

EXCHANGE VISITOR (J-1) SCHOLAR ORIENTATION



INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

Location

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

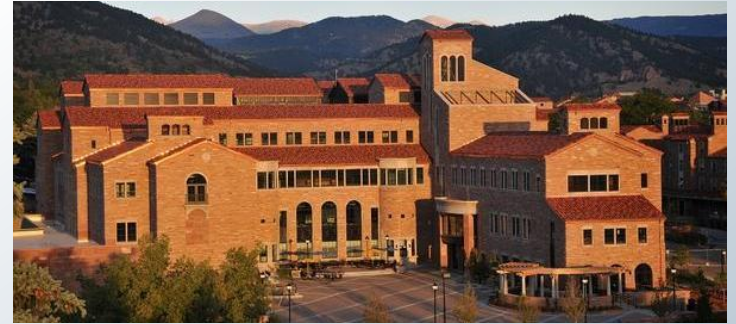
Contact Us!

Email: ISSS@colorado.edu

Phone: (303) 492-8057

Website: www.colorado.edu/iss

Advisor Search



Scholar Department Assignment Lookup

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



International Student and Scholar Services

OFFICE OF UNDERGRADUATE EDUCATION

[Advising Services](#) [MyISSS Portal](#)

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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: BUFFALO
Date of Birth (mm-dd-yyyy): 09/16/1967
City of Birth: SYDNEY
Country of Birth: AUSTRALIA
Citizenship: CHIP THE
Country Code: AS
Citizenship Code: AUSTRALIA
Gender: MALE
No: 0012345678
J-1

Legal Permanent Residence Country Code: AS
Legal Permanent Residence Country: AUSTRALIA
Position 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 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 estimated 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 (HQS/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
Signature of Responsible Officer: [Signature]
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)

The Exchange Visitor in this above program:
1. ☐ Not subject to the two-year residence requirement.
2. ☒ Subject to two-year residence requirement based on:
A. ☒ Government financing and/or
B. ☐ The Exchange Visitor Health Laid and/or
C. ☐ PL 94-484 as amended (ALL DEAD-HEART PARTICIPANTS C-2-0023 AND ALL ALIEN PHYSICIAN SPONSORED BY F-3-0001 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)

Embassy Representative
US Embassy Melbourne
Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): 02 OCT 2020

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

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): _____

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07-2011
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Item 3

Program Dates

Item 4

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

Indicates J Program Details

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

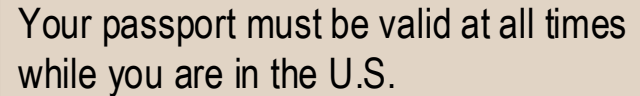
Travel Signature

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 e-form*
(in [MyISSS portal](#))

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 U.S.

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** Legal Permanent Residence Country: **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 Responsible Officer: **Boulder, CO 80309** Telephone Number: **08-31-2020**
Signature of Responsible Officer: **[Signature]** Date (mm-dd-yyyy): **11-03-2020**

8. Statement of Responsible Officer for Exchange Sponsor (FOR TRANSFER OF PROGRAM)
Effective date (mm-dd-yyyy): **11-03-2020** Transfer of this exchange visitor from program number: **303-492-8057** sponsored by: **Center for Community, 2249 Willard Loop Drive, Suite Sg55, Boulder, CO 80309**

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

9. PRIMARY ENDORSEMENT OF CONSUL OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2)
The Exchange Visitor in this document:
☐ Not subject to the two-year residence requirement.
☒ Subject to two-year residence requirement based on:
A. ☒ Government financing and/or
B. ☐ The Exchange Visitor Skills List and/or
C. ☐ PL 94-484 as amended
(ALL USAID PARTICIPANTS (C-20024) AND ALL ALIEN PHYSICIANS SPONSORED BY USAID ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.)

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: _____ Place: _____ Date (mm-dd-yyyy): _____

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212(e) Endorsement

- ☐ Box 1: Not subject
- ☐ Box 2: Subject

212(e) Notation

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...

- Have your departmental administrator initiate the *DS-2019 Extension (Scholar)* request in the Departmental Services portal:
- You will receive an email with a link to the scholar e-forms you must complete in the *DS-2019 Extension (Scholar)* request.
 - You will have to provide updated insurance information, updated funding, a copy of your J-1 passport biodata page, and documentation of any other changes (e.g., name, citizenship).
 - **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

A completed DS-2019 Extension (Scholar) request must be submitted to ISSS 4 to 6 weeks **prior to the DS-2019 expiration date**. **ISSS should not extend your program after your DS-2019 end date!**



Your J-1 Program End Date at CU Boulder

Complete the *End of Program* e-form (available in the [MyISSS portal](#)) to inform ISSS you will:

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

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.



