



Dear International Visitor,

On behalf of the staff of the Center for Global Services, we welcome you to Rutgers, The State University of New Jersey. The Center for Global Services is a vital reference point for international scholars and faculty. Members of the Center's staff advise on legal, cultural, educational, social, and personal matters. Our office coordinates programs with and for scholars and serves as an advocate for the campus' international community. We hope you will maintain close ties with us throughout your stay. Many details regarding your interaction with the U.S. government, to your own government, and your sponsoring agency are handled by the Center's staff.

Please visit our website for further information at <http://globalservices.rutgers.edu>.

You may also call our Center 848-932-7015.

We look forward to meeting you!

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CHAPTER 1

THE CENTER FOR GLOBAL SERVICES

INTRODUCTION TO THE CENTER

The Center for Global Services is part of the university-wide Centers for Global Advancement and International Affairs (GAIA Centers). The Center for Global Services coordinates cultural programs and immigration-related services for over 5,000 international students, scholars, faculty and their dependents and serves the broader campus community in an administrative and advisory capacity. The Center staff provide direct support with employment, immigration, personal and nonacademic matters. You are encouraged to maintain close ties with the Center throughout your stay at Rutgers. Our Center is located at: 180 College Avenue, our hours of operation are Monday, Tuesday, Thursday and Friday from 8:30 a.m. - 5:00 p.m. We are closed on Wednesdays except for severe emergencies. We may be reached at 848-932-7015 and you may also visit our website at <http://globalservices.rutgers.edu/>

INTERNATIONAL FACULTY ADVISER

The international faculty and scholar adviser is available to meet with you individually for discussion of and assistance with a variety of matters related to your nonimmigrant status. Advice on immigration includes both general information on your rights and responsibilities as well as assistance with procedures required for initial or continued employment at Rutgers. The adviser also provides information and advice on such matters as personal adjustment to life in the United States, cross cultural differences and family concerns. For questions on health care and insurance, you may consult with the Center's insurance adviser.

If you wish to consult individually with the adviser, we suggest you call and make an appointment prior to coming to the Center. Appointments can generally be made within two to three days of your call.

CENTER WORKSHOPS

The Center sponsors workshops on a variety of topics throughout the year. Programs are announced in advance on the Center's homepage. Please check the workshop calendar on our website.

CHAPTER 2

DAY TO DAY LIVING

WEATHER

The weather in New Brunswick, New Jersey is variable. However, there are specific seasons:

SPRING arrives in late March and generally lasts until late May or June. Mild temperatures are characteristic of spring but the weather can be variable with rain, wind and occasional thunderstorms.

SUMMER begins in late June and continues through September with hot and humid weather and temperatures ranging from 60 degrees to 100 degrees Fahrenheit.

AUTUMN arrives in late September. Cooler but pleasant temperatures (40 degrees to 70 degrees Fahrenheit), rain, and sometimes snow are characteristic of this season.

WINTER is at its worst from December to March. Snow accumulations from 1" to 6" are possible and temperatures can range from highs in the 40's F to lows in the 20's F.

From mid-October until the following April it will be necessary to heat your apartment or home, otherwise the water pipes might freeze and cause considerable damage. Some apartment leases are specific in regard to these dates.

FROSTBITE (freezing of the skin) is a possibility in very cold weather. To avoid frostbite, make sure that your hands, ears and toes are kept covered and warm when outdoors. Small children, in particular, must be dressed warmly. We recommend that you plan your wardrobe to include coats, boots, hats, gloves or mittens, and scarves that can be wrapped around the face. Several layers of clothing are better than one heavy coat.

BAD WEATHER

During the winter months, you may experience blizzards (bad storms which include snow, high winds, and frigid temperatures). After heavy snows, shovel the snow away from stairs and sidewalks where you and others walk. When the snow becomes compressed, it becomes slippery. In case you are not familiar with ice storms, be forewarned that it is dangerous to walk on ice and perhaps even more dangerous to drive on icy streets. If you must go out, wear shoes that have grids rather than smooth leather-soled shoes, and drive cautiously. When driving on ice: brake lightly and repeatedly to stop; if your car should slide, turn your steering wheel in the direction of the slide to regain control; if you have mechanical problems or if the blizzard conditions create limited or no visibility, stay inside the car to remain protected from the cold. For real time weather updates, visit:

<http://synoptic.envsci.rutgers.edu/site/>

HOUSING

Rutgers University Facilities and Capital Planning offers short-term apartment rentals to all faculty and staff in need of temporary housing. Inventory consists of 26 one- and two-bedroom apartments with locations in Highland Park, New Brunswick, and Piscataway (on the Busch Campus). All apartments are fully furnished and include utilities, cable, and internet. Leases can be as short as one month with a maximum of one year. Rents range from \$1,697–\$3,147/month, depending upon location. Please contact your host department for further information or visit <http://ruoffcampus.rutgers.edu/>.

Another useful resource for finding rental apartments in the area is “Rent.com” this easy to navigate website offers users the option of choosing the city, minimum and maximum price range, number of bedrooms, etc. The site is not affiliated with Rutgers.

www.rent.com

PUBLIC AND CAMPUS TRANSPORTATION

The University provides free transportation throughout New Brunswick campuses (red buses). Please click on the below link to access New Brunswick transportation information:

<http://parktran.rutgers.edu/>

SHOPPING

Whether you’re looking for the latest fashions or looking to decorate your home away from home, central New Jersey offers a mix of shopping opportunities. Nearby to campus, you’ll find:

- **Big-Box Shopping:** Piscataway’s Centennial Square, Middlesex and Hadley Center malls offer big-name department stores, a movie theater, restaurants, and a grocery store.
- **Downtown:** New Brunswick’s downtown is great for essentials. Just on the edge of the Douglass/Cook Campus, you’ll find Sears, a department store where you’ll pay just 3 percent sales tax.
- **Across the Bridge:** Highland Park’s downtown offers a unique mix of small independent shops, great for one-of-a-kind gifts and dining.
- **Malls:** Area malls include Menlo Park (Route 1), Woodbridge (Route 1), and Brunswick Square (Route 18) malls. Don’t have a car? Don’t worry: You can hop on a NJ Transit bus. Map your route at NJTransit.com.
- **Food Stores:** Grocery stores can be found in Highland Park (Stop & Shop), downtown New Brunswick (Bravo and George Street Co-op natural food market), Somerset (Stop & Shop), Piscataway (Shop Rite, Stop & Shop), and North Brunswick (A&P).

RENTING OR PURCHASING A CAR AND OBTAINING A DRIVER'S LICENSE

You may find it convenient to rent a car for a few days or weeks after you arrive, in order to apartment hunt and shop for household essentials. Cars can be rented by the day or week and prices vary greatly depending on the type of car you rent.

In order for a J-1 visa holder to obtain a state driver's license or state government photo ID, you must wait 10 calendar days after entry into the U.S. and have been in *Active* status in SEVIS for at least two federal business days.

International visitors and their families may apply for a New Jersey driver's license at any MVC office. [The State of New Jersey Motor Vehicle Commission](#) details the process for obtaining a New Jersey driver's license. The application process includes a written test and driving skills test administered by the MVC. The [online driver's manual](#) is a valuable resource when preparing for these tests.

Required Documents at the MVC

There are four requirements for [6 Point ID Verification](#):

- At least one Primary ID
- At least one Secondary ID
- Social Security Number
- Proof of Address
- **Primary ID:** Valid Passport and Printout of electronic I-94 (arrival/departure form) or valid passport with I-551 stamp
- **Secondary ID:** University photo id with transcript and Rutgers University I-20
- **Social Security number or Social Security Administration letter of ineligibility.** Please see the [Social Security Administration Web site](#) for more information.
- **Proof of Address:** You must show at least ONE of the following documents. The documents must show YOUR name and CURRENT address.
 - Utility or credit card bill issued in the past 90 days.
 - Checking or savings account statement from the past 60 days.
 - High school or college report card/transcript from the past two years.
 - Original lease/rental agreement.
 - Property tax bill, statement or receipt from the past year.
 - Mail received from the IRS or state tax office in the last year.
 - First-class mail received from any government agency in the past six months.

