



J-1 RESEARCH SCHOLAR ARRIVAL ORIENTATION INFORMATION

IMMIGRATION RIGHTS AND RESPONSIBILITIES OF RESEARCH SCHOLARS IN J-1 “EXCHANGE VISITOR” STATUS

This document has been prepared by Hartford Seminary to summarize some of the important rights and responsibilities you have as a J-1 exchange visitor in relation to regulations of the U.S. Department of State (DoS) and the U.S. Department of Homeland Security (DHS). It also identifies some of the situations for which you should seek assistance from us. We will be pleased to offer additional information, as well as counseling and assistance on all federal regulations and procedures related to your lawful status.

Please note that regulations and procedures continually change. We will inform you of substantial changes via email. Please confirm that we have your current email address on file. We strongly advise you to contact us any time you have a question or if you intend to travel and reenter the U.S.

Failure to Comply with Program Responsibilities

Immigration laws in the U.S. provides severe penalties if you fail to comply with your immigration responsibilities. Maintaining accurate records at Hartford Seminary will be especially important because the Student & Exchange Visitor Information System (SEVIS) automatically reports details of your status to DHS. You should make certain that you comply with all J-1 regulations during your entire exchange visitor program at Hartford Seminary. Your primary activity is to conduct research while you are here and are participating in cultural activities. Any other activity besides occasional lectures or consultation (to be approved by the Responsible Officer in advance) is not permitted.

The Seminary is always pleased to provide you with information, counseling, and assistance so that you may achieve your research goals while at Hartford Seminary.

Payment of Fees to Hartford Seminary

All fees charged to you by Hartford Seminary must be paid by the due date given. Fees are due the first day of the semester. Please contact Nancy Wood by email (nancy@hartsem.edu) or phone at 860-509-9524 in the Business Office if you need to make a payment arrangement. If any fees are not paid and you have not made a payment arrangement with Ms. Wood, your DS-2019 record may be terminated due to failure to follow program guidelines set forth by the Seminary.

When to Contact the Coordinator of International Student and Scholar Services (CISSS)

To ensure that you maintain lawful immigration status, you must contact us as soon as possible if any of the following events occur:

- If you would like to participate in any activity off campus that is not research related or a cultural activity. Your main activity while in the U.S. is to conduct research. All other activities are incidental and should not take place regularly

- Prior to accepting an invitation to engage in a lecture or research activity at a location other than Hartford Seminary
- If there is a change to the expected date of completion of your J-1 activities
- Any change to information about J-2 dependents that are with you in the U.S.
- Any change to your source of funding
- If you intend to travel outside the U.S. – You will need a travel signature on your Form DS-2019 prior to traveling
- If you will apply for a new visa before reentering the U.S.
- If you intend to change your non-immigrant status prior to the end date on Form DS-2019
- If you intend to transfer to another program sponsor
- If you would like to have your dependent spouse and/or children join you in J-2 status after you have arrived in the U.S.
- If any of your immigration documents become lost or stolen. This must be reported in SEVIS.

Change of Address

If you move within the United States, you must inform Hartford Seminary of your change of address within 10 days of moving. The CISSS will report your address change in SEVIS. We must have record of your physical address, not just a P.O. Box.

Program Description: Exchange programs and institutional partnerships help create dialogue, friendship, and understanding between Americans and people of different cultures and faiths throughout the world. These programs establish long-lasting ties between the U.S. and other countries, resulting in a better understanding of American values and institutions.

Program Sponsor: Your *program sponsor* is the institution listed in item number 2 on your Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019). The program sponsor has legal authorization to grant you certain benefits, assist you in applying to the DoS or DHS for other benefits, and assist you in fulfilling your responsibilities while you are here.

