

PRE-ARRIVAL INFORMATION FOR J-1 EXCHANGE VISITOR



Everything you need to know
about traveling to & working
in the United States for your
time at Bellevue College!



BELLEVUE
COLLEGE

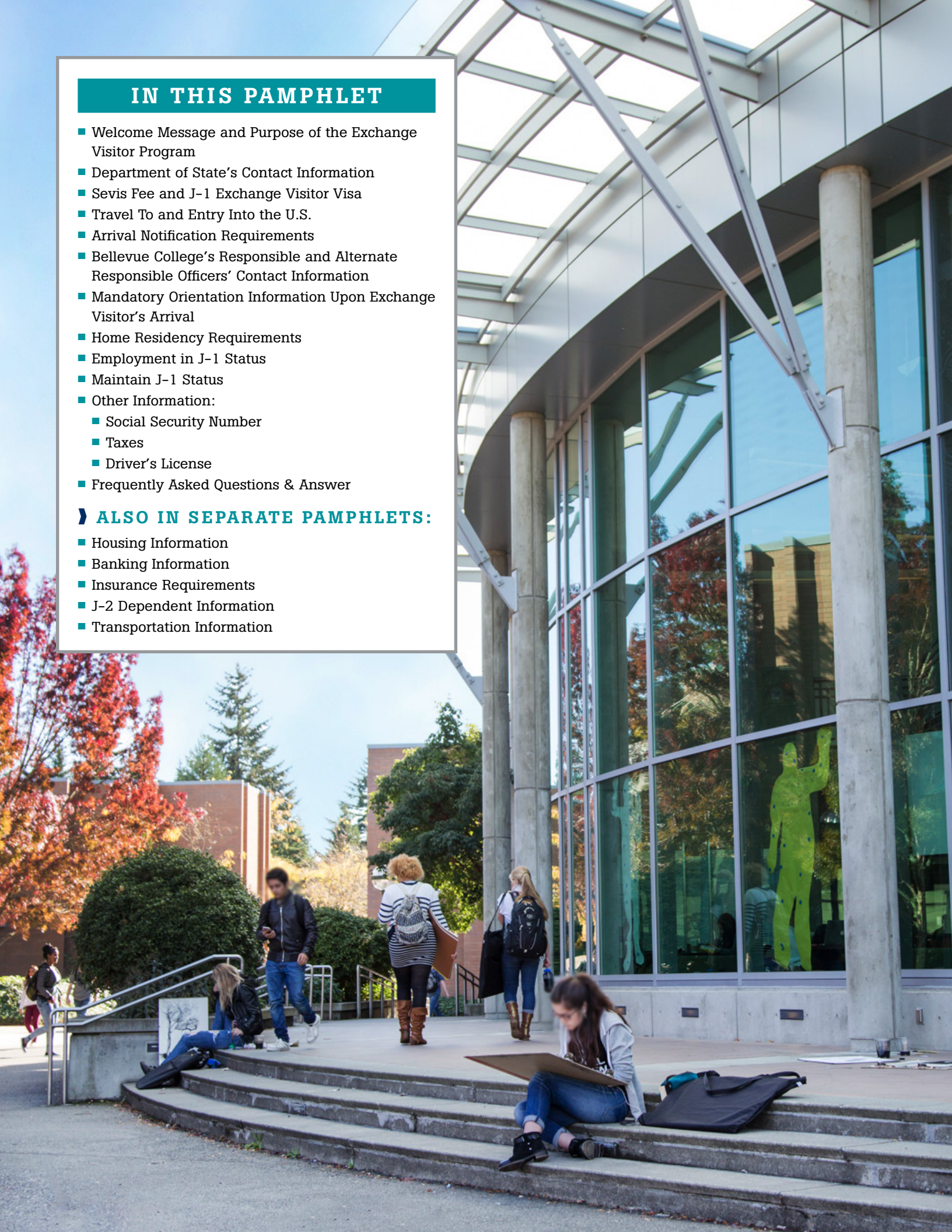
OFFICE OF INTERNATIONAL EDUCATION
AND GLOBAL INITIATIVES

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WELCOME TO THE UNITED STATES



Bellevue College (BC) welcomes Exchange Visitors!

The Office of International Education & Global Initiatives (OIEGI) at BC is here to help you. We hope you will enjoy your stay at BC and be successful.

► PURPOSE OF J-1 EXCHANGE VISITOR PROGRAM

The J Exchange Visitor program was developed to increase mutual understanding between the people of the U.S. and the people from other countries by means of educational and cultural exchange. The Exchange Visitor Program provides opportunities for foreign nationals to participate in programs in the U.S. and then return home to share their experiences.

