



J-1 RESEARCH SCHOLAR ORIENTATION INFORMATION

Exchange Visitor Program Description: The Exchange Visitor Program fosters the exchange of ideas between Americans and foreign nationals. In addition, the program encourages international collaborative teaching, lecturing and research efforts for Professors. 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 United States and other countries, resulting in a better understanding of American values and institutions. A major component of the Exchange Visitor Program is participation in cross-cultural activities.

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 governed by the Department of State. It also identifies some of the situations for which you should seek assistance from Hartford Seminary. 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 immigration regulations change. We will inform you of all changes via email, therefore please be sure to check your email at least once a week and 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 United States.

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) 509-9502; lbrowne@hartsem.edu

Alternate Responsible Officer: Michael Sandner, 860-509-9525; msandner@hartsem.edu

Category: Your Exchange Visitor *category* appears in item number 4 of Form DS-2019. It will indicate *Research Scholar*. You are not ordinarily allowed to change your category once you have entered the United States in J-1 status. 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. The program objective cannot change and must remain the same.

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 you are classified in while at Hartford Seminary. It is also known as your *program objective* because it indicates the primary purpose for your travel

to the United States. The activities you engage in while in this country must be directly related to your program objective.

Office of Private Sector Exchange of the Department of State – Mailing Address:

U.S. Department of State
Office of Designation
Academic and Government Programs Division
ECA/EC/AG – SA-44, Room 668
301 4th Street SW Washington, DC 20547

J-1 Exchange Visitor Program Website: j1visa.state.gov

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

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/>

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 secure 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.

Student and Exchange Visitor Information System-Sevis: It is very important that your information in our records is up-to-date. Sevis will report information about your status to the Department of Homeland Security (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 and your dependents leaving the United States.

Hartford Seminary reports to the U.S. Government only the information required by federal law. This includes all of 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 exchange visitor activities, (4) program sponsor transfer.

Failure to Comply with Program Responsibilities: Immigration laws in the United States provide severe penalties if you fail to comply with your immigration responsibilities. Maintaining accurate records at Hartford Seminary will be especially important because 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 activities are to teach, lecture, observe, or consult while you are here in addition to participating in cultural activities. Any other activity besides conducting research (to be approved by the Responsible Officer (RO) or Alternate Responsible Officer (ARO) in advance) is not permitted.

The Seminary is always pleased to provide you with information, counseling, and assistance so that you may achieve your 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 by the first day of the semester. Please contact Chantel Gardner by email (cgardner@hartsem.edu) or by phone at 860-509-9524 in the Business Office if you need to make payment arrangements. If any fees are not paid and you have not made a payment arrangement with Ms. Gardner, your DS-2019 record may be in jeopardy of being terminated. This is due to failure to adhere to program guidelines set forth by Hartford Seminary.

Cancellation Policy: No refunds will be given to exchange visitors 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 (see semester dates on the document titled “J-1 Research Scholar Applicant Fees and Related Information”).

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. In Sevis, dependent spouses and children who accompany or follow-to-join a J-1 Research Scholar must each be issued an independent Form DS-2019 in order to apply for a J-2 dependent visa. All J-2 dependents must reside with the J-1 Research Scholar. J-2 dependents are allowed to remain in the U.S. as long as the J-1 Research Scholar maintains legal J-1 status in the United States.

J-2 dependents are permitted to apply for employment authorization through the United States Citizenship and Immigration Services (USCIS) under the condition that the employment is not for the purpose of supporting the J-1 Visa holder. Income from the spouse's or dependent's employment may be used to support the family's customary recreational and cultural activities and related travel, among other things. Please visit: <http://www.uscis.gov/i-765> for an employment authorization application (I-765) and instructions. In addition, please see the CISSS for additional information.