Hartford Seminary

77 Sherman Street

Hartford, CT 06105

Responsible Officer: Lorraine Browne, (860) 509-9553; lbrowne@hartsem.edu

Alternate Responsible Officer: President Heidi Hadsell, 860-509-9504; hadsell@hartsem.edu

Office of Private Sector Exchange of the Department of State

U.S. Department of State

Office of Designation

Academic and Government Programs Division

ECA/EC/D/AG

SA-44, 301 4th Street, SW

Washington, DC 20547

Mailing Address:

U.S. Department of State

ECA/EC/D/AG, SA-44

Room 664

Washington, DC 20547-4406

The primary point of contact is jvisas@state.gov to communicate directly with the Department of State concerning your exchange program and J-1 Visa. For emergency situations, please call the J-1 Visa Emergency Hotline at 1-866-283-9090. Duty officers are available 24 hours a day.

Category: Your Exchange Visitor *category* appears in item number 4 of Form DS-2019. It will indicate Research Scholar.

Subject/Field Code (also known as your **Program Objective**): The *subject/field code*, found in item number 4 of Form DS-2019, specifies the field of research in which you will be engaged while in the U.S. It is also known as your *program objective* because it indicates the primary purpose for your travel to the U.S. The activities you engage in while in this country must be directly related to your program objective.

You are not ordinarily allowed to change your category once you have entered the United States in J-1 status. The category can be changed in rare situations and under unusual or exceptional circumstances. Any change in category must be clearly consistent with and closely related to your original exchange objective and necessary due to unusual or exceptional circumstances. However, the program objective cannot change and must remain the same. Category changes require significant time and effort, and are rarely approved by the DoS Office of Exchange Coordination and Designation.

Immigration Documents

The following documents are very important and you must maintain their validity at all times in order to maintain lawful J-1 status:

- Valid Passport
- Valid Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019)

You should keep these documents in a safe place. We recommend that you make photocopies of these documents and store them in a location separate from the original documents. If any of these documents are damaged, lost, or stolen, you must have them replaced as quickly as possible. Please keep in mind that the J-1 visa stamp on your passport does not need to be valid at all times, but it must be valid when you travel outside the U.S. and wish to reenter. You should contact the CISSS if you have any questions about these documents or if you need to have them replaced.

SEVIS – Electronic Reporting System

Hartford Seminary reports to the U.S. Government only the information required by federal law. This includes all the information on Form DS-2019 and information on “reportable events” that affect your immigrant status. These events include but are not limited to: (1) J-2 dependent information; (2) U.S. residential address changes; (3) completion/termination of your research activities, (4) program sponsor transfer.

SEVIS is an electronic reporting system, it is very important that your information in our records is up-to-date. SEVIS will report information about your status from Hartford Seminary’s records to DHS. Failure to maintain accurate records with us may result in technical violations of your status. If you fall out of status, and your violation is reported to DHS, your J-1 status could be immediately invalidated and you may lose all J-1 status benefits. This would result in you departing the United States.

Travel

Outside U.S.: We encourage you to contact the CISSS anytime you plan to travel outside of the U.S. This is particularly important as regulations and practices concerning reentry into the United States

continue to change and many scholars face difficulty and delay in applying for visas at U.S. Embassies or Consulates.

You may travel outside of the U.S. if you choose during your stay at Hartford Seminary. You are permitted to return to the U.S. in J-1 status only if you have a valid passport, valid visa stamp and a current Form DS-2019 that has been signed for travel by an authorized staff member. Only the CISSS/RO or an Alternate Responsible Officer (ARO) is authorized to sign or reissue Form DS-2019. A travel signature is valid for one year from the date of the signature or until the end date as listed in item number 3 on Form DS-2019, whichever is shorter.

Travel within the U.S. You may travel within the U.S. provided you maintain your lawful J-1 status and have a valid passport and Form DS-2019.

If you travel to Canada, Mexico or adjacent islands in the Caribbean, you may be eligible to reenter the country even if the J-1 visa in your passport has expired, provided your visit does not exceed 30 days. You should consult with the CISSS before making any trips outside the country.

Application for New J-1 Visa during Travel – J-1 Research Scholars are allowed to remain in the U.S. with an expired J-1 visa stamp, provided that they are maintaining their status and that their passport and Form DS-2019 are valid. Although you may remain in the U.S. with an expired J-1 visa, it will be necessary to apply for a new visa during the next trip abroad. You will need a valid J-1 visa in order to reenter the U.S.