The Exchange Visitor Program is administered by the U.S. Department of State (DOS). Below is the DOS contact information for the Exchange Visitor Program:

Bureau of Educational and Cultural Affairs Department of State

State Annex SA-5, 5th Floor, Washington, DC 20522-0505
Tel: (202) 632-9310, Fax (202) 632-2701
Email: jvisas@state.gov

► SEVIS FEE & J-1 EXCHANGE VISITOR VISA

SEVIS Fee

After you receive your admission acceptance letter (or your invitation letter) and DS-2019 (immigration document) from BC, you will need to pay a \$180 SEVIS fee to the U.S. Department of Homeland Security. This fee is IN ADDITION to the visa application fees charged by the U.S. Consulate or Embassy. The SEVIS fee is for J-1 Exchange Visitor. You do not need to pay a SEVIS fee for J-2 dependents.

The SEVIS fee must be paid before you apply for the J-1 Visa. The fee can be paid by credit card. You must have a printer ready to print the electronic receipt. The fee can also be paid by mail with Form-I-901.

To pay the SEVIS fee, visit: <https://www.fmjfee.com>

J-1 Exchange Visitor Visa

After receiving your BC admission acceptance letter (or your invitation letter), DS-2019 form, and after you pay your SEVIS fee, you must apply for a J-1 Exchange Visitor Visa at the nearest U.S. Embassy or Consulate.

See these websites for information about:

- U.S. Embassy: www.usembassy.gov
- J-1 Exchange Visitor Program and visas: http://travel.state.gov/visa/temp/types/types_1267.html

► TRAVEL TO AND ENTRY INTO THE UNITED STATES

As a J-1 Exchange Visitor, you can enter the U.S. up to 30 days before the start date on your DS-2019.

When traveling into the US, you must have the following documents with you:

- DS-2019 (immigration document from BC)
- Valid passport
- Valid J-1 Visa (Canadian citizens do not need a visa)
- Receipt of SEVIS fee payment
- Proof of Financial Resources (scholarship letter/bank statement, and other)
- Your BC Admission Acceptance letter or Invitation letter

DO NOT check in these documents with your luggage. You may need to show some or all documents to the U.S. Immigration Officer when you arrive at the airport in the U.S.

ARRIVING IN THE U.S.



WORKING IN THE U.S.



NOTIFICATION REQUIREMENTS

I-94 Arrival/Departure Record

Form I-94 is the U.S. government Arrival/Departure record which is needed if you apply for certain services or benefits in the U.S., such as a driver's license or social security number. After arriving in the U.S., print your I-94 record here: <https://i94.cbp.dhs.gov/I94/request.html>

Passport Entry Stamp

You will be given an entry/admission stamp in your passport by U.S. Customs. The stamp should be marked with "J-1 D/S" for J-1 exchange visitor. "D/S" is "Duration of Status".

Airports/Transportation

You should arrive at Sea-Tac International Airport. Information about transportation at the Sea-Tac airport and to Seattle/Bellevue area can be found at these websites:

- www.portseattle.org/Sea-Tac/Parking-and-Transportation/Ground-Transportation/Pages/Public-Transit.aspx
- metro.kingcounty.gov/
- www.soundtransit.org/

Campus Location

Bellevue College (BC) has two campuses. When you arrive in Bellevue, you should check-in at the OIEGI at the main campus. Information about BC Main campus can be found here: www.bellevuecollege.edu/location/maps/main/

MANDATORY ARRIVAL ORIENTATION

J-1 Exchange Visitors are REQUIRED BY LAW to meet with a Responsible Officer (RO) or Alternate Responsible Officer (ARO) within 30 days of their program start date. Email Bellevue College (BC) Office of International Education and Global Initiatives (OIEGI) at ischolar@bellevuecollege.edu or call 425-564-3052 to schedule an Exchange Visitor Orientation. If an Exchange Visitor does not schedule an orientation within 30 days of the program start date on the form DS-2019, that Exchange Visitor may lose his/her legal status in the U.S. The mandatory orientation for Exchange Visitors includes:

- an introduction to life and customs in the U.S.
- an introduction to the U.S. educational system, if you are an exchange student
- a presentation on health insurance, health care, and safety in the U.S. including emergency assistance
- responsibility form

EMPLOYMENT IN J-1 SCHOLARS STATUS

All employments authorization must be approved by the RO or ARO in advance before the work begins.

Because the activities of research and teaching are often connected, Professors may do research, and Researchers may teach in the U.S., as long as these activities are within the start and end dates of the DS-2019 and are in keeping with the exchange visitor's primary program activities. In general, employment in the U.S. for an international scholar is restricted to the employment described on the DS-2019.

Occasional Lectures or Consultation

International Scholars/Specialist may present an occasional lecture or act as a consultant with a non-BC employer if approved by the RO or ARO in the OIE.

A Scholar/Specialist requesting reimbursement or wages for lecturing or consulting must present the following documents to OIEGI:

- letter from the outside employer or host detailing the dates, terms, hours and description of the activity.
- letter from the BC Hosting Department Chair recommending the activity and explaining how it will enhance the exchange visitor's program.

EMPLOYMENT IN J-1 STUDENT STATUS

All employments authorization must be approved by the RO or ARO in advance before the work begins.

All J-1 students are eligible to work on-campus.

Also if your home university approves, you may apply for an "Academic Training" (AT). If you are approved for AT, you may work in the U.S. for the length of your studies up to 1 year.

For example, if you studied for 6 months, you may apply to work in the U.S. for 6 months. If you studied for 9 months, you may work for 9 months, etc. AT employment must match your major area of study at BC. For more information about AT, talk with your BC RO or ARO. Your BC RO or ARO must approve all requests for Academic Training.

HOME RESIDENCY REQUIREMENT

212(e) Two Year Home Residency Requirement

The purpose of this requirement is to ensure that the home country benefits from the exchange visitor's experience in the United States. The 2-year requirement states that the person who is subject to this requirement may not change to another nonimmigrant status in the U.S. or acquire H, L, or immigrant status, until that person has resided for two years in his/her home country or country of legal permanent residence or has requested and been granted a waiver of the 2-year requirement. The 212(e) requirement will be stamped into the visitor's passport and noted on the original DS-2019.

Not all exchange visitors are subject to the 2-year Home Residency Requirement. Exchange visitors may be subject to the 2-year home residency requirement if they are:

1. Funded by their home government or the United States government, or funded directly by a government for the purpose of international exchange.
2. Acquiring a skill that is in short supply in their home country according to the "Exchange Visitors Skills List".
3. Participating in a J-1 graduate medical education or training program sponsored by ECFMG (Educational Commission for Foreign Medical Graduates).
4. A J-2 dependent of an Exchange Visitor who is subject to the 2-year home residency requirement.

Waiver of 2-Year Home Residency Requirement

If an exchange visitor applies for a waiver of the 212(e) two-year residence requirement, they may complete their existing J-1 program, but no extensions may be granted after the 212(e) requirement has been waived. For the terms and conditions of the 212(e) requirement, please see item 1(e) on the back of the form DS-2019. If you have questions about the requirement, please contact your BC RO or ARO in OIEGI and visit the U.S. Department of State website: <http://j1visa.state.gov/participants/current/adjustments-and-extensions/>

12-Month Bar

An individual may not enter J-1 professor or research scholar status if they have been physically present in the U.S. in any J status (including J-2 status) for any part of the 12-month period preceding the start date on their DS-2019. This 12-month bar does not apply to:

- Exchange Visitor program transfers
- Scholars who were in the "short term" scholar category
- Exchange Visitors who were in the U.S. for less than 6 months

Students who have been in the United States for more than 6 months in the previous year in J visa status, are not eligible to begin a new program in the U.S. as J-1 Research Scholar or Professor for a 12-month period. Please note that if a J-1 student is subject to this 12-month bar, any J-2 dependents are also subject to the 12-month bar. The 12-month bar does not prevent individuals from returning to the U.S. in any other visa status.

24-Month Bar

Professors and Research Scholars who complete their exchange visitor program will be prevented ("barred") for 24 months from repeat participation in this category. This 24-month bar will go into effect if the scholar has:

- completed 5 full years of program participation with one or more sponsors
- "completed" their program before the 5-year period is complete. In this case the 5-year window is "closed" and the SEVIS record status is "inactive".

Note: The visiting scholar may be able to apply for another visa category even though barred from the J-1 professor and research scholar category. The 2-year bar applies to all professors and researchers except those in the "short term" scholar category.