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

To ensure that you maintain your lawful immigration status, you must contact the CISSS 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 related to your primary program activities or a cultural activity. Your main activity while in the U.S. is to teach, lecture, observe or consult at Hartford Seminary. All other activities are incidental and should not take place regularly; this includes occasional lectures or consultations
- Prior to accepting an invitation to engage in research at another institution
- If there is a change to the expected date of completion of your J-1 activities

- If you would like to have your dependent spouse and/or children join you in J-2 status after you have arrived in the United States
- Any change to information about your J-2 dependents
- Any change to your source of funding
- If you intend to travel outside of the United States – You will need a valid travel signature on your Form DS-2019 prior to traveling (the same applies to your dependents)
- If you plan to apply for a new visa before reentering the United States
- If you intend to change your non-immigrant visa status prior to the end date on your Form DS-2019
- If you intend to transfer to another Exchange Visitor Program
- **Change of Address:** If you move within the United States, you must inform the CISSS of your change of address within 10 days of moving. Please report any changes in your telephone number and email address at that time as well. The CISSS will report your address change in Sevis. We must have record of your physical address, not just a P.O. Box at all times.
- If any of your immigration documents are lost or stolen (the same applies to your dependents); this must be reported in Sevis and replaced as soon as possible

Extensions: You may research, observe, or consult at Hartford Seminary until you complete your activities or until the end date in item number 3 of Form DS-2019, whichever occurs first. If you need more time than allowed by the end date on your Form DS-2019, you must contact the CISSS at least 30 days prior to the end date to request an extension. All requests for extensions must be submitted in writing and are reviewed by the President. It is important to know that each category under the J-1 Visa has a specific time limitation; Research Scholars are limited to five years maximum, with a minimum of three weeks.

Change of Status: If eligible (please see the CISSS for eligibility), you may apply for a change of status to another non-immigrant visa classification. Please download instructions and complete *Form I-539, Application to Extend/Change Nonimmigrant Status* from the USCIS website (<http://www.uscis.gov/i-539>). This should be done as soon as you determine that you need to change your visa classification. You must continue the approved activity under your current visa classification until USCIS renders a decision on your application. If you fail to follow this regulation, you risk falling out of status.

Note: If you are subject to the two-year home residency requirement, you are not eligible to change your nonimmigrant status. If you have a waiver to this requirement, you may apply to change your status. Be sure to include a copy of the waiver with your change of status application.

Transfer to a Different Exchange Visitor Program: You can transfer from one program sponsor to another only if the purpose of the transfer is to complete the objective for which you were admitted to under your current exchange visitor status. In addition, you must remain within the same participant category. Please see the CISSS for transfer procedures and deadlines.

Returning Home while Dependent Remains in United States: All J-2 dependents must leave the United States when the J-1 principle holder does. If your J-2 dependent(s) return to your home country before you do, please inform the CISSS at least 10 days prior to the date they plan to leave so that your Form DS-2019 can reflect this change. This also applies when the J-2 dependent does not plan to return to the U.S. with their J-2 Visa.

Termination of Form DS-2019/Departure: If your DS-2019 is terminated you and your dependents must leave the United States and return to your home country immediately, and are not given a 30-day grace period. Not complying with the health insurance requirement and not following all policies set

forth by Hartford Seminary and the Department of State will put you in jeopardy of having your DS-2019 terminated.

30-Day Grace Period upon Program Completion: You and your dependents are given a 30-day grace period which begins the day after your program ends. The only activities permitted during the grace period are: travel within the United States or making preparations to return to your home country. Staying in the U.S. longer than the 30-day grace period granted is not permitted without an extension of

Health Care Insurance Coverage: All research scholars and their dependents are required to have adequate major medical insurance (accident, illness, and hospitalization), medical evacuation and repatriation insurance for the duration of their time at Hartford Seminary.

You and your dependents, if applicable, are required to have medical insurance that covers the following:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with medical evacuation to your home country in the amount of \$50,000
- The deductible should not exceed \$500 per accident or illness

Recommended Health Plan:

Patriot Exchange Program Insurance - <https://www.insubuy.com/patriot-exchange-program-insurance/>. Health care insurance 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.

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
- Please see the attached plan brochure

The Patriot Exchange Program meets the required “A” rating as stated in 22 CFR 62.14.

Please Note: Not all pre-existing conditions are covered under this plan. Please read the brochure carefully for the pre-existing conditions that are covered.

If you choose not to enroll in the Patriot Exchange Program and wish to enroll in an insurance plan of your choice, please see the CISSS to verify that the plan meets J-1 Visa regulations prior to enrollment in the plan. Acquiring medical insurance and keeping coverage for your entire program for you (and your dependents if applicable) is required. You must submit proof of enrollment in an approved health

insurance plan for you and your dependents to the CISSS. Willful failure to do so is a direct violation of the Exchange Visitor Program regulations and your DS-2019 is subject to termination and you will have to leave the United States immediately. In addition, any misrepresentation on your part or your dependents regarding insurance coverage is also in direct violation of the health insurance requirement. You will be required to obtain medical insurance upon your arrival at Hartford Seminary.

