

EXCHANGE VISITOR (J-1) ORIENTATION



INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

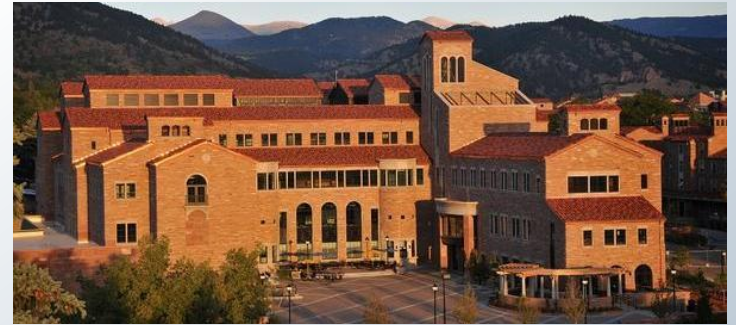
Location

Center For Community (C4C), S355
2249 Willard Loop Drive

Contact Us!

Email: ISSS@colorado.edu

Phone: (303) 492-8057



Advisor Search

Scholar Department Assignment Lookup

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

<http://www.colorado.edu/iss/>



International Student and Scholar Services

OFFICE OF UNDERGRADUATE EDUCATION

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www.colorado.edu/iss



J-1: BridgeUSA

A critical program within the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State, **BridgeUSA** represents some of the most significant exchange programs in the world.

The Exchange Visitor Program's (EVP) mission is:

- 1) foster the exchange of ideas between Americans and foreign nationals;
- 2) increase mutual understanding;
- 3) encourage international teaching and research collaborations; and
- 4) cultivate connections between U.S. and foreign individuals and institutions.

- <https://j1visa.state.gov/participants/>



U.S. Department of State Office of Designation

Academic and Government Programs Division
ECA/EC/AG – SA-5, Floor C2
2200 C Street, NW
Washington, DC 20037
FAX number: (202) 632-2701
jvisas@state.gov



DS-2019

Certificate of Eligibility For Exchange Visitor Status (J-1) Status

U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)				OMB APPROVAL NO 1405-0119 09/30/2017 ESTIMATED BURDEN TIME: 45 min *See Page 2	
1. Sponsoring/Primary Name: RUFFALO		Given Name: CHIP THE		Gender: MALE	
Date of Birth (mm-dd-yyyy): 09/16/1967		City of Birth: SYDNEY		Country Code: AUSTRALIA	
Country Code: AS		Citizenship Country Code: AUSTRALIA		J-1	
Legal Permanent Residence Country Code: AS		Legal Permanent Residence Country: AUSTRALIA		Position Code: 214	
Primary Site of Activity: University of Colorado at Boulder CIRES Building/Imenez Lab Boulder, CO 80309		Position: UNIVERSITY GRADUATE STUDENTS			
2. Program Sponsor: University of Colorado - Boulder		Program Number: P-1-00066			
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE					
Purpose of this form: Begin new program; accompanied by number (s) of immediate family members.					
3. Form Expires Period: From (mm-dd-yyyy): 11-01-2020 To (mm-dd-yyyy): 11-01-2023		4. Exchange Visitor Category: RESEARCH SCHOLAR			
Subject Field Code: 40.0402		Subject Field Code Remarks: Visiting research scholar, dept. of Atmospheric Chemistry			
5. During the period covered by this form, total financial support (in U.S. \$) to be provided to the exchange visitor by: Current Program Sponsor: \$123,000.00 Total: \$123,000.00					
6. U.S. DEPARTMENT OF STATE (DHS) OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (HCL/DOE/DAIT)		7. ISSS Advisor Name of Official Processing Form: Center for Community, 2249 Willard Loop Drive, Suite S355 Office of International Education Boulder, CO 80309		Responsible Officer Title: 303-492-8057 Telephone Number: 08-31-2020 Date (mm-dd-yyyy)	
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy) of Signature			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 213(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (See Item 1 (a) of page 2).		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year)			
The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input checked="" type="checkbox"/> Subject to two-year residence requirement based on: A. <input checked="" type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended (ALL DEAD-TO-WEIGHT PARTICIPANTS C-2-0202 AND ALL ALIEN PHYSICIAN SPONSORED BY F-3-0001 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)		*EXCEPT: Maximum validation period is up to 1 year for the Short-Term Scholar and 4 months for Camp Counselors and Summer Teacher Trainees. (1) Exchange Visitor is in good standing at the present time. 11-03-2020 Date (mm-dd-yyyy) (2) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy)			
Embassy Representative US Embassy, Melbourne Signature of Consular or Immigration Officer		Signature of Responsible Officer or Alternate Responsible Officer			
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (a)		Signature of Responsible Officer or Alternate Responsible Officer			
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.					
Signature of Applicant		Place		Date (mm-dd-yyyy)	

DS-2019
07-2011

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Indicates J Program Details

- Must be kept up-to-date throughout your program
- Extension request must be submitted **prior** to expiration date

Travel Signature

Valid for re-entry to the U.S.

- within **1 year** of the signature date OR the end of the **DS-2019** (whichever occurs first)

➤ DS-2019 Reprint Request Form

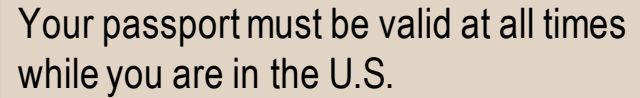
Item 3

Program Dates

Item 4

- Category
- 6-digit code in SEVIS known as the (CIP) code
- Subject/Field Code
- Remarks

Issued by your country of citizenship and establishes your **legal identity** and **citizenship**.



Exception: Countries in the Six Month Club

Countries in the Six-Month Club must only have a passport valid for their intended stay when entering the U.S.

If your passport is set to expire while you are here, you can usually renew your passport at your country's embassy or consulate in the US.

VISA

Allows the visa holder to request formal admission to the U.S. to engage in the activity associated with the visa type



of Entries Single(S) or Multiple (M)

Expiration Date

Visa Type

- May expire while in the U.S. as long as you are maintaining status and all other documents are valid and current.
- Cannot renew in the U.S.
- Must be valid to re-enter the U.S.
Exception: Travel to Canada, Mexico, or the adjacent Islands and may qualify for automatic visa revalidation

I-94: ARRIVAL AND DEPARTURE RECORD

Establishes your status in the U.S. and records your **arrival** and **departure**.

Review your I-94 after every entry to the U.S. to ensure your information is recorded correctly.

Download I-94 from: <https://i94.cbp.dhs.gov>

Access I-94 printing and correction instructions: [Printing a Copy of Your I-94 & Obtaining an I-94 Correction](#)

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

Get I-94 Number | I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69001234567

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

Family Name:	Buffalo
First (Given) Name:	Chip The
Birth Date (MM/DD/YYYY):	09/16/1967
Passport Number:	C0123456
Passport Country of Issuance:	Australia
Date of Entry (MM/DD/YYYY):	10/01/2020
Class of Admission:	J-1

IMPORTANT!
Please check that your online I-94 shows "D/S" and "J-1".
If your I-94 has something different, please contact ISS for assistance.



J-1 SCHOLAR CATEGORIES AT CU BOULDER

- BridgeUSA has many different categories. CU Boulder hosts 4 of those categories.
- The J-1 scholar categories at CU Boulder are: Research Scholar/Professor, Short-Term Scholar, Specialist, and Student Intern.
- The J-1 scholar categories have different program duration limitations, acceptable activities, and special requirements.
- It is very difficult to obtain a change of category once you have started your J-1 program. It is important to understand the purpose and limitations of your J-1 category.

