renting property in Boulder. For more information about off-campus living, you can review the [Off-Campus Housing's Resources Page](#). Please note that this office is generally reserved for students looking for Off-Campus Housing. However, their ['What You Should Know Before Signing a Lease' Presentation](#) may be very helpful for incoming scholars that are new to renting property in the United States.

[Ralphie's List](#) is a housing-search resource that is run by CU's office of Off-Campus Housing & Neighborhood Relations. This is the only university-affiliated resource for finding housing. CU affiliates (including students, faculty, and staff) will login using their CU-issued IdentiKey and password.

2. Housing Helpers (Not Affiliated with CU)

Website: <http://www.housinghelpers.com>

Housing Helpers is a private relocation company that offers services to people looking to permanently move to Boulder County. This service can also help people who want to rent property for a short time. Many of their relocation services are free, but remember to ask because not all services are free. You can visit their website and search different available properties. Please note, many of the rent prices are not displayed on the website.

3. Daily Camera (Not Affiliated with CU)

Website: <http://www.dailycamera.com/>

The classified advertising section (Marketplace → Real Estate) of the **Daily Camera**, Boulder's local newspaper, also lists property for rent. Property types can range from entire houses that you can rent to furnished/unfurnished apartments. The <https://athomecolorado.com/rentals/> webpage also provides useful tips for buying homes in Colorado.

4. Property Management Companies (Not Affiliated with CU)

Many property owners will choose to have a real estate management company manage various rentals tasks for their properties (show properties, draw up leases, collect rent, etc.). You can search for a list of real estate companies in either the Yellow Pages online at <http://www.yellowpages.com/> or in the DexKnows Online Directory <http://www.dexknows.com/>. Please remember, many commercial real estate companies generally charge a fee for their services.

Some additional (but not all) property management companies in the Boulder area include: [Boulder Property Management](#), [Fowler Property Management](#), [Mock Property Management](#), [Four Star Realty](#), [Aspen Management](#), [Sunnyside Property Management](#), [PG Rentals](#), and many more. Please know this is not a comprehensive list of all Property Management Companies in the Boulder area. ISSS does not recommend any specific Property Management Company and only provides this information as a resource for our incoming students and scholars.

5. Rental Websites (Not Affiliated with CU)

Many rental companies and property owners will choose to post their rentals on various websites. ISSS does not recommend any specific outside websites and only provides these websites as a resource, as there may be scams posted on these site. Please be careful (and never visit a property that you seem unsure of) when looking at different properties on the following, popular websites:

www.apartments.com

www.trulia.com

www.zillow.com

Note: If you are here by yourself for a short time, sharing an apartment or home with roommate(s) may be an option for you. It is always recommended to interview prospective roommates to make sure you are comfortable with them and understand the arrangements before you sign a lease or roommate agreement together. Detailed information about having a roommate is in the Renter's Guide.

Buying insurance on your rental property

You should consider buying renter's insurance, which covers the replacement of your property if it is damaged or stolen. At \$15 to \$25 per month, renter's insurance is a bargain compared to what it would cost you to replace your household goods and personal belongings in the event of a fire or flood. Look under "insurance" in the Yellow Pages <http://www.yellowpages.com/> to find an agent who can help you purchase renter's insurance.

Using a Telephone

Colorado has ten-digit dialing. In other words, you have to dial the area code (303, 719, 720, or 970) before you dial the number, even if it is not long distance.

Example 1: If you want to call an advisor at ISSS, you would dial: 303-492-8057.

Example 2: To dial a long-distance number or a toll-free number from a landline, you will have to dial a "1" first, then the ten-digit number (or 800 number). From a cell phone, you just dial the ten-digit number (the 1 is not necessary).

Landline → 1 - 800 - ### - ####

Cell Phone → 800 - ### - ####

Example 3: If you are calling an on-campus number from another on-campus telephone, you only need to dial the last five digits of the phone number. For example, to call ISSS from an on-campus phone, you would dial 2-8057.

Emergency Services

The universal telephone number for emergencies throughout the United States is 9-1-1; you do not have to dial an area code or a telephone number. When you dial 9-1-1, the system directs your call to a public safety dispatch center (a fire department, police station or sheriff's department). A dispatcher will answer your call. After you have clearly stated your location and what help is needed and you have followed all directions given to you by the dispatcher, an ambulance, fire truck, and/or police officer will be directed to your location.

This number is strictly for LIFE-THREATENING emergencies (fire, car accident, a serious fall when someone is unconscious or bleeding, showing symptoms of a heart attack, or if someone is breaking into your house, major medical emergencies, etc.). While there is no charge for dialing 9-1-1 to get help, there will be charges for ambulance transportation. You can dial 9-1-1 from a pay telephone without having to deposit a coin. If you call 9-1-1 from a landline, the dispatcher will know your exact location. If you call from a cell phone, the dispatcher can usually determine approximately where you are, but you should be prepared to tell your exact location.

CU Boulder Campus Police (On-Campus)**Emergency Phone Number:** 911**Non-Emergency Phone Number:** +1 (303) 492-6666**Website:** <http://www.colorado.edu/police>**City of Boulder Police Department (Off-Campus)****Emergency Phone Number:** 911**Non-Emergency Dispatch Phone Number:** +1 (303) 441-3333**Phone Calls for Graffiti:** +1 (303) 413-7121**Boulder County Sheriff's Office/Non-Emergency Dispatch:** +1 (303) 441-4444**Crimestoppers:** +1 (800) 222-TIPS (8477)**Website:** <https://bouldercolorado.gov/police>

Cellular or Mobile Devices

Most visiting scholars choose to purchase a mobile communication device. Cellular or mobile phone companies offer a variety of kinds of services. Some plans include a free device, but require one- or two-year contracts. These contracts usually involve a credit check, a Social Security number, a substantial deposit, and a credit history. Breaking (or ending) a yearlong contract can involve an additional "de-activation" fee. Since it is likely that you will not have a credit history in the U.S., your choices for these kinds of service plans may be limited.

Another option is to get a pre-paid cell phone plan without a year-long contract. With these pre-paid plans, you can buy cellular service in increments of minutes or text messages. These minutes/texts must be used within a certain period of time before they expires. Major wireless providers may offer pre-paid cell phone plans. Additionally, discount department stores and supermarkets also sell phones with pre-paid plans.

Cellular or mobile phone companies and services are constantly changing, so any information included in this Handbook is likely out-of-date. As of November 2020, [AT&T](#), [Cricket Wireless](#), [T-Mobile & Sprint](#), [TracFone](#), [Verizon](#), and [Boost Mobile](#) are some (but not all) of the providers that serve the Boulder area. Be sure to compare various plans and to read the fine print so that you review the advantages and disadvantages of each phone carrier. To see all of the options available, search for wireless telephone service providers in Boulder. If you buy a phone directly from a service provider's store, a sales person can answer your questions and help you learn how to operate the device. If you buy from the internet, you likely will have to do your own research and learn how to use the phone on your own.

Note: As mobile phones have become widespread, it is increasingly difficult to find a pay phone. If you are able to locate a pay phone, you can use them for local calls, and most allow you to make local and long-distance calls without coins (by using a credit card or any of a wide variety of calling cards). You can make long-distance calls from any pay phone in the United States.

Arrange for Landline Telephone Service & Internet

Local telephone companies provide local and regional telecommunication services; long-distance companies provide national and international services.

If you decide to arrange for landline service, the two major telecommunication services in the Boulder area are Century Link and Xfinity (Comcast). New customers will generally pay a one-time installation charge, as well as a deposit that is sometimes refunded (with interest), after 12 months, if your bills are paid on time. Do not forget to have your telephone service disconnected or transferred to your new address when you move. There generally is no charge for disconnecting telephone service, but you should let the phone company know in advance, at least two weeks before you want to have your phone disconnected.

You may also be able to set up cable or internet based telephone service through providers such as [Comcast](#), [Vonage](#), and [Skype](#). Some companies, such as [Century Link](#) and Comcast offer “bundled” communication services, combining telephone, internet, and/or cable television service at a discount when you buy more than one service. Be sure to ask questions so you can understand the pros and cons of each provider’s services.

Century Link

Website: <http://www.centurylink.com> or <https://www.centurylink.com/local/co/boulder>

Phone for Ordering New Services: +1 (866) 963-6665

Phone for Technical Support: +1 (800) 244-1111

General Phone: +1 (866) 642-0444

Xfinity (Comcast)

Website: <https://www.xfinity.com/> or <https://www.xfinity.com/learn/offers?lob=tv,internet>

General Phone: +1 (800) XFINITY or 1-800-934-6489

Mailing Services



The [United States Postal Service](#) (USPS) provides mail service in the United States. It is a self-supporting government enterprise that receives no tax dollars for operating expenses, and relies on the sale of postage, products, and services to fund its operations. First class mail is delivered by the post office to your home address or post office box, Monday through Saturday. Unlike postal services in many countries, the USPS does not offer long-distance telephone service or savings accounts.

Here is a list of post offices in the Boulder area. All of the post offices have the same 800 number: 1-800-275-8777, and individual fax numbers. You can use the [Post Office Locator](#) to find the USPS location nearest you.

Boulder Main Post Office



1905 15th St.

Boulder, CO 80302 (*Downtown on the corner of 15th Street and Walnut*)

Monday through Friday, 8:30 a.m. to 5:30 p.m.

Saturday, 10:00 a.m. to 2:00 p.m.

Note: Hours may vary due to COVID -19

Phone: +1 (303) 938-3704

Fax: 303-786-8756

Valmont Post Office



2995 55th St.

Boulder, CO 80301

Monday through Friday, 9:00 a.m. to 6:00 p.m.

Saturday, 10:00 a.m. to 2:00 p.m.

Note: Hours may vary due to COVID -19

Phone: +1 (720) 564-6450

Fax: 303-245-6486

High Mar Post Office



4985 Moorhead Ave.

Boulder, CO 80305

Monday through Friday, 9:00 a.m. to 5:30 p.m.

Saturday, 10:00 a.m. to 1:00 p.m.

Note: Hours may vary due to COVID -19

Phone: +1 (303) 494-5006

Fax: 303-499-4790

CPU Colorado Bookstore (Postal Provider)



1111 Broadway
Boulder, CO 80302
Monday through Friday, 8:45 a.m. to 4:30 p.m.
Saturday, 10:00 a.m. to 11:30 a.m.
Note: Hours may vary due to COVID -19
Phone: +1 (303) 442-5051

In addition, a number of retail stores provide some postal services. The United States Post Office has quite a comprehensive internet site: <http://www.usps.gov> with many services available online. The USPS suggests that you never send cash through the mail. CU Boulder's campus mail system distributes inter-campus mail to Boulder campus addresses and to affiliate offices in Denver and Aurora, without the need for postage. You will be able to receive and send campus mail by using your department's campus box. Ask your departmental secretary for instructions and review the [CU Mail and Package Services Information Page](#).

Alternative mailing services like United Parcel Service (UPS), Federal Express (FedEx), and DHL Worldwide compete with the USPS for express mail and package delivery. These are run by private companies:

- **United Parcel Service (UPS):** <http://www.ups.com>
- **Federal Express (FedEx):** <http://www.fedex.com/us>
- **DHL Worldwide:** <http://www.dhl.com/splash.html>

Child Care

It is a challenge to balance work/research responsibilities while also managing the demands of raising a family. CU Boulder has made a commitment to help families find reasonably priced, quality child care. Please see the Human Resources website for information about childcare services offered in the surrounding area:
<https://www.colorado.edu/hr/resources#childcare-111>

CU Children's Center

The [CU Children's Center](#) offers full and part-time schedule and is open to children of CU graduate and family housing residents, students, faculty, staff, alumni, and international visitor assigned to a CU department or faculty member (international visitors may be considered, provided a letter from the department chair, requesting this accommodation).

CU Children's Center Information



Address: 2202 Arapahoe Ave., Boulder, CO 80302
Website: <https://www.colorado.edu/childcare/>
Phone: +1 (303) 492-6185
Email: cuchildcare@colorado.edu

Note: Services may vary due to COVID-19; Check website for updates

Bright Horizons & Sittercity

CU has partnered with Bright Horizons to give eligible CU employees access to the Additional Family Supports Program. [Contact Human Resources](#) to see if you qualify for eligibility for this program. **If you qualify**, eligible centers and discounts are determined by Bright Horizons. Visit the [Bright Horizons website for CU employees](#) to see the most current listing of centers and discounts. Bright Horizons also provides additional resources to complete an elder care plan and locate qualified elder care. Once at the website, you can activate your membership by providing your university email address and employee (or student) ID number. A component of the Bright Horizon's benefits is a [Sittercity](#) membership that provides employees with access to a nationwide network of caregivers.

Additional Searches for Child Care

The following websites are also useful resources for finding child care and elder care. ISSS encourages students and scholars to always investigate, check references, and review location's licensing information before enrolling their children in any type of child care. ISSS does not endorse any of the following options, and only provides them as a resource:

- <https://www.coloradoshines.com/search>
- <https://www.bouldercounty.org/families/pregnancy/child-care/referrals/>

Being Safe On-Campus

Boulder is considered to be a safe city in which to live. Campus is also quite safe, but we are not immune from crime. Following a few precautions may help to minimize the chances of becoming a victim. Safety is an important topic for us at ISSS, so we encourage you to read a few [Safety Tips](#) and look at [CU's Crime Prevention Webpage](#).