Airlines

Bradley International Airport: <http://www.bradleyairport.com/home/>

John F. Kennedy International Airport: <http://www.panynj.gov/airports/jfk.html>

LaGuardia Airport:

<http://www.ny.com/frame?url=http://www.panynj.gov/airports/laguardia.html&frame=/frame/travel.html>

Ground Transportation

Airport Shuttle Network: <http://www.airportshuttles.net/connecticut.shtml>

CT Limo Shuttle: <http://www.ctlimo.com/>

Taxi: <http://www.theyellowcab.com/>

Amtrak: <http://www.amtrak.com/home>

Greyhound Bus: <http://www.greyhound.com/>

Dependents (Spouse and Children)

If you are married and/or have children, you may be eligible to have your spouse (husband or wife) and/or children, under the age of 21, visit you temporarily or join you for the duration of your time at Hartford Seminary. Under SEVIS, dependent spouses and children who accompany or follow-to-join a J-1 scholar must each be issued an independent Form DS-2019 in order to apply for a J-2 dependent visa. Spouses must reside with the J-1 scholar. J-2 dependents are allowed to remain in the U.S. as long as the J-1 scholar maintains legal J-1 status in the U.S. J-2 dependents are permitted to apply for employment authorization with certain restrictions. Please see the CISSS/RO before applying for employment authorization.

Health Care Insurance Coverage

All research scholars and their dependents are required to carry adequate major medical insurance (accident, illness, and hospitalization), medical evacuation and repatriation insurance for the duration of

their time at Hartford Seminary. One company that offers easy online enrollment is GatewayPlans - www.gatewayconnexions.com . You will need to enroll in *The Patriot Exchange Program* to have adequate health insurance while you are a research scholar at Hartford Seminary.

Patriot Exchange Program (U.S. & Non U.S.)

This insurance is designed for students studying abroad or participants of cultural exchange programs. Coverage is designed to meet the U.S. J-1 visa travel insurance requirements including the required “A” rating as stated in 22 CFR 62.14(c). The required rating is noted on the cover page of the plan brochure.

Program participants and their dependents are required to have medical insurance coverage with the following minimum benefits [22 CFR 62.14].

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness.

Sponsors are to require that their participants (and any dependents entering the United States as holders of a J-2 visa) have insurance in effect during the period of time they are in the sponsor's program. An insurance policy secured to meet the benefits requirements must be underwritten by an insurance corporation with an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-I" or above, a Standard and Poor's Claims Paying Ability rating of "A-" or above, or a Weiss Research, Inc. rating of B+ or above. Alternatively, the sponsor may ascertain that the participant's policy is backed by the full faith and credit of the government of the exchange visitor's home country. For other options, see [22 CFR 62.14].

Highlights:

- Two short-term travel medical plan designs
- Coverage for students, their spouses and unmarried dependent children traveling with them
- Plan Maximums up to \$500,000
- Renewable up to 48 months if minimum of three months is purchased
- Freedom to seek treatment with hospital or doctor of your choice
- Universal Rx pharmacy discount savings
- 24 hour secure access from anywhere in the world to manage your account at any time
- Student Health Center \$5 co-pay per visit
- No coinsurance
- Optional add-on coverage available for high school sports, personal sports and legal assistance
- Pre-existing conditions coverage available to U.S. and non-U.S. citizens - see specific plan design for benefit information overview - www.gatewayconnexions.com
- Please see the attached plan brochure

Please Note: Acquiring medical insurance is required; failure to do so is a direct violation of the Exchange Visitor Program regulations and your Form DS-2019 is subject to termination and you will have to return home.