Category	Maximum Program Duration	Acceptable activities	Special requirements
Research Scholar/ Professor	5 years	Teaching, lecturing, observing, consulting and conducting research	Bachelor's degree required No tenure track positions
Short-term Scholar	6 months	Lecturing, observing, consulting, training, demonstrating special skills	Bachelor's degree expected
Specialist	1 year	Observing, consulting, demonstrating special knowledge or skills. Sharing expertise.	Cannot be filling a permanent or long-term position.
Student Intern	1 year	Full-fill educational objectives for degree program in home country DS-7002 Internship Plan	Internship, NOT employment! Good academic standing. Must return home to finish degree.



BARS TO THE RESEARCH SCHOLAR/PROFESSOR CATEGORIES

The 24-Month Bar Against Repeat Participation:

An exchange visitor who enters the U.S. and begins a Research Scholar or Professor program is ineligible for a new Research Scholar or Professor program for **24 months** after completing their initial Research Scholar or Professor J-1 program.

- This bar applies to all J-1 exchange visitors and their J-2 dependents who enter the US with a Research Scholar or Professor category, regardless of the program duration
- A Research Scholar or Professor must wait a period of 24 months before returning to the U.S. on another J-1 Research Scholar or Professor program. The 24-month clock begins after the initial J-1 program end date

The 12-Month Bar:

An individual must wait a period of **12 months** in order to begin a J-1 Research Scholar or Professor program if they have been in the U.S. in any J visa status (including a J-2 dependent). This includes any other J category besides Research Scholar/Professor.

Exceptions:

- a period of less than six months as a J-1 or J-2
- any time spent as a J-1 Short-term Scholar
- J-1 Transfers

Additional information about the 12 and 24-Month Bars against repeat participation



212(e) TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT

What is the Two-Year Home-Country Physical Presence Requirement?

The two-year home-country physical presence requirement, or 212(e), means that those who come to the U.S. in J-1 status cannot become U.S. permanent residents, change status in the U.S., or obtain work or family-based visa status until they return to their country of last permanent residence for at **least two years cumulatively**. However, those subject to 212(e) may still be eligible to return to the U.S. as a J-1 Exchange Visitor without meeting the two-year home-country physical requirement.

Who is subject?

J-1 (**and J-2 dependents**) may be subject to 212(e) if:

- The J-1 receives funding from the U.S. government, home government, or an international organization
- The field of the J-1 Exchange Visitor program is on the Exchange Visitor Skills List for the J-1's country of citizenship/ last permanent residence; OR

Additional information about the J visa and 212(e)



212(e) TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

1. Sponsor/Primary Name: **BUFFALO** Given Name: **CHIP THE** Gender: **MALE** No

Date of Birth (mm-dd-yyyy): **09/16/1967** City of Birth: **SYDNEY** Country of Birth: **AUSTRALIA** Citizenship: **AS** Country Code: **AUSTRALIA**

Legal Permanent Residence Country Code: **AS** Country Code: **AUSTRALIA** Visa Code: **214** Position: **UNIVERSITY GRADUATE STUDENTS**

Primary Site of Activity: **University of Colorado at Boulder**
CIRES Building/Jimenez Lab
Boulder, CO 80309

2. Program Sponsor: **University of Colorado - Boulder** Program Number: **P-1-00066**

Participating Program Official Designation:
PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS;
STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE

Purpose of this form: **Begin new program; accompanied by number (n) of immediate family members.**

3. Form Expires Period: From (mm-dd-yyyy): **11-01-2020** To (mm-dd-yyyy): **11-01-2023**

4. Exchange Visitor Category: **RESEARCH SCHOLAR** Subject Field Code: **40.0402** Subject Field Code Remark: **Visiting research scholar, dept. of Atmospheric Chemistry**

5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by:
Current Program Sponsor Funds: **\$123,000.00**
Total: **\$123,000.00**

6. U.S. DEPARTMENT OF STATE / DIVISION OF CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INDICATE DATE)

7. ISSS Advisor Responsible Officer
Name of Official Providing Form: **Center for Community, 2249 Willard Loop Drive, Suite Sg55** Title: **303-492-8057**
Office of International Education: **Boulder, CO 80309** Telephone Number: **08-31-2020**
Signature of Responsible Officer: **[Signature]** Date (mm-dd-yyyy): **08-31-2020**

8. Statement of Responsible Officer for Exchange Sponsor (FOR TRANSFER OF PROGRAM)
Effective date (mm-dd-yyyy): **11-01-2020** Transfer of this exchange visitor from program number: **P-1-00066** sponsored by: **University of Colorado at Boulder**
to the program specified in item 2 in accordance with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.

Signature of Responsible Officer or Alternate Responsible Officer: **[Signature]** Date (mm-dd-yyyy) of Signature: **11-03-2020**

TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 2 years)
EXCEPT: Maximum validation period is 1 year for Short-term Scholars and 6 months for Camp Counselors and Summer Camp Counselors.
(1) Exchange Visitor is in good standing at the present time.
(2) Exchange Visitor is in good standing at the present time.
Signature of Responsible Officer or Alternate Responsible Officer: **[Signature]** Date (mm-dd-yyyy): **11-03-2020**

EMBASSY REPRESENTATIVE
Vice-Consul
US Embassy Melbourne
02 OCT 2020
Signature of Consular Officer: **[Signature]** Date (mm-dd-yyyy): **02 OCT 2020**

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e)

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.

Signature of Applicant: **[Signature]** Place: **[Blank]** Date (mm-dd-yyyy): **[Blank]**

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212(e) Notation

212(e)
Endorsement



Box 1:

Not subject



Box 2:

Subject

Advisory Opinion - Mail all DS-2019s, a written request for an advisory opinion, and self-addressed, stamped envelope to Department of State Waiver Review Division

Additional information about Advisory Opinions



212(e) TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT

Change of Visa Status

If you are subject to 212(e) you CANNOT:

- Request a change of nonimmigrant status within the U.S. (except to A, G, U);
- Obtain an H, L or K visa; or
- Adjust to Lawful Permanent Resident unless you have fulfilled the two-year requirement or had it waived

Advisory Opinion

Mail all DS-2019s, a written request for an advisory opinion, and self-addressed, stamped envelope to Department of State Waiver Review Division

- [Additional information about Advisory Opinions](#)

Waiver of Home Residency Requirement

Individual petition, not filed by ISSS

- Once a waiver is approved, J-1 cannot extend or transfer current J program
- [Additional information about the Waiver Process](#)



EXTENDING YOUR J-1 PROGRAM

First, talk with your sponsoring department to see if they are willing extend their sponsorship. If they agree...



Office of International Education
International Students & Scholar Services
Center for Community, Suite 5305
123 UCB
Boulder, Colorado 80309-0123, USA

t +1 303 442 6016
f +1 303 442 8057
e advise@colorado.edu
w <http://www.colorado.edu/oiess>

Department: DS-2019 Extension Request for J-1 Scholar

DS-2019 EXTENSION PROCESS

Please submit the following documentation from the department and J-1 scholar to **Aileen Kohlerschmidt** in one packet (123 UCB)

- ☐ Completed Department DS-2019 Extension Request for J-1 Scholar Form
 - ☐ For new funding: Copies of all official funding documentation for the extension period on letterhead, in English, dated within the last 6 months
 - o e.g., department offer letter with all required signatures, scholarship letter, bank letter/statement, bank letter and affidavit of support
 - o If the scholar has CU-Boulder funding: a copy of the offer letter and, if applicable, any addendums for the extension period must be submitted.
 - ☐ Completed J-1 Scholar DS-2019 Extension Request Form including proof of comprehensive medical insurance
 - ☐ If the CU-Boulder program started before January 5, 2015, documentation of the J-1 scholar's English proficiency
 - ☐ Any additional documentation indicated in the Extension Request Form (e.g., additional site of activity; updated passport copy; copy of waiver)
- Failure to submit all of the required information and documentation will delay the processing of the DS-2019 extension request. In order for the J-1 scholar to maintain status, an extension request must be processed before the current DS-2019 end date.