- **Obtaining a Non Driver ID Card**

International visitors who do not drive may wish to obtain a non-driver ID card. The non-driver ID is issued solely for the purpose of providing identification and is not a license to drive.

- **How to get a non-driver identification card:**
 - Complete the front side of a non-driver ID application (BA-207 form)
 - Pass the [6 Point ID Verification](#)
 - Pay \$24 fee.

NEWSPAPERS AND PUBLICATIONS

The Alexander Library on College Avenue carries several foreign newspapers and magazines.

THE DAILY TARGUM is the University's student newspaper. It contains information on cultural activities, events, and issues of interest to the entire Rutgers community as well as a substantial classified advertisement section.

<http://www.dailytargum.com/>

THE HOME NEWS and Tribune is the local newspaper of New Brunswick and nearby towns. Its classified advertisements are a fine source of information on apartments and houses. <http://www.mycentraljersey.com/>

THE STAR LEDGER is Newark's daily and New Jersey's largest newspaper. <http://www.nj.com/starledger/>

THE NEW YORK TIMES, available in all local newsstands, is considered to be one of the best if not the best daily newspaper in the country. Its Sunday edition is particularly large and covers news, business, the arts, real estate and many other topics; it also contains a special selection on New Jersey, including upcoming activities and events in the state. <http://www.nytimes.com/>

TELEPHONES

TYPES OF PHONE CALLS IN THE US:

- Local Area Call (or Local Call) – Usually within the same area code. For example: If you are calling 848-932-7015 from a telephone within New Brunswick, then that would be a local call as the telephone you are calling from would also have an area code of 848.
- Long Distance – Outside the area code that you are dialing from.
- 1-800 numbers – These numbers are generally free to call and include the help lines and customer service lines. Numbers starting with 1-888 and 1-877 are also free.
- 1-900 numbers – These numbers are paid services that charge a fee for calling them and one should be aware for this fact.
- WARNING: There are some numbers for which you will be charged at a very high rate for calling them.

HOW TO MAKE A PHONE CALL:

- If you don't have a phone line of your own, the easiest way is to make a call is by using a **Phone Card**. These are available at most bookstores or delis in downtown New Brunswick. Mostly, the connection charges and rates per minute are exactly as stated in the posters but it is wise to spend some time to check on the actual phone card before you buy it. Sometimes there are low advertised rates but may have high connection costs and it never hurts to make sure!
- If you do not know the telephone code to dial into your country, one way to find out is by calling any phone company on their 1-800 number (free!).
- International Calls are made by dialing 011 and then the country code, city code and so forth.
- For Local Area Calls, only the last 7 digits of the telephone number are needed.
- For Long Distance calls within the US, you need to dial 1 then the area code + the number.

ON-CAMPUS PHONE CALLS:

- All calls to any official on-campus phone are free of charge from any other on campus telephone. Each campus has its own extension. (For example Busch Campus telephones will be 445-xxxx and College Avenue and Cook/Douglass will be 932-xxxx. One notable exception is all dorm phones. They are of the form 373-xxxx irrespective of the campus they are on.)
- When you use on-campus phone, you only need to dial the last five digits of the number. For example if you are calling the CGS office from an on-campus phone, you only need to dial 2-7015.
- To call the police from an on-campus phone you need to dial 6-911.
- Contact information to get more details on Rutgers telecommunication services can be found at <http://www.td.rutgers.edu/contact/>
- **SOME NOTABLE TELEPHONE COMPANIES:**
 - AT&T 1-800-222-0300 www.att.com
 - Cablevision 1-973-230-6046 <http://www.cablevision.com/>
 - Verizon 1-800-427-9977 <http://www22.verizon.com/>

HOW TO GET A MOBILE PHONE:

Mobile phone service in the United States can be quite confusing. Plans, options and costs may be complicated to understand. It is important to “shop around” and compare prices, service plans and costs to find the most convenient option for your specific needs.

- “No Contract” (or “month to month”) phones are the easiest, most convenient and a relatively economical solution when compared to 1 or 2 year service plans from the large cellular network companies. Prepaid plans enable you to buy the minutes, text and data upfront by purchasing a prepaid card that covers a set number of talk minutes or data. Other plans are based on a monthly flat rate for unlimited use, providing unlimited minutes, texts and data on the provider's network. Phones sold with prepaid plans are generally not the latest models and may not have as many features. No Contract phones can be purchased at department stores, electronics stores, large pharmacy chains and at some larger supermarkets. You will need to compare plans to decide the best one for your needs.
- To buy a mobile phone with a traditional service contract, the preferred way is to find the most convenient calling plan for you based on the talk time and the service. A cell phone dealer can be approached to find out these details and based upon your credit score, you might or might not have to pay a security deposit for the same. The plans are generally upgradable but not down-gradable; hence it's important to select a calling plan taking this aspect into consideration.
- If you do not have a Social Security Number (SSN), visit the nearest store of your desired cell phone provider (use the store locator on their websites). Most stores will ask you for at least two forms of identification such as a photo ID (Passport preferably), proof of address (On/Off Campus Lease agreement) and a security deposit (may or may not be applicable, contact the store for more details).

SOME NOTABLE "PRE-PAID" PHONE COMPANIES:

- Boost Mobile
- Cricket
- GoPhone
- Straight Talk (available at Walmart)
- T-Mobile
- Tracfone
- Virgin Mobile

SOME NOTABLE MOBILE PHONE COMPANIES:

- AT&T 1-800-331-0500 www.wireless.att.com/home/
- Sprint 1-888-211-4727 www.sprint.com
- T-Mobile 1-800-866-2453 www.t-mobile.com
- Verizon 1-800-922-0204 www.verizonwireless.com

SOME ONLINE PHONE CARDS FOR INTERNATIONAL CALLING:

- Keku by Stanacard www.keku.com
- Reliance www.relianceglobalcall.com
- Calling Cards <http://www.callingcards.com/>
- Phone card Savers www.phonecardsavers.pushline.com
- Raza Communications www.razacomm.com
- Get Pin www.getpin.com/bigzoo.asp

MAIL

The U.S. postal Service has local branches in every town and there is a branch on each campus as well. Visit <http://mds.rutgers.edu/studentmailpickup.html> for locations and hours of operation.

PUBLIC SCHOOLS

Every city and town in the U.S. is required by law to provide free public education pre-school through grade 12 to its resident children. As an apartment renter or homeowner, you pay taxes indirectly or directly and thus earn the right of access to your town or city public school system. Check out the below link to find a public school in your town and inquire what procedures must be followed to officially enroll them.

<http://education.state.nj.us/directory/>

CHILD CARE CENTERS

Childcare centers and private nursery schools (for pre-school children) can be expensive and, in some cases, limited in the number of children they will take. Plan ahead as much as possible and be certain to compare costs by calling several places.

The below link contains child care centers on or near Rutgers campuses:

<http://uhr.rutgers.edu/worklife-balance/family-programs/child-care-and-development-centers>

ACTIVITIES FOR SPOUSES

Individuals in the visa-dependent statuses of H-4 are not eligible for employment in the U.S. Under some circumstances, visa dependents of J-1's (J-2) may be eligible to apply for employment authorization. See the section on Immigration Relations Regulations for further information on J-2 employment. For those visa dependents ineligible to work in this country, there is no shortage of activities or meaningful way to fill time. In addition to the programs for spouses, there exist several options for wives or husbands. Many volunteer organizations in your community will gladly welcome your spouse to do volunteer work. *This work must be volunteer, i.e. it cannot be a position which would normally be paid if filled by an individual with work authorization.*

HOUSES OF RELIGION

The local community has churches, synagogues and mosques for many religions and religious denominations. Rutgers University also has religious services for some religions.