ADDITIONAL REPORTING REQUIREMENTS

Information changes must be reported within 10 days

How? Submit relevant e-form in the MyISSS portal

Changes such as:

- Address, Telephone Number, Email Address: *Address & Contact Information Update* e-form
 - 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 **dept. payroll liaison**
- Legal Name, Citizenship, Immigration Status: *Biographical Information Update* e-form
- Program Funding: *Document Submission* e-form
- Site of Activity: Email ISSS advisor assigned to your department
 - Physical location of your work (includes campus and off-campus research locations)
- Host Supervisor: Departmental Administrator in host department must submit the *Exchange Visitor Change in Supervisor* e-form (in Departmental Services portal)

Incidental Employment Outside CU Boulder

Talk to ISSS first! 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* e-form (in MyISSS portal)
 - 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.



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 (*DS-2019 Reprint* e-form in [MyISSS portal](#))
- *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 3-4 weeks before your scheduled departure**:

- *Temporary Absence/Out of Country Request* e-form (available in the [MyISSS portal](#))

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 carry 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 on the [Dependents Resources webpage](#).

To request a DS-2019 for J-2 dependents, please submit the J-2 Dependent Request e-form available in the [MyISSS Portal](#).



INSURANCE REQUIREMENT

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 e-form (available in the MyISSS portal)*

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 U.S. Department of State website.
- If you need assistance in finding an insurance provider that offers coverage, you can review our [Insurance Resource Guide](#).
 - This guide is only a reference. This guide is not an exhaustive list of all possible insurance providers.
 - ISSS does not recommend any specific insurance provider.

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.

*BETINS

CMU Insurance

Compass Benefits

Cultural Insurance Services International (CISI)

Gateway

HTH Worldwide

*INSUBUY

Insurance for Students, Inc. (IFS)

International Medical Group (IMG)

International Student Insurance

On Call International

Seven Corners

*The Harbour Group

Travick International, Inc.

VISIT

Visitor Guard

www.AIPInternational.com

www.BETINS.com

www.cmu-insurance.com

www.compassstudenthealthinsurance.com

www.culturalinsurance.com

www.gatewayplans.com

www.healthinsurance.com/students_plans.cfm

www.insubuy.com/1-visa-health-insurance/

www.insubuy.com/medical-evacuation-and-repatriation-plan/

www.insuranceforstudents.com

www.inglobal.com

www.internationalstudentinsurance.com

www.oncallinternational.com

www.sevendcorners.com@student-travel-insurance@quote

www.hninsurance.com

www.studentinsura.com

www.visitinsurance.com

www.visitorguard.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.

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.

- Prior to enrolling in classes, either at CU Boulder or any other institution, **all** Exchange Visitor scholars must complete the ***Confirmation of J-1 Exchange Visitor Class Enrollment e-form*** available in the MyISSS portal under "J-1 Scholar Services"

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. 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:

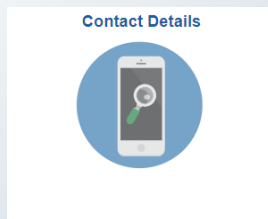
Check with your department about any required trainings you may need to take. Many of these trainings can be accessed from the employee portal at <https://mycuinfo.colorado.edu> by logging in with your IdentiKey and password.

- **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			
<div><div>+</div><div>←</div></div>			
Email Address	Type	Preferred	
NAME@colorado.edu	CU Boulder	✓	<div><div>↓</div><div>></div></div>



APPLYING FOR A SOCIAL SECURITY NUMBER (SSN)