NightRide

If you are working late, not feeling well, or do not feel safe walking alone, you may want to call CU NightRide. The volunteers who run this program are dedicated to meeting the safety needs of students, faculty, and staff and provide free night-time transportation within Boulder city limits. Clients will be asked to show a CU identification card to use the program; however, if you do not have a Buff OneCard or Visitor/Guest Card, you may ride at the driver's discretion. CU NightRide runs regularly throughout the year, but does not operate during school breaks, bad weather, or holidays. Hours of operation vary by semester, but are generally 7:00 p.m. to 12:00 a.m. (daily). Visit the CU NightRide website to see the most current information

<https://www.colorado.edu/umc/cunightride>



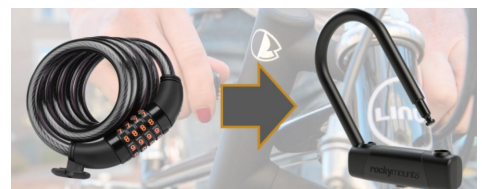
To request a ride, individuals must request a ride by using the TapRide mobile application. Riders can easily request the next available pick-up. Once the ride is scheduled, riders can track their vehicle's location in real time. TapRide is free to download. A CU NightRide dispatcher is also available for you to speak with during operating hours.

Call 303-492-SAFE (7233) to be connected with the next available dispatcher. You can review the [TapRide frequently asked questions](#) and Download TapRide ([Apple App Store](#)) or ([Google Play](#)). **Note: Due to COVID-19, CU NightRide is available for walking escorts and golf cart rides only. Service areas include: CU Boulder main campus, Williams Village, and nearby off-campus areas. Continue to check out the NightRide website for updates.**

Lock Up!

Always keep your residence doors locked, even when you are at home or just stepping out for a short time. Always keep your office locked when unattended (that includes when leaving for lunch or using the restroom). Burglary and theft are the two most common crimes in Boulder. Backpacks, laptops, and bicycles are frequent targets of thieves. In common areas, such as dining facilities, libraries, or the University Memorial Center (UMC), never leave laptops, mobile phones, or other valuable items unattended. In general, don't leave your personal belongings unattended!

Bicycles: Attach your bicycle to a bike rack, and lock it with a sturdy lock. The CU Bicycle Program has partnered with the CU Boulder Police Department and local bike lock manufacturer Rocky Mounts to help prevent bike theft. By participating in the [Bicycle Lock Swap Program](#), you can trade your used cable lock for a Free U lock. You are also encouraged to [Register Your Bicycle](#) On-Campus.



Computers: You are also encouraged to participate in [CU Laptop Registration](#), to help prevent victimization in the event of getting your laptop stolen on campus. Information obtained during registration such as make, model, and serial number make it easier for police to identify recovered items and return them to their proper owners.

Social Responsibility

You may read a more detailed discussion about discrimination, sexual assault, and date rape is under Section 10 of this Handbook (Social Life & the U.S.).

Transportation

You can get around Boulder easily by walking, riding a bicycle, or taking a bus. Boulder's centrally located downtown area is conveniently located by restaurants, shopping facilities, and the library. There is also an extensive network of walking paths and bike paths in and around Boulder. One of the most popular paths is the Boulder Creek Path. View trail maps and guides by visiting the [City of Boulder's website](#), scroll to the bottom of the page, and click on "Information For Visitors".

Walking

You are a pedestrian if you are "standing, walking, or using a wheelchair on public streets, highways, and private property." Because Boulder is a pedestrian-friendly city, pedestrians have the right of way at crosswalks and intersections (whether they are marked or not). However, everybody moves so fast that pedestrian traffic and vehicle traffic often vie for right of way. Colorado law states:

- Never walk across a freeway or expressway.
- Do not leave the curb or sidewalk so suddenly that an approaching vehicle (or traffic) cannot yield (stop in time) before hitting you. If you cause an accident by stepping off the curb onto the street, you will be the one to suffer. Pedestrians do not have the right to impede the flow of traffic.

Traffic is heavy in Boulder and around campus, particularly on Regent Drive and on Broadway. It is safer to cross at visibly-marked crosswalks with walk lights.

- Pay attention to "walk" and "don't walk" signals at intersections. A steady "don't walk" (red hand) means DO NOT CROSS. A steady "walk" (white person walking) means that it is safe to walk. A flashing "walk" (flashing red hand) indicates that you should CLEAR THE INTERSECTION. Sometimes, there will even be a numbered countdown to indicate when you should no longer be crossing the intersection. Drivers have the right of way when they have a green light and pedestrians cannot legally cross during that time.

If you are interested in walking for recreational purposes, activities that you can participate in are a [self-guided walking tour of Boulder](#) or getting involved in the [Boulder Walks Program](#).

Bicycling

The mild weather and many sunny days in boulder makes riding a bicycle a pleasure during most of the year. Bicycles are considered "vehicles" under state law, so bicyclists should follow the same rules that car drivers do. The Boulder Valley has more than 300 miles of bikeways, and you can access an [interactive map](#) or [printable map](#) that shows both bike paths and pedestrian routes.

The [CU Boulder Bicycle Program](#) encourages people to ride a bike to work and for fun. CU Boulder offers free short-term and inexpensive semester-long bicycle rentals. If you ride your bike to campus, please know that it is a requirement that you [register your bike](#). You should understand the [rules and regulations governing bicycles](#) on paths and roadways. Feel free to contact the bicycle program for questions or comments at bicycle@colorado.edu

Riding the Bus

The [RTD \(Regional Transport District\)](#) bus and light rail system includes the [SKIP](#), [JUMP](#), [DASH](#), [BOLT](#), [AB1](#) (Boulder/Denver Airport), [FF1](#) (Boulder/Downtown Denver), and various numbered routes that go through Boulder and to many cities around Boulder and the Front Range area. [The HOP](#), loops around University Hill, campus, downtown Boulder, and the Twenty Ninth Street shopping mall. The buses run regularly and many routes run late at night. Boulder even has a [Downtown Boulder Station](#).

You can use your [EcoPass](#) (a Visitor/Guest Card will not work) to ride the bus and many of the [light rail services](#) in the Denver metro area. Otherwise, the [local one-way fare](#) is \$3.00 (subject to increase). If you are not eligible for an EcoPass, you can also look into other options for discounted riding like the [RTD Mobile Tickets app](#), purchasing a [MyRide card](#), or purchasing various passes and ticket books, which you can view online at the [RTD website](#). For real-time arrival information for RTD busses, you can download the [Transit App](#).

CU Boulder also has its own [CU Boulder Bus](#) transportation services. You can find more information about Buff Bus Campus routes, information, schedules, and maps by following this [link](#).

If you would like to watch videos about how to ride public transportation, you can follow the links for [How to Ride CU Boulder Busses](#) and [How to Ride RTD Transportation](#).

Driving a Car

If you plan to drive and own a car while you are in Colorado, please refer to our [link](#) about driving a car in Colorado. You may be interested in joining the [Colorado CarShare](#) program. This is similar to a short-term car rental but with more locations. Car sharing is a great option for those that are car-free or choose to leave their vehicle at home but still need occasional access to a vehicle. You may also be interested in [Zipcar](#). Zipcar allows you to temporarily book cars near you by the hour or by the day. You can visit both of these program's CU specific websites for complete details, age and eligibility requirements, locations, pricing, discounts, and more.

Colorado Driver's License or State ID

If you are interested in getting a Colorado state ID or Driver's License, you will want to visit the [Division of Motor Vehicle's \(DMV\) website](#) for individuals new to Colorado from another country. Before going to the DMV to obtain a Driver's License, your SEVIS record must be in Active status and you will need to wait at least ten days after you enter the U.S. before applying for a Driver's License.

Who is eligible for a driver's license or ID?

Any F, M, or J nonimmigrant in lawful status may apply for a driver's license or ID card, per state or territorial law. The nonimmigrant must present necessary supporting documents required to verify legal presence in the United States. For specific requirements for your state, please refer to the DMV website or contact a local DMV office. In general, the nonimmigrant should present the following: Valid passport with visa (if applicable), Form I-94, Form DS-2019 (for a J exchange visitor), Form I-797 (in cases of a change of status to H-1B), Social Security Number (SSN) on a Social Security card, and [Identification Requirement Documents](#) (verifying identity and residential address).

Does an F, M, or J nonimmigrant need an SSN to apply for a driver's license or ID?

No, a nonimmigrant does not need an SSN. In most states, however, the nonimmigrant will need to apply for an SSN.

What are the requirements for an accompanying dependent?

An accompanying dependent who applies for a driver's license or state ID should present supporting personal status documentation as well as status documentation of the primary status holder. The DMV will look for consistency between the dependent's duration of status and that of the primary status holder. Sometimes DMV offices have difficulty when verifying dependents. The best way to alleviate this problem is to go to the DMV office with the primary (F-1, M-1, or J-1) status holder and to bring the following paperwork: the primary and dependent's most current Form I-94, the primary and dependent's valid passport with visa (when applicable), [proof of identity](#) (per state requirements), proof of relationship (e.g., marriage certificate), the primary and dependent's most current Form DS-2019.

Buying a Car

In most cases, almost all purchases over \$10,000 must be reported to the Internal Revenue Service (IRS), and this means the vehicle seller will need your SSN. If you are looking to finance or lease a vehicle, you must have a

SSN. When you go to a dealer without credit history and try to get a loan or purchase an automobile, you will need to have a SSN to continue that process.

If you are interested in purchasing a car, the best place to start is by talking with representatives at various car dealerships. These trained individuals can help walk you through the purchasing process, as well as provide insight into registration, insurance, and licensing processes.

Parking at CU Boulder

Parking space is limited at CU Boulder, and parking [permits](#) can be expensive. A good way to learn about parking locations on campus is to view the virtual [Campus Parking Map](#). This map identifies where you can park if you have a commuter permit, locations with covered parking, electric vehicle charging stations, and short-term pay parking.

For [Short-Term Parking](#), you can at the designated kiosks around campus or you can use the [ParkMobile app](#) on your phone to pay contactless. When using ParkMobile, you choose how long you want to park and pay for that amount of time. When the expiration time approaches, you can receive a text alert allowing you to extend your time (within the maximum time limit for that area).

In the event that you get a parking citation on campus, it must be paid or appealed within 14 days of the date of issuance. Additional fees may result, including referral to a collection agency or booting/impounding of the offending vehicle. To learn more about what to do in these situations, you can view the [How to Pay a Citation website](#).

For details regarding on-campus parking, you can visit CU Boulder's [Parking & Transportation Services Website](#).

Parking in the City of Boulder

Downtown Boulder has electronically-metered spaces and parking garages. Limited on-street parking is available throughout the district with parking kiosks offering payment options. Most downtown, University Hill, and Boulder Junction parking meters have a three-hour parking maximum. Like at CU Boulder, you can also use the [ParkMobile app](#) to pay. To learn more about Downtown Boulder Parking, you can visit the main [website](#). Another great resource to learn about parking is to visit the [City of Boulder's website](#). This website even includes a map of designated parking locations around downtown, contact information for reporting an illegally parked vehicle, and instructions for how to either appeal or pay a parking ticket if you receive one.

There are 10 parking enforcement offices on Boulder's downtown streets, on University Hill, Boulder Junction, Chautauqua, and in the neighborhoods surrounding these destinations. Illegal parking complaints are enforced citywide. Enforcement hours are 9 a.m. to 7 p.m., Monday through Saturday. Common violations include failure to pay (or exceeding paid time in pay parking areas), expires or no license plates, safety violations (i.e. too close to crosswalk, alley, hydrant).

Computing Facilities

Your department will probably provide a work station for you, and your departmental liaison will help you get what you need as far as internet access and e-mail/identikey login. If you have a question or concern that your sponsor cannot help you with setting up your computer, you should contact the [Office of Information Technology \(OIT\)](#). This is the on-campus department that provides services for students, faculty, and staff in regards to technical issues. The quick links on their website will address nearly every computer question you have. If you need general help and cannot find the answer on their webpage, you can email them at oithelp@colorado.edu to create a ticket for your technical issue. You can also call them at 303-735-4357 (Monday through Friday, from 7:30 a.m. to 6:00 p.m.).

Helpful Quick-Links from OIT:

- [Quick Start Guide](#)
- [IdentiKey Information](#), including step-by-step instructions for [activating your IdentiKey](#)
- Setting up your [Outlook 365 email](#)
- [Microsoft Teams Help](#)
- [Software Catalog](#)
- [Technology Equipped Classroom](#) Assistance

The Anderson Language and Technology Center (ALTEC):

[ALTEC](#) provides computers which enable students to do word processing in foreign languages. Its [facilities](#) offer state-of-the-art multi-media classrooms, and a library of films from around the world. ALTEC is located on the first floor of [Hellems](#).

University Libraries:

The University Libraries also provide various [services](#), including: media conversion service, video creation station, multimedia equipment lending library, computer labs and software, printing, and Norlin Faculty Study Spaces. Visit the [University Libraries website](#) to learn more about the services provided for faculty, staff, and students.

Legal Assistance

If you are looking for legal services regarding an immigration lawyer, a good place to start is to review our [Hiring an Immigration Attorney Form](#). This form provides useful information about how to protect yourself against fraud when seeking out legal advice, when to hire an Immigration Attorney, and questions that you may ask before hiring an Immigration Attorney.