DEPARTMENT REQUEST INFORMATION (To be completed by the host department)

Request Type: ☐ Extend a current visitor's J program at CU-Boulder
A J-1 visitor is not eligible for an extension if a waiver of the 212 (a) two year home residence requirement has already been obtained.

Exchange Visitor's Name: _____
LAST NAME First Name

Department: _____ Speedtype to charge for \$100 Processing Fee: _____
Cannot be fund 30 or 31

Host Faculty Member Name and Title: _____
Email: _____ Phone: _____

Please indicate how you would like to receive the DS-2019 ISSS issues in order to provide it to your J-1 visitor.

- ☐ By Campus Mail—Address to: _____ Campus Box: _____
- ☐ Department will Pick-Up—Name: _____ Contact Info: _____

Individual Submitting Request: _____ Signature: _____

Phone and Email: _____

J PROGRAM INFORMATION (To be completed by the host department)

Maximum J-1 Program Participation: Short-Term Scholar: 6 Months / Research Scholar & Professor: 5 Years / Specialist: 1 Year

Category of J-1 Scholar's Current Program: ☐ Short-Term Scholar ☐ Research Scholar ☐ Professor ☐ Specialist

Original DS-2019 Start Date: _____ Current End Date: _____ Extended End Date: _____
Month / Day / Year Month / Day / Year Month / Day / Year

Has there been any change in the goals and objectives of the J-1 program?

- ☐ No ☐ Yes—Please attach a document detailing the nature of the change and the updated program objectives.

Please provide a rationale for extending the J-1 scholar's program.

- Have your department complete their paperwork:

➤ Export Controls Review

➤ Department: DS-2019 Extension Request Form

- o Include an addendum to your offer letter

- Complete your J-1 Exchange Visitor paperwork:

➤ J-1Scholar: DS-2019 Extension Request Form

- o Include updated insurance information, updated funding, and a copy of your J-1/J-2 passport biodata pages

- o **Financial Support Documentation** for the extension period:

- ex: CU offer letter with extended dates; bank statement; official sponsorship letter, etc.


- \$1845/month for J-1; \$923/month for J-2 spouse; \$881/month per J-2 child

Your Department must submit the Extension Request Forms and Financial Support Documentation to ISSS 2 to 4 weeks prior to the DS-2019 expiration date. ISSS should not extend your program after your DS-2019 end date!



International Student & Scholar Services
UNIVERSITY OF COLORADO BOULDER

Your J-1 Program End Date at CU-Boulder

 University of Colorado
Boulder

Office of International Education
International Students & Scholar Services
Study Abroad Programs
Campus International Center
Center for Community, Suite 5356
123 UCS
Boulder, Colorado 80309-0123
USA

t +1 303 492 8016
t +1 303 492 8057
t +1 303 492 7741
f +1 303 492 5185
w <http://www.colorado.edu/ole>
e advisor@colorado.edu

J-1 Program: Completion, Early Completion, or Transfer

J-1 scholars have a 30 day grace period to depart the U.S. after completing a J-1 program. During this 30 day grace period, a J-1 scholar can travel within the U.S. and make preparations to depart the U.S.; a J-1 scholar is not eligible to exit the U.S. and re-enter the U.S. in J-1 status during this grace period. If you would like to remain in the U.S. beyond the 30 day grace period at the end of your program, you must apply for a change to another non-immigrant status prior to the end of your current status. Additional information about the USCIS change of status application process and fee is online at: <http://www.uscis.gov/i-539>. Please note: J-1 scholars and J-2 dependents subject to the two year home residency requirement [212(e)] are not eligible for a change of status within the U.S.

Please type information into this form, print, obtain required signatures, and return to International Student and Scholar Services.

J-1 Scholar Name: Last (Family) _____ First _____ Middle _____ Date of Birth: _____ Month/Day/Year

J-1 Category: ☐ Research Scholar/Professor ☐ Short-Term Scholar ☐ College Intern ☐ Specialist

DS-2019 Start Date: _____ Month/Day/Year DS-2019 End Date: _____ Month/Day/Year

Please indicate your end of program reason/action:

☐ Completion of J-1 program on the DS-2019 end date.

☐ Early completion of J-1 program. Your J-1 program end date should be based on the last day of your employment with CU-Boulder or the last day you will be pursuing your J-1 program goals and objectives with CU-Boulder.

The new J-1 program end date is: _____ Month/Day/Year

☐ Transfer of J-1 program to another U.S. institution.

In order for ISSS to transfer your SEVIS record to the new institution, please check the appropriate boxes and indicate the following:

☐ I request that CU-Boulder transfer my J-1SEVIS record to the institution indicated below. I understand that I must report to the Alternate/Responsible Officer at the new institution within 10 days of arriving at the new location. I also understand that failing to report in a timely manner may result in the termination of my SEVIS record and J-1 status.

Full Name of New Institution: _____

Program / P-Number at the New Institution: _____ (please consult their ISSS office to obtain this)

Field of Study/Research/Instruction at the New Institution: _____

Have you been granted a waiver of the 212(e) two home residency requirement ☐ NOT subject ☐ No ☐ Pending ☐ Yes

SEVIS Record Release Date: _____ Date your SEVIS record is released to the new institution.

Month/Day/Year It should be the day after you complete your CU-Boulder program.

☐ I understand that I am not eligible for employment at CU-Boulder on or after the SEVIS record release date.

☐ I understand that the new institution can only issue a DS-2019 for the new program on or after the SEVIS record release date.

I authorize CU-Boulder's International Student and Scholar Services to take the end of program action noted above.

J-1 Scholar Signature: _____ Date: _____

CU-Boulder Department Host/Sponsor

As the J-1 scholar's inviting departmental host, I confirm the scholar's end of program action as noted above.

Printed Name: _____ Title: _____

CU-Boulder Department: _____ Email: _____ Phone: _____

Signature: _____ Date: _____

Inform ISSS when you will:

- Complete your program on time;
- End your program early; or
- Transfer your program to another institution

➤ J -1 Program: Completion, Early Completion, or Transfer Form

You have **30 days** to depart the U.S. following the completion of your J-1 program.

You cannot work or be paid for work after your J-1 program completion date.

Must obtain CU Boulder Department Host/ Sponsor's signature

ADDITIONAL REPORTING REQUIREMENTS

Information changes must be reported within 10 days

How? Send an email with updates to: ISSS@colorado.edu

Changes such as:

- Name, Telephone Number, and Email Address
- Residential Address- physical address where you reside (not campus or PO box address)
 - If you are **on CU payroll**, also update address in **MyCUinfo/** inform your **depart. payroll liaison**
- Program Funding
- Site of Activity- Physical location of your work (includes campus and off-campus research locations)
- Sponsoring Faculty Member- Individual who supervises your J-1 Program Objectives

➤ Exchange Visitor Change in Supervisor Form

Incidental Employment Outside CU Boulder

Talk to ISSS before you do anything!