Medical Care

The major hospitals in the Hartford area are:

Connecticut Children's Medical Center, 282 Washington Street, Hartford, 860-545-9000

Hartford Hospital, 80 Seymour Street, Hartford, 860-545-5000

Saint Francis Hospital and Medical Center, 114 Woodland Street, 860-714-4000

For non-emergency issues:

UCONN Health Center, 263 Farmington Avenue, Farmington, 860-679-2000

Community Clinics

The clinics listed below are located in Hartford and provide all services on a sliding scale basis. These clinics also provide either free samples of prescriptions or, in the case of Community Health Services, an in-house pharmacy.

Charter Oak Health Center Inc. (two locations): 21 Grand Street and 401 New Britain Avenue

Call 860-550-7500 to reach the Grand Street location

Call 860-241-0712 to reach the New Britain Avenue location

Community Health Services: 500 Albany Avenue (also has a pharmacy on site), Call 860-249-9625

Mental Health Care Services

There are several hospitals, agencies, and professionals in the area that provide mental health care services. The following list is a sample of important phone numbers/service providers and referral sources:

Crisis/Suicide Hotline, 1-800-784-2433 or www.suicidehotlines.com

INFOLINE Dial 211

Hartford Hospital, 860-545-5000

The Institute of Living, 860-545-7200

Saint Francis Hospital and Medical Center, 860-714-4000

University of Connecticut Health Center, 860-679-2000

Village for Families and Children, 860-236-4511

Emergency/Natural Disaster

Please read carefully the enclosed report titled, "Campus Safety and Security Report: 2013-2014 Academic Year." This explains emergency and safety issues on campus. Security cameras are located in each parking lot.

Hartford Seminary Library

As a Research Scholar, you will have full access to the Hartford Seminary Library. Please visit the Library website for more information: <http://www.hartsem.edu/pages/library>. Our Library staff is available to answer any questions you may have and to explain all the resources available to you while you are at Hartford Seminary. There are many local libraries in the area, please visit <http://www.publiclibraries.com/connecticut.htm> for a list of libraries in the Hartford area.

Copy Code to Print & Make Photocopies

Please use the three-digit code 816 to print from your office computer or make photocopies on the copy machine. "816" is the ID, you do not need a password. After entering your ID, select "ID" and you will have access to the copy screen. Please be sure to logout after you make copies. If you have any issue with using the code, please contact the CISSS.

CT State ID:

You must be a Research Scholar in valid status to apply for a CT state ID.

<http://www.ct.gov/dmv/cwp/view.asp?a=805&q=490078>

CT Driver's License:

You must be a Research Scholar in valid status to apply for a CT Driver's License.

<http://www.ct.gov/dmv/cwp/view.asp?a=805&Q=244732&dmvPNavCtr=|28069|#28074>

Social Security Number:

Please complete a Form SS-5, "Application for a Social Security Card," (<http://www.ssa.gov/online/ss-5.pdf>) at your local Social Security Administration office and show evidence that you will be using the card for non-employment reasons, your age, and your identity. Once assigned, your SSN becomes a unique identifying number that belongs to you for the rest of your life. You should take steps to protect it and guard against identity theft.

Hartford Social Security Office

2nd Floor

960 Main Street

Hartford, CT 06103

Phone: 1-877-619-2851

<http://www.socialsecurity.gov/>

Banking

To open a bank account, please bring the following with you to the bank:

- Confirmation letter that you are a Research Scholar at Hartford Seminary from the Coordinator of International Student and Scholar Services
- Two Forms of ID (passport and Research Scholar ID from Hartford Seminary)

Bank of America

Bank of America is the closest bank to the Seminary within walking distance. There is a charge for having an account. Please see Ms. Ummul Saleh to open a bank account.

550 Farmington Ave

Hartford, CT 06105

860-570-1780

www.BankofAmerica.com

Webster Bank

There is a charge for having an account. Please see Ms. Darlene Johnson to open a bank account.

108 Farmington Avenue

Hartford, CT 06105

860-723-5440

<http://www.websteronline.com>

Weather in Connecticut

Please keep in mind that the weather in Connecticut changes based on the season. If you arrive in early September, the temperature can average from the mid to lower 70s. From late September through March, the temperature will continue to drop and the weather will get cold. Please bring the appropriate winter clothing with you (coat, hat, gloves, and appropriate footwear). If you need assistance in purchasing these items once you arrive, please see the CISSS.