American Immigration Lawyers Association

"The American Immigration Lawyers Association ([AILA](#)) is the national association of more than 15,000 attorneys and law professors who practice and teach immigration law. AILA member attorneys represent U.S. families seeking permanent residence for close family members, as well as U.S. businesses seeking talent from the global marketplace. AILA members also represent foreign students, entertainers, athletes, and asylum seekers, often on a pro bono basis. Founded in 1946, AILA is a nonpartisan, not-for-profit organization that provides continuing legal education, information, professional services, and expertise through its 39 chapters and over 50 national committees."

Office of the Colorado State Public Defender

This organization, run by the State of Colorado, provides "reasonable and effective criminal defense representation for indigent individuals who are charged with the commission of a crime in Colorado." [The Office of the Colorado State Public Defender](#) has a mission to "defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel."

Environmental Center (Recycling)

Environmental issues are becoming more and more urgent worldwide. CU Boulder is putting forth a great deal of effort to keep the environment clean and cut down waste. [CU Recycling](#) is proud to have a long history of global leadership in sustainability. From being the first university to establish a recycling program, to being the first university to rank “gold” through the Sustainability Tracking Assessment and Rating System (STARS). Blue recycling bins are placed in various locations around campus. Offices and classrooms have desk-side recycling bins for office materials and newspaper. The Student Union, Facilities Management, and the Environmental Center have created a partnership to collect recyclable products.

Want to get involved with sustainability on CU Boulder’s campus? You may want to become the [Sustainable Buff Community](#). You can even sign up for a [FREE EcoKit](#) to use on-campus or off-campus. Click her to learn about all the ways that you can [get involved](#) in CU Boulder’s sustainability initiatives.

Recreation Services (Main Student Recreation Center)

Visiting international scholars and students can join CU Boulder’s [Student Recreation Center](#). Services are provided through [Recreation Services](#), A Division of Student Affairs. It is convenient from nearly every office on campus. If you’re interested in getting a [membership](#), you can visit the recreation center during their normal business hours or contact their Guest Services through phone 303-492-6880 or by email at RecGuestServices@colorado.edu. In order to obtain a membership, you will need to show your Buff OneCard or Guest Card.

Faculty & Staff Memberships

You can follow this [membership rates link](#) to see the most current membership fees. Fees are paid through a payroll deduction (available for Boulder campus employee paid monthly). If you decide to cancel your membership, payroll deduction cancellation must be received by the 10th of the month for the deduction to stop for the month. You can email recpass@colorado.edu to cancel payroll deduction.

University Affiliates

The following are eligible for university affiliate memberships: Alumni, Boulder campus adjunct appointees, Persons involved at 50 percent or more in university research projects, or employees of the following departments (LASP, JILA, CIRES, OCS, IBG, NCAR, NIST, NOAA, USGS, or other Research Park employees). You can follow this [membership rates link](#) to see the most current membership fees.

Continuing Education, English Language Classes, and Tuition Assistance

Scholars can take classes for a discount through [Continuing Education](#) or the [International English Center](#) (IEC). University of Colorado faculty, staff, professional researchers must be employed at least half-time and are required to provide a printed copy of their “job list” from Peoplesoft or some equivalent form of documentation when requesting a discount. Verification from the hosting department may be required to receive tuition discounts. Dependents of scholars may also be eligible for a discount if the scholar is eligible.

To learn more about tuition and fees, you may [request information](#) from a Continuing Education program representative. If you have specific questions about enrollment (or general information), you may also email Continuing Education at ceregistration@colorado.edu or call 303-492-5148 (or toll-free 800-331-2801).

Tuition Assistance

For employees with at least 50 percent appointment, you may be eligible for the Tuition Assistance Benefit. The All-Campus contact is tuitionbenefit@cu.edu on how to apply for this benefit. You can also call 303-860-4200 (option 3). If you are hoping to contact a CU Boulder Tuition Assistance representative, you may email bldrtuitionbenefit@colorado.edu (this would be the appropriate contact for questions on tuition course eligibility and tuition bill/fee questions). Another helpful resource is the [step-by-step instructions](#) for how to apply for the Tuition Assistance benefit.

The **American money** system is based on the dollar (\$1), on which all paper money (bills) and coins are dependent. “Cash” is the term used for dollar bills and coins. There are 100 cents (or pennies) in a dollar. Coins are fractions of a dollar. A one-cent piece is known as a **penny**, a five-cent piece is known as a **nickel**, a ten-cent piece is a **dime**, and the twenty five-cent piece is a **quarter**. Dollar bills of all value are the same size and color. The numerical value of each bill is shown in all four corners.

The quarter is sometimes considered the most useful coin because it can be used in almost any coin-operated machine, such as a washer and dryer in a Laundromat, a pay phone, video games, and in vending machines that dispense food, drinks, stamps, tickets, newspapers, and various other items. Vending machines will usually take small bills (such as ones dollar bills, five dollar bills, and ten dollar bills) but the change you get back will usually be distributed back to you in coins.

Debit or credit/charge cards are one of the most common ways to pay for items in the United States, even for buying small items. They are considered convenient and safe to use and more simple to carry than cash. Automatic Teller Machines (ATMs) are popular and a convenient way to access cash. Keep in mind, getting cash from an ATM generally costs a fee unless you are using an ATM that you are a member of their banking services. In other situations, you may be able to write a check; that is discussed in the section below called “Opening a Bank Account.”

Transferring Funds to the United States

When coming to the United States for the first time, it may be beneficial to bring enough money to meet the initial costs of travel to campus and at least one month of living expenses. It is not advised that you carry large amounts of cash with you while you are in public. If you need to transfer a large amount of money from your bank account in your country of permanent residence to a U.S. Bank account, you will want to check with both your foreign bank and your new U.S. bank to discuss the options that best suit your needs. There is the possibility that there may be restrictions with transferring money, so you should learn whether or not your bank from your country of permanent residence has restrictions on sending money abroad.

Some of the more common ways to carry (or transfer) money are:

- a **“wire transfer”** from your bank at home to your U.S. bank. Your money is usually available fastest with this method, but your bank at home and the bank in the U.S. may each charge a fee for the transfer. It is possible that this may be the most expensive option.
- a **bank check** (also called a cashier’s check) drawn on a U.S. bank in U.S. dollars.
- A **traveler’s checks** (in U.S. dollars). Using traveler’s checks is considered a safe way to carry money. However, it is not as common used as it was in the past. Not all U.S. merchants accept traveler’s checks.

Checks in U.S. dollars drawn on a foreign bank (in addition to checks in a foreign currency drawn on a foreign bank) may take much longer to “clear” than checks in U.S. dollars drawn on U.S. banks. It is useful to know that until a check clears, you may not have access to your money.

Opening a Bank Account

If you have not already done so, you may want to consider opening a bank account at a local bank or credit union in the United States. It is sometimes possible to set up an account from abroad, but this will vary for each financial institution. Some international financial institutions also allow you to write U.S. dollar checks on funds deposited abroad. However, some local banks in the U.S. will want you to come to come and visit one of their bank’s branch locations in-person to set up your account. When you go to visit a U.S. bank, you will want to take your CU identification, your passport, your DS-2019, and the funds that you wish to deposit into your newly created account.

Most banks require a Social Security Number (SSN) in order to open an account with them. However, it may be possible to open a bank account without a social security number at some financial institutions. It is beneficial to

call a bank before visiting to see what documents you will need to bring with you in order to create a new account. Please know, there are many more banking options in addition to the five companies listed below. These companies tend to be some of the more popular used by our students and scholars.

[US Bank](#): possibly does not require a Social Security Number (SSN)

[Chase Bank](#): possibly does not require a SSN

[Wells Fargo](#): possibly does not requires a SSN

[1st Bank](#): possibly does not require a SSN

[Elevations Credit Union](#): requires a SSN

Banks offer many different financial services. Some banks may offer free checking or savings accounts, while others may require that you deposit a minimum amount of money into the account. The interest rates at each bank will also vary. You likely will want to compare the services and fees of several banks before selecting the bank that will be best for you. Banks are competing for your business, so it is helpful to ask questions.

Elevations Credit Union (the CU Credit Union) offers free checking, savings accounts, and numerous other services. They do require you to have a SSN in order to open an account. A branch is conveniently located in the University Memorial Center. If you receive a Buff OneCard, you are also able to set this up to access cash from the ATM. To open an account, you must either show your SSN or show that you have applied for one. Visit <https://www.elevationscu.com/> or call (303) 443-4672 for details. You can also contact their general customer service at (800) 42907626.

Types of Banking Services:

- A **checking account** will allow you to write checks (paper or electronic) for purchases and to pay bills. Most service providers and local retailers will accept a personal check drawn on any U.S. bank, as long as you can show appropriate identification, such as a passport, Buff OneCard, or driver's license. Using checks makes it is easy to keep records of your purchases and payments. At most banks you do not need to keep a substantial sum of money or "balance" in the account – in order to cover your checks and any fees the bank charges to maintain the account. Many banks offer "overdraft protection," which allows you to write a check that exceeds your balance with the understanding that you will pay interest on the overdrawn amount. There usually are fees involved, so you should ask how much overdraft charges are before you do so. Finally, checking accounts have the advantage of providing you with immediate access to your funds. If you need to mail payment, mailing a check is safer than mailing cash. It is not recommended to mail cash.
- A **debit card**, also known as a check card, allows you to withdraw or deposit money to your bank account using an ATM. It also allows you to make purchases at stores without writing a check.
- **Savings accounts** earn interest on the balance in the account. If you plan to bring money for your entire stay, you may want your money earn interest while it is in a savings account. You can withdraw money from an ordinary savings account, but you cannot do so by writing a check (unless the account is set up this way). Many visitors open a savings account and a checking account at the same bank. This allows them to transfer money from the interest-bearing savings account into their checking account as needed.
- **Certificates of deposit (CD's)** may pay higher rates of interest than savings accounts, but your deposits must be made in certain amounts (usually in increments of \$1,000 or more) and must remain in the bank for a specified period of time (usually a minimum of three months) before you can use them. The penalties for withdrawing money before the specified time has elapsed can be quite substantial. A CD account may make sense if you bring money that you will not need access to right away.
- **Other Banking Services:** A safe deposit box, available at most banks, is a good place to store valuable possessions such as the airline ticket for your flight home, expensive jewelry, foreign currency, a car title, and any important documents you brought with you. Banks generally charge a fee for this service.

Section 6

Health Care and Health Insurance

**Please also see page 6 (Buy Health Insurance)*

Medical care is not paid for by the United States government, and it is expensive if you don't have insurance. A catastrophic illness or car accident could mean a financial crisis that would make it difficult to reach your goals. When you receive medical care, you are responsible for paying the medical bill regardless of whether or not you have insurance coverage. You are responsible for paying any costs that are not covered by your insurance company.

J-1 Exchange visitors are required, by U.S. federal immigration regulations, to carry both medical insurance coverage and repatriation insurance/medical evacuation insurance coverage for themselves and their accompanying J-2 family members. For additional updates and details, you can always visit our ISSS Health Insurance [webpage](#). See [Section 6 Health Care and Health Insurance and Section 7 Immigration Regulations for J Visa Holders \[22 CFR 62.14\]](#) for information about the health insurance requirements. You can also review these insurance requirements on the [Department of State's website](#). This coverage must be in effect on (or before) the J-1 program start date through the J-1 program end date (for the J-1 scholar and any accompanying J-2 dependents). This coverage must remain in effect for the full duration of the J program (there cannot be any gaps or lapses in coverage).

Exchange Visitor professors and research scholars who are employed by the University of Colorado Boulder may qualify for the health insurance offered by the University. If you are on university payroll, you may be eligible for University insurance, depending on your appointment level. If you want to sign up for CU's health insurance, you must sign up for this benefit within 31 days of being hired. If you have questions about coverage, you should contact the benefits department in [Employee Services](#). Please note that the University of Colorado medical insurance plans do not offer medical evacuation or repatriation insurance coverage. In order to meet that requirement of the J regulations, you will need to purchase evacuation/repatriation insurance coverage separately, even if you are covered by a University of Colorado health insurance plan. Currently there are only two possible medical plans that you can choose from that meet the minimum J-1 requirements for medical coverage: [CU Health Plan Exclusive \(HMO\)](#) and the [CU Health Plan Kaiser \(EPO\)](#). The CU Health Plan Extended PPO and High Deductible plans do NOT meet the minimum insurance requirements for J regulations.

There are many options for medical insurance in the United States, are many insurance plans can be difficult to understand. If you are not going to enroll in a CU medical insurance plan, you will likely want to look for a provider outside of the university. If you need assistance looking for an insurance provider, you can review a list of independent providers that ISSS has compiled. You can access this Insurance Resource Guide in this [link](#). Please know that this guide is only a reference and does not include an exhaustive list of all medical insurance providers. ISSS does not recommend any particular company, but hopes that the resource guide can assist you in finding a medical insurance provider. You may also want to ask your sponsoring faculty member for help if you are finding difficulties acquiring an insurance plan that meets the minimum J requirements. Your insurance can come from any country or sponsoring agency, but it must be able to be used in the United States and meet the minimum exchange visitor insurance requirements.