The Research Scholar, Short-Term Scholar, or Professor must act as an independent contractor and occasional lectures or short-term consultations must:

➤ Request for Authorization to Engage in Occasional Lectures or Consultation Form

- Be directly related to the objectives of the BridgeUSA program;
- Be incidental to the EV's primary program activities;
- Not delay the completion date of the EV's program; AND
- Be documented by ISSS in SEVIS.

University of Colorado Boulder
Office of International Student Services
1000 University Avenue
Boulder, CO 80501-1000
Phone: (303) 441-1000
Fax: (303) 441-1001
Email: iss@colorado.edu

Request for Authorization to Engage in Occasional Lectures or Consultations

This request can only be made by J-1 scholars in the Professor, Research Scholar, or Short-Term Scholar category.

J-1 research scholars (including short-term scholars) and professors may be authorized to participate in occasional lectures and short-term consultations that are incidental to the J-1 scholar's primary program activities. The authorization must be obtained from ISSS in writing prior to engaging in the activity.

The occasional lectures or short-term consultations must:

- Be directly related to the objectives of the J-1 scholar's program;
- Be incidental to the J-1 scholar's primary program activities;
- Not delay the completion date of the J-1 scholar's program; AND
- Be documented in SEVIS.

If the J-1 scholar will receive wages or other compensation for the short-term lecture/consultation, the J-1 scholar must act as an independent contractor. The regulations do not allow for a sustained employer/employee relationship with the incidental employer. (see 22 C.F.R. § 62.27(a))

To Be Completed by the J-1 Scholar Requesting Incidental Employment Authorization

J-1 Scholar's Name: _____ First and Middle _____ Date of Birth: _____ Month/Day/Year

Scholar's Email: _____

Name of the Prospective Employer / Institution (or Sponsor of the Short-Term Lecture/Consultation) (entity that will issue the paycheck): _____

Start Date of Short-Term Activity: _____ Month/Day/Year End Date of Short-Term Activity: _____ Month/Day/Year

The Short-Term Lecture/Consultation will be: ☐ Paid ☐ Unpaid

You must attach your employment offer letter. The letter must be on official letterhead with the employer's signature and indicate the following:

- Employer/Institution's name and address;
- Dates of short-term lecture/consultation (e.g., from ___ to ___);
- Field or subject of short-term lecture/consultation (e.g., research);
- Detailed description of the short-term lecture/consultation;
- If it states you will engage in the short-term lecture/consultation;
- Compensation/amount of payment for the short-term lecture/consultation;
- Must indicate being as a short-term independent contractor (not an employee).

ATTENTION

☐ I attest that this short-term lecture or consultation is directly related to the objectives of my J-1 program.

☐ I attest that during the short-term lecture or consultation, I will continue to pursue my J-1 program goals and objectives and it will not delay the completion of my J-1 program.

☐ I understand that if I will receive compensation for the short-term lecture or consultation, I must be paid as an independent contractor and cannot be treated as an employee.

☐ I will only engage in the short-term lecture or consultation after receiving written authorization from ISSS.

Signature: _____ Date: _____

TRAVEL OUTSIDE THE U.S.

Travel Signature

Request a travel signature from an ISSS advisor prior to traveling outside the U.S. during your J program

Signature is **valid for 1 year OR until the end of your program**, whichever occurs first

- [Travel Handout](#)
- [Visa Renewal Handout](#)

Travel Documents

- Passport (valid 6 months beyond your date of re-entry to the U.S.)
- DS-2019 with valid travel signature from ISSS advisor
- *Valid J visa (exceptions: Canadians; *automatic visa revalidation)

ISSS recommends that if you will be reapplying for a visa while you are out of the U.S. that you carry your CU Boulder invitation/offer letter and J program summary, proof of financial support as documented on the DS-2019, and SEVIS I-901 fee receipt.

***Automatic Visa Revalidation**: Allows re-entry from travel to Canada, Mexico, or one of the adjacent islands (except Cuba) for less than 30 days with an expired J visa **UNLESS**:

- You applied for a new visa and DoS has not yet issued it to you;
- You applied for a new visa and DoS denied the application;
- You have a terminated SEVIS record indicating that you are out of status;
- You have been out the United States for more than thirty days; or
- You are a national of **Iran, Sudan, Syria, Sudan, or North Korea**.



Export Control

If you are traveling to Cuba, Iran, Iraq, Liberia, Libya, North Korea, or Sudan you must contact [Export Controls](#) prior to departing the U.S.



TEMPORARY ABSENCE FROM THE U.S.

If during your J program you will be outside the U.S. for **more than 30 days**, please talk with your ISSS Advisor. You must submit the following to ISSS at least 5 business days before your scheduled departure:

➤ Out of Country Request Form including Insurance Information

ISSS is not able to submit out-of-country dates to SEVIS retroactively! It is imperative that you report your out-of-country information prior to your departure from the U.S. and/or as soon as you realize your absence may be more than 30 days. If the collaboration and program objectives will not be pursued during your absence, then ISSS will likely need to end your J-1 nonimmigrant (visa) status.

The Exchange Visitor Program is intended to foster international exchange, understanding, and collaboration on the CU Boulder campus. Therefore, extended absences from the Boulder campus, including time outside of the U.S., are not allowed except in very limited circumstances.

Additional Temporary Absence/Out of Country Information



J-2 DEPENDENTS

Travel

- May travel with or without J-1 primary
- May remain in the U.S. without the J-1 as long as the J-1 maintains current status and will return after a temporary absence (less than 6 months) using the same SEVIS ID #
- When traveling, require DS-2019 with current travel signature, valid passport, valid visa, and proof of J-1's status

Visa Status

- J-1/J-2s must comply with J exchange visitor regulations
- J-2 dependent status ends for children on their 21st birthday or marriage (whichever occurs first) or spouses with divorce
- If the primary J-1 exchange visitor is subject to 212(e), the J-2 dependents are as well

Employment Eligibility

- May work in the U.S. if authorized by USCIS
 - [J-2 Work Permission Handout](#)


Eligibility for Educational Benefits in the U.S.

- May study in the U.S. on a J-2 visa without being required to apply for an F-1 student visa
- [Boulder Valley School District](#) (preschool-12)

Additional dependent resources can be found in the [International Scholar Handbook](#), on the [Dependents Resources webpage](#). Information about requesting a DS-2019 for J-2 dependents, please complete the [Dependent Request Form](#).



INSURANCE REQUIREMENT

 University of Colorado
Boulder

Office of International Education
International Students & Scholar Services
Study Abroad Programs
Campus International Center
Center for Community, Suite 5355
123 UCS
Boulder, Colorado 80309-0123

t +1 303 492 6016
t +1 303 492 8057
t +1 303 492 7741
t +1 303 492 5185
w <http://www.colorado.edu/advise>
e advise@colorado.edu

INSURANCE COMPLIANCE FORM
REQUIRED FOR J-1 EXCHANGE VISITORS & J-2 DEPENDENTS

According to immigration regulations (22 CFR 562.14), J-1 exchange visitors and accompanying J-2 dependents are required to maintain comprehensive medical insurance with evacuation and repatriation coverage that meets U.S. government minimum requirements beginning on the start date of the J-1 program (indicated in item 3 of the DS-2019) continuing to the end of the J-1 program. There cannot be any breaks or lapses in insurance coverage even if one travels outside the U.S. for an extended period of time during the J-1 program.