RECREATION AND ENTERTAINMENT

Rutgers is ideally located for access to this country's best and most diverse cultural and entertainment activities. This does not mean, however, that one must travel to New York to be part of a vital and cultural life. Campus and local community theatres, museums, restaurants, parks and cultural centers also offer a wide and exciting selection of activities. New Jersey offers fine parks, woodlands and other nature – lovers' locales, as well as some beautiful beaches. Check out the links below and get to know New Jersey.

- Rutgers resources: <http://www.rutgers.edu/about-rutgers/serving-new-jersey-beyond>
- Fun things to do in NJ website: www.funnewjersey.com
- NJ State website: www.state.nj.us/nj/things

CHAPTER 3

MONEY MATTERS

BANKING

It is neither necessary nor practical to carry large amount of cash with you. If you have not done so already, you should open a checking account. Different banks have their own policies on service charges and minimum balance requirements for checking accounts and interest yields on savings. Be sure to ask for complete information about the various plans at each bank you call or visit.

When opening an account you must present identification (passport, driver's license) and proof of affiliation with the University. You do not need a Social Security number to open a bank account.

TAXES

U.S. FEDERAL TAXES

All F and J nonimmigrants (including their F-2 and J-2 dependents) are required to file certain federal tax forms for each year they have been present in the U.S. -- even if they did not earn any income during that year. Federal tax forms for the tax year being reported must be filed no later than April 15 of the following year with the U.S Internal Revenue Service (IRS). Individuals who for any reason are unable to file their tax forms by April 15 must submit an application for extension of the filing deadline on IRS Form 4868.

Staff of the Center for Global Services are neither licensed nor qualified to provide personalized tax advice. The following information has been prepared to assist Rutgers-New Brunswick's J visa holders understand general tax filing obligations and to answer some of the most common questions international students and scholars generally have about taxation in the U.S. The Center is also providing access to GLACIER TAX PREP, a software program that will allow you to complete nonresident tax forms by answering a series of questions about your situation.

Scholars requiring more detailed assistance beyond the GLACIER TAX PREP program and the information provided below should consult a qualified tax specialist. Be aware, however, that nonresident tax regulations are only a very small part of U.S. tax laws, so not all tax specialists are experts in nonresident tax matters. If you do work with a tax specialist, be sure to ask him or her what qualifications and experience they have with nonresident taxes.

DETERMINING YOUR FEDERAL TAX STATUS

Your first task is to consider whether you were a resident or nonresident for federal tax purposes during the tax year for which you are now filing your return. Do not confuse the immigration designations of "nonimmigrant" and "immigrant" with the tax designations of "nonresident" and "resident." In many cases, they are not the same: all F-1s and J-1s hold nonimmigrant status, yet many are residents for federal tax purposes!

A nonresident is taxed on income from U.S. sources only, whereas a resident is taxed on worldwide income. Nonresidents may also be exempt from certain types of taxes (such as Social Security tax) whereas residents are not. Nonresidents are more restricted than residents as to the types of tax "exemptions" they can claim. (A "tax exemption" is like a tax credit. Each tax exemption that a taxpayer is eligible to claim reduces the amount of his or her total tax for the year.)

For J-1 professors and research scholars, the following general guidelines apply:

- J-1 professors and research scholars are normally considered nonresidents for federal tax purposes during their first two calendar years in the U.S. Calculations should include any part of a calendar year in the first two years. For example, a J-1 scholar who arrived in August 2005 should count 2005 as an entire year, even though the scholar was only in the U.S. for five months of that year.
- After two years, J-1 professors/scholars are presumed to be residents for federal tax purposes by the IRS.

DETERMINING WHICH FORMS YOU MUST FILE

Links to each of the nonresident tax forms referred to below, as well as to other IRS forms and publications that you may find useful, are provided at the end of this section.

If you were a resident for federal tax purposes during the tax year for which you are currently filing your tax return, file form 1040 or 1040EZ, and any attachments as appropriate for your situation. The Center does not provide tax information for resident taxpayers as it is readily available from other sources.

If you were a nonresident for federal tax purposes during the tax year for which you are currently filing your tax return
AND

- You were not present in the U.S. during the tax year: you do not need to file any tax forms.
- You were present in the U.S. during the tax year for which you are currently filing but did not earn any U.S.-source income at all during that year (including F-2 and J-2 visa holders!): you only need to file IRS Form 8843 by June 15 of the following year. (Note: An ITIN is not required if you are only filing Form 8843. However, if you have been assigned an ITIN or SSN you must include it on the form.)
- You were present in the U.S. during the tax year for which you are currently filing and earned U.S. source income from on campus employment, scholarships/fellowships, and/or off campus employment: you must file IRS Form 8843 and IRS Form 1040NR EZ or 1040NR by the April 15 deadline. Individuals who are eligible to claim the benefits of a tax treaty and who did not file any treaty claim forms directly with their employer would also need to file Form 8843 and a statement like the one provided in Appendix A of IRS Publication 519.

(Note: You may also need to file state taxes in some or all of the states in which you worked. If you worked in New Jersey, you will need to file the appropriate New Jersey tax forms by the April 15 deadline. Visit the following link for information on New Jersey taxes:

<http://www.state.nj.us/treasury/taxation/pdf/current/1040nri.pdf>

LINKS TO IRS FORMS AND PUBLICATIONS

Complete IRS (Internal Revenue Service) information, forms and links related to federal tax information for international students and scholars can be found on the [IRS's "Foreign Students and Scholars" webpage](#).

SOCIAL SECURITY NUMBER AND CARD

Everyone who has earnings in the United States must obtain a Social Security number, the number used by the U.S. government to identify wage earners for tax purposes. The number is printed on a light blue card, referred to as the social security card. The card must be presented to a prospective employer before an individual may be hired.

To apply for a social security card, take your passport, other immigration documents (printed I-94, I-797, as appropriate) proof of eligibility to work and a photo I.D. that is at least one year old to the Social Security Administration office.

It is not possible for non-employment-authorized spouse and children to obtain a social security number. However schools, doctors' offices, banks, and other services routinely ask for a social security number. It is therefore advisable to obtain an "ITIN" number (Individual Taxpayer Identification Number) which may be used by non-residents in place of a social security number. ITINs are issued regardless of immigration status because both resident and nonresident aliens may have a U.S. tax filing or reporting requirements under the Internal Revenue Code. An ITIN may be obtained by completing the form at the following link: [Application for IRS Individual Taxpayer Identification Number](#)

A FINAL NOTE

Important Note: the above information does not constitute legal advice nor should it be considered a substitute for advice obtained from the Internal Revenue Services (IRS) or a qualified tax professional. If your immigration status has changed in the past year or if you wish to be assured of having legal advice on taxes, please consult the IRS or a qualified tax professional.

CHAPTER 4

IMMIGRATION RELATED REGULATIONS

Like all nations, the United States has laws governing foreign nationals residing within its borders. It is the responsibility of each nonimmigrant in the U.S. to know the rules governing maintenance of his or her legal status.

A strict U.S. law introduced in 1996 penalizes nonimmigrants who “overstay” their period of authorized stay by imposing a variety of sanctions, the most serious of which is barring them from re-entry to the U.S. for up to ten years. “Overstays” include staying beyond the expiration date of the visitors’ immigration documents, as well as remaining in the U.S. after certain other types of violations of status. This is an extremely serious matter, as failure to constantly monitor your nonimmigrant status and documents could unintentionally result in an unwanted interruption or cancellation of your researcher teaching program in the U.S.