If you purchase your own health insurance, be sure ask your insurance company the following questions:

- What are the exclusions in my insurance policy?
- What type of medical procedures will be covered? What type of medical procedures will not be covered?
- What will my co-payment be (if applicable)?
- Does my plan have a deductible? If my plan has a deductible, what percentage of the doctor's fees will I be responsible for after I reach my deductible?
- Does my plan have an out-of-pocket maximum?
- How do I submit a medical bill? How do I pay my medical bill?
- How do I contact my insurance company?
- I need to show documentation of my insurance coverage. Will I receive an insurance card or another document that I can carry with me during my time in the United States so that I can receive treatment?

You should be able to use your insurance coverage for medical treatment at various clinics. However, depending on your health insurance plan, you may only have coverage only at certain facilities. Additionally, some clinics may not be accepting new patients. It is advisable to contact clinics directly to see if they accept your current medical insurance plan. It is also beneficial to find a medical clinic when you first arrive in the United States so that you know you have a designated place to go for treatment. For consistent medical care, it may be easiest to choose one clinic and use that same throughout your stay.

It is helpful to know that most medical insurance plans almost never cover one-hundred percent of all medical expenses. Even some of the best insurance policies only cover around 80 to 90 percent of medical expenses and those policies may not always cover prescription medications, dental care, eye care, preexisting conditions, or doctor's visits to your home. Always read your medical insurance the policy carefully and if you don't understand the details of your insurance coverage, you should ask someone at your insurance company to explain it to you.

Health Care Facilities

When you first arrive in Colorado and obtain your medical insurance, it is beneficial for you to research the different medical facilities in Boulder and the surrounding area to confirm which of these facilities are in-network or out-of-network for your insurance provider. Overall pricing for treatments or services may be significantly higher if you attend a medical facility that is not in your provider's network. Please note that the list below is not an exhaustive list of all hospitals and urgent care facilities in the surrounding area, but is meant as a resource to assist you in finding a facility.

Hospital In Boulder:

[Boulder Community Foothills Hospital](#)

4747 Arapahoe Avenue

Boulder, CO 80303

Phone: 303-415-7000

Information: This is the main hospital serving the immediate Boulder area.

Hospital In Lafayette:

[Exempla Good Samaritan Medical Center](#)

200 Exempla Circle

Lafayette, CO 80026

Phone: 303-689-4000

Information: "Good Sam" is attached to the Kaiser Permanente primary care insurance group.

Hospital In Louisville:

[Avista Adventist Hospital](#)

100 Health Park Drive

Louisville, CO 80027

Phone: 303-673-1000

Information: Even though it is a Seventh Day Adventist Hospital, people of all faiths are served at the facility.

Hospital In Longmont:

[Longmont United Hospital](#)

1950 Mountain View Avenue

Longmont, CO 80501

Phone: 303-651-5111

Urgent Care Facilities in Boulder County (and surrounding area):

[Boulder Medical Center](#)

2750 Broadway Street
Boulder, CO 80304
Phone: 303-440-3000

[Rocky Mountain Urgent Care](#)

4800 Baseline Road, Suite D106
Boulder, CO 80303
Phone: 303-499-4800

[Community Medical Center](#)

1000 W. South Boulder Road
Lafayette, CO 80026
Phone: 303-415-4300

[UCHealth Longmont Clinic](#)

1925 W. Mountain View Ave.
Longmont, CO 80501
Phone: 303-776-1234

[NextCare Urgent Care](#)

2144 N. Main Street, Suite 8
Longmont, CO 80501
Phone: 303-772-0041

Searching for an In-Network Health Care Facility

CU Health Plan Kaiser (EPO):

If you decide to enroll in the [CU Kaiser plan](#), you will want to become familiar with facilities and providers in the area that are within the Kaiser network. You can search for a medical provider or urgent care facility that is within your network by going to this [link](#).

[Kaiser Permanente Baseline Medical Offices](#)

580 Mohawk Dr.
Boulder, CO 80303
Phone: 303-338-4545

CU Health Plan Exclusive (HMO):

If you decide to enroll in the [CU Exclusive plan](#), you will want to become familiar with facilities and providers in the area that are within the CU Health Plan – Exclusive network. You can search for a medical provider or urgent care facility that is within your network by going to this [link](#).

Which Type of Medical Facility Should You Visit?

The U.S. healthcare system may be very different from your home country, so it is important to know when it is most appropriate to visit your **primary care physician** vs. an **emergency room or hospital** vs. an **urgent care facility**. It is easy to acquire exceptional medical bills if you are unfamiliar with the different types of facilities and how to use them properly. Here is a [link](#) to a useful resource that helps to explain which location is best to visit for different medical conditions. **Please note ISSS has provided this link and information as a guide to assist you in understanding the U.S. healthcare system. Neither are intended as tools to diagnose injuries or illness. Always call 911 immediately if there is a medical emergency.**

Primary Care Physician

If you are not feeling well, do not hesitate to get medical attention. However, if your condition is not life-threatening, you can generally contact your primary care physician to schedule an appointment at your convenience.

Urgent Care

If you have a sore throat, cough, fever, flu symptoms, cut or laceration, ear infection, sprain, strain, possible broken bone, eye injury, animal bite, rash, classic migraine, mild headache, or abdominal pain during the evening or on a weekend, you can go to an urgent care center. You do not need an appointment to visit an urgent care facility, but some facilities may have the option to schedule an appointment to reduce your waiting time. Urgent care centers are generally open from the morning until later in the evening. Hours will vary for each facility, so it is best to call ahead to see their hours of operation.

Emergency Room (Hospital)

If you absolutely have an emergency, such as chest pain or other heart attack symptoms, severe abdominal pain, severe bleeding or lacerations, poisoning, loss of vision or possible stroke, or if you have been in an accident and you think your condition is life-threatening, you will likely want to go the emergency room of any of the above-named hospitals OR call 911 if you can't get yourself safely to the hospital. Dialing 911 alerts an emergency service to dispatch an ambulance to your location. The ambulance will take you to the nearest emergency room. It is usually best to use this service if it is TRULY a life-or-death situation. Emergency room care and ambulance services are very expensive in the United States. You can go to an emergency room without calling 911. If you go to an emergency room to receive medical treatment (or if you take an ambulance to a hospital for a condition that does not threaten your life), it is very possible that your insurance may not cover your expenses and you will be responsible for paying the bill in full.

Visiting a Health Care Facility

You should always have your medical insurance card, a form of Identification (like your passport or state ID card), and a form of payment when visiting any medical facility. If you have a primary care physician (PCP), the facility will want to know your PCP's name, address, facility that they work at, and their phone number when you are checking in to the facility. Other information that you will likely be asked for will information about your local pharmacy (name, address, phone number, and prescription card), your own personal information (name, address, phone number, job information, possibly SSN, etc.), and information for an emergency contact they can call on your behalf (name, phone number, etc.).

The time you spend with your health-care providers may seem brief and impersonal, but they are simply trying to be efficient and thorough. You may be asked, more than once, about your family's medical history and your own health history, medicines and supplements that you take, and substance usage. They may also ask you about your sexual activity. Most importantly, they will want to ask you about the symptoms that brought you to their facility in the first place. American physicians expect their patients to participate in making decisions about their health care, so you are encouraged to ask about your diagnosis, treatment options, medications, and costs. Because the staff at any health care facility moves quickly to treat many, many patients each day, you may not understand all of the things that are going on around you during your visit. You are always able to remind the medical staff that you need them to talk slowly, to repeat any information that you don't understand, or to write something down for you. Some facilities may even have translation services that you can request prior to your visit. Another beneficial option could include taking a friend or co-worker along to your doctor's visit to translate the conversation for you.

When finishing your visit, you are usually escorted to the front waiting room. During this time, you are able to ask for a copy of your medical notes from your current visit and/or request copies of any tests that were performed (x-rays, ultrasounds, etc.). You will usually end your visit by talking with a member of the front desk staff, where they will inform you of any bills you need to pay before you leave. They will also assist you in scheduling any follow up appointments that may be necessary for your continued treatment as well. If you are concerned that you will forget your follow up appointment, you can ask the front desk staff for a reminder of your appointment.

Useful Health Coverage and Medical Terminology

<i>Appeal</i>	A request you make for your health insurer or plan to review a decision again.
<i>Bill</i>	A document issued to collect fees for medical service.
<i>Claim</i>	A request for payment that your healthcare provider submits to your health insurer or plan when you receive items or services that you think are covered.
<i>Co-insurance</i>	Your share of the costs of a covered health care service. Usually, this is calculated as a percentage. Your co-insurance payments only begins after you have reached (or met) your deductible. At this point, you pay your percentage and the health insurance or plan will pay the rest of the allowed amount.
<i>Co-payment</i>	A fixed amount you will pay for a covered health care service. You will generally pay this when you receive the service. You will still pay your co-payment even after you meet your deductible amount.
<i>Deductible</i>	The annual amount that you owe for health care services before your health insurance company begins to contribute for services.
<i>Emergency Medical Transportation</i>	Ambulance services for an emergency medical condition.
<i>Emergency Room Care</i>	Emergency services you get in an emergency room.
<i>Emergency Services</i>	Evaluation of an emergency medical condition and treatment to keep a medical condition from getting worse.
<i>Excluded Services</i>	Health care services that your health insurance or plan doesn't pay for or cover. In some cases, maternity costs, mental-health care, dental, and vision are not covered in your insurance plan.
<i>Health Insurance</i>	A contract that requires your health insurer to pay some (or all) of your health care costs in exchange for a premium.
<i>In-Network</i>	A provider that has a contract with your health insurance or plan. Generally, in-network costs will be less than out-of-network costs.
<i>Limit</i>	A fixed, maximum amount that you will pay for covered health care services from providers during your annual contract.
<i>Non-Preferred Provider</i>	A provider who doesn't have a contract with your health insurer or plan to provide services to you. Generally, you will pay more to see a non-preferred provider.
<i>Out-of-Network</i>	A medical facility that offers services (provider) that does not have a contract with your health insurance plan. Generally, out-of-network costs will be more than in-network costs.
<i>Policy</i>	The contractual document that regulates relations between your Contracting Company and yourself (the Insured Party).
<i>Preauthorization</i>	A decision by your health insurer or plan that a health care service, treatment plan, prescription drug, or medical equipment is medically necessary.
<i>Pre-existing Illness</i>	An illness that is the expression or direct consequence of chronic or pre-existing pathological situations in place at the time the policy began.
<i>Preferred Provider</i>	A provider who has a contract with your health insurer or plan to provide services to you at a discount.
<i>Premium</i>	The amount due to the Contracting company for coverage for each specified period.
<i>Prescription Drugs</i>	Medications that by U.S. law require a prescription.
<i>Primary Care Physician (PCP)</i>	A primary physician who directly provides or coordinates health care services for a patient. For some plans (like EPO and HMO) you will need to choose your provider.
<i>Provider</i>	A physician, health care professional, or health care facility licensed, certified, or accredited as required by state law.
<i>Service</i>	The assistance or medical aid provided to the Insured Party.
<i>Specialist</i>	A physician specialist that focuses on a specific area of medicine.
<i>Urgent Care</i>	Care for an illness, injury, or condition that is serious enough to seek care right away, but not so severe as to require emergency room care.

Section 7

Immigration Regulations for J Visa Holders

**If you are an H visa holder, skip Section 7. You may read about H Visa Immigration Regulations in Section 8*

The Student and Exchange Visitor Information System, or SEVIS

SEVIS is an acronym that is used to represent the Student and Exchange Visitor Information System. [SEVIS](#) is a web-based system that is used for maintaining information on nonimmigrant students and exchange visitors in the United States. SEVIS allows universities and the United States Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students and J scholars and their J dependents (known as exchange visitors) who live in the United States. The system keeps an electronic record of your entry into the United States and your departure from the United States. As an institution, CU Boulder's ISSS department is responsible for making sure that our records are updated and correct. United States embassies and consulates also have access to SEVIS.

SEVIS tracks and monitors nonimmigrant students and exchange visitors. If accepted for participation in a Department of State-verified exchange visitor program, exchange visitors may be admitted to the United States with J nonimmigrant status. As a J visa holder, information about you needs to be reported to SEVIS. This information includes (but is not limited to):

- your physical address in the United States (post office boxes or campus addresses are not allowed), including any changes in your address during your exchange visitor program;
- whether or not you have been authorized for employment;
- your intent to transfer to a different sponsor;
- any changes in your site of activity (the physical location of your work that includes on-campus and off-campus research locations);
- any change in your program funding;
- any change in your exchange visitor program dates;
- any changes in your sponsoring faculty member (the individual who supervises your J-1 Program Objectives)

Please note: Any personal information changes must be reported within 10 days of the change to ISSS. You can send an email with updates to iss@colorado.edu

All these factors affect your lawful nonimmigrant status here in the United States. If you lose your J status, ISSS must report to SEVIS that you are out of status. "Out of Status" would mean that your immigration documents would be cancelled and that you may likely need to leave the country before the end of your program. You could also be subject to arrest or deportation.

You can see the true importance of maintaining your lawful status while on your exchange visitor program. You can maintain your lawful status by:

- reporting to ISSS when you begin your program in the United States;
- getting permission to work BEFORE you begin or partake in any employment and BEFORE any incidental employment;
- completing all transfers in a timely manner (if applicable);
- talking to (and confirming with) an advisor at ISSS when you are ending your program;
- requesting an extension of your J program in a timely manner (if applicable);
- maintaining your medical and evacuation/repatriation insurance for the entire duration of your J program;
- updating your address and phone number;

Major Reporting Requirements

As an exchange visitor, you need to know and follow your obligations under the Exchange Visitor Program regulations. With the help of an ISSS advisor, you can keep well-informed about any changes in the regulations. Listed below are brief descriptions of various major reporting requirements and how you can follow them. The

most simple way to report these change to ISSS is to send an email to iss@colorado.edu and your dedicated ISSS advisor will update the changes in the SEVIS database.