ISSS must terminate the SEVIS record of an exchange visitor who: 1) does not provide ISSS with a valid Insurance Compliance Form by the start of the CU-Boulder J program; and 2) does not submit an updated Insurance Compliance Form when the previously reported insurance expires; and 3) does not submit an updated Insurance Compliance Form when s/he seeks to extend the J-1 program.

The willful failure to carry the required insurance for yourself and, if applicable, your dependents, or material misrepresentation of insurance coverage will result in the termination of your J program and legal status in the U.S.

Passport Name: LAST/FAMILY Name First and Middle Name Date of Birth: Month/ Day/ Year

Will the insurance information being submitted include coverage for J-2 dependents?

☐ No

☐ Yes—the following J-2 dependent(s):

Insurance information is being submitted for:

☐ Initial DS-2019 Insurance / J Program Transfer / Immigration Reporting Session Check-in

☐ Update or Extension of Current Insurance Coverage

☐ Insurance for a new J-2 Dependent who will enter the U.S. on the following Date: Month/ Day/ Year

☐ J-2 Dependent Insurance Coverage that is Different from my Coverage

☐ Other:

Comprehensive Medical Insurance Minimum Requirements

<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
---	---

If you are a CU benefits-eligible J-1 Scholar and plan to enroll in University health insurance:

You must enroll in University insurance within 30 days of starting your employment with CU Boulder.

- If you begin your position at CU Boulder on the first of the month, your CU health insurance will start the same day.
- If you begin your position at CU Boulder after the first day of the month, your CU health insurance will not begin until the first day of the next month. You must purchase a temporary health insurance policy that meets the insurance requirements that begins on

You must carry **health, repatriation, and evacuation insurance** for **yourself** and your **J-2 dependents** for the full duration of your J program.

- Insurance must meet minimum requirements established in the J-1 program regulations
- Insurance should be in effect starting from your DS-2019 start date and coverage must be continuous with no gaps or breaks (even if you are outside the U.S.)

ISSS will not activate your J program in SEVIS until you submit the Insurance Compliance Form certifying that you have sufficient insurance for yourself (and dependents, if applicable). You likely completed this in your Check-in Documents.

If you are considered a U.S. resident for tax filing purposes, your insurance (and dependent's if applicable) may also need to meet the Affordable Care Act requirements.

➤ Insurance Compliance Form

Willful Failure to maintain adequate insurance coverage is a violation of status!

INSURANCE REQUIREMENT - EXCHANGE VISITORS NOT ELIGIBLE FOR CU MEDICAL INSURANCE

- If you are NOT eligible to enroll in benefits through CU Boulder, you must independently purchase medical, evacuation, and repatriation insurance for you and any J-2 dependents that meet the minimum benefit levels stated on the US Department of State website.
- If you need assistance in finding an insurance provider that offers coverage, you can review our Insurance Resource Guide. Please know that this guide is only a reference. ISSS does not recommend any specific insurance provider. This guide is not an exhaustive list of all possible insurance providers. If you would like to learn more information about insurance in the US, you can review our insurance section in our Scholar Handbook for additional, useful information.

INSURANCE RESOURCES



Insurance Resource List

All J-1 Scholars (faculty and post-docs) must have health insurance coverage for themselves and their J-2 dependents during the time they are in the United States, as outlined by federal regulations. Refer to <http://www.colorado.edu/ole/node/1059/attachment/newest> for more specific information about the health insurance requirement. If you will be employed at the University of Colorado with at least a 50 percent appointment, you may be eligible for CU insurance. To determine whether or not you are eligible for CU health insurance, please contact your department's payroll liaison. However, please be advised that CU insurance does not currently cover repatriation or medical evacuation insurance. If you did not bring health insurance with you from your home country and do not or cannot subscribe to an insurance plan offered by the University, you can investigate the companies listed below. From these sites, you can print a brochure, send an e-mail, or enroll, if you choose to do so.

All International Students must have medical insurance while a student at CU-Boulder. If you did not bring a health insurance policy with you from your home country and you do not subscribe to the medical insurance provided by the Wardenburg Health Center, you can investigate the companies listed below. From these sites, you can print a brochure, send an e-mail, or enroll, if you choose to do so. For more specific information about the CU-Boulder health insurance requirement, refer to this website: <http://www.colorado.edu/healthcenter/insurance>.

J-1 Students must meet the federal requirements for health insurance coverage for themselves and their J-2 dependents. Refer to <http://www.colorado.edu/ole/node/1059/attachment/newest> for more specific information about the federal health insurance requirement. The Student Gold Health Insurance Plan meets the J-1 health insurance requirement. You must make sure any J-2 dependents are also covered by insurance that meets the J-1 health insurance requirements.

For scholars who will be employed by CU: If you choose not to enroll in a CU insurance plan, then you must actively waive the insurance option. If you do not waive the insurance, you will be automatically enrolled in the high deductible plan, an insurance plan that does not meet the Department of State requirements. For more information on waiving CU health insurance, please visit the Payroll and Benefits Service's website at <http://www.cu.edu/employees-services/show-enroll-benefits>.

Please note: ISSS does not endorse or recommend any one insurance program over another. Be sure to investigate thoroughly your options. You can also do your own internet search by looking for "insurance for foreign visitors to the U.S." The companies that have a star in front of them also offer repatriation and medical evacuation insurance that you can purchase separately without a health insurance plan.

Associate Insurance Plans International, Inc.	www.AIPInternational.com
*BETHS	www.BETHS.com
CMU Insurance	www.cmu-insurance.com
Compass Benefits	www.compassstudenthealthinsurance.com
Cultural Insurance Services International (CISI)	www.culturalplans.com
Gateway	www.gatewayplans.com
HTH Worldwide	www.hthworldwide.com/student_plans.cfm
*INSUBUY	www.insubuy.com/1-visa-health-insurance/
Insurance for Students, Inc. (IFS)	www.insuranceforstudents.com
International Medical Group (IMG)	www.imglobal.com
International Student Insurance	www.internationalstudentinsurance.com
On Call International	www.oncallinternational.com
Seven Corners	www.sevendcorners.com/student-travel-insurance/quote
*The Harbour Group	www.hainsurance.com
Travick International, Inc.	www.studentinsura.com
VISIT	www.visitinsurance.com
Visitor Guard	www.visitguard.com/exchange-visa-insurance/

International Student & Scholar Services | Center for Community, S355 | Boulder, Colorado 80309-0123

Phone 303.492.8057 | Fax 303.492.5185 | ISSS@colorado.edu
Version March 8, 2017 - Page 1 of 1

Benefits-Eligible CU Employees:

Must enroll within 30 days of start date – ISSS cannot enroll you. Your check-in documents have not enrolled you!

You will be automatically enrolled in the CU High Deductible Plan which does **NOT** meet the J insurance requirements and you **must** choose a J-1 compliant plan.