You may be confused by the many forms, numbers and deadlines, but if you understand and meet the following essential requirements, you will be able to maintain your legal status while in the U.S.

- Keep your immigration documents (DS-2019 or I-797) valid at all times and comply with the terms and restrictions of your status.
- Keep your passport valid at all times
- At least two months before your authorized stay expires, apply through your department for an extension of permission to remain in the U.S. (Your department must initiate your extension)
- Report every change of address to the Center for Global Service and your employing department within 10 days of your move
- Carry your passport and U.S. immigration documents with you when you leave the campus community
- Check with the Center for Global Services to be sure your documents are in order before traveling abroad
- Do not work without authorization from the Center for Global Services and USCIS, as required
- Pay required income tax

Enforcement of U.S. immigration law is the responsibility of the USCIS. The address of USCIS having jurisdiction over the New Brunswick area is 970 Broad Street, Newark, NJ 07102, but most mail-in applications are handled by USCIS Eastern Regional Service Center in St. Albans, Vermont.

Any time you have a pending transaction or a question regarding your immigration status, see the international faculty/scholar adviser at the Center for Global Services.

YOUR PASSPORT

Your passport is your essential travel document, a formal permit from your government to travel abroad and return to your home country. It is also your primary form of identification outside your home country. Your passport must be valid at all times. It can be renewed at your country’s consulate in New York City or embassy in Washington, D.C. For precise information about procedures and fees, you must contact either of these agencies directly.

If you lose your passport, you must apply for a new one through your country’s embassy in Washington, D.C. or consulate in New York City.

VISA VS. AUTHORIZED STAY

Many people assume that when their visa stamp expires, they must get a new visa. This is generally not true: The following should explain the difference between the expiration of a visa and the expiration of authorized stay.

VISA

The visa is issued and stamped in your passport by an American consul outside the United States. The visa authorizes you to enter (but not remain) in the U.S. and indicates your intended status, e.g. H-1B or J-1. The visa has an expiration date and may be valid for one, two or an unlimited number of entries.

It is not necessary to renew your H or J entry visa to remain in the United States: within the U.S. you need only renew or extend your authorization to stay (see next section on “Authorized Stay”). Be aware, however, that if you travel abroad (other than to visit Canada, Mexico or any of the islands adjacent to North America, for less than 30 days) AND if your entry visa has expired, you must apply for a new visa at an American embassy or consulate outside the United States before reentering the US. Note that for some individuals in H-1B status only, it might be possible in some cases to obtain the re-entry H-1B visa within the United States, i.e. before leaving the U.S. consult the international faculty/scholar adviser for more details on this procedure.

AUTHORIZED STAY: ARRIVAL/DEPARTURE RECORD (I-94)

Electronic Form I-94 is the Department of Homeland Security Arrival/Departure Record. It records those who are admitted to the U.S., who are adjusting status while in the U.S. or extending their stay, among other things. The visitor must exit the U.S. on or before the departure date stamped on the I-94. We recommend each traveler print a copy of their electronic I-94 (record of admission) for verification of alien registration, immigration status or employment authorization. It can be obtained from: www.cbp.gov/i94.

If you travel outside the United States, be sure your documents are in order. You must have a valid passport and depending on your visa type, the following additional documents:

H-1B: Form I-797; a copy of your Labor Condition Application (LCA) and a copy of the H-1B petition Form I-129, all available from the Center. Also a letter from your department confirming your current appointment and salary. H-4 dependents should carry a similar letter from the department confirming the H-1B’s employment as well as proof of marriage/civil union to the H-1B principal.

J-1: DS-2019 endorsed for travel within the last 12 months, financial documentation. J-2 dependents must carry a DS-2019 bearing the J-1 principal’s name, and proof of familial relationship to the J-1 principal (marriage license or birth certificate)

Except for travel of less than 30 days to Canada, Mexico or adjacent islands, if your visa has expired, you must apply for a new one at an American embassy or consulate abroad. The above listed documents must be presented when applying for a visa.

We urge you not to attempt any travel outside the United States without checking with the Center for Global Services to ensure that all your documents are in order.

VISITS TO CANADA OF LESS THAN 30 DAYS DURATION

For trips of short duration (less than 30 days) to Mexico, Canada, or adjacent islands (e.g., Bermuda, The Bahamas, Jamaica) a valid visa is not needed to reenter the US except under the conditions noted below. In other words, you may travel to Canada or Mexico for less than 30 days and reenter the US on an expired visa stamp provided that you also have a DS-2019 with a current Travel Validation signature.

People who apply for a visa while in Mexico or Canada are NOT eligible to re-enter the U.S. until a valid visa has been issued.

Before traveling to Canada or Mexico you should find out if you require a visa to enter those countries. Contact either the [Canadian Consulate](#) or the [Mexican Consulate](#) for information.

H-1B VISA INFORMATION (INCLUDING H-4 DEPENDENTS)

The **H-1B** is a non-immigrant visa in the United States under the Immigration and Nationality Act, section 101(a) (15) (H). It allows U.S. employers to temporarily employ foreign workers in specialty occupations. Tenure-track assistant professors, for example, may eventually become permanent employees, but begin at Rutgers with three-year appointments. The H-1B is employer-specific. H-1B status permits you to be employed only by the organization or organizations which obtain USCIS permission. H-1B may have more than one concurrent employer only if each employer has separately applied for an obtained USCIS authorization.

H-1B authorization effectively has two parts: the first is your employer's authorization to employ you in H-1B status; the second is consular approval for your H-1B status. If you are overseas, you would obtain consular approval after getting a visa at a U.S. consulate or embassy and then passing through an immigration inspection upon entering the U.S. If you are in the U.S., you would obtain H-1B status from USCIS. In either case, your approval has an ending date which is noted on your Form I-94 or H-1B approval notice. It is your personal responsibility to keep track of this date and, if you wish to extend your H-1B status, to contact your supervisor 3 months prior to your authorized expiration date so that he or she can request the Center to process your extension application.

There is a six year maximum stay in H-1B status. This includes any time spent in H-1B status with other employers. Only if you are out of the U.S. continuously for at least one year are you eligible for six additional years.

At least eight weeks before traveling outside the U.S., H-1B employees should check with the international faculty/scholar adviser to be sure all paperwork is in proper order for reentry. Should you need to obtain a new visa because your current one has expired or if you changed to H-1B from another status within the U.S., you will need to pick up your Form I-797 from the Center. The form is the official USCIS authorization for Rutgers to employ you and must be presented at the U.S. consulate or embassy overseas to obtain an H-1B visa.

Dependents of H-1B's carry the H-4 visa designation. Individuals in H-4 status are generally not permitted employment in the United States. As of May 26, 2015 a new regulation is in effect that authorizes employment for certain H-4 spouses, specifically H-4 dependent spouses of H-1B nonimmigrants who are seeking employment-based lawful permanent resident ("LPR") status. Please contact your Faculty/Scholar Advisor for more information.

J-1 VISA INFORMATION (INCLUDING J-2 DEPENDENTS)

By legal definition, a J-1 exchange visitor is a “foreign national who has been selected by a sponsor to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

In order to be eligible for the exchange visitor exchange program some basic requirements include:

- Plan to remain in the U.S. for a temporary, specific, limited period;
- Possess sufficient proficiency in the English language to participate in their program;
- Accepted to participate in an exchange visitor program and plan to carry out a specific activity, such as study or research;
- Provide evidence of funds to cover expenses in the United States;
- Prove that you have a “residence abroad which you have no intention of abandoning” usually shown by evidence of social and economic ties abroad and other binding ties which will ensure your return abroad at the end of the exchange program. Rutgers, the State University of New Jersey, has been approved by the Department of State (DOS) as a designated Exchange Visitor Program sponsor. Such sponsorship requires adherence to regulations governing the Exchange Visitor Program. Violation of these regulations not only places the visitor in jeopardy of sanctions but may also subject the University to possible decertification by the DOS.