Residential Address Changes

If you move while in the United States, please contact an ISSS advisor within ten days of the address change to report your new physical address. ISSS is required to forward this information to the U.S. government through the SEVIS database. If you are being paid by the University of Colorado, you also need to update your address with both your department's payroll liaison and by yourself (by updating the address in your [MyCUinfo](#)).

Email Address Changes

If your email address changes during your exchange visitor program, you will want to inform your ISSS advisor. It is important that ISSS has the most accurate method to communicate with you during your program. If ISSS does not have your accurate email address, it is possible that you will not receive very important email updates about maintaining your status.

Name Changes

If your name changes during your exchange visitor program, you must inform an ISSS advisor within ten days of the change. It will also be beneficial to update this information in your [MyCUinfo](#) to ensure that you do not have any documents issued to you from employee services with incorrect information.

Telephone Number Changes

If you acquire a new U.S. telephone number, you will need to inform your ISSS advisor within ten days of receiving this new number.

Program Funding

If the funding for your program changes, you will need to inform ISSS of these changes. Some examples of funding changes could include direct CU Boulder funding, funding from an outside organization, sabbatical funding, funding from your home university, scholarship funding, etc. You will need to inform your ISSS advisor within ten days of any changes in your funding and your immigration documents may need to be updated accordingly.

Site of Activity

If the physical location of your work (this includes on-campus and off-campus research locations) changes, you will need to inform ISSS of these changes. You will need to inform your ISSS advisor within ten days of any changes in your site of activity.

Sponsoring Faculty Member

If the individual who supervises your J-1 Program objectives changes during your time as an exchange visitor, you will need to inform your ISSS advisor of this change. Please inform your ISSS advisor within ten days of any changes in your sponsoring faculty member.

J Program Provisions

Exchange visitors come to the United States to participate in a specific program category (e.g. Professor, Research Scholar, Short-term Scholar, Student Intern, Specialist, etc.). Exchange visitors are required to engage only in the category and field of activity listed on the Form DS-2019. For example, if your DS2019 says "Visiting Research Scholar in the Department of Chemistry," you have permission for (and may be compensated for) this activity only. Compensation for these activities may be accepted only when they are permitted by the regulations and authorized by ISSS.

Incidental Employment Outside CU Boulder

The J exchange program allows J-1 Professors, Research Scholars and Short-term Scholars (but not Student Interns) on the University's J documents to participate in consultations or lectures for remuneration outside of the University of Colorado Boulder, provided that the opportunity:

1. is incidental to your primary program at the University of Colorado Boulder;
2. is directly related to your program objectives;
3. does not delay the completion of your exchange program; and
4. be documented in SEVIS prior to the start of the lecture/consultation

Additionally, if you will receive wages or other compensation for the short-term lecture/consultation, you must act as an independent contractor. The regulations do not allow for a sustained employer/employee relationship with the incidental employer.

Exchange visitors who would like to participate in this type of activity must first obtain prior authorization from an ISSS advisor BEFORE participating or engaging in any activity. More details on this can be found on our website [link for Incidental Employment](#). In order to obtain authorization for incidental employment you must:

1. Obtain an offer letter on official letterhead from your prospective employer including the information posted on our [webpage](#); and
2. Complete the [Request for Authorization to engage in Occasional Lectures or Consultations Form](#); and
3. ISSS will then review the form and supporting material to deem if the activity is appropriate

Insurance Requirement

See Section 6, Health Care and Health Insurance. The J program requires that all exchange visitors have adequate health insurance coverage for each J-1 participant and their J-2 family members for the entire duration of their J exchange program in the United States (as outlined in 22 CFR 514.14). More specifics about the health insurance requirement can be found in Section 6 of this scholar handbook.

Willful failure to have adequate health insurance coverage for the J-1 and/or the J-2 dependents will result in the termination of the J program. Please ensure that you are fully enrolled in a health insurance plan that meets the specifications set by the U.S. Department of State.

12 and 24-Month Bars on Repeat Participation

Previous time spent in the United States in certain J-1 or J-2 visa categories affects when a prospective exchange visitor is eligible for a new J-1 Research Scholar or Professor program. The specific category previously used and the amount of time present in the U.S. in that category determine when a prospective exchange visitor is eligible to begin a new J-1 Research Scholar or Professor Program. The wait time begins the day after the SEVIS record associated with the previous stay has ended. You are not necessarily required to be outside of the U.S. during the 12 or 24 months that you must wait to begin the new Research Scholar or Professor program, however you would need to be in the U.S. in another visa category during this time.

The table below can be used to determine when an exchange visitor can begin a new J-1 Research Scholar or Professor program based on their previous visit to the U.S. in J status and the amount of time spent in that status. You can also read more information by visiting our webpage [link](#).

Previous Visits to the U.S. Using J-1 or J-2 Visa Status

J Category Used During Previous Visit	Time Present in U.S. in that J Category	Wait Time Until Eligible for New J-1 Research Scholar or Professor Program*
J-1 Research Scholar or Professor OR J-2 Dependent of a Research Scholar or Professor	Any amount of time (between 1 day and 5 years)	24 months
J-1 Student Non-Degree J-1 Student J-1 Specialist Any other J-1 category, except Research Scholar/Professor J-2 Dependent of the categories above	MORE than 6 months	12 months
J-1 Student Non-Degree J-1 Student J-1 Specialist J-1 Short-Term Scholar Any other J-1 category, except Research Scholar/Professor J-2 Dependent of the categories above	LESS than 6 months	NONE Your ability to begin a new J-1 Research Scholar/Professor category is unaffected by your previous stay in the U.S.

212(e): The Two-Year Home Country Physical Presence Requirement

Some J-1 exchange visitors (and their J-2 dependents) are subject to a two-year home country residency requirement based on Section 212(e) of the Immigration and Nationality Act. An exchange visitor is subject to the two-year home residence requirement if one or more of the following conditions applies:

1. The exchange visitor program has been financed to some extent by the U.S. Government or the government of their home country;
2. The exchange visitor is acquiring specialized knowledge or skills that are needed by their home country as indicated in the [Exchange Visitor Skills List](#);
3. The purpose in coming to the United States is to receive graduate medical education or training

Being subject to the two-year home residency requirement means that you cannot apply for change of status within the U.S.; nor adjust status in the U.S. to immigrant visa/lawful permanent resident status (LPR); nor receive an immigrant visa at a U.S. Embassy or Consulate; nor receive a temporary worker (H) intracompany transferee (L) or fiancé (K) visa.

If you are unsure of whether the two-year home residency requirement applies to you, you may seek an [advisory opinion](#) from the Department of State. If you have questions about this, you may consult your ISSS advisor and you may also consider consulting an immigration attorney. Please consult the [U.S. Department of State website](#) for information about filing a waiver of the two-year home country requirement. Questions related to the waiver process should be directed to an immigration attorney and the U.S. Department of State. You can also read more information about the two-year home residency requirement on our ISSS [webpage](#).

Transfers and Extensions

Transferring your J-1 Program

Exchange visitors may transfer from one J-1 program sponsor to another sponsor, but it is required by regulations that they are only able to transfer after they are released by the first sponsor. Through the transfer process, an exchange visitor's program may be extended at the sponsor's discretion, but the extension date must be within the maximum program duration for that exchange visitor's category (up to 5 years for those in the professor or research scholar categories, or for up to 6 months for short-term scholars, or up to 12 months for student interns and specialist). You will not be able to transfer to another J-1 program sponsor if you have already been present in the U.S. in your category for the maximum amount of time allowed in that category. The exchange visitor will also need to demonstrate that they have proof of medical insurance coverage and sufficient funding for living expenses for the additional time that they will be present in the United States. If you have any J-2 dependents in the U.S., you must also show evidence of medical insurance coverage and sufficient funding support for each of them.

Additionally, ISSS will need to ensure that your original program object will remain the same at the next location and that you have not received a waiver of the Two-year Home Residency Requirement. If your program objective at the new J-1 program sponsor will NOT be the same and/or if you have received a waiver of the Two-year Home Residency Requirement, then ISSS will not be able to transfer your SEVIS record. The number of times that a J-1 exchange visitor can transfer during their J-1 program is technically unlimited.

In order to initiate the Transfer Process, you will need to contact your hosting department and your ISSS dedicated advisor to receive approval. Transfers need to be initiated one month before the requested transfer-out date, so you will want to begin this process as early as possible. You will work with your department to submit our [J-1 Program: Completion, Early Completion, or Transfer Form](#) on DocuSign. This form requires you to obtain a signature from your CU Hosting Faculty Member and will also prompt you to provide detailed contact information for the International Office at your new sponsoring location. You will want to submit this paperwork at least four weeks before your current DS-2019 expires in order to allow ample time for processing.

Extending your J-1 Program

It is possible to extend your J-1 Program, as long as you are maintaining status and have time left within the maximum program duration for your current exchange visitor category (up to 5 years for professors or research scholars, up to 6 months for short-term scholars, or up to 12 months for student interns and specialists). Before extending, you will also want to first talk with your hosting department to see if they are willing to host you longer. If they agree to host you longer, you and your department will need to submit ALL of the extension paperwork to ISSS a minimum of 4 weeks prior to your DS-2019 expiration date. **ISSS cannot extend your J-program after your DS-2019 end date!**

It may be best to review our [Extension Procedures Webpage](#), as our extension processes may have been updated from the date of this publication. ISSS will need to receive the following information/documents in order to process a DS-2019 extension request:

- [Department: DS-2019 Extension Request Form](#) (to be completed by your hosting department)
- [Exchange Visitor: DS-2019 Extension Request Form](#) (you will complete this form)
- Addendums to offer letters (if applicable)
- Approved [Export Controls Review](#) (to be completed by your hosting department)
- Additional funding documentation to cover the extension period for yourself (and any J-2 dependents)

- Copies of passport biodata pages for exchange visitor (and any J-2 dependents)
- Exchange Visitors who interested in extending their J-1 program while they are out-of-the country will also need to provide a letter from the hosting faculty member that addresses an explanation for keeping the J-1 program active while the exchange visitor is outside of the United States (if applicable)

You must provide all of these documents to your hosting department's administrative representative. The department will then combine all of these file and send them to ISSS in a combined format through [DocuSign Document Submission Form](#). If all of the documents are provided to ISSS in a timely manner and you meet all of the qualifications for extending our J-program, ISSS will extend your program and issue you an updated DS-2019 to reflect your new end date (including any other applicable updates).

Maintaining Status

An exchange visitor's J-program is subject to termination if the regulations for their program and category are not followed. Exchange Visitors are required to have a valid (unexpired) Form DS-2019 for the entire duration of their program. Additionally, exchange visitors are subject to termination as participants in the exchange visitor program if they willfully fail to maintain the insurance coverage required under the regulations set forth by the U.S. Department of State, engage in unauthorized employment, and/or fail to pursue the activities permitted under their program and/or category. For more information about maintaining your J-1 status, or questions you have about maintaining status, please contact your dedicated [ISSS advisor](#).

Travel Outside the United States while in Active J-1 Status

Before traveling outside the United States, it is best that you consult with an ISSS advisor to review any travel restrictions or immigration rules that you may be subject to when trying to re-enter the United States. During your conversation with an ISSS Advisor, you will want to make sure you have the following documents readily available; your unexpired passport, current form DS-2019, and your most recent I-94 arrival record. Since travel restrictions can change on a moment's notice, it is your responsibility to ensure that you are up-to-date on any current restrictions that may affect your re-entry into the United States. Consulting with an ISSS Advisor is a good way to help refresh your memory on any travel policies you may have forgotten about during your J-program.

Travel Signature of form DS-2019

Prior to departing the U.S. for a temporary trip abroad, you must get a travel signature on your form DS-2019 from an ISSS advisor. The most convenient way to request a Travel Signature is by completing an electronic [DS-2019 Reprint Request Form](#). By completing this form, and selecting the option that says "travel", you are notifying your ISSS advisor that you intend to go on a short trip outside of the U.S. and would like a travel signature on your form DS-2019. Please make sure that you submit this request with ample time before your departure (preferably 2-4 weeks in advance of your travels abroad). Your ISSS Advisor will work with you to either mail the new DS-2019(s) with a travel signature to your residential address in the U.S., or will provide you with a time that you can receive your document(s) in person at the ISSS office. After an ISSS advisor has signed your DS-2019 for travel, your travel signature is valid for multiple entries. You can use this same travel signature within 1 year of the signature OR your DS-2019 end date (whichever occurs first).

Immigration Documents

When trying to re-enter the U.S., you (and any J-2 dependents) will need the following documents:

Required Documents

- **Valid Visa**
- **Valid Passport** that is valid for at least 6 months beyond your date of entry into the U.S.
- **Form DS-2019** with a valid travel signature
- **Proof of COVID-19 Vaccination:** Please read about the specific vaccination requirements [here](#). This CDC FAQ website lists the acceptable COVID-19 vaccinations as well as what documents (electronic and/or print) will be accepted as official proof of vaccination.

- **Negative COVID-19 Tests** are required prior to boarding an international flight to the United States. Please read the specific testing requirements [here](#).