The *CU Health Plan Extended PPO* and *High Deductible* plans do **NOT** meet the minimum insurance requirements in the J regulations

CU Health Plan Exclusive (HMO) or CU Health Plan Kaiser (EPO) are the only options that meet the J regulations for medical insurance **Questions?** Contact the Benefits Department at 303-860-4200 option 3

Benefits always take effect the 1st of the month:

- If you do not start employment on the 1st of the month, it will take effect the first of the next month
- You must purchase insurance coverage for the period before the CU insurance is in effect

➤ Insurance Resource List

***Important! CU Insurance does NOT cover evacuation and repatriation.**

You **MUST** purchase a plan with this coverage to supplement the CU insurance



INSURANCE RESOURCES - CHANGE OF VISA STATUS TO EXCHANGE VISITOR (J-1)

- If you are currently a CU Boulder employee and recently changed your visa status to Exchange Visitor (J-1), this does NOT allow you to change your current CU benefit choices. You will not be able to change your CU health insurance plan until the Open Enrollment Period (usually starting at the end of April or beginning of May).
- If you are not currently enrolled in the CU Health Plan Exclusive (HMO) or the CU Health Plan Kaiser (EPO), you must purchase temporary insurance that meets the Exchange Visitor requirements for the period before open enrollment allows you to make changes to a qualifying plan effective July 1st.

COVID-19 Vaccination Requirements & Processes

** Please Note: ISSS provides the following information as a resource. Additional information may be found on the websites linked below and/or by contacting Buff Info to answer any questions.*

New University Employees (ONLY J-1 Exchange Visitors on CU Payroll)

Human Resources has advised that employees have **eight (8) weeks from their start date** to complete the COVID-19 vaccine requirement or vaccine exemption. They may find the procedures in this [link](#). Scholars with job codes 1401-1403 who arrived on (or after) September 15th, 2021 must complete the COVID-19 vaccine requirement or vaccine exemption reporting procedure.


J-1 Exchange Visitors NOT on CU Payroll

Unpaid research affiliates and all other J-1 Exchange Visitors not on CU payroll are NOT required to complete the vaccine requirement or exemption forms.

Questions... contact Buff Info:

Buff Info is a team of dedicated professionals, established as a centralized point of connection to answer questions and provide connections with campus resources. Buff Info liaisons can be reached at 303-492-4636, through [Live Chat](#), or via email at buffinfo@colorado.edu, 9 a.m. to 6 p.m. (Monday through Friday).




 Double-Check ID: PP354027-CB04-4787-8449-8035AC005P
 International Student & Scholar Services
 UNIVERSITY OF COLORADO BOULDER

Confirmation of J-1 Exchange Visitor Class Enrollment

ISSS requires all J-1 Exchange Visitor Scholars to report their enrollment in classes. The primary purpose of any J-1 Exchange Visitor is to pursue their program objectives involving research, teaching, consulting, observing, or to fulfill the academic objective of a current degree program at their home institution. According to U.S. Department of State guidelines, any class enrollment during an Exchange Visitor Program must be incidental to the objectives of the program in which the visitor is participating.

Furthermore, the U.S. Department of State has determined that an Exchange Visitor cannot be a full-time student and a Researcher or Professor at the same time. CU Boulder defines full-time graduate study as 9 credit hours. Therefore, J-1 Exchange Visitors are limited to enrolling in 2 credits per semester at CU Boulder; exchange visitors who wish to enroll in classes at an institution other than CU Boulder must discuss the situation with ISSS prior to enrollment at that institution. The definition of "Full-Time" varies among institutions; ISSS will determine how many credits are acceptable to pursue at other institutions.

This form must be completed for J-1 Research Scholars, Professors, Short-Term Scholars, Specialists, and Student Interns prior to enrollment in any classes, either at CU Boulder or any other institution.

Exchange Visitor Information

Name: _____ SEVIS Number: _____
LAST Name First Name

J-1 Category (refer to Section 4 on your DS-2019): _____ Date of Birth: _____
☐ Research Scholar, Professor, Short-Term Scholar Month/Day/Year
☐ Specialist
☐ Student Intern

Semester of Intended Enrollment: ☐ Fall ☐ Spring ☐ Summer Year: _____

Number of Enrollment Credits for the Noted Semester: _____

Attestation

I confirm the following:

☐ Class enrollment is incidental (secondary) to my primary J-1 Exchange Visitor program objective.
☐ The incidental study will not interfere or delay my J-1 program objectives.
☐ I will continue to pursue my J-1 program objectives as my supervisor has noted below.
☐ I am fulfilling the requirements of my J-1 visa category.

Research Scholar, Professor, Short-Term Scholar:
☐ I am aware that I can enroll in only 3 graduate credits at CU Boulder; I have informed ISSS of my intention to enroll.

Signature: _____ Date: _____

International Student & Scholar Services | Center for Community, 5355 | Boulder, Colorado 80309-0123
 Phone 303.442.8057 | Fax 303.442.5165 | ISSS@colorado.edu Version 10/13/2020--Page 1 of 2

ENROLLING IN CLASSES

The primary purpose of any J-1 Exchange Visitor program is to pursue the EV's program objective. **Any class enrollment during an EV program must be incidental to the program objectives of in which the visitor is participating.**

➤ Confirmation of J-1 Exchange Visitor Class Enrollment Form

For employees with at least a 50% appointment, you may be eligible for the Tuition Assistance Benefit. Contact tuitionbenefit@cu.edu for more information on how to apply for this benefit.

ENGLISH LANGUAGE CLASSES

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. Please see the Continuing Education website for more information. **Dependents of scholars may also be eligible for a discount if the scholar is eligible.**

The International English Center currently offers a 25% tuition discount for J-1 scholars and their dependents. Please notify the IEC of your J-1 status prior to enrolling in classes.

IDENTIFICATION CARDS



Buff OneCard Office (Center for Community, N180)

Temporary Visitor Guest ID Card

For people who are not permanent faculty, staff or students on the Boulder campus, CU Boulder offers a visitor or guest card. If you will NOT be paid by CU Boulder OR do not yet qualify for a BuffOne Card, you can apply for a **Guest ID Card**.

- Sponsoring department must complete **“Department & Guest Card Request Form”**
- Bring completed form, passport or U.S. license, and money for the fee. Please check with the Buff One Card office for the updated fee amount.
- Based on department’s request, Guest Cards can be set-up for meal plans, printing lab, electronic door access, and more

Buff OneCard

Full and part-time permanent CU Boulder employees are eligible for a Buff OneCard

- Passport/ U.S. license
- **If you are paid by CU Boulder**, have your payroll liaison confirm with the ID Card Office that they can see your record and issue a card; 1st card is free and replacement cards have a cost.
- Employees are required to carry their Buff OneCard while on-campus
- Employees who qualify for a Buff OneCard and **have at least a 50% appointment**, are eligible for a free EcoPass (RTD bus and light rail pass)
- The Buff OneCard and EcoPass must be surrendered when you end your CU Boulder employment

Living in Graduate & Family Housing? Scholars and their dependents can purchase an affiliate Buff OneCard with photo ID and have the option of paying for an RTD CollegePass which can be used to ride all local buses. Please reach out to the Buff One Card office for more information.

ACCESS TO CAMPUS

Information on Building Access

Many buildings on campus are locked and require a Buff OneCard or Temporary Visitor Guest ID Card for access to the building. To request access to a specific building, please work with your Department Contact and [Buff OneCard Office](#) to ensure your card has been granted access to that building.

Depending on the type of card reader, make sure you are either swiping (with the strip on the back of your card facing to the right) or tapping the card on the proximity reader (with your photo facing toward you).

For problems accessing a building:

Normal Hours: 7:30 a.m. to 4:30 p.m. contact Access Services

Phone: 303-498-6609

After Hours: contact the Operations Control Center (OCC)

Phone: 303-492-5522 or email occ@Colorado.edu

Weekly Activation of ID Card:

Once a week, you will want to tap your CU Boulder ID card on one of the various hotspots around campus. You can confirm that you have successfully completed this after the hotspot's light turns from **blue** to **green**.