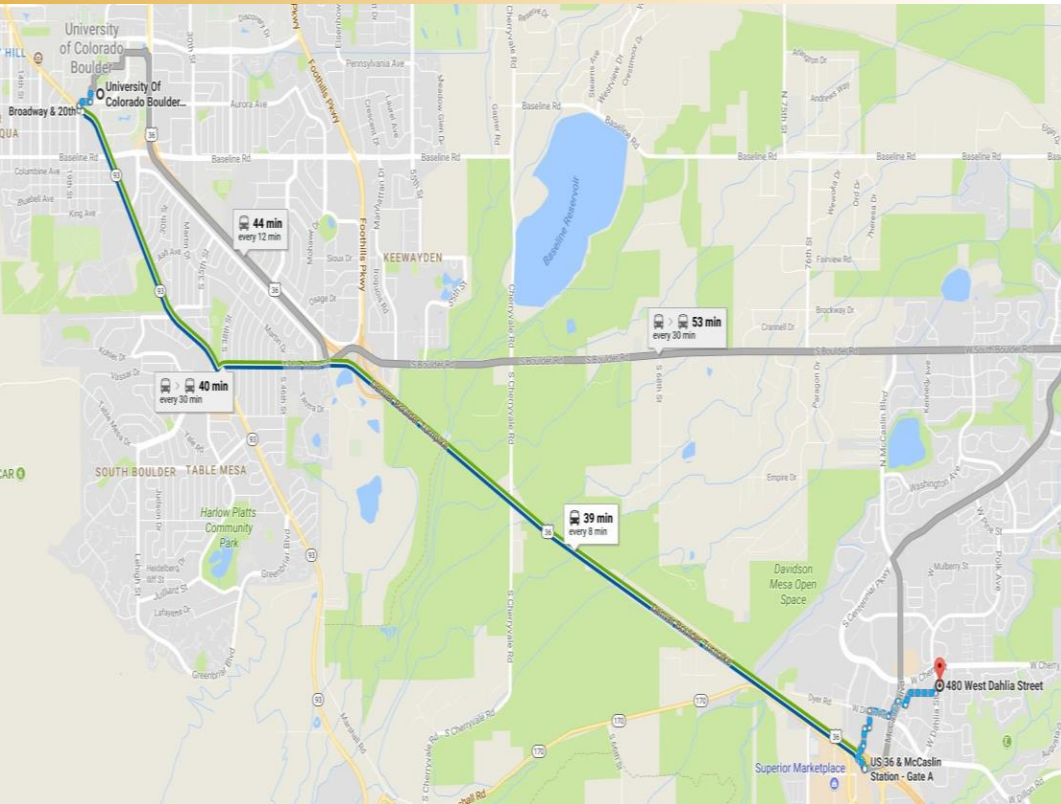
Wait at least 48 hours after receiving your “SEVIS Record has been validated” email before applying for a SSN!

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.

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. Communicate with International Tax Office

- New employees will receive an email notification from CUIntlTax@Sprintax.com asking them to complete their Sprintax profile within approximately 14 days of their employment begin date. International employees to watch their email – including spam folders – for this activation email. Carefully review the ISSS [Mandatory Income Tax Filing webpage](#).

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](#)
- 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/>

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.



Driving a car in Colorado



International Student & Scholar Services
UNIVERSITY OF COLORADO BOULDER



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

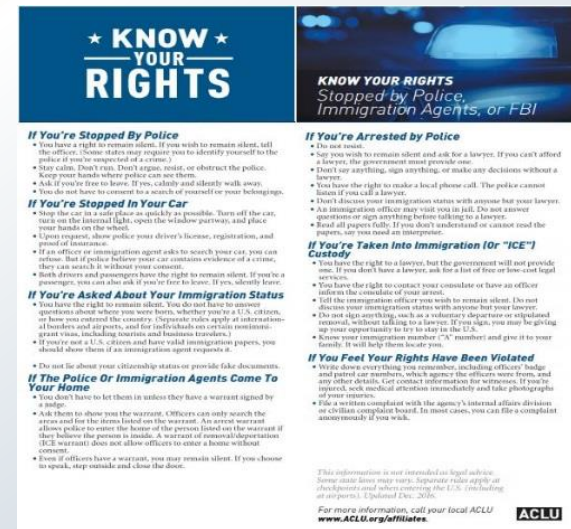
Rights and Protections for Temporary Workers

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

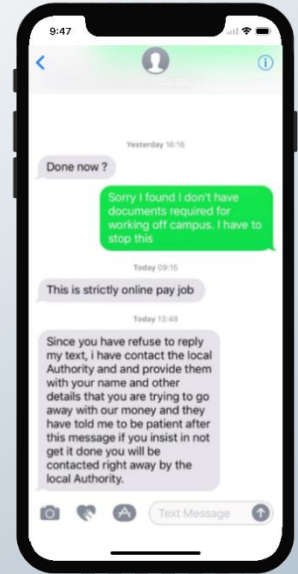


SCAMS

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



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

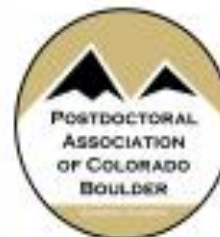


Social events

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