Additional Documents (helpful to have with you while traveling)

- **SEVIS I-901 Fee Receipt**
- **CU Boulder Department Invitation Letter** and/or Offer Letter
- **Proof of Funding as noted on your DS-2019:** Your CU Offer Letter will show your proof of funding
- **Address and phone number** of the location you will be staying at upon your arrival to the United States (even if a temporary location like a hotel)

You will want to review your [I-94 arrival record](#) every time that you re-enter the United States to confirm that your entry was recorded properly; Customs and Border Protection (CBP) occasionally makes mistakes that require correction. If you require a correction to your I-94 arrival record, you can review our [correction handout](#).

If your J-1 visa has expired since your original entry into the U.S., you will need to obtain a new visa while abroad. ISSS suggests that you carry with you a letter from your department explaining the nature of your research at CU Boulder. This letter may prove to be helpful in case the Consular Officer has to decide if you are subject to visa security checks. All visa applicants must have an interview in order to obtain a visa. You should check the website for the U.S. Embassy or Consulate that you will be applying for a new visa at to review information about visa appointments and application forms. You can review this [website](#) to learn more about the visa interview process for the U.S. Embassy or Consulate where you will be applying for your visa. That website also provides you with information about scheduling an interview and a tool to help you see the approximate processing times for a visa at each different U.S. Consulate or Embassy. Another great resource that walks you through the step-by-step procedures of applying for your visa is our [ISSS Applying for a Visa Handout](#).

Temporary Absence from the U.S.

If during your J-program you will be outside of the U.S. for more than 30 days, you must submit a [J-1 Scholar Temporary Absence/Out-of-Country Request Form](#). This form indicates your intended dates of absence, the home institution where your J-1 research will take place, the home institution address, J-2 dependent travel information, and whether you will be on CU payroll while you are abroad or not. Even if you will be out of the U.S., you must have valid health, medical, repatriation, and evacuation insurance for you (and any J-2 dependents) that meets the minimum exchange visitor program requirements. You can indicate your insurance information on your Out-of-Country request form. You must submit this to ISSS at least 5 business before your scheduled departure; ISSS is not able to submit out-of-country dates to SEVIS retroactively, so it is imperative that you report your out-of-country intent prior to your departure and/or as soon as you realize your absence may be more than 30 days. If your collaboration and program objectives for your exchange visitor program will not be pursued during your absence, then ISSS will likely need to end your J-1 nonimmigrant (visa) status.

If you are not currently on CU payroll (or will not remain on CU payroll during the temporary absence), you must also submit a letter from your inviting professor that addresses the following:

- A justification for keeping the J-1 program active while you are outside of the U.S.;
- An explanation of the benefit conferred to CU Boulder while you are absent; and
- A statement that the collaboration with CU Boulder will continue and that the J-1 program goals and objectives will continue to be pursued while you are absent.

When trying to re-enter the United States, you (and any J-2 dependents) will want to have the same Immigration Documents with you that are shown above, including a DS-2019 with a valid travel signature. You can view more information about [J-1 Out-of-Country Requirements](#) on our ISSS website.

Termination of your J program at CU Boulder

It is your responsibility to inform ISSS if you are terminating or completing your program at CU Boulder. You can notify ISSS of your intent to end your program by submitting our electronic [J-1 Scholar Program: Completion](#).

[Early Completion, or Transfer Form](#) through DocuSign. ISSS will need to report the end date of your J-program in SEVIS. You will have a 30-day grace period that begins the day after your end date in which to prepare to depart from the United States. During this 30-day grace period, participants are no longer in active J-1 status. Therefore, program participants may no longer continue and/or complete J-1 activities during their grace period, nor may they work. The 30-day grace period is meant to allow participants to settle their affairs and to prepare to return to their home countries. Although participants may travel in the U.S. during their 30-day grace period, it is recommended that they do not travel beyond the borders of the U.S., as they may not be permitted re-entry. ISSS does not advise you to remain in the U.S. beyond your grace period unless you file for a change of status, if eligible. If you are subject to the Two-Year Home Residence Requirement – 212(e), then you are not eligible for a change of status in the United States. Before you leave CU Boulder, it is also very helpful if you complete our [Exchange Visitor Exit Survey](#) to help us improve our services for future J-1 Exchange Visitors.

J-2 Dependents

A J-2 dependent's status is linked to the J-1 principal participant's legal status and thus dependents will have the same program end date as the J-1 principal participant. If the J-1 principal participant is subject to the Two-year Home Residency Requirement – 212(e), J-2 dependents are automatically subject to that requirement as well. Additionally, if the J-1 principal participant is subject to a 12-month bar and/or 24-month bar on repeat participation of a Research Scholar or Professor program, the J-2 dependent(s) are subject to the bar as well. You can view our J-2 Dependent website [link](#) for additional information on any of the dependent topics below.

Requesting a DS-2019 for J-2 Dependents

The only individuals that qualify as J-2 dependents are your spouse and/or child (unmarried minor under 21 years of age). The most simple way to request a DS-2019 for your J-2 dependent is at the time of requesting an initial DS-2019 for the J-1 program. However, it is completely acceptable to request adding a J-2 dependent at any point during your J-program. You can do so by completing a [Dependent Request Form](#). You will also need to provide your ISSS Advisor with a photocopy of your dependent's passport biodata page(s), proof of dependency (like a marriage certificate, birth certificate, or certificate of adoption), proof of financial support for each dependent, and an updated [Insurance Compliance Form](#).

J-2 Employment Authorization

J-2 Dependents must apply for and be in possession of an Employment Authorization Document (EAD) from the United States Citizenship and Immigration Services (USCIS) prior to engaging in employment within the United States. J-2 dependents are eligible to [apply for employment authorization](#) as long as the employment is not for the purpose of supporting the J-1 principal participant. The application must be filled by the J-2 dependent; ISSS is not responsible for submitting the application to USCIS. The process may take 2 to 4 months and may cost \$380 or more. Please view our ISSS [Work Authorization for J-2 Dependent's Handout](#) for additional information.

Studying in J-2 Status

J-2 spouses and minor children may enroll in school at any level without having to apply for an F-1 student visa. Full-time or Part-time, and recreational or degree-seeking study is allowable. If you have children, the [Boulder Valley School District](#) (preschool through 12th grade) website may be a helpful resource in enrolling your children in studies.

Terminating J-2 Dependent Status

Once a dependent obtains J-2 status, ISSS will only terminate the dependent's SEVIS record if credible evidence is provided: legal divorce (if the dependent is the spouse), death, or the dependent requests termination of their SEVIS record. The J-1 will also be required to submit proof of the J-2 dependent's change of status or departure from the U.S. to ISSS.

Save All Your Documents

It is important for you to keep all the DS-2019s that have ever been issued to you. You are the only individual that will have the original copies of your DS-2019s. Keeping all your documents serves two purposes: You will have a good record of your time in the U.S. and will have a copy of them in case you lose your documents.

Section 8

Immigration Regulations for H Visa Holders

**If you are a J visa holder, you can skip this section*

United States Citizenship and Immigration Services (USCIS) defines an H-1B occupation as a “specialty occupation” that requires the theoretical and practical application of a body of highly specialized knowledge and the attainment of a bachelor’s or higher-level degree in the specialty of work (or its equivalent) as a minimum requirement for entry into the occupation in the United States. It is possible for H-1B scholars to study while they are in H-1B status, but it must be incidental to their H-1B employment.

H visa holders should keep the following in mind while they are here under H status at the University of Colorado Boulder. H-1B scholars must:

- Have a bachelor’s degree or higher;
- Demonstrate the required education, certification, and/or experience related to the specialty occupation;
- Not be subject to any bar that would prevent the acquisition of H-1B status;
- Provide the sponsoring department and ISSS with all required documentation for the H-1B petition in a timely fashion; and
- Maintain status by complying with the terms of the employment

For additional information, see the ISSS [Scholar Resources website](#).

Employment & Maximum Participation Limits

Employment

H-1B visas are employer specific. If you are working on an H visa which was filed by the University of Colorado Boulder, you can only work at CU Boulder. If you want to work for a different employer, that other employer must file an H petition for you. If you are invited to give a talk/seminar, it is possible for the inviting institution to reimburse you for your expenses. However, the inviting institution cannot compensate you for your time/expertise if they did not file an H petition for you.

Maximum Participation Limits

In general, H-1B scholars can spend a maximum of six (6) years in H-1B status in the United States. Time spent in any other H category (except H-4) or in L status (except L-2) is deducted from the available H-1B period of stay. Scholars who have been in H-1B status for the maximum of six years are generally not eligible for additional H-1B status until they have resided and been physically present outside the U.S. for one year, at which point the six-year eligibility clock “restarts” and the scholar is eligible for a new period of H-1B stay. If applicable, contact ISSS to discuss exceptions related to seasonal, intermittent, or commuter employment, AC21 106(2) or AC21 104(c).

Please note that brief trips back to the U.S. in a status other than H or L are permitted, but do not count towards fulfillment of the required time abroad.

Terms of the H Visa

When ISSS files an H-1B petition, ISSS must indicate what the scholar’s pay will be and what their title and job duties are. If there are any substantial changes in your title, job duties, or percentage of appointment (e.g. dropping from a 100 percent employment to 50 percent), ISSS must file an amended H petition in order to notify the federal government of these changes prior to the changes taking place. Please contact ISSS if there are any substantial changes to your position so that ISSS can file the H amendment in a timely manner.

Processing Time for H-1B Petitions

Please note that ISSS does not guarantee processing times. The adjudication schedule of United States Citizenship and Immigration Services (USCIS) is highly variable and changes from month-to-month. You can review the processing times on the [USCIS website](#). The USCIS receipt provides the university and the incoming H-1B scholar with a case number that can also be referenced on the [USCIS website](#).

If the scholar is outside of the United States and the H-1B petition is approved by USCIS, ISSS sends the approval to the scholar and the scholar will go through the steps to get an H-1B visa stamp and enter the United States in H-1B status. At that point, the scholar is immediately employable by the university, provided they have a U.S. Social Security Number (SSN).

Premium Processing

General processing times for H-1B status can range anywhere from two to four months (sometimes longer). If the department is rushed to get the H-1B petition approved, it is possible to request premium processing for an H-1B case. Premium Processing requires payment of a \$1,440 fee, for which USCIS guarantees an adjudication within 15 calendar days of receipt of the premium processing fee. If the petition is not adjudicated within 15 calendar days, the \$1,400 fee will be refunded. For more information about premium processing please consult with an ISSS advisor.

Change of Status & Extensions

Change of Status

If the scholar is inside the United States in another nonimmigrant status, the H-1B petition and the application for change of status or extension of stay are submitted to USCIS together and are acted upon together by USCIS. The scholar is authorized to be employed by the university ONLY when the University of Colorado petition and the application for change of status are approved.

Extensions

Please pay attention to your H approval dates. H-1B appointments are date specific, so you can only work up until the date listed on the H-1B Approval Notice. If you will continue your employment at CU Boulder and need an extension of your H-1B status to be filed, please provide the documents needed for the extension to your dedicated ISSS advisor. All documents required for an extension can be found on our [H-1B Scholar Procedures Webpage](#). Please note, your department also bears responsibility for filing the H-1B extension in a timely manner.

In the case where the H-1B scholar is applying for an extension, the scholar is continuously employable for up to 240 days during the pendency of the H-1B application (if the application is timely filed). The regulations that outline this employability are found at 8CFR 27a. 12(b)(20). When USCIS accepts a petition for adjudication, they will send a receipt. This receipt is adequate proof that the alien is in pendency for an extension, and it is adequate for I-9 employment verification purposes.

Please ensure that you and your department are submitting the paperwork for the H-1B extension to ISSS at least three months before your current H-1B status expires. Once you submit the paperwork to ISSS, processing times may take another month before ISSS can file the extension. Some of this additional processing time may depend on how long it takes for ISSS to get a Prevailing Wage Determination from the US Department of Labor. Once the H-1B extension is filed, the processing time for the approval could take anywhere from two to four months. Therefore it is important to get your completed documents in to ISSS earlier rather than later.

Extensions may be filed as early as six months prior to the expiration date.

Address Changes

All H status holders must file an address change to notify the US government of their new address within 10 days of moving. If you will be moving, please report your address change on Form AR-11, which you can download from the [USCIS website](#). Instructions on where to send the completed AR-11 are listed directly on the instruction form. You may also file the form AR-11 online. It is additionally important to know that you will also need to inform your department's payroll liaison of your address change.

Travel Outside the United States & Obtaining an H-1B Visa

Before traveling outside the United States, it is best that you consult with an ISSS advisor to review any travel restrictions or immigration rules that you may be subject to when trying to re-enter the United States. Since travel restrictions can change on a moment's notice, it is your responsibility to ensure that you are up-to-date on any current restrictions that may affect your re-entry into the United States. Consulting with an ISSS Advisor is a good way to help refresh your memory on any travel policies you may have forgotten about during your H-program.

Travel Outside of the United States

If you must travel outside the U.S. and will return to continue working at CU Boulder, you must make sure you have the following documentation with you for your return to the United States:

1. a valid passport (valid for six months beyond the end date of your H-1B approval notice, unless your home country is on the [Six Month Club List](#). If your home country is on this list, then your passport must be valid only until your H-1B approval end date);
2. a valid H-1B visa (Canadian citizens are excepted from the visa requirement, or those traveling under [automatic visa revalidation](#));
3. the original H-1B approval notice;
4. a copy of the H-1B petition and Labor Condition Application (LCA). These documents are provided to you by ISSS when your approval notice arrives.