English Language Proficiency

International scholars coming to US universities in J-1 status (in the Professor, Researcher, Specialist, or Short-Term Scholar categories) must demonstrate English proficiency before the university may issue the DS2019. The methods established by the Department of State for determining English language proficiency are:

1. Through a recognized English language test (IELTS, TOEFL, etc.)
2. Through signed documentation from an academic institution or English language school; or
3. Through an interview "conducted by the sponsor" in-person, by videoconference, or by web camera.

For more information on English Language Proficiency requirements, please click [here](#).

RUTGERS J-1 CATEGORIES

The J-1 Exchange Visitor visa has about a dozen different "categories," each with its own set of rules and regulations. The DS-2019 form designates the specific "category" of each J-1 visitor. Rutgers University is authorized by the U.S. Department of State (DOS) to issue DS-2019 forms for four J-1 categories only.

Refer to item 4 on your DS-2019 form to determine your category of J-1 visitor.

| Exchange Visitor Category | Description of Activity | Minimum Program Duration | Maximum Program Duration | Eligibility Issues |
|---|--|--------------------------|--------------------------|--|
| College and University Student | Non-degree | Three Weeks | 24 months | Full time program; Exchange Agreement |
| | Degree Seeking Student Intern | | Unspecified 12 months | Funding source (not personal) Degree in home country; Structured program |
| Research Scholar & Professor | Engage in research, teaching and lecturing | Three Weeks | 5 years | Subject to bars Non-tenure track |
| Short Term Scholar | Lecturing, observing, consulting, training or demonstrating special skills | 1 Day | 6 months | No extension beyond 6 months |

The J-1 exchange visitor enters the U.S. with a Form DS-2019 and upon entry is given information to access an electronic I-94 which notes the visitor's dates of authorized stay as D/S or "Duration of Stay" (See Difference Between Visa and Dates of Authorized Stay" earlier in this section.) This means that as long as the dates on the J-1 visitor's DS-2019 are still valid, that the exchange visitor is still pursuing the same activity at Rutgers University specified on the form, and that the exchange visitor is otherwise complying with the J-1 regulations, the exchange visitor and his or her dependents are considered to be in status.

The J-1 professor/researcher/short term scholar on Rutgers' DS-2019 is normally limited to employment at Rutgers in teaching and/or teaching directly related to his/her objectives (as stated on the DS-2019). Employment for reasons of financial necessity is not permitted. Under some circumstances, however, a J-1 professor, research scholar or short term scholar may be given permission to participate in occasional lectures and short term consultations with outside employers. Such circumstances are when the work: 1) is directly related to the objectives of the exchange visitor's program; (2) is incidental to the exchange visitor's primary program activities; and (3) will not delay the completion date of the exchange visitor's program.

Procedures for gaining permission to conduct occasional lectures or short term consultations outside Rutgers University as follows:

- Obtain a letter from the off-campus employer setting forth the terms and conditions of the offer to lecture or consult, including duration, number of hours per week, academic area or field in which the lecturing or consulting is to occur and a description of the activity you will undertake;
- Obtain a letter from your department chair or center director recommending the activity and explaining how it will enhance your program at Rutgers;
- Email both letters to the Center for Global Services for review; it is determined by the International Faculty/Scholar adviser that the proposed occasional lectures or short term consultations meet the criteria set forth by the DOS, you will be given a letter so stating.

An important note about the two year home country residence requirement:

An exchange visitor is subject if (1) Your participation in the exchange program was financed by the U.S. government or your home government (2) The skills that you are developing or exercising are on the "Skills List" that your government has communicated to the US government.

WHAT DOES THIS MEAN?

You must return to your home country for an aggregate (combined duration) of 2 years before you can change status or re-enter the US in select other visa categories.

The J-2 dependent is subject to any limitations of the J-1 principal. Therefore, if the J-1 principal is subject to the 2 year home residency requirement, his or her J-2 dependents are also subject.

J-2 Dependents are eligible to work. The purpose must be for personal fulfillment they must apply directly to USCIS for an EAD - Employment Authorization Document: www.uscis.gov. We do not assist with this process. J-2 dependents can also study while in the U.S. (at Rutgers or elsewhere). If you plan to bring dependents later, you must attend the dependent workshop held once per month. See our workshop calendar on our website

TN STATUS (FOR CERTAIN CANADIANS AND MEXICANS ONLY)

- Eligibility: certain types of professional employment for eligible Canadian and Mexican citizens
- Appropriate use: used for positions for which Rutgers would not sponsor a J-1 or H-1B
- Restrictions: TN is not appropriate for tenure-track, tenured, or staff positions, since those types of appointments have permanent intent

WELCOME SESSION FOR J-1 INTERNATIONAL FACULTY/SCHOLARS

Upon arrival to Rutgers, J-1 international faculty/scholars will complete an online “check in”. You must complete the J-1 online check-in process within 30 days of the “From” date listed in #3 on your Form DS-2019. If check-in is not completed and submitted, your J SEVIS record will become invalid and you will not be able to participate in your J program.

Before proceeding, please understand:

You can only complete the check-in process after you have arrived in the U.S.

In order to complete this check-in process, please have the following documents/information (including, if applicable, for your dependents) in front of you:

- Form DS-2019 – The Form DS-2019 is your Certificate of Eligibility for Exchange Visitor (J-1) Status, which you needed to apply for your J-1 visa.
- J-1 Visa page in your passport which includes the entry stamp on the opposite page. This is the stamp you received when you entered the U.S. and passed through U.S. Customs and Border Protection.
- Electronic I-94 – Although you are not required to upload this document in the “Uploads” tab, please retrieve your I-94 by going to www.cbp.gov/i94 and entering the requested information. Please save your I-94 for future reference.
- If applicable, your dependents’ Form DS-2019 and J-2 visa page in passport
- Your complete address where you are living in the U.S.
- Emergency contact information of a person in the U.S. If you do not have an emergency contact person of someone in the U.S., please list someone outside of the U.S. that we can contact in case of an emergency. Please include the country code and prefix if the person is outside the U.S.
- Your availability to attend an in-person Welcome Session for new J-1 visitors, held twice per month.

If you are unable to fully complete the check-in data and uploads, you are able to save and return at a later time to complete and submit your check-in requirement. **Documents must be uploaded in the “Uploads” tab.**

*If your dependents will arrive later, they must check-in in person or you must check-in in person on their behalf within 10 days of their arrival at the Center for Global Services, 180 College Avenue, New Brunswick, NJ, with their passport and Form DS-2019.

WELCOME SESSION FOR H-1B

If you are coming to the U.S. in H-1B status, please contact your hiring department or unit upon your arrival at Rutgers. Your department needs to sign you in with the Center for Global Services for your check-in welcome session before your employment with Rutgers begins.

DEPARTURE REQUIREMENTS AT END OF STAY FOR J-1 FACULTY/SCHOLARS

When you plan to leave the University and the United States at the end of your program, (not for brief visits overseas), you must notify the Center for Global Services of your forwarding address, date and method of departure, and complete the “Request to Close SEVIS Record” found [here](#).

DEPARTURE REQUIREMENTS AT END OF STAY FOR H-1B

If you plan to leave Rutgers and no longer need Rutgers H-1B sponsorship, you must complete and submit the “Request to Close H-1B Record Form” to your international faculty/scholar adviser which can be found [here](#).

CHAPTER 5

HEALTH INSURANCE

As required by the Department of State regulations, exchange visitors must have medical insurance for themselves and their accompanying family members for the duration of their program. Medical insurance must be purchased or arranged before the exchange visitor enters the U.S.