During the Winter months (typically Late November-Mid March) inclement weather may prevent the Seminary from opening. Please check the Hartford Seminary website or call the front desk at 860-509-9500 for delays or closing information due to bad weather.

The Seminary is closed on the following Holidays:

Labor Day – September 7
Thanksgiving Break – November 26-29
Christmas Holiday Break – December 24-January 3
Martin Luther King, Jr. Birthday – January 18
President's Day – February 15
Maundy Thursday – March 24
Good Friday – March 25
Memorial Day – May 30

Life and Customs in the United States

Life and customs in the U.S. can vary. We recommend visiting the following websites for some insight into American Culture:

Popular Culture Association/American Culture Association: <http://pcaaca.org/about/mission/>
American Historical Association (AC):
http://www.historians.org/affiliates/am_culture_assn.htm

Arts and Entertainment Films

The Hartford area has many movie theaters. Please check the Hartford Advocate and The Hartford Courant for showings and times.

Crown Palace 17 Theaters, 330 New Park Avenue, Hartford, 860-236-6677
Real Art Ways, 56 Arbor Street, Hartford, 860-232-1006

On Stage

Hartford Stage Company, 50 Church Street, Hartford, 860-527-5151, group and student rates are available
Theater Works, 233 Pearl Street, Hartford, 860-727-4027 or 860-527-7838
Bushnell Center for Performing Arts, 860-987-600, www.bushnell.org

Music

Hartford Symphony Orchestra, 860-244-2999, <http://www.hartfordsymphony.org/>
XL Center, Hartford, 877-686-5366, tickets for various events are available at <http://centerhartford.com/>

Museums

Connecticut Historical Society, One Elizabeth Street, Hartford, 860-236-562, www.chs.org
Harriet Beecher Stowe Center, 77 Forest Street, Hartford, 860-522-9258,
<http://www.harrietbeecherstowecenter.org>
Hill-Stead Museum, 35 Mountain Road, Farmington, 860-677-4787, www.hillstead.org
Mark Twain House, 351 Farmington Avenue, Hartford, 860-247-0998, www.marktwainhouse.org
Old State House, 800 Main Street, Hartford, 860-522-6766, <http://www.ctosh.org/>
Wadsworth Atheneum, 600 Main Street, Hartford, 860-278-2670,
www.wadsworthatheneum.org

Newspapers

The following newspapers are available locally:

The Hartford Courant—a daily morning paper, www.courant.com
The New York Times—daily paper, available at Hartford Seminary library and area bookstores and pharmacies, www.nytimes.com
The Boston Globe—daily paper, available at bookstores and pharmacies, bostonglobe.com
The Wall Street Journal—news, finance, www.wallstreetjournal.com

Other Services (within a short car or bus ride)

Big Y Supermarket, 772 North Main Street, West Hartford, 860-236-1505, www.bigy.com
Cosi, 970 Farmington Avenue, West Hartford, 860-521-8495
Cosmos International Market, 770 Farmington Avenue, West Hartford, 860-232-6600 *has Halal meat for purchase
Crown Supermarket (Kosher), 2471 Albany Avenue, West Hartford, 860-236-1965, www.thecrownmarket.com
Stop n' Shop Supermarket, 150 New Park Avenue, 860-232-8777, www.stopandshop.com
Wal-Mart Food Market, 333 North Main Street, West Hartford, 860-509-1705
Whole Foods Market, 50 Raymond Road, West Hartford, 860-523-8500, <http://wholefoodsmarket.com/stores/westhartford>
Whole Foods Market, 340 N. Main Street, West Hartford, 860-523-7174, <http://wholefoodsmarket.com/stores/bishopscorner>
CVS Pharmacy, 568 Farmington Avenue, Hartford, 860-232-0730, cvs.com
Walgreens Pharmacy, 674 Farmington Avenue, West Hartford, 860-523-5849, <http://www.walgreens.com/>
Washtub Laundry and Cleaners, 545 Farmington Avenue, Hartford, 860-523-1394
Walmart Supercenter, 495 Flatbush Avenue, Hartford, 06106, 860-953-0040
www.walmart.com
Target (Windsor, CT)
1075 Kennedy Road
Windsor, CT 06095-1308
860-907-3068
<http://www.target.com/>
Target (South Windsor, CT)
125 Buckland Hills Drive
Manchester, CT 06042-8701
860-327-0082
<http://www.target.com/>
US Post Office, 12 Crossroads Plaza, West Hartford, CT 06117, 860-231-2871
www.usps.com