You will want to review your [I-94 arrival record](#) every time that you re-enter the United States to confirm that your entry was recorded properly; Customs and Border Protection (CBP) occasionally makes mistakes that require correction. If you require a correction to your I-94 arrival record, you can review our [correction handout](#).

Travel During Pendency of an H-1B Application

The processing times for H-1B petitions will sometimes interfere with the travel plans of a scholar. It is important that the scholar with a pending H-1B petition talk to an ISSS about their plans in order to get appropriate advice. Scholars who are requesting a change of status to H-1B and have travel plans while the H-1B is pending need to talk with an ISSS advisor. Travel during the pendency of an H-1B petition for a change of status means that the petition will be considered abandoned. Travel during the pendency of an H-1B petition is sometimes unavoidable. Again, ISSS asks scholars in these situations to discuss their specific case with an ISSS advisor.

If the H-1B scholar is requesting an extension of their H-1B status, and will be returning to the U.S. after the requested start date, the only option for the H-1B scholar is to obtain an H-1B visa overseas before returning to the United States. This will ensure that the scholar enters with proper H-1B status.

Obtaining an H-1B Visa

If you need to obtain a new visa abroad, it is advisable for you to carry with you a letter from your department explaining the nature of your research, stating that the work you do is the same as that described in the H-1B petition. This document may also be beneficial in the event that a Consular Officer has to decide if you are subject to visa security checks.

All visa applicants must have an interview to obtain a visa. You should check the website for the embassy/consulate where you will be applying for a new visa for information about visa appointments and

application forms. You can use [travel.state.gov website](https://travel.state.gov) to search for the embassy/consulate where you will be applying and for information about scheduling an interview. You may also use the same website to find out how long it may take to get your visa, sometime including approximate processing times for a visa in the different consulate/embassies.

Terminating Your Employment at CU Boulder

If you terminate your employment at CU Boulder (whether it is to go work for another employer or to return home), please inform ISSS immediately. ISSS must notify the US Department of Labor and United States Citizenship and Immigration Services (USCIS) of the termination of your H-1B employment.

H-4 Dependents

The spouse and the unmarried minor children (under 21 years of age) of an H-1B scholar are eligible to apply for H-4 dependent status. H-4 applications are the responsibility of the H-1B scholar and their dependents. Questions related to the H-4 application should be directed to an immigration attorney or [USCIS](https://uscis.gov). Dependents of the H-1 status holder will have H-4 status.

New H-4 Dependents (currently outside of the United States without an H-4 visa, planning to enter the U.S. with H-4 status):

- After a spouse or parent has an H-1B approval period granted, eligible dependents can apply for an H-4 entry visa at their U.S. Embassy or Consulate abroad
- The eligible dependents can apply for the H-4 entry visa based on the H-1's approval document from USCIS. A [nonimmigrant visa application](#) must be submitted. ISSS suggests reviewing the website of the U.S. Embassy or Consulate where the visa interview will take place for specific details on completing this form.

Changing Status to (or extending) a current H-4 status while present in the United States:

- H-4 dependent's status is contingent upon the continued validity of the H-1B scholar's status
- Dependents must properly and timely file the [Form I-539/I-539A](#) and pay the required fees to change to (or extend) H-4 status
- ISSS will send the H-1B scholar their H-1B Receipt Notice and H-1B Approval Notice. Dependents must include at least a copy of the H-1B Receipt Notice with their H-4 application.

Employment in H-4 Status

Please note that if your dependents have H-4 status, they cannot obtain work permission and cannot work, unless they are able to apply for their own independent immigration status that allows them to get work permission. Certain H-4 dependent spouses of H-1B scholars who are seeking employment-based lawful permanent resident (LPR) status are permitted to apply to USCIS for an Employment Authorization Document (EAD) that will allow them to work in the United States. Please consult with ISSS on questions regarding eligibility.

Study in H-4 Status

H-4 dependents may study full-time or part-time in the United States. The duration of their stay is dependent on their age (children "age out" when they turn 21 years old) and the H-1B scholar's maintenance of status and authorized period of stay. While H-4 dependents are not subject to the F-1 full-time enrollment requirement, they are also **NOT ELIGIBLE** for F-1 benefits such as on-campus employment and practical training (CPT, OPT). H-4 dependents may want to consider whether they wish to pursue F-1 student status if these additional benefits are of interest to them.

Travel in H-4 Status

H-4 dependents are eligible to depart the United States and re-enter the U.S. with a valid H-4 visa, provided the H-1B scholar is maintaining status. H-4 dependents should also carry proof of the H-1B's maintenance of status (e.g., copy of I-797 approval notice, proof of continued employment, etc.). An H-4 dependent who has applied for adjustment of status as a derivative of an H-1B's application for adjustment can also take advantage of the special rules related to travel and re-entry in H status while an adjustment of status application is pending.

Save All your Documents

It is important for you to keep all of your immigration documents. Keeping all of your documents serves two purposes:

1. you will have a well-documented record of your time in the U.S.; and
2. in the event that you lose your documents, you will have a copy of them. International Student and Scholar Services keeps electronic and paper records of your documents for three (3) years only; then those records are destroyed.

Section 9

Income Tax Requirements

**Please note that ISSS employees are not tax experts. ISSS cannot give you any tax advice or help you with any tax issue.*

International visiting scholars have federal income-tax obligations, and this section give you some basic information regarding your responsibilities. This information should not be considered individual tax advice. For more details, consult the ISSS [tax information website](#) and refer to our Tax Preparation Support Handout.

The [Internal Revenue Service](#) (IRS) is a bureau of the United States Department of the Treasury. The IRS's responsibility is to help people understand and meet their tax responsibilities by applying the tax law "with integrity and fairness to all." Their authority comes from Congress; the Secretary of the Treasury has full power to administer and enforce IRS law. Everyone in the United States (whether a citizen or a noncitizen) is responsible for submitting a complete and accurate income-tax statement to the IRS each year. This reporting process is true regardless of whether you earned income while in the United States or not. This process is called "filing a tax return." Income tax is a tax that is levied on annual income. your tax returns must be filed by **April 15** every year for the previous year's income. The tax filing deadline or "Tax Day" is subject to change, so it is important to monitor the tax filing deadline for each year. This day is the last day on which residents and nonresidents who have earned wages from U.S. sources may file their U.S. federal income-tax returns for the previous year.

Your Responsibility Under International Visitor Tax Laws

In many countries, the government assesses and collects from individuals the tax that they owe. In the United States, just the opposite is true. It is each individual's personal responsibility to meet his or her tax obligations. You are responsible for helping your employer estimate how much of your income should be "withheld" (or deducted) from your wages for the purpose of paying taxes. U.S. tax laws are complex and confusing, leading some international visitors choose to ignore their income tax obligation. Be aware, however, that with today's technology, the amount of information shared between the IRS and the Department of Homeland Security is increasing, and you can be penalized for not filing correctly and on time.

United States Citizenship and Immigration Services (USCIS) and the Internal Revenue Service (IRS) use the terms "**resident**" and "**nonresident**" to mean different things. While a J-1 exchange visitor holds nonimmigrant/nonresident status in terms of immigration, they can in some instance be considered a resident for tax filing purposes. The two classifications resident and nonresident determine how much income is taxed. For immigration purposes, the term "resident" is an individual who, though not a citizen of the United States, has the right to reside in the United States. When the IRS uses the term "resident" it means something different. A resident is an individual who has spent enough time in the United States to be taxed as a U.S. citizen or permanent resident, even though she/he may be a nonimmigrant (such as an international scholar in J or H status).

Tax Treaties

An international tax specialist staff member in Payroll and Benefits Services or a professional tax preparer will help you determine if a tax treaty exists between your home country and the United States. If you are on CU payroll, you are required to meet with the [International Tax Office](#) upon your initial hire to the university. This meeting helps you to identify your tax status, complete proper tax forms, facilitate any available tax treaty benefits, and to clarify any tax filing responsibilities. This meeting is not meant to assist you in filing your taxes. If you have any questions about if you are required to [scheduling an appointment](#), you can contact them directly at intltax@cu.edu.

Withholdings

When you first begin employment in the United States, you will fill out a [W-4 Form](#). This form helps your employer estimate how much of your income should be withheld (or deducted) from your wages for the purpose of paying taxes. Your employer pays those amounts directly to the U.S. Treasury on your behalf. In your annual tax return,

you must reconcile your account with the government to verify that you paid the correct amount over the course of the year. If you paid too much, you are able to claim a refund.

Reporting Requirements for J-2 Dependents

J-2 dependents, regardless of age, are expected to file an annual tax [Form 8843](#) even if they have received no income from a U.S. source. A J-2 dependent that has received employment authorization to work in the United States is taxed on their earnings, and will have to file a tax return to report the income that they earned.

Social Security Tax & Individual Taxpayer Identification Number (ITIN)

Visitors often have questions about payment of a U.S. tax called “**Social Security Tax**”, or “**FICA**.” FICA is an additional tax on earnings that provides benefits to retired workers. Most J scholars are not subject to this tax, but J-2 dependents with work permission are. You can get more information about this tax from Payroll and Benefit Services.

Social Security Number (SSN)

For mor information about Social Security Numbers (SSN), please refer to our Social Security Number information on page 9.

Individual Taxpayer Identification Number (ITIN)

An Individual Taxpayer Identification Number ([ITIN](#)) is a tax processing number issued by the IRS to individuals who do not have, and are [not eligible](#) to obtain, a Social Security Number ([SSN](#)) from the Social Security Administration (SSA). To request an ITIN, you must complete the IRS [Form W-7](#).

Sources of Help for Preparing your Tax Return

There are numerous resources that you can turn to for help with filing your tax return. One option that you may utilize is to contact a [professional tax preparer](#). You may ask the preparer if they have experience with filing tax returns for Non-U.S. Residents. You may be able to use a software program specifically designed to help temporary visitors to the U.S file their federal tax returns. One example of this kind of software is GLACIER, which is an online software program. Please note that most commercially available software has not been programmed with appropriate tax filing information for temporary visitors to the U.S., so you should not buy software unless you are sure it will work for your situation. You may be able to use a software program specifically designed to help temporary visitors to the U.S file their federal tax returns. One example of this kind of software is GLACIER, which is an online software program available to F and J visa students and employees who are enrolled, employed, or active at CU and are considered nonresidents for U.S. tax purposes during the tax year. Other examples of tax software programs (but not limited to) are [Sprintax](#) and [Thompson Reuters Foreign National Tax Resource](#). Please note that in addition to these programs, most commercially available software has not been programmed with appropriate tax filing information for temporary visitors to the U.S., so you should not buy software unless you are sure it will work for your situation.

Useful terms

<i>Alien:</i>	A term used by the Internal Revenue Service (IRS) to denote an individual who is not a citizen of the United States.
<i>Exempt Individual:</i>	A person not subject to the Substantial Presence Test (see below), which determines if an individual files as a resident or a non-resident. Many visitors misunderstand the term to mean that they are not required to file a tax return and/or pay taxes.
<i>Non-immigrant:</i>	An individual with a permanent residence abroad who is in the United States temporarily, as in the case of an international scholar.

<i>Non-resident:</i>	An individual in the United States temporarily (usually less than six years). Although required to file an annual federal income-tax return, nonresident aliens pay tax only on income from U.S. sources.
<i>Resident:</i>	An individual who is a U.S. citizen, a U.S. permanent resident, or a nonimmigrant who has been in the United States long enough to be considered a resident for tax purposes.
<i>Social Security:</i>	A term used to describe an agency, a card, and two types of taxes. The Social Security Administration (SSA) is an agency of the U.S. Department of Health and Human Services. A Social Security Card bears a unique nine-digit identification number and is issued to qualified individuals primarily to determine eligibility for social benefits earned through various forms of employment. The Social Security Number is also used by the IRS for data collection and record keeping. The taxes, known as FICA (Federal Insurance Contribution Act) and Medicare, are withheld by employers from workers' wages and paid to the federal government for redistribution to workers after their retirement.
<i>Substantial Presence Test:</i>	A formula devised by the IRS to determine whether an alien is a resident or nonresident for tax purposes in a given year. F and J students and scholars follow different rules in regards to when they are required to count their days of presence in the United States towards this test. Individuals should keep their substantial presence test updated with the International Taxation Office to ensure correct tax withholding.
<i>Tax Treaty:</i>	An agreement between the United States and another country to determine how the country's nationals will be taxed when temporarily in the United States. A treaty can confer certain tax benefits. A note of caution, however, tax treaties are very specific. Not all residents of a tax-treaty country will qualify for tax benefits.
<i>Taxpayer ID (TIN)</i>	Individuals who are not eligible for a Social Security number (routinely issued only to U.S. citizens, U.S. permanent residents, and nonimmigrants authorized to work) receive from the IRS a unique nine-digit number for tax purposes.
<i>Withholding:</i>	Deduction taken from an individual's salary for purposes of meeting that individual's income-tax obligation. Amounts are deducted by the employer and paid directly to the U.S. Treasury on the individual's behalf.