- Plan provides coverage in the campus area for inpatient and outpatient medical care in the immediate campus area. Coverage that is only for emergency room care is not acceptable.
- The plan offers unlimited coverage with no maximum dollar limit
- The plan must include a minimum of \$25,000.00 for repatriation of remains and \$50,000.00 for medical evacuation.
- Plan deductible does not exceed \$500 out of network per policy year
- Plan provides mental health benefits which include chemical and substance abuse treatments.
- Plan provides preventative care services which include, but are not limited to, annual physicals, GYN exams, routine screenings and immunizations.
- Plan covers pre-existing conditions.
- Plan covers prescription drugs with no maximum dollar limit and a nationwide network of pharmacies. Plan must not be a reimbursement plan.
- The plan has an in-network out of pocket maximum of no more than \$3,000.00 per policy year.
- The plan is provided by a company licensed to do business in the US with a US claims payment office and a US phone number.
- Plan must pay medical providers directly for inpatient and outpatient care (must not be a reimbursement plan).
- The underwriting company must have a rating of either "A" or above by A.M. Best, "A-1" or above by Insurance Solvency International Ltd., "A -" or above by Standard & Poor's Claims-paying Ability, "B +" or above by Weiss Research, Inc.

LOCAL HOSPITALS

Hospital emergency rooms in the immediate community are:

St. Peter's Medical Center
254 Easton Avenue
New Brunswick, NJ
Tel. (732) 745-8525
www.saintpetershcs.com

Robert Wood Johnson University Hospital
One Robert Wood Johnson Place (off Somerset Street)
New Brunswick, NJ
Tel. (732) 828-3000
www.rwjuh.edu

John F. Kennedy Medical Center
65 James Street
Edison, NJ
Tel. (732) 321-7000
www.jfkmc.org

PERSONAL SAFETY

Much like any large urban area, New Brunswick is not free from crime. However, you can take some simple precautions to keep yourself and your belongings safe while you are living here. Trust your instincts regarding people and places, and don't be afraid to ask for help. If you feel you are in danger, notify the police by calling 911. For non-emergency situations, call the Rutgers campus police. The number to call is (732) 932-7211. Here are some additional suggestions to protect yourself and your property:

- After dark, walk with someone else and stay on well-lit streets.
- Do not give your name, telephone number, home address or email address to someone whom you do not know well. Ask the person for a contact number if you are interested in meeting again.
- Learn that it is acceptable to say "no" directly. Anything else may be taken as "yes" or "maybe."
- Do not wear headphones, as they may decrease your ability to hear noises around you.
- When walking past people, looking at the ground or directly into someone's eyes may make you seem vulnerable. Experts advise focusing on the neck area.
- Wear bright or light colors to increase your visibility at night.
- Walk facing oncoming traffic if no sidewalk is available.
- Have your keys out and ready for use when approaching your home or car.
- Always carry enough change with you to make a phone call or take a bus or taxi.
- Do not leave any valuables—your briefcase, purse, books, etc., unattended.
- When using an ATM machine, try to find one in a well-lit and busy area. Avoid counting your cash where other people can see you.
- Lock your home whenever you leave it, as well as at night when you are sleeping.
- Do not let strangers into your home to use the phone, or for any other reason.
- Never give your credit card number or Social Security number on a telephone call you did not initiate.
- More help on preventing crime is available on the University Police Department's web site:
<http://rupd.rutgers.edu/>

Scams

A scam is a dishonest, deceptive or fraudulent scheme or act that tries to elicit money or personal information from people. "Scammers", people who commit this crime, may try to present themselves as legitimate charities, government offices or public safety organizations (police, FBI). In extreme cases, a scammer may use fear or intimidation by saying (for example) a family member of yours is in jail and you must send money immediately in order to get them out. NEVER give out personal information over the phone or especially via email. No matter how urgent the request may seem, when in doubt, ASK FOR HELP.

- Information on immigration scams: <http://www.consumer.ftc.gov/articles/0141-scams-against-immigrants>
- Information on avoiding scams: <http://www.consumer.ftc.gov/articles/0060-10-ways-avoid-fraud>

NEWS AND INFORMATION

- ❖ Centers for Global Advancement and International Affairs (GAIA Centers)
<http://global.rutgers.edu/>
Learn about Global Education, Global Programs, Global Relations, Global Services, and other international happenings at Rutgers.
- ❖ Center for Global Services
<http://globalservices.rutgers.edu/>
The Center for Global Services coordinates cultural programs and immigration-related services for approximately 6,000 international students, scholars, faculty, and their dependents, and serves the broader campus community in an administrative and advisory capacity.
- ❖ GAIA Centers Listserve
<http://global.rutgers.edu/about/maillinglist-grad>
Stay connected with the GAIA Centers.
- ❖ Rutgers Calendar of Events
<http://ruevents.rutgers.edu/events/>
Find out what is happening around the Rutgers campus.
- ❖ Rutgers Programs for the Community Directory
<http://community.rutgers.edu/programs-services/program-directory>
Learn about dozens of events, programs, and services that bring Rutgers' resources into the community.
- ❖ Campus & Community newsletter
<http://community.rutgers.edu/newsletter>
Subscribe to Campus & Community, a monthly e-newsletter, to find out about happenings on campus and locally.
- ❖ International Women's Group of Rutgers University
<https://sites.google.com/site/internationalwomensg/home>
IWG helps you to make new friends from all over the world, learn about other cultures as well as the United States, and get oriented in a Metropolitan area.
- ❖ Rutgers Recreation
<https://www1.recreation.rutgers.edu>
Find information on instructional classes, personal training, fitness assessments, intramurals, club sports, aquatics programming, outdoor recreation activities, leadership training, team building, and special events.
- ❖ American Culture/Customs, <http://www.tripadvisor.com/Travel-g191-c3541/United-States:Customs.Habits.And.Etiquette.html>
There are many nuances to American culture and can be very daunting. Check out this website to see customs and habits of American culture.
- ❖ New Brunswick Patch
<http://newbrunswick.patch.com/>
Visit New Brunswick Patch for comprehensive local coverage of New Brunswick.

- ❖ The Star Ledger
<http://www.nj.com/starledger/>
Get the latest New Jersey news from Newark-based Star-Ledger, NJ's largest online newspaper.
- ❖ Mycentraljersey.com
<http://www.mycentraljersey.com/>
Get more news about the Central Jersey area.

FOOD AND DINING

- ❖ Downtown New Brunswick
<http://www.newbrunswick.com/>
Learn more about arts and culture, dining and nightlife, and shopping in downtown New Brunswick.

ARTS AND ENTERTAINMENT

- ❖ Mason Gross School of the Arts Calendar of Events
<http://www.masongross.rutgers.edu/content/calendar-events>
Look for world premieres, appearances by international guest artists, experimental art shows in a variety of media, and performances by up-and-coming musicians, actors, and dancers--all at an affordable ticket price, or, better yet, for free.
- ❖ State Theatre
<http://www.statheatrenj.org/>
The State Theatre in New Brunswick, NJ is a premier nonprofit venue for the performing arts and entertainment.
- ❖ George Street Playhouse
<http://www.georgestreetplayhouse.org/>
George Street Playhouse is a nationally recognized theatre, presenting an acclaimed main stage season while providing an artistic home for established and emerging theatre artists.
- ❖ Crossroads Theatre Company
<http://www.crossroadstheatrecompany.org/>
Crossroads Theatre Company, recipient of the 1999 Tony Award for Outstanding Regional Theatre in the United States, is the nation's premiere African American theater.
- ❖ New Jersey Performing Arts Center (NJPAC)
<http://www.njpac.org/>
NJPAC is a world-class and community-based cultural venue, showcasing the best artists of national and international acclaim as well as top artists from the State of New Jersey.
- ❖ Zimmerli Art Museum
<http://www.zimmerlimuseum.rutgers.edu/>
The Zimmerli is a teaching museum with diverse collections and dynamic programming which offer something for everyone.