ACCESSING THE UNIVERSITY COMPUTER, WI-FI, DIGITAL SYSTEMS:

- Your department must request an IdentiKey and password for you. You must Activate your IdentiKey online.
- More information can be found on the Office of Information Technology (OIT) website at:
<https://oit.colorado.edu/services/identity-access-management/identikkey>

REQUIRED TRAININGS:

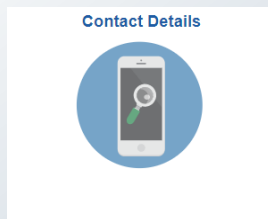
Check with your department about any required trainings you may need to take. Many of these trainings can be accessed from the employee portal at <https://mycuinfo.colorado.edu> by logging in with your IdentiKey and password.

- **Ex:** New Employee Orientation, Laboratory Safety, Hazardous Materials, Discrimination & Sexual Misconduct, Information Security & Privacy Awareness, IT Confidentiality Agreement, Fiscal code of Ethics, or any others required by your department

UPDATING YOUR EMAIL

After you receive your @colorado.edu email address, you will want to update your My CU Information to include this as your **Preferred email**. This way, ISSS can send you important information through your CU Boulder email.

1. Login to your my.cu.edu
2. Click on **CU Resources HOME** at the top and select **My Info and Pay**
3. Select the tile that says Contact Details. After verifying with your phone, you can now update your email.

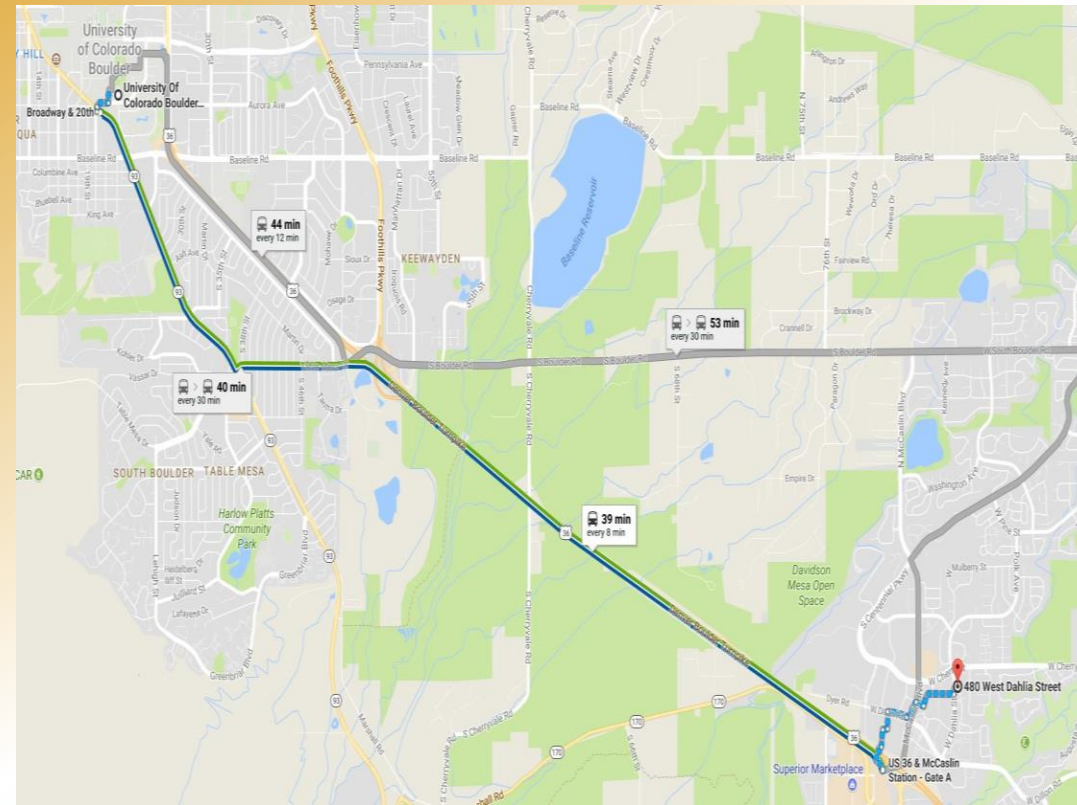


Email			
Email Address	Type	Preferred	
NAME@colorado.edu	CU Boulder	✓	>



APPLYING FOR A SOCIAL SECURITY NUMBER (SSN)

Wait at least 48 hours after receiving your “SEVIS Record has been validated” email before applying for a SSN!



***Update:** In-office appointments are available only 2 weeks after entering the country and only if Scholars are not exhibiting COVID-19 symptoms. Scholars should contact the Louisville office for appointment information.

Bring the following to the Social Security Administration Office:

- DS-2019
- Valid passport
- I-94
- Additional photo ID (e.g., Buff OneCard or Visitor ID card)
- *You will only need a SSN Support letter from ISSS if you are an F-1 student, J-1 student, or J-1 Student Intern*

Address: 480 West Dahlia Street, Louisville, CO 80027

Phone: 1 (877) 405-5872

If You are Paid by CU Boulder:

You can work while your SSN application is pending.

Please be careful with your SSN. Identity theft is a serious issue. You do NOT need to send ISSS your SSN.



EMPLOYEES ON CU BOULDER PAYROLL

1. Complete I-9 within 3 days of starting employment at CU Boulder

- Talk with your department payroll liaison (HR manager) and/or i-9forms@colorado.edu
- You may need copies of your your DS-2019, passport, and I-94. You can refer to the list of [acceptable documents](#) that you can bring to complete the I-9 form.

2. Meet with the International Tax Specialist

- [Make appointment online](#) - Bring your DS-2019, passport, and I-94
- If you are receiving a [stipend or student scholarship](#), you will only need to make an appointment 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.

3. Benefits-Eligible Employees Enroll in CU Benefits

New employees must sign-up for benefits within 30 days of their starting date.

- [Review the benefits webpage](#)
- [Compare benefit options](#)
- [How to Enroll](#)
- [New Employee Benefits Orientations](#)
 - Have questions? **Benefits Department:** 303-860-4200 option 3 / benefits@cu.edu





ISSS does not offer tax advice. You must consult a tax professional.

- ISSS Tax Obligations ([webpage](#))
- Local Tax Preparation Professionals ([handout](#))

Additional Resources

- [Internal Revenue Service](#) website for Foreign Students and Scholars
- [Colorado Department of Revenue](#)

TAX SOFTWARE

- The International Tax Office offers [tax prep software](#) to F and J visa students and employees who are **enrolled, employed, or active at CU (regardless of whether they receive income from CU)** and are considered nonresident alien taxpayers for U.S. tax purposes during the tax year.
- Resident filers do not have access to the same software, but can access the [International Tax Guide for Resident Aliens](#)
- Please contact the [International Tax Office](#) to request a license after **January 1st**
- Tax documentation generally must be postmarked **by April 15!**



TRANSPORTATION IN BOULDER



Public Transportation

Operates buses and light rail in the Boulder-Denver metro area.

RTD Fares: <http://www.rtd-denver.com/Fares.shtml>

RTD Trip planner, schedule finder, and alerts: <http://www.rtd-denver.com/>

EcoPass: <http://www.colorado.edu/pts/getting-around/bus/facultystaff-eco-pass>



Biking

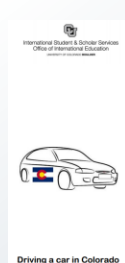


With over 300 miles of bike paths, biking is a great way to get around Boulder.