Useful Forms and Publications

- [IRS Publications](#)
 - 1-800-829-1040: to call for general tax information. (ask for Technical division).
 - 1-800-829-3676: to order forms or publications
- [International Students and Scholars](#)
- [IRS Tax Topic: Resident and Non-Resident Aliens](#)
- [Publication 519](#): U.S. Tax Guide for Aliens
- [Publication 901](#): U.S. Tax Treaties
- [Which Tax form to File](#)
- [Dual Status Taxpayer](#)
- [Form 8843](#): Statement for Exempt Individuals and Individuals with a Medical
- Employee Services [Form 8843 Resource Guide](#)
- [Form 1040NR](#): U.S. Nonresident Alien Income Tax Return
- [Form 1040NR-EZ](#): U.S. Income Tax Return for Certain Nonresident aliens with No Dependents
- [Introduction to Residency Under U.S. Tax Law](#)
- [Determining Tax Status](#)
- [Green Card Test](#) and [Substantial Presence Test](#)

The content below includes information about relationships, safety, and programs for international visitors.

Greetings

Friends and acquaintances can be called by their first names. As a show of respect, an older person and professional people (doctors or your professors, for example), should be called by their title and last name (Mr./Ms. Doe, Doctor Jones or Professor Smith). Some older people prefer to be called by their first name, and they may give you permission to do so, especially if they know you are from a culture where elders are never called by their first name.

A "hi" (less formal) or "hello", "good morning," or "good evening" (a little more formal) are standard greetings. People say, "Hi!" or "How are you?" or slang "How's it going?" or "What's up?" and then may not wait for a response. This is more of a greeting than a question. You can acknowledge them by simply waving or responding with an in-kind "hello" or "I'm fine, thanks."

People usually shake hands when meeting for the first time; it is not necessary to shake hands with people you already know. If it is inappropriate in your culture to shake hands, do not feel like you are obligated to do so.

Invitations

If an acquaintance or someone you are not really very close to invites you to get together or "hang out," they will probably ask you in person or by e-mail. If you say yes, they will expect you to show up, but will understand if you don't. However, if you have accepted a formal invitation, you are expected to show up at the date and time on which you agreed. If you find that you cannot attend after accepting the invitation, let the invitee know as quickly as possible. It is considered impolite if you call a few hours before the scheduled time to cancel, especially if you don't really have a good reason to do so. If you have been invited to spend time with someone and you don't want to, just politely decline.

If you would like to visit someone you don't know very well at their home, it is polite to call first. "Drop in" on close friends only.

Friendship

Americans generally have a group of really close friends - people they trust, confide in, and share good times and bad times with. Classmates and colleagues are casual friends, or acquaintances. As is probably true in your own culture, how and if a friendship develops is up to you.

Initially, you will have to make an effort to meet people. You may find that you have more in common with other international visitors than with Americans, and some of your strongest friendships may be made with other internationals.

Dating

If you like someone and would like to spend some time with them, it's ok to ask them on a date! If you are from different cultures, try and set some mutually-agreed upon guidelines to avoid potential misunderstandings; and remember to talk about these differences so that you appreciate and enjoy each other. Don't base your perception of relationships on what you see in American movies or on television! They don't accurately portray what dating and relationships are like here.

Beware of mixing alcohol and dating, particularly in a cross cultural setting. Alcohol impairs judgment and behavioral cues can be misread and confused.

Gender Roles

Gender roles in the U.S., have no clear definition. It is common for both men and women to work outside the home and have more equality in their relationships. However, in some areas of life, men's and women's roles still prescribe to more traditional gender roles. If you come from a society where roles are clearly defined by gender, the dynamics of a male/female relationship in the U.S. may take some time to understand.

The CU Center for Inclusion and Social Change offers general support for the LGBTQ community, networking, a resource library and a gathering place. Please refer to their website for more details:

<https://www.colorado.edu/gsc/>.

Sexual Assault, and Sexual Harassment

It is a sad fact that one in four women and one in twelve men will be sexually assaulted during their lifetime, and that 80 percent of them will know who attacked them. Ninety percent of sexual assaults on campus involve alcohol.

Sexual assault is “any sexual contact or attention committed by force, threats, bribes, manipulation, pressure, tricks, or violence.” It includes rape and attempted rape, child molestation, incest, and sexual harassment. Sexual assault is a terrifying and often brutal crime, the effects of which are shared by the victims and the people who love them, even if they are miles away. Date rape, or acquaintance rape, is “forced sexual activity” by someone the victims knows. Sexual assault is never a victim's fault; no one ever “asks for” or deserves it.

If the person you are with appears interested in a sexual relationship and you are not, it is very important that you say so, clearly and forcefully. And if someone is telling you no, take them seriously: they are not interested. Listen. No means no! Sexual assault in the U.S. is a very serious crime with serious consequences.

Sexual harassment is unwelcome sexual attention. It can involve intimidation, threats, coercion, or promises. Harassment may occur between members of the same or opposite gender and between any combinations of members in the campus community: students, faculty, staff, and administrators. It generally occurs when one person, the harasser, holds a position of real or perceived authority over the other individual. Harassment can occur anywhere on campus, including the classroom, the workplace, or a residence hall.

Examples might be:

- unwelcome physical contact
- persistent pressure for dates or sexual favors
- sexually explicit visual material (calendars, posters, cards, software, websites, or e-mail)
- promises or rewards (a better grade, a promotion) in return for sexual favors
- persistent suggestive comments about physical appearance or clothing
- use or display of sexually offensive or degrading pictures or reading material not legitimately related to the subject matter of a course
- persistent sexual teasing, jokes, remarks, or questions

Sexual harassment issues have been addressed by the University administration, and they have set clear policies that every member of the campus community must follow. <http://www.colorado.edu/institutionalequity/>.

Alcohol, Smoking, and Illegal Drugs

<http://www.colorado.edu/policies/alcohol> and <http://www.colorado.edu/aod/>

U.S. laws concerning the sale and consumption of alcohol may seem either liberal or conservative, depending on where you have lived before coming to the U.S. In the United States, it is illegal to purchase or drink alcohol, including beer and wine, until you reach the age of 21. It is also against the law to buy alcohol for someone under the age of 21.

Heed the warning about drinking and driving – IT IS ILLEGAL. You will be in serious trouble if you are over the “legal limit” while driving. Driving includes operating any vehicle, even a bicycle. A driver in Colorado is presumed to be “under the influence” if their blood alcohol content (BAC) is 0.08. Colorado has set a lower limit of 0.5 BAC where a driver is presumed to be “driving while ability impaired.” Either one of these will get you into big trouble. You will be subject to the possibility of a fine, jail time, or deportation. If you are involved in an accident while intoxicated, you could hurt or kill yourself or somebody else.

<http://www.colorado.edu/policies/no-smoking-policy>

Do you smoke? By Colorado law, public buildings are “smoke free,” meaning that you cannot smoke in any part of the building. Some buildings may have spaces designated for smokers, but all restaurants are smoke free. If you are a guest in someone’s home, always ask permission before you smoke. Even if you are in your own room, it is polite to ask your guests if anyone objects to your smoking before you reach for a cigarette. Smoking is not permitted in campus offices, classrooms, or in any public building. Only those older than 18 years of age may purchase tobacco products.

The manufacture, use, possession, or sale of illegal drugs or narcotics like marijuana, hashish, amphetamines, hallucinogens, barbiturates, cocaine, heroin, and a whole host of others, are serious offenses under Colorado, federal, and immigration law. If you are caught dealing or using illegal drugs, you will be in serious trouble with the law and the possibility of prison or deportation is very real. Recently the State of Colorado passed a law allowing medical use of marijuana for certain people. Please note that this is a Colorado law only and does not apply in other U.S. states. Medical marijuana use is also not allowed in all cities or towns in Colorado. In addition, such use may still be considered illegal under federal law as well as under U.S. immigration law.

Participating in Campus Life

International scholars and their families are invited to participate in any of the offerings listed below. Ask an international scholar advisor, your departmental liaison, or colleagues about ways to get involved, if you choose.

International Coffee Hour: Where cultures meet! International Coffee Hour offers lots of fun, good conversation, and free refreshments in an informal setting. Join students, faculty, and staff for free refreshments on Friday afternoons, from 4 p.m. to 5:30 p.m., during the fall and spring semesters when classes are in session, in the UMC food court area across from Baby Doe’s. Friends and family members are welcome.

Wednesdays at Somewhere is a weekly dinner planned by a student group called CU International that takes place in a different restaurant each week. Participants do not need to make a reservation but just show up and join the group. Each person pays for their own dinner. Friends and family members are welcome! For each week’s location, check the CU International website <http://internationalcu.com/>, email them at cuinternational@colorado.edu or check the ISSS Facebook fan page <http://www.facebook.com/ISSSCU>.

International Festival

Each April, CU Boulder students host an international festival for the campus and Boulder communities: <https://www.colorado.edu/event/ifest/>. The International Festival is highly successful and has grown every year since it began. In a carnival-like atmosphere, international students display items from their home countries, serve food, and perform dances, songs, plays, and martial arts. The International Festival is usually held on the Saturday following the Conference on World Affairs.

Practicing Your Religion

The United States is a multicultural society founded on tolerance and mutual respect; you should feel free to practice your religion. Organized religious groups of many denominations are found at CU Boulder and the community at large.

For a list of religious organizations on campus and how to choose a group, see the link for Student Organizations and search for your specific religion: <https://www.colorado.edu/involvement/organizations>.

How Americans worship (or choose not to practice any religion at all), is a very personal choice. Some people practice and talk about their religion openly; others practice quietly and keep it to themselves. Still others are exceedingly passionate about their beliefs. They may try to convince you that your religion is wrong or try to convert you to a religion other than your own. This is offensive and an invasion of your privacy. If you feel pushed into a situation that threatens your beliefs, politely but firmly tell them you are not interested.

Section 11

Cultural Adjustment

As you settle down to living in the United States, you may find yourself experiencing some challenges that come from adjusting to life in a new culture. This is sometimes called “culture shock” or “cultural adjustment.” What is important for you is to understand that this is a normal part of adjusting to living in a different country with different cultural ways of behaving.

Just as you brought clothes and other personal items with you to the United States, you will also carry invisible “cultural baggage.” Cultural baggage contains the values that are important to you and the patterns of behavior that are customary in your culture. The more you know about your personal values and how they are derived from your culture, the better prepared you will be to see and understand the cultural differences you will encounter in the U.S.

There are different stages in the cultural adjustment process that will be helpful for you to understand:

1. **The Honeymoon Stage.** This is usually the initial phase, where you are excited about your opportunity to work in a U.S. university, arriving in a new place, meeting new people. Most visitors find it to be exhilarating, a time of new experiences, sights, sounds, and activities. With so much to learn and absorb in the new culture, the initial period of settling in often seems like an adventure. During this time, you will tend to look for and identify similarities between your home culture and your host culture. You will find that people really are friendly and helpful. The procedures are different, but there are patterns, things that you can learn and depend on. You may classify other aspects of the culture that seem unusual or even unattractive as curious, interesting, or “quaint.” There will be many opportunities to meet people off campus; such opportunities can be rewarding, but they also present an expanded array of cultural puzzles.
2. **The Uncomfortable Stage.** This is the point where you start to notice how things are different from what you are used to. People don’t behave as they ‘normally’ do back home, and you are not quite sure you understand what people mean because they are using ‘slang’ words you are not familiar with. This stage is characterized by feelings of frustration, anxiety, homesickness, feelings of tiredness, depression. Some people may start avoiding meeting Americans, complain frequently, or tend to only hang out with people of their own nationality. Things don’t seem as fun as they did in the first stage.
3. **The Adjustment Stage.** This is the point where you start to work through the second stage; you adapt and make changes in your behavior or attitudes, which allow you to deal more effectively with the challenges faced in the new culture. Things start to feel more normal because you are becoming more familiar with the culture and ways of behavior.

These stages of cultural adjustment are sometimes shown as a cultural adjustment curve:

Coping with Cultural Adjustment:

The most effective way to combat culture shock is to step back from an event that has bothered you, assess it, and search for an appropriate explanation and response. Try the following:

- Observe how others are acting in the same situation
- Describe the situation, what it means to you, and your response to it
- Ask a local resident or someone with extensive experience how they would have handled the situation and what it means in the host culture
- Plan how you might act in this or similar situations in the future
- Test the new behavior and evaluate how well it works
- Decide how you can apply what you have learned the next time you find yourself in a similar situation

Throughout the period of cultural adaptation, take good care of yourself. Read a book or rent a video in your home language, take a short trip if possible, exercise and get plenty of rest, write an email or telephone home, eat good food, and do things you enjoy with friends. Take special notice of things you enjoy about living in the host culture.

Although it can be disconcerting and a little scary, the “shock” gradually eases as you begin to understand the new culture. It is useful to realize that often the reactions and perceptions of others toward you - and you toward them - are not personal evaluations but are based on a clash of cultural values. The more skilled you become in recognizing how and when cultural values and behaviors are likely to come in conflict, the easier it becomes to make adjustments that can help you avoid serious difficulties.

"Will I Lose My Own Culture?"

Sometimes visitors worry about “losing their culture” if they become too well adapted to the host culture. Don’t worry! It is virtually impossible to lose the culture in which you were raised. In fact, learning about the new culture often increases your appreciation for and understanding of your own culture. Don’t resist the opportunity to become bicultural, able to function competently in two cultural environments.

As you increase your abilities to manage and understand the new social system, practices that recently seemed so strange will become less puzzling. Eventually you will adapt sufficiently to relax and fully enjoy the experience. And you will recover your sense of humor!