



J-1 STUDENT IMMIGRATIONS RESPONSIBILITIES

Union College wants you to be successful and to complete your studies. It is extremely important that you read the following requirements and that you fully understand your responsibility to maintain valid immigration status.

J-1 Students must comply with the following requirements:

Report to the International Advising Office within 15 days of the Start Date

It is required by law that you come to the International Advising within the 15 days of the start date of your DS-2019. The start date is listed on Item 3 of your DS-2019. The office is located on the third floor of Reamer Campus Center room 303.

Always Enroll Full-Time

J-1 students must maintain full-time status every term. For undergraduate students, full time means you must register and complete at least 3 credits each term. There are rare exceptions to these regulations however YOU MUST talk to your International Advisor BEFORE you drop below full-time enrollment or take a leave of absence. In addition, you must register by the second week of class.

Update your Local Address

You are required to update your local residential address within 10 days of moving within the US. You must do so by notifying the International Advising Office. You are required to use a physical address and not a PO Box or department address.

Keep your Passport Valid

You should keep your passport valid for at least six months into the future while you are studying in the US. Consult your country's consulate or embassy in the US to renew your passport. You can find the contact information for your consulate at <http://travel.state.gov>.

Apply for a J-1 EXTENSION BEFORE the end date on the DS-2019

The end date of your immigration status is written on your DS-2019 as the end date, in item #3 (not the end date of your visa stamp). If you are unable to complete your course of study by the end date, you must apply for an extension BEFORE the DS-2019 end date. This is only allowed in extreme cases.

Never Work Without Prior Authorization from the International Advising Office

Employment opportunities for international students in the US are restricted by law.

On-campus Employment: Enrolled J-1 students holding a DS-2019 from Union College are permitted to work on campus for 20 hours per week during academic year and 40 hours per week

during summer and winter breaks. A *Permission to Work* form must be completed in the International Support Office.

Off-campus Employment: Off-campus employment is any type of work or services performed in exchange for money, tuition, fees, books, supplies, room, food or any other benefit that is not on the Union campus. An authorization letter is required BEFORE any off-campus work is allowed. The authorization letter must be written by the institution or agency who produced your DS-2019 (Union or another agency).

Notify the International Advising Office 1) If you plan to travel 2) When you Leave the US Permanently and/or 3) if you Change Visa Status

You must notify the International Advising Office when you leave the US permanently, especially if you leave the US before the end date listed in Item 3 of your DS-2019. You must also notify the office when you change your visa status so that we can update that information in the SEVIS system.

Stay Informed!!!

These regulations are subject to change and it is your responsibility to stay informed regarding new regulations. Emails are sent out informing you of important immigration related deadlines as well as any new regulations that go in to effect. It is your responsibility to read the information we send you and to comply with the regulations.

Activate and use your Union EMAIL account!

We also recommend that you make photocopies of your immigration documents and keep the copies and originals in a safe place. Photocopy:

- Passport pages with your personal information and picture
- Passport page containing the US Visa stamp
- Both sides of your I-94 Form
- Your DS-2019

I have read the information stated in the J-1 Student Immigration Responsibilities sheet explaining the immigration regulations pertaining to maintaining my J-1 student status in the US. I also understand that the regulations are subject to change and that it is my responsibility to stay informed by reading any emails and information sent to me from the International Advising Office. I accept full responsibility for maintaining my immigration status for the duration of my studies at Union College.

Student Signature/Date

Email

Print Name Clearly

Union ID#