Please keep in mind that the insurance policy you choose, 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. In addition, the policy must be backed by the full faith and credit of the government of the exchange visitor’s home country.

Program regulations also discuss coverage through HMOs and self-insurance of the above requirements by federal, state or local government agencies, state colleges and universities, and public community colleges, if permitted by law. Refer to [22 CFR 62.14-<http://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=22:1.0.1.7.35.1.1.14>] for additional information.

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 see read the enclosed report titled, “Campus Safety and Security Report: 2013-2014 Academic Year.”

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

Travel Outside the United States: We encourage you to contact the CISSS anytime you plan to travel outside of the United States. This is particularly important as regulations and practices concerning reentry into the United States change. 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 the RO or an ARO. 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. J-1 Professors are allowed to remain in the U.S. with an expired J-1 visa stamp; provided that they are maintaining lawful status and that their passport and Form DS-2019 are valid. **Note:** 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 your next trip abroad. You will need a valid J-1 visa in order to reenter the United States.

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

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: <https://www.hartsem.edu/library/>. Our library staff is always 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 <https://publiclibraries.com/state/connecticut/> 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. If you have any issue with using the code, please contact the CISSS.

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/#>
American Culture Association (ACA):
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 at the Bushnell, relatively inexpensive guest series available, 860-244-2999
XL Center, Hartford, 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, 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

Hartford Advocate—weekly; paper distributed free, www.advocateweekly.com

The Wall Street Journal—news, finance, www.wallstreetjournal.com

Banking

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

- Confirmation letter that you are a student at Hartford Seminary from the Student Services Coordinator
- Two Forms of ID (passport and student 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>

Other Services

Big Y Supermarket, 772 North Main Street, West Hartford, 860-236-1505, www.bigy.com

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

Restaurants: Inexpensive Dining within Walking Distance from Hartford Seminary

Burger King, 524 Farmington Avenue, Hartford, 860-523-0220, www.bk.com
China House, 498 Farmington Avenue, Hartford, 860-523-5830, chmenu.com
City Pizza (*serves Halal Food), 498 Farmington Avenue, Hartford, 860-236-2616,
citypizzahartford.com
Ichiban Restaurant (Japanese/Korean), 530 Farmington Avenue, Hartford, 860-236-5599,
<http://ichibanhartford.com>
Sargeant Pepperoni, 495 Farmington Avenue, Hartford, 860-233-8888
Subway Sandwiches, 471 Farmington Avenue, Hartford, 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
Tisane, 537 Farmington Avenue, Hartford, 860-523-5417, mytisane.com
Whitney Pizza, 266 South Whitney Street, Hartford, 860-232-7860, www.southwhitneypizza.com

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/>

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/>

Certain information in this document is from the NAFSA Manual and <http://exchanges.state.gov/jexchanges> as of August 2019.

Life and Customs in the United States

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>

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

Uber: <https://www.uber.com/>

Lyft: <https://www.lyft.com/>

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

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

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

Transportation in Hartford and around Connecticut:

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

Connecticut State ID:

You must be a professor in valid status to apply for a Connecticut state ID.

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

Connecticut Driver's License:

You must be a professor in valid status to apply for a Connecticut Driver's License.

<http://www.ct.gov/dmv/cwp/view.asp?a=805&q=244774&dmvPNavCtr=|#52346>

Social Security Number:

Please complete a Form SS-5, "Application for a Social Security Card," at your local Social Security Administration office and show evidence that you will be using the card for 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. Please visit: <https://www.socialsecurity.gov/forms/ss-5.pdf>

Hartford Social Security Office

2nd Floor

960 Main Street

Hartford, CT 06103

Phone: 1-877-619-2851

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

Filing United States Income Taxes:

The Internal Revenue Service (IRS) is an agency of the Department of Treasury that assists taxpayers in America in complying with tax laws and responsibilities. Please visit the IRS website for important information on filing a U.S. income tax as an exchange visitor:

<http://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars>.