SOCIAL SECURITY

Social Security numbers are required for Visiting Scholars who are paid by BC. Scholars who are not paid by BC may choose to apply for a Social Security number. The following documents must be presented at a Social Security office:

- Passport and visa stamp
- I-94 printout (print from this website: http://cbp.gov/xp/cgov/travel/id_visa/i-94_instructions/)
- DS-2019
- BC contract or courtesy appointment letter
- The Office of International Education front desk staff has a map with the address of the local Social Security office

When the activity has been approved by BC RO or ARO in OIEGI, a letter authorizing the employment will be prepared for the Scholar and the outside employer. In this case of occasional lecture or consultation, the tax form I-9 should not be required by the outside employer because the Visiting Scholar is acting as an "independent contractor". Contact BC RO or ARO for information about authorization for employment.

TAXES

For general information regarding taxes see this website: www.bellevuecollege.edu/oiegi/student-life/us-tax-international-students/

VISITOR STATUS



› J-1 EXCHANGE VISTOR STATUS

J-1 Visiting Scholars may not fill a tenured, permanent, or long term position in the U.S.

Length of Stay in J-1 Exchange Visitor Status

The length of the exchange visitor's stay is stated on the DS-2019 (immigration document issued by OIE).

1. Scholars in the **"Short-term" Scholar** category may stay in the U.S. up to 6 months. No extensions beyond 6 months are allowed.
2. Scholars in the **"Research or Professor"** category may stay in the U.S. up to 5 years. This must be a continuous 5-year period, not a total of separate visits in J-1 status. No extensions beyond 5 years are allowed.
3. International **Specialists** may stay in the U.S. up to one year. No extensions beyond 1 year are allowed.
4. The length of stay for the **"Exchanged Students in the College Credit programs"** is unlimited, as long as they are enrolled full-time and are maintaining in status.
5. For **"Exchanged Students in the UP/ESL program or the International Business Professions program"**, the length of stay shall not exceed 24 months, including academic training. No extensions beyond 24 months are allowed.

Maintaining J-1 Exchange Visitor Status

The DS-2019 (immigration document prepared by the International Education office) and passport must remain valid at all times while the Exchange Visitor is in the U.S. The J-1 visa in the Exchange Visitor's passport allows them to enter the U.S. and may expire while the Exchange Visitor is in the U.S. However, the DS-2019 must not expire while the Exchange Visitor is participating in the J-1 Exchange Visitor Program.

Studying in J-1 Exchange Visitor Status

Exchange Students are required to enroll full-time in the program that is stated on their DS-2019.

Scholars may enroll in classes at BC only if the classes are incidental to his/her primary activity as a visiting scholar. If a Scholar plans to study in a degree-seeking program, it may be advisable to apply as an F-1 student. Contact ischolar@bellevuecollege.edu or call 425-564-3185 if there are questions regarding visa status or immigration regulations.

Transfer of J-1 Exchange Visitor Sponsorship to Bellevue College

If an Exchange Visitor is in the U.S. under the sponsorship of another Exchange Visitor program, they will need to request to have their record transferred in SEVIS before beginning a BC program. The Exchange Visitor's current program sponsor must approve the release of his/her SEVIS record to BC. Contact ischolar@bellevuecollege.edu or call 425-564-3185 to make an appointment regarding the transfer of J-1 visa sponsorship.

ATTENDING BELLEVUE COLLEGE



› BC EMAIL ACCOUNT (NETID)

Your admission acceptance (or invitation) letter from BC will include your BC Student/Employee's Identification number (SID#), (950-XX-XXXX). You will use this SID# a lot while you are at BC, such as to report work hours on a timesheet, access an on-line system used for registering for classes, checking your class schedule, paying your BC fees and other useful tasks. You are required to create your NetID/BC email account before you can register for classes and other tasks. All communications from BC to all scholars/students are mainly through the BC Email. During the mandatory Exchange Visitor Orientation, we will help you to create your NetID/BC email account and/or register for classes.

› CLASS SCHEDULES

All students, including J-1 Exchange Students at BC, must take a placement test in English before registering for classes. These tests are used to determine your level of English. During the mandatory New Student Orientation at BC, you will take the English placement tests, and we will assist you to register for classes. Please note that most Exchange Students will enroll in at least some English as a Second Language (ESL/UP) classes during their stay at BC.

You can access the BC Quarterly Class Schedule at this website: www.bellevuecollege.edu/publications/schedule/.

DRIVING IN THE U.S.



DRIVER'S LICENSE

If you plan to drive a car in the United States, be sure you have a valid driver license.

An international license is valid for six months as long as you are not a resident of the United States. If you have a license from your home country, you have to obtain a Washington driver's license within 30 days.

You may obtain a Washington state driver's license at one of the local DMV offices. Remember to find out if you have to take a driving test and/or a multiple-choice test about Washington State driving rules and regulations.