Restaurants: Inexpensive Dining within Walking Distance from Hartford Seminary

Burger King - 524 Farmington Avenue, Hartford, CT, 860-523-0220, www.bk.com
China House - 498 Farmington Avenue, Hartford, CT, 860-523-5830, chmenu.com
City Piz̄za (*serves Halal Food) - 498 Farmington Avenue, Hartford, CT, 860-236-2616, citypizzahartford.com
Ichiban Restaurant (Japanese/Korean) - 530 Farmington Avenue, Hartford, CT, 860-236-5599, <http://ichibanhartford.com>
Kentucky Fried Chicken - 501 Farmington Avenue, Hartford, CT, 860) 232-9566, <http://www.kfc.com/>
Sargeant Pepperoni - 495 Farmington Avenue, Hartford, CT, 860-233-8888
Subway Sandwiches - 471 Farmington Avenue, Hartford, CT, 860-232-5429, www.subway.com
Monté Alban (Mexican) - 531 Farmington Avenue, Hartford, 860-523-7423
Mo's Midtown - 25 Whitney Street, Hartford, 860-236-7741 *breakfast and lunch only
Tangiers International - 550 Farmington Avenue, Hartford, CT 06105, 860-233-8168, <http://www.tangiersmarket.com/>
The Half Door – 270 Sisson Avenue, Hartford, CT, 860-232-7827, <http://thehalfdoor.com/>

Truffles- located in Hosmer Hall (at UConn Law School Cafeteria), 767 Farmington Avenue, Hartford, CT, 860-570-5304, www.trufflesbakery.com
Tisane Euro-Asian Café - 537 Farmington Avenue, Hartford, 860-523-5417, mytisane.com
Whitney Pizza - 266 South Whitney Street, Hartford, 860-232-7860, www.southwhitneypizza.com

Malls/Shopping Plazas

The Promenade Shops at Evergreen Walk, 501 Evergreen Way, Suite 503, South Windsor, CT 06074, <http://www.thepromenadeshopsatevergreenwalk.com/index.cfm>
Mall: *The Shoppes at Buckland Hills*, 194 Buckland Hills Drive, Suite 2500, Manchester, CT 06042, 860-644-1450, <http://www.theshoppesatbucklandhills.com/>
Mall: *Westfarms*, 1500 New Britain Avenue, West Hartford, CT 06110, (860) 561-3024 <http://www.shopwestfarms.com/>

Transportation within Hartford

CT Transit – For bus services please visit: <http://www.cttransit.com/>

Cancellation Policy: The full amount of the Research Scholar is fee is due at the beginning of each semester. No refund will be given to Research Scholars who withdraw from the J-1 Exchange Visitor Program before the end date as noted on their Form DS-2019 or if their end date is prior to the end of a semester.

Immigration Resources

Department of State: www.state.gov
Department of Homeland Security: <http://www.dhs.gov/>
U.S. Citizenship and Immigration Services: <http://www.uscis.gov/portal/site/uscis>
U.S. Immigration and Customs Enforcement: <http://www.ice.gov/>
U.S. Customs and Border Protection: <http://cbp.gov/>
U.S. Embassies and Consulates: <http://www.usembassy.gov/>

Concerns/Issues

Please contact the CISSS with any issues or concerns you may have related to your research, advisor, campus housing, or any other issue that may arise.

Certain information in this document is from the NAFSA Manual and <http://exchanges.state.gov/jexchanges> as of April 2011.