Bike Path Trip Planner

Buff Bikes / CU-B Semester Bike Rental Program / B-Cycle Bike Share

Driving



Division of Motor Vehicles (DMV): 2850 Iris Ave, Suite F Boulder CO 80301

Also issues Colorado Identification Card

- Information for individuals new to Colorado from another country
- Your SEVIS record must be in **Active status** and you must wait **at least 10 days after entry** into the U.S.





Ombuds Office

UNIVERSITY OF COLORADO **BOULDER**

The Ombuds Office assists all CU Boulder students, staff, and faculty with any university-related dispute or concern.

They can help with:

- Communication
- Navigating the University
- Analyzing Options
- This does **NOT** affect your visa status!

To schedule a confidential appointment call:

- Ombuds Office: 303-492-5077
- Faculty Ombuds: 303-492-1574



**Center for Community (C4C)
Room N440**

<http://www.colorado.edu/ombuds>



SUPPORT SERVICES

- **Faculty & Staff Assistance Program (FSAP)**
 - Confidential short-term counseling for faculty/staff
 - 303-492-3020; <http://www.colorado.edu/hr/fsap>
- **Office of Victim Assistance (OVA)**
 - Confidential information, advocacy, short-term counseling for students/faculty/staff
 - 303-492-8855; <http://www.colorado.edu/ova>
- **Office of Institutional Equity & Compliance (OIEC)**
 - Addresses concerns about protected class discrimination and harassment, and sexual misconduct
 - 303-492-2127; <http://www.colorado.edu/oiec>
 - ISSS is a mandatory reporter
- **Police Contact Numbers:**
 - U.S. National Emergency Number: 911
 - CU Police Department (On-Campus): 303-492-6666
 - City of Boulder Police (Off-Campus): 303-441-3333
- **Department of State Exchange Visitor Program (EVP) Emergency Hotline**
 - To help safeguard the health, safety, and welfare of all exchange visitors, there is an emergency helpline number 1-866-283-9090



KNOW YOUR RIGHTS

Wilberforce Trafficking Victims Protection Reauthorization Act

You have the right to:

- be treated fairly and not discriminated against
- work in a healthy and safe environment
- not held in a job against your will
- keep your passport and other identity documents in your possession
- not to be retaliated against
- join or request help from unions, immigrant and labor rights groups and other groups
- seek justice in U.S. courts of law
- be protected under state law

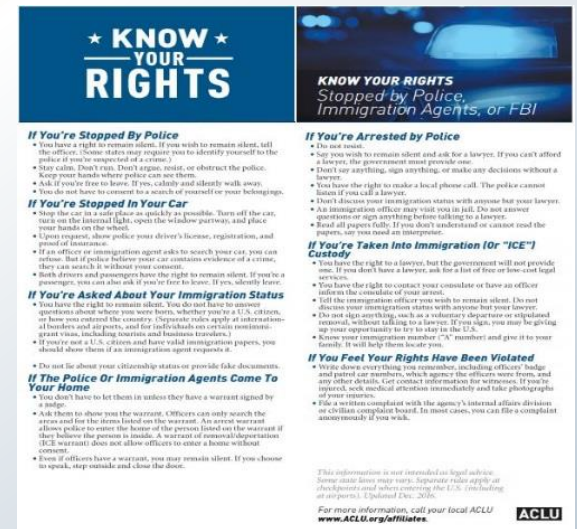
Rights and Protections for Temporary Workers

If government agents question you, it is important to understand your rights. You should be careful about what you say when approached by federal, state or local law enforcement officials. If you give answers, they can be used against you in a criminal, immigration, or civil case.

- Review “Know Your Rights” Handout

AILA Immigration Lawyer Search: <http://www.ailalawyer.com/>

➤ Finding an Immigration Attorney

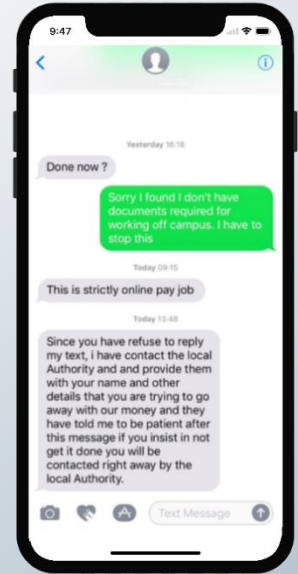


SCAMS

Be aware of telephone scammers posing as government/immigration officials requesting payment or information (e.g., credit card number, SSN, passport #).

In most instances, scammers will:

- Claim they are from a U.S. agency (e.g., FBI, IRS, USCIS, DHS, ICE) or law enforcement;
- Provide your confidential information (e.g., SSN) to try to convince you they are legitimate;
- Identify false problems with your immigration record, work authorization, taxes etc.;
- Threaten deportation or arrest; and
- Ask for an immediate payment to correct the issue.



If a scammer calls, hang up! Do not provide personal information or payment.

- USCIS will not call you to ask for payment over the phone.
- Department of Homeland Security will not call you to discuss an immediate deportation.

Resources

- Protect Yourself from Scams
- Common Immigration Scams
- Avoid Scams
- Report Immigration Scams
- Beware of Immigration Scams (Pamphlet)





STAY CONNECTED WITH ISSS



Facebook



Snapchat



Instagram



International Buffs & Company



ISSS Programs Website



ISSS Newsletter
(first Tuesday of every month)



International Student & Scholar Services
UNIVERSITY OF COLORADO BOULDER

ISSS PROGRAMS AND EVENTS



International Coffee Hour

This program normally meets periodically on Fridays during the academic semester from 4:00pm to 5:30pm in the University Memorial Center (UMC) on our campus. It's a time for all International students and scholars to socialize and meet new people. Light snacks, coffee, and tea are served.



Pizza & Perspectives

Each month, a panel of students and scholars from a specific region or country of the world present interesting facts and stories about their culture and country of origin. There is also time for a question and answer period. They explain how their home country is different from the United States. This program is held over the lunch hour and a pizza lunch is served.



International Festival

Each spring, CU-Boulder hosts a festival where student groups from all over the world give performances and serve food and drink native to their home country. This festival is a highlight of the academic year!

Visit our [ISSS Events Webpage](#) to see a list of our upcoming events!





Postdoctoral Affairs

UNIVERSITY OF COLORADO **BOULDER**

Connecting you with services and resources to develop your career and professional skills.

The **Office of Postdoctoral Affairs (OPA)** provides:

- ❖ Trainings and workshops for professional development including programming for international postdocs
- ❖ Communications promoting postdoc activities
- ❖ Support and resources for postdoc mentors
- ❖ Memberships in national organizations
- ❖ Support for Individual Development Plans (IDP)

opa@colorado.edu

www.colorado.edu/postdoctoralaffairs

Postdoctoral Association of Colorado (PAC) Boulder

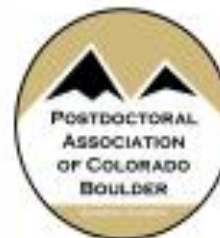


Social events

Networking



Travel Awards



<https://www.facebook.com/postdocboulder/>

<https://twitter.com/pacboulder>



pacboulder@gmail.com

www.colorado.edu/pac/



ADDITIONAL RESOURCES

[Searchable Campus Map](#)

[Printable Campus Map](#)

[Virtual Campus Tour](#)

[Boulder Visitor's Bureau](#)

[Boulder Restaurants](#)

[Boulder County Hiking](#)

[CU Parking and Transportation](#)



THANK YOU