PUBLIC TRANSPORTATION OPTIONS FOR THE RUTGERS COMMUNITY

❖ RUDOTS

"Rutgers Department of Transportation Services". Featured options include links to local taxi services and public transportation in New Jersey, New York City, Philadelphia, Newark Airport and passenger ferries.

<http://rudots.rutgers.edu/publictrans.shtml>

❖ Rutgers Campus Bus App

A useful app for smartphones that lets you know when the next bus will be arriving at Campus bus stops. The free app can be downloaded from "AppStore" or "Google Play". For more information on all Rutgers apps and websites, visit:

<http://ucm.rutgers.edu/web-ecommunications/rutgers-mobile-websites-and-apps>

❖ New Jersey Transit

<http://www.njtransit.com>

Find information on how to easily get to New York and other locations around the area by train or bus.

❖ UBER

A popular transportation option that allows passengers to submit trip requests to affiliated private cars via a smartphone app or online.

<https://www.uber.com/cities/new-jersey>

❖ Rutgers Campus Buses and BrunsQuick Shuttle

<http://parktran.rutgers.edu/campusbuses.shtml#brunswick>

Learn how to get around campus on the Rutgers Campus Buses or New Brunswick on the BrunsQuick Shuttle

BANKS AROUND CAMPUS

❖ *You do not need a Social Security Number to open a bank account.*

Wells Fargo: 120 Albany St

<http://www.wellsfargo.com>

PNC: 112 Somerset St

<http://www.pnc.com>

Bank of America: 410 George St

<http://www.bankofamerica.com>

Chase Bank: 133 Neilson Street

<http://www.chase.com>

Rutgers' Credit Union: College Avenue and Busch Campuses

<http://www.rutgersfcu.org>

GLOSSARY

The following terms will be used frequently in this booklet and throughout your stay in the United States.

CBP (U.S. Customs and Border Protection)

The bureau within the DHS that includes border patrol, customs, and inspectors at U.S. ports of entry.

DHS (U.S. Department of Homeland Security)

The U.S. government department responsible for most areas of national security, including all areas related to foreign visitors in the U.S. Among the nearly 20 bureaus under DHS's jurisdiction are three (see USCIS, CBP and ICE, below) that now handle the work previously done by the U.S. Immigration and Naturalization Service (INS) prior to 2002. Foreign students come into contact with DHS at the ports of entry to the United States, through the SEVIS database, and when applying for nonimmigrant benefits, e.g., employment authorization.

DOS (U.S. Department of State)

This U.S. government department responsible for visa issuance worldwide through U.S. consulates and embassies. A bureau within the U.S. Department of State administers the Exchange Visitor Program and thereby regulates the stay of all individuals in J-1 status.

Duration of Status (D/S): An abbreviation used by DHS for "Duration of Status." F-1 and J-1 students are admitted to the United States for as long as they are full-time students complying with all pertinent regulations. It is not indefinite, however; the period of time reflected on the I-20 in section five or the DS-2019 in section three determines the maximum length of the individual's stay and remains conditional upon the pursuit of full-time study.

DS-2019 --- This is a form issued by Rutgers University, or another Exchange Visitor sponsoring organization, which includes biographical details and certifies participation in a program and sufficient financial resources for the duration on the form. It is officially called the "Certification of Eligibility" because with it one is "eligible" to apply for a J-1 visa at a U.S. embassy or consulate. It is also shown at the port of entry along with the valid visa during every trip into the U.S. during the program. Your spouse or children will each need their own DS-2019 for J-2 status, if desired. It is recommended all DS-2019 are kept for your records after your program ends.

EAD (Employment Authorization Document)

A laminated card issued by the DHS as proof of valid employment authorization for certain nonimmigrants, including F-1 students and J-2 dependents, in some cases. The EAD bears a photo of the employment-authorized individual and indicates the start and end dates of employment authorization, the type of work authorized and, in some cases, whether the authorization is for full-time or part-time employment.

I-797 (H-1B Approval Notice)

The I-797 is a multi-purpose form issued by the USCIS to acknowledge receipt and approval or denial of applications for various nonimmigrant statuses. I-797s issued for the purpose of approving an H-1B petition are sent to the employer that filed the petition and are retained by that employer. Rutgers'-sponsored H-1B employees need to borrow this I-797 from the Center for Global Services each time they travel abroad, and must return the I-797 to the Center after returning to the U.S.

I-94 --- This is a record of admission to the U.S. which documents legal entry into the U.S., the specific immigration status, and how long you can stay in the U.S. This is created in electric format (with limited exceptions) upon entry to the U.S. and a paper print-out is available at <http://www.cbp.gov/I94>. You should consult this website soon after each arrival into the U.S. to confirm the information on your entry is correct.

ICE (U.S. Immigration and Customs Enforcement)

The bureau within the DHS responsible for the SEVIS database (see below), and for intelligence and investigations related to nonimmigrants in the U.S.

IMMIGRATION STATUS

Upon entry to the United States, all nonimmigrants are given an immigration status (a.k.a. nonimmigrant status) based on the purpose of their visit (as indicated by the visa classification noted on their visa) and by other documents they present at the port of entry. Individuals who do not comply with the regulations governing their given nonimmigrant status are "out of status" and therefore ineligible for the "benefits" of their status.

J-1

There are many J-1 "categories," but Rutgers is authorized to use only four of them: professor, research scholar, short-term scholar, and student. Within the "student category" there are several different sub-groups. Rutgers' J-1 sponsorship of students is reserved only for individuals who fall into one of the following groups: (1) students participating in a formal academic exchange program between Rutgers and a university abroad; (2) students funded by the U.S. government, a foreign government, an international organization, or a private agency in support of international education; or (3) individuals enrolled in graduate degree programs abroad who come to Rutgers to conduct research integral to or required by their home-country academic programs.

Some J-1 nonimmigrants are subject to a **two-year home residence requirement** following completion of their program as a condition of the funding they received or based on the skills that are in demand in their home country. In addition, J-1 visitors in the "professor" and/or "research scholar" categories are subject to a **12-month bar or a 2-year bar** which restricts them from participating in a new J-1 program in the "professor" or "research scholar" category for 12-24 months.

J-2

The dependent spouse and unmarried minor children of a J-1 exchange visitor have this immigration classification. A J-2 dependent may apply for work permission with the DHS.

PASSPORT --- Passports must be valid for at least 6 months into the future at all times. If you will need to extend your passport while inside the U.S. this would be done through your country's consulate or embassy in the U.S.

SEVIS --- The Student and Exchange Visitor Information System (SEVIS) is an internet based system that allows various agencies of the U.S. government (U.S. Consulates, border patrol agents at U.S. borders and airports, Department of Homeland Security and other agencies) to see up-to-date information about international students and scholars in F, J and M visa status, their academic activities and their J-2 family members.

SEVIS ID Number

All F-1, F-2, J-1 and J-2 visa holders are assigned an ID number through which their academic and research pursuits are tracked in the SEVIS database. All SEVIS ID numbers begin with the letter "N" followed by 10 numerical digits. These numbers appear in the upper-right area of visa eligibility certificates (DS-2019 forms for J visa holders; I-20 forms for F visa holders). F and J visa holders keep the same SEVIS ID number throughout the duration of their programs.

USCIS (U.S. Citizenship and Immigration Services)

The bureau within the DHS responsible for adjudication of applications for benefits filed by nonimmigrants.