Obtaining Your License

The **Department of Motor Vehicles** requires that you provide the following to obtain a driver's license and/or a Washington Identification:

- DS-2019
- I-94 information sheet (you can retrieve it at <https://i94.cbp.dhs.gov/I94/request.html>)
- Passport
- International or previous driver's license
- Scholar BC ID card
- Supporting documents from the Office of International Education. Please submit your request for these supporting documents to the OIE office 3-4 business day before you go to the Department of Licensing.

Please visit the DMV office that is located nearest you (www.dol.wa.gov/officelocations.html).

To pass the written test, study the Washington driver's license manual prepared by the Washington Department of Motor Vehicles. The manual is free and can be obtained at all DMV offices. The test consists of multiple choice questions that are based on the Washington driver's manual.

After you have passed the written test, you will be given your Learner's Permit. The Learner's Permit allows you to practice driving with a licensed driver 21 years of age or older.

If you have never driven a car before, a driving course would be helpful. Look up for a driving school in King County that the Washington State Department of Licensing recommends: www.dol.wa.gov/driverslicense/test-locations/locations.php?county=king.

INTERNATIONAL DRIVER'S LICENCE

If you have an International Driver's license, you will take the written test but do not need a learner's permit. Be sure to practice driving and familiarize yourself with the city streets, speed limits and signs in residential areas and downtown. When you are ready to take the driving test, make an appointment with the Driver's License Examining office. No driving tests are scheduled after 4 pm.

AUTOMOBILE INSURANCE

Every driver in Washington is required by law to carry current automobile insurance. Visit the Washington Department of Motor Vehicles site for more information (www.dol.wa.gov/driverslicense/insurance.html).

When you purchase your car insurance, you will be issued a proof of insurance card. Keep your proof of insurance card in your car. If stopped by police, you will be asked to show your driver's license, insurance card and the automobile registration. There is a fine for not having these three items in your car.

CONTACT INFORMATION

BC RESPONSIBLE OFFICERS



Responsible Officer (RO):

Diem O'Rourke

Immigration Compliance and Data Specialist

Tel: +1 (425) 564-3052

Fax: +1 (425) 641-0246

Email: Diem.ORourke@bellevuecollege.edu



Alternate Responsible Officer (ARO):

Jean-D'Arc Campbell

Dean

Tel: +1 (425) 564-3160

Fax: +1 (425) 641-0246

Email: JeanDarc.Campbell@bellevuecollege.edu



Alternate Responsible Officer (ARO):

Kazumi Hada

Director of International Education

Tel: +1 (425) 564-4068

Fax: +1 (425) 641-0246

Email: Kazumi.Hada@bellevuecollege.edu

FREQUENTLY ASKED QUESTIONS

How can I get my J-1 visa?

First, you need to receive your admission acceptance letter (or your invitation letter) and DS-2019 (immigration document) from Bellevue College. Then, you pay the SEVIS fee and get your SEVIS fee receipt. Next, contact the closest U.S. Embassy to apply for a J-1 Exchange Visitor visa and make an appointment for your visa interview. See the "SEVIS FEE and J-1 Exchange Visitor Visa" section on page 3 for more information.

How can I find housing?

Bellevue College does not have dormitories or on-campus housing, but there are many kinds of available housing in Bellevue/Seattle. Please see the "Housing" pamphlet for more information.

How do I register for classes at BC as an J-1 Exchange Student?

All students must take placement tests in English before registering for classes at BC. At the mandatory New Student Orientation, you will take the placement tests and get help to choose your classes and register for classes. See the section on "Class Schedules" section on page 6 for more information.

Do Exchange Students have to study English?

Most Exchange Students at BC will need to take English as a Second Language (ESL/UP) classes based on their placement test scores. If your placement test scores are high enough, you may also take one or more classes at college-level. If you have a 61+ iBT TOEFL score or a 6.0 IELTS overall band score with all sub scores of 5.5+, you will be enrolling full time in the College Credit programs.

How long can I stay in the U.S.?

You may stay in the U.S. up to 30 days past your last day of your J-1 program completion day.

I have more questions. Who can I ask?

If you have additional questions, please contact BC Responsible Officer (RO) or Alternate Responsible Officer (ARO). The RO and ARO's contact information are listed on page 7 of this pamphlet.

For more information, please contact us at:

Tel: +1 (425) 564-3185 ■ Fax: +1 (425) 641-0246

ischolar@bellevuecollege.edu ■ www.bellevuecollege.edu/oiegi/



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