Earnings from J-1 employment are usually subject to federal, state, and local income taxes. Please read additional information on J-1 federal income tax obligations in the Internal Revenue Service publications *515-Withholding on Nonresident Aliens and Foreign Corporations*

(<https://www.irs.gov/publications/p515/ar02.html>) and *519 - U.S. Tax Guide for Aliens* (<https://www.irs.gov/pub/irs-pdf/p519.pdf>). All J-1 visa holders who have earned income from U.S. sources must file income tax forms by April 15th. Individuals who earned income from a job in the U.S. will receive a W-2 form that must be included with their tax return.

Terms and Conditions of Employment: You will not be covered under Hartford Seminary's group life and health contract, general insurance policies and Hartford Seminary benefit plan.

Wilberforce Pamphlet on the Rights and Protections for Temporary Workers: Please read the attached pamphlet on your rights as an exchange visitor in the United States. Please keep this document in a safe place and note the telephone numbers to call if your rights are violated.

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

- Confirmation letter that you are a professor at Hartford Seminary from the CISSS
- Two forms of ID (passport and professor ID from Hartford Seminary)

Bank of America: Bank of America is the closest bank to Hartford 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>

Hartford, Connecticut Public Schools: For a listing of public schools in Hartford, please visit: www.hartfordschools.org/boe. You should make an appointment with the school directly to discuss the enrollment process for your dependent children under the age of 18.

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 80s or lower. From October through March, the temperature will continue to drop and the weather will get very 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 mid-December-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.

United States Holidays

The Seminary is closed on the following Holidays:

Eid-Al-Adha - **August 12**

Labor Day – **September 2**

Rosh Hashbanah – **September 30**

Yom Kippur – **October 9**

Thanksgiving Break – November 28-December 1

Christmas Holiday Break – December 24-December 25

Winter Break - December 26-January 1

Martin Luther King, Jr. Birthday – January 20

Good Friday – April 10

Easter Saturday and Sunday – April 11-12

Memorial Day – May 25

Eid El Fitr – May 24

Independence Day – July 4

Research Scholar ID: Please email a picture to Marcia Pavao (mpavao@hartsem.edu) for your ID. Or email her to set-up a time for you to have your picture taken. You will be sent an email when your ID is ready to be picked up. Please allow several weeks for processing.

Facebook and Twitter: You are strongly encouraged to follow Hartford Seminary on Facebook (<https://www.facebook.com/hartsem>) and Twitter (<https://twitter.com/HartSem>) for the latest information and events at Hartford Seminary and around the United States.

Outreach Events: Hartford Seminary offers many educational outreach events throughout the academic year. To view a listing of events, please visit the following webpage: <http://ww2.hartsem.edu/about/news-events/>. Note that many of the events require you to pre-register.

Hartford Seminary Newsletter: You will receive our weekly e-newsletter -*The Exchange*. Please read it for information on various events taking place on campus. You will also be added to the student google group list serv; these emails will keep you informed of student activities taking place on and off campus. You are welcomed and strongly encouraged to participate in as many events as possible. As a reminder, one of the requirements of being an exchange visitor is to participate in cross cultural activities during your time here.

Hartford Seminary Library: As a professor, you will have full access to Hartford Seminary's Library. Please visit the Library website for more information: <http://www.hartsem.edu/current-students/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 the Seminary. Please email Ann Crawford (acrawford@hartsem.edu) to make an appointment for a tour and orientation of the Library.

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. To explore other libraries in Connecticut, please visit: <http://www.publiclibraries.com/connecticut.htm>

Printing & Photocopies: Please use the three-digit code "816" to print from a computer in the Student Reading Room connected to the Library. You can also print documents from your flash drive and use the same code when prompted on the screen. You may also make photocopies on the copy machine. The ID is "816"; you do not need a password. After entering "816" on the copy machine, select "ID" and you will have access to the copy screen. Please be sure to logout after you make copies. If you have any issues with using the code, please contact the CISSS.

Life and customs in the United States can vary. Please visit the following websites for some insight into American Culture:

Popular Culture Association/American Culture Association: <http://pcaaca.org/>

American Historical Association (AC):
http://www.historians.org/affiliates/am_culture_assn.htm

Arts and Entertainment Films:

Movie theaters in Hartford: <http://www.tributemovies.com/cinema/Connecticut/Hartford/>

On Stage:

Hartford Theater - <http://www.hartford-theater.com/>

This website will provide you with a listing of all performance arts, musical, and theatrical events in Hartford and other large cities in the United States and Canada.