VISA

A U.S. visa is a consulate-issued endorsement in a foreign national's passport that serves only as a conditional authorization to ENTER the U.S. for a specific purpose as indicated by the visa classification. Please note that the expiration date on a U.S. visa does NOT indicate how long a person can REMAIN in the U.S. U.S. visas need to be valid only at the time of each entry to the U.S.--a U.S. visa does not need to be valid after the visitor has entered the U.S. and has been given an I-94 Form at a U.S. port of entry. It is the I-94 Form given at the port of entry which indicates the nonimmigrant status in which the visitor has entered the U.S. as well as how long the visitor is permitted to remain in the U.S. Because a U.S. visa does not have to be valid after the visitor has already been admitted into the U.S., it is not even possible to obtain or renew a U.S. visa within the U.S. itself. U.S. visas can be obtained only at a U.S. consulate or embassy outside the U.S.

APPENDIX

HOLIDAYS IN THE U.S.

| | | |
|--|---|---|
| January 1 (Fixed) | New Year's Day ^[8] | Celebrates beginning of the Gregorian calendar year. Festivities include counting down to midnight (12:00 AM) on the preceding night, New Year's Eve , often with fireworks display and party. The ball drop at Times Square in New York City has become a national New Year's festivity. Traditional end of Christmas and holiday season. ^[9] |
| Third Monday in January | Birthday of Martin Luther King, Jr. | Honors Dr. Martin Luther King, Jr. , Civil Rights leader, who was actually born on January 15, 1929; combined with other holidays in several states. Some cities and municipalities hold parades; and more recently, the 1994 King Holiday and Service Act, which was passed to encourage Americans to transform the King Holiday into a day of citizen action volunteer service, has gained in popularity (sometimes referred to as a National Day of Service). |
| First January 20 following a Presidential election | Inauguration Day | Observed only by federal government employees in Washington, D.C. , and the border counties of Maryland and Virginia to relieve congestion that occurs with this major event. Swearing-in of President of the United States and Vice President of the United States . Celebrated every fourth year. <i>Note:</i> Takes place on January 21 if the 20th is a Sunday (although the President is still privately inaugurated on the 20th). If Inauguration Day falls on a Saturday, the preceding Friday is not a federal holiday. |

| | | |
|---|--|--|
| Third Monday in February (Presidents' Day) | <u>Washington's Birthday</u> | Washington's Birthday was first declared a federal holiday by an 1879 act of Congress. The <u>Uniform Holidays Act, 1968</u> , shifted the date of the commemoration of <u>Washington's Birthday</u> from February 22 to the third Monday in February (between February 15 and 21, meaning the observed holiday never falls on Washington's actual birthday). Because of this, combined with the fact that President <u>Lincoln's</u> birthday falls on February 12, many people now refer to this holiday as "Presidents' Day" and consider it a day honoring all American presidents. However, neither the Uniform Holidays Act nor any subsequent law changed the name of the holiday from <u>Washington's Birthday</u> to Presidents' Day. ^[10] |
| Last Monday in May | <u>Memorial Day</u> | Honors the nation's war dead from the Civil War onwards; marks the unofficial beginning of the summer season. (traditionally May 30, shifted by the Uniform Holidays Act 1968) |
| July 4 (Fixed) | <u>Independence Day</u> | <u>Celebrates the signing of the Declaration of Independence from British rule, also called the Fourth of July. Fireworks celebrations are held in many cities throughout the nation.</u> |
| First Monday in September | <u>Labor Day</u> | Celebrates the achievements of workers and the labor movement; marks the unofficial end of the summer season. |
| Second Monday in October | <u>Columbus Day</u> | Honors <u>Christopher Columbus</u> , traditional discoverer of the <u>Americas</u> . In some areas it is also a celebration of <u>Italian</u> culture and heritage. (traditionally October 12) |
| November 11 (Fixed) | <u>Veterans Day</u> | Honors all veterans of the <u>United States armed forces</u> . It is observed on November 11 to recall the end of World War I on that date in 1918 (major hostilities of World War I were formally ended at the 11th hour of the 11th day of the 11th month of 1918 when the <u>Armistice with Germany</u> went into effect). |

| | | |
|-----------------------------|----------------------------------|---|
| Fourth Thursday in November | Thanksgiving Day | Traditionally celebrates the giving of thanks for the autumn harvest. Traditionally includes the sharing of a turkey dinner . Traditional start of the Christmas and holiday season . |
| December 25 (Fixed) | Christmas | The most widely celebrated holiday of the Christian year, Christmas is observed as a commemoration of the birth of Jesus of Nazareth. |

CENTIGRADE (CELSIUS) AND FAHRENHEIT

| | °Fahrenheit | °Celsius |
|-------------------------|-------------|----------|
| Boiling point of water | 212° | 100° |
| Freezing point of water | 32° | 0° |
| Absolute zero | -459.6° | -273.1° |

OVEN TEMPERATURES

| Fahrenheit | Celsius | Gas Mark | Terminology |
|---------------|---------------|----------|------------------------|
| 275 degrees F | 135 degrees C | 1 | Very Cool or Very Slow |
| 300 degrees F | 149 degrees C | 2 | Cool or Slow |
| 325 degrees F | 163 degrees C | 3 | Warm |
| 350 degrees F | 177 degrees C | 4 | Moderate |
| 375 degrees F | 191 degrees C | 5 | Moderate |
| 400 degrees F | 204 degrees C | 6 | Moderately Hot |
| 425 degrees F | 218 degrees C | 7 | Hot |
| 450 degrees F | 232 degrees C | 8 | Very Hot |
| 475 degrees F | 246 degrees C | 9 | Very Hot |
| 500 degrees F | 260 degrees C | 10 | Broiling |

KITCHEN MEASURES

| Liquid or Volume Measures (approximate) | | | |
|---|----------------------------|------------------------------|---------------------|
| 1 teaspoon | | 1/3 tablespoon | 5 ml |
| 1 tablespoon | 1/2 fluid ounce | 3 teaspoons | 15 ml 15 cc |
| 2 tablespoons | 1 fluid ounce | 1/8 cup, 6 teaspoons | 30 ml, 30 cc |
| 1/4 cup | 2 fluid ounces | 4 tablespoons | 59 ml |
| 1/3 cup | 2 2/3 fluid ounces | 5 tablespoons & 1 teaspoon | 79 ml |
| 1/2 cup | 4 fluid ounces | 8 tablespoons | 118 ml |
| 2/3 cup | 5 1/3 fluid ounces | 10 tablespoons & 2 teaspoons | 158 ml |
| 3/4 cup | 6 fluid ounces | 12 tablespoons | 177 ml |
| 7/8 cup | 7 fluid ounces | 14 tablespoons | 207 ml |
| 1 cup | 8 fluid ounces/ 1/2 pint | 16 tablespoons | 237 ml |
| 2 cups | 16 fluid ounces/ 1 pint | 32 tablespoons | 473 ml |
| 4 cups | 32 fluid ounces | 1 quart | 946 ml |
| 1 pint | 16 fluid ounces/ 1 pint | 32 tablespoons | 473 ml |
| 2 pints | 32 fluid ounces | 1 quart | 946 ml 0.946 liters |
| 8 pints | 1 gallon/ 128 fluid ounces | 4 quarts | 3785 ml 3.78 liters |
| 4 quarts | 1 gallon/128 fluid ounces | 1 gallon | 3785 ml 3.78 liters |
| 1 liter | 1.057 quarts | | 1000 ml |
| 1 gallon | 4 quarts | 128 fluid ounces | 3785 ml 3.78 liters |

U.S. CURRENCY

| | | | |
|-----|------|-------------------|----------------------|
| 1 | 0.01 | one cent | penny |
| 5 | 0.05 | five cents | nickel |
| 10 | 0.1 | ten cents | dime |
| 25 | 0.25 | twenty five cents | quarter |
| 50 | 0.5 | Fifty cents | Half dollar |
| 100 | 1 | one dollar | Silver dollar (rare) |

Paper Bills come in denominations of 1 (one dollar, colloquially called "a buck"), 5, 10, 20, 50 and 100

Center for Global Services

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