

Middlebury College/Middlebury Institute for International Studies at Monterey (MIIS)  
**J-1 Exchange Visitor Responsibilities – Maintaining Valid J-1 Status**

When you enter the U.S. as a J-1 Exchange Visitor (EV), you are under the jurisdiction of the Department of State (DOS), the Department of Homeland Security (DHS), and the U.S. Immigration and Customs Enforcement (ICE). Maintaining legal J-1 status is extremely important, as it may not be possible to rectify the situation if you fall “out of status.” Being out of status may make an EV’s visa invalid. Individuals who are out of status for more than 180 days risk being banned from entering the U.S. for 3 years. Those who are out of status for more than 1 year may be inadmissible for 10 years.

**To maintain your J-1 status, you have the following responsibilities:**

**1. Report to International Student & Scholar Services (ISSS) office on your campus within 30 days of the DS-2019 program start date**

- Upon reporting to ISSS, your SEVIS record will be validated, which activates your J-1 Exchange Visitor program. If you do not report to ISSS within 30 days of your start date, your J-1 record will go to invalid status.
  - MIIS Campus: Office of Student Services, 440 Van Buren Street, Monterey, CA 93940
  - Middlebury Campus: Service Building – 84 South Service Road, Suite 200, 2<sup>nd</sup> Floor, Middlebury, VT 05753
- Professors, Short Term Scholars and Researchers who will receive pay from Middlebury College or MIIS MUST check in with ISSS prior to visiting the Human Resources office.

**2. Maintain valid immigration documents**

- **Always enter the U.S. with a valid J-1 visa and DS-2019 form** during your program at Middlebury College or MIIS (Canadian citizens/nationals do not need to obtain a visa but need to enter with a DS-2019 for the duration of their program). Do not use a tourist (B-2) visa or enter the U.S. through the Visa Waiver Program. When you enter the U.S., a U.S. border official will generate an electronic I-94 arrival/departure record with the notation “**J-1 D/S**” (Duration of Status. If you enter the U.S. at a land border port-of-entry, you may be given a paper I-94. ***Please check your documents before leaving the border crossing (or processing area in the airport) so that you can request a correction, if needed.*** If you arrive on campus without the J-1 notation, please see ISSS immediately.
- **Have a passport that is valid 6 months into the future.**
- **Have your DS-2019 signed by an ISSS advisor each year.** If you plan to leave the U.S., be sure your DS-2019 has been signed in the Travel Validation box in the lower right hand corner of your DS-2019.

**3. Engage in appropriate activities**

- **Carry out the duties associated with your program at Middlebury College or MIIS.** If you cease carrying out the activities associated with your J-1 Exchange Visitor program prior to the program end date on your DS-2019, your J-1 status is automatically ended, and you must depart the United States.
  - *Professors, Research Scholars, and Short-Term Scholars:* carry out the duties stated on your offer/contract/invitation letters.
  - *Teaching Assistants:* carry out the duties stated in the offer letter, and enroll in, attend, and successfully pass at least one course during the fall and spring semester. J-term enrollment is optional.
  - *Degree Seeking Students:* **Enroll full-time as per requirements of your degree level and campus requirements.**
    - Middlebury College: 3-5 courses each in the Fall & Spring terms, 1 course in J-term. For summer enrollment, enroll as program requires
    - MIIS Graduate Students: 12 credits minimum each semester of study required for degree, with last semester exceptions
  - *Exchange Students:* Enroll full-time as per campus requirements for your exchange program
    - Middlebury College: at least 3 courses in the Fall & Spring terms, 1 course in J-term; or, if coming for a summer program, enroll as the program requires.
    - MIIS: 12 credits minimum each semester of study
- **Refrain from off-campus employment without authorization.**
  - **Professors/Short Term Scholars/Researchers:** You may not engage in employment outside of Middlebury College or MIIS without authorization. If you wish to carry out activities beyond the scope of your duties at Middlebury or MIIS (a lecture on another campus, writing articles for publication, etc.)

you must have prior, written authorization from ISSS. This activity must be related to your field/primary purpose as listed in Section 4 of your DS-2019. Some programs may not permit off-campus employment.

- **Students (Non-degree & Degree seeking):** You must receive approval from ISSS for both on-campus and off-campus work opportunities. Some programs may not permit off-campus employment.

#### **4. Maintain adequate Health Insurance**

- J-1 Exchange Visitors (and J-2 dependents) are required to carry insurance for the duration of the program dates as listed on the DS-2019. The insurance must meet the following minimum requirements:
  - a. Medical benefits of at least \$100,000 per accident or illness.
  - b. Deductible that does not exceed \$500 per accident or illness.
  - c. Repatriation of remains in the amount of \$25,000.
  - d. Medical evacuation to the Exchange Visitor's home country in the amount of \$50,000.
  - e. All exchange visitors any accompanying spouse and dependent(s) may be subject to the requirements of the Affordable Care Act (ACA) [22 CFR 62.14(a)].

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

1. Underwritten by an insurance corporation having an A.M. Best rating of "A+" or above; a McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of "A+" or above; a Weiss Research, Inc. rating of "B+" or above; a Fitch Ratings, Inc. rating of "A+" or above; a Moody's Investor Services rating of "A3" or above; or such other rating as the Department of State may from time to time specify; or
  2. Backed by the full faith and credit of the government of the exchange visitor's home country; or
  3. Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or
  4. Offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services.
- If you will not be covered by Middlebury/MIIS health insurance, you must provide proof of insurance coverage for the entire stay in the U.S. in the J-1 status. The proof of insurance must be written in English.

#### **5. Report any Address Changes**

- You must report a change of residence and phone number within the U.S. to ISSS within 10 days of the change.
- You must keep your email address and your dependents' email addresses updated with ISSS.
- You must report if you are being assigned to a different site of activity than what is listed on your DS-2019 to carry out your program.

#### **6. Program Extensions**

- **If you would like to continue your J-1 program beyond the period of time specified on your DS-2019**, you must contact ISSS for a program extension ideally at least 2 weeks before the program end date on your DS-2019. Your hosting department/sponsoring program must agree to the extension and the evaluation and authorization of the extension will need to be obtained from all necessary administrative departments including but not limited to, Academic Affairs/Dean of Faculty; Human Resources; Payroll; and ISSS. Please be aware that each category has a maximum time period, beyond which an extension is not possible (see below). Some programs may not permit extensions even if the maximum time frame has not been met:
  - The "Short-Term Scholar" category is for a maximum of 6 months
  - The "Student Non-Degree" category is for a maximum of 24 months
  - The "Professor" and "Research Scholar" categories are for a maximum of 5 years\*
  - The "Student Bachelors, Masters, and Doctorate" category has no maximum time length. However, student must be maintaining status and making progress towards degree objectives

\*Please be aware **that J-1 Professor or J-1 Research Scholar status** can be extended up to a maximum of 5 years. Once a J-1 Professor or J-1 Research Scholar program is complete, individuals are **barred from participating in another J-1 Professor or J-1 Research Scholar program for 2 years (24 months)**, regardless of original program length.

## 7. Completion of Program – Options

- Once your J Exchange Visitor program is complete, you have three options. You can:

**Depart the U.S. within 30 days after your program completion date on your DS-2019.** This 30-day grace period is for the purposes of tourism, and to prepare to depart the United States. Working during this time period is not allowed. Some programs may require you to leave immediately following the completion date on your DS-2019;

OR

**Apply for Academic Training (FOR J-1 STUDENTS ONLY):** It is requested that you apply to the ISSS office at least 1 month in advance of your program end date for authorization to engage in Academic Training post degree-completion. Upon approval of Academic Training, an extension of your DS-2019 will be issued along with the needed authorization to engage in paid or unpaid training directed related your Middlebury College or MIIS studies or degree. If you are interested in learning more about Academic Training, please contact ISSS to set an appointment to talk about eligibility and application requirement;

OR

**Transfer your SEVIS record to another institution within the U.S. no later than the end date listed on your DS-2019 form.** You should meet with an ISSS Advisor to discuss your plans at least one month before your program end date. Please note that a transfer is not possible if you have reached the maximum time limits for your J Exchange Visitor category (see “Program Extensions” above), if you will not be doing similar work in a similar field at the new institution and there can be no break in time in your J-1 status. Please be aware that if you have been granted a waiver of the 2-year home residency requirement, you are not eligible for any J-1 benefits such as extensions, transfers or Academic Training. Finally, if you are J-1 student, please discuss your eligibility for a transfer with an ISSS Advisor.

OR

**Change to another visa status within the U.S.** Changing to another visa status within the U.S. requires an application to the United States Citizenship and Immigration Services (USCIS). It can take several months for USCIS to process these applications. If you are subject to the 2-year home residency requirement, you are not eligible to change your status within the U.S. Consult with International Student and Scholar Services for more information.

Note: After an EV finishes a J-1 program in the U.S., the EV may be required to spend 2 years in his/her home country before applying for L-1 or H-1 visa status, or U.S. Legal Permanent Residency. You may be subject to this requirement (referred to as 212.e, based on the regulation number) if your field of study is considered a priority area in your home country or if you received government funding. EVs subject to the 2-year home residency requirement are also not eligible to apply for a change of visa status within the U.S. If you are subject to the 2-year home residency requirement, the Consular Officer will note it on your DS-2019, and on your J-1 visa stamp.

### Additional Information

Social Security Number (SSN) and U.S. Taxes: **If you are authorized to work, it is required that you apply for a SSN before you receive the first paycheck or stipend check.** You must apply in person after you arrive in the U.S. Per U.S. income tax regulations, all J-1 scholars receiving payments from a U.S. source must file a U.S. Tax Return. Additional information will be provided to you once you arrive. Please note that if you are researching in the U.S. and not a Middlebury/MIIS employee, you are not eligible for a SSN.

Housing: Middlebury College and MIIS are located in residential areas. Housing is generally available nearby. There may be some ‘on-campus’ housing available for those who will be located in Middlebury, Vermont. If you are eligible for this type of housing, then it would be arranged through your hosting department. If you are not going to be living on-campus, however, in both Middlebury, Vermont and Monterey, California it can be difficult to locate housing so start your search early and utilize your hosting department for assistance. For those who will be located at Monterey, the cost of living on the Monterey Peninsula area is relatively expensive. It is recommended that you bring some money with you in the event that a rental deposit is required.

If you have questions about your status, please contact International Student and Scholar Services (ISSS).

<b>International Student &amp; Scholar Services (ISSS), Middlebury College, Middlebury, VT 05753</b>		
<b>Telephone: 802-443-5858</b>	<b>Fax: 802-443-2063</b>	<b>Email: <a href="mailto:iss@middlebury.edu">iss@middlebury.edu</a></b>
<b>International Student &amp; Scholar Services (ISSS) Middlebury Institute of International Studies, Monterey, CA 93940</b>		
<b>Telephone: 831-647-3586</b>	<b>Fax: 831-647-3570</b>	<b>Email: <a href="mailto:visas@miis.edu">visas@miis.edu</a></b>