Hartford Stage Company, 50 Church Street, Hartford, CT 06103; 860-527-5151,

<http://www.hartfordstage.org/>

Theater Works, 233 Pearl Street, Hartford, CT 06103; 860-727-4027 or 860-527-7838,

<http://theaterworkshartford.org/>

Bushnell Center for Performing Arts, 166 Capitol Avenue, Hartford, CT 06106; 860-987-600,

<http://www.bushnell.org/>

Music:

Hartford Symphony Orchestra, 860-244-2999, <http://www.hartfordsymphony.org/>

XL Center, Hartford, One Civic Center Plaza, Hartford, CT 06103; 860-249-6333, tickets for various events are available at xlcenterinfo@xlcenter.com

Museums:

Connecticut Historical Society, One Elizabeth Street, Hartford, CT 06105; 860-236-5621,

www.chs.org

Harriet Beecher Stowe Center, 77 Forest Street, Hartford, CT 06105; 860-522-9258,

<http://www.harrietbeecherstowecenter.org>

Hill-Stead Museum, 35 Mountain Road, Farmington, CT, 06032; 860-677-4787, www.hillstead.org

The Mark Twain House and Museum, 351 Farmington Avenue, Hartford, CT 06105; 860-247-0998,

www.marktwainhouse.org

Old State House, 800 Main Street, Hartford, CT 06103; 860-522-6766, <http://www.ctosh.org/>

Wadsworth Athenaeum, 600 Main Street, Hartford, CT 06103; 860-278-2670,

www.wadsworthatheneum.org

New Britain Museum of American Art, 56 Lexington Street, New Britain, CT 06052; 860-229-0257, 201 or ext. 210; <http://nbmaa.org/>

Newspapers:

The following newspapers are available locally:

The Hartford Courant—daily local 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,

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

The Wall Street Journal—news, finance, <http://www.wsj.com/>

Other Services – Supermarkets, Pharmacies, Post Office, etc. (within a short car or bus ride)

Big Y Supermarket, 772 North Main Street, West Hartford, CT 06117; 860-236-1505,

www.bigy.com

Cosmos International Market, 770 Farmington Avenue, West Hartford, CT 06119; 860-232-6600

*has Halal meat for purchase

Crown Supermarket (Kosher), 2471 Albany Avenue, West Hartford, CT 06117; 860-236-1965,
www.thecrownmarket.com

Stop n' Shop Supermarket, 150 New Park Avenue, Hartford, CT, 06106; 860-232-8777,
www.stopandshop.com

Wal-Mart Food Market, 333 North Main Street, West Hartford, CT 06117; 860-509-1705,
<http://www.walmart.com/store/2303>

Wal-Mart Supercenter, 495 Flatbush Avenue, Hartford, CT 06106, 860-953-0040
<http://www.walmart.com/store/5095/whats-new>

Washtub Laundry and Cleaners, 545 Farmington Avenue, Hartford, CT 06105; 860-523-1394

Whole Foods Market, 50 Raymond Road, West Hartford, CT 06107; 860-523-8500,
<http://wholefoodsmarket.com/stores/westhartford>

Whole Foods Market, 340 N. Main Street, West Hartford, CT 06117; 860-523-7174,
<http://wholefoodsmarket.com/stores/bishopscorner>

CVS Pharmacy, 566 Farmington Avenue, Hartford, CT 06105; 860-233-9673,
<http://www.cvs.com/>

Walgreens Pharmacy, 674 Farmington Avenue, West Hartford, CT 06119; 860-523-5849,
<http://www.walgreens.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/>

Target (New Britain, CT)
475 Hartford Road
New Britain, CT 06053
860-348-9100

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

U.S. Post Office, 12 Crossroads Plaza, West Hartford, CT 06117; 860-231-2871
www.usps.com

Parks and Recreation Centers in Hartford:

Hartford parks, cultural events, Connecticut Convention Center - <http://hartford.gov/parks/>

Connecticut Science Center- <https://ctsciencecenter.org/>

Riverfront Recapture: Parks, events, recreation and programs that are part of the Riverfont in Hartford

<http://riverfront.org/>

YMCA of Greater Hartford - <http://www.ghymca.org/index.cfm>

Restaurants - Inexpensive Dining within Walking Distance from Hartford Seminary:

Burger King - 524 Farmington Avenue, Hartford, CT 06105; 860-523-0220, www.bk.com

China House - 498 Farmington Avenue, Hartford, CT 06105; 860-523-5830, chmenu.com

City Piz̄za (*serves Halal Food) - 498 Farmington Avenue, Hartford, CT 06105; 860-236-2616,

Cosi - 970 Farmington Avenue, West Hartford, CT 06107; 860-521-8495

Dunkin Donuts – 106 Sisson Avenue, Hartford, CT 06106; 860-570-1363; 450 New Park Avenue, West Hartford, CT 06110; 860-233-7626; 338 Park Road, West Hartford, CT 06119; 860-233-8451; 2536 Albany Avenue, West Hartford, CT 06117; 860-232-8849, www.dunkindonuts.com
Ichiban Restaurant (Japanese/Korean) - 530 Farmington Avenue, Hartford, CT 06105; 860-236-5599, <http://ichibanhartford.com>

Kentucky Fried Chicken - 501 Farmington Avenue, Hartford, CT 06105; 860-232-9566, <http://www.kfc.com/>

Sargeant Pepperoni - 495 Farmington Avenue, Hartford, CT 06105; 860-233-8888

South Whitney Pizza - 264 South Whitney Street, Hartford, CT, 06105; 860-232-7860; <http://southwhitneypizza.com/>

Subway Sandwiches - 471 Farmington Avenue, Hartford, CT 06105; 860-232-5429; www.subway.com

Monté Alban (Mexican) - 531 Farmington Avenue, Hartford, CT 06105; 860-523-7423

Mo's Middtown - 25 Whitney Street, Hartford, CT 06105; 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 06105; 860-232-7827, <http://thehalfdoor.com/>

Truffles- located in Hosmer Hall at UConn Law School, 767 Farmington Avenue, Hartford, CT 06105; 860-570-5304, www.trufflesbakery.com

Tisane Euro-Asian Café - 537 Farmington Avenue, Hartford, CT 06105; 860-523-5417, mytisane.com

Restaurants within a Short Drive from the Seminary:

AC Petersons Restaurant - 240 Park Road, West Hartford, CT 06119; 860-233-8483, www.acpetersenfarms.com

Bertucci's Italian Restaurant - 330 N. Main St. West Hartford, CT 06117; 860-231-9571, www.bertuccis.com

Black Bamboo Chinese Restaurant- 844 Farmington Ave, West Hartford, CT 06119; 860-236-8888 myblackbamboo.com

Butterfly Chinese Restaurant – 831 Farmington Avenue, West Hartford, CT 06119; 860-236-2816, butterflychineserestaurant.com

The Cheesecake Factory – 71 Isham Road, West Hartford, CT 06107; 860-233-5588, locations.thecheesecakefactory.com

Five Guys Burger and Fries – 326 North Main Street, West Hartford, CT 06117; 860-231-8166, <http://gofiveguys.com/menu/five-guys-west-hartford>

McDonalds – 2534 Albany Avenue, West Hartford, CT 06117; 860-236-8580, mylocalmclds.com

Panera – 2534 Albany Avenue, West Hartford, CT 06117; 860-231-9511, www.panerabread.com

Plan B Burger – 138 Park Road, West Hartford, CT 06119; 860-231-1199, planbtavern.com

Starbucks – 2475 Albany Avenue, West Hartford CT 06117; 860-236-7778; 21 Lasalle Road, West Hartford, CT 06107; 860-523-5944, www.starbucks.com

Wendy's – 306 Prospect Avenue, Hartford, CT 06106; 860-232-2970, www.wendys.com

Wood-n-Tap -99 Sisson Avenue, Hartford, CT 06106; (860) 232-8277;

<http://www.woodntap.com/locations/hartford/>

Malls/Shopping Plazas:

Shopping and Restaurants: Blue Back Square, 65 Memorial Road West Hartford, CT 06107; 860-882-0678 <http://www.bluebacksquare.com/>

Shopping Plaza: *Charter Oak Market Place*, 475 Flatbush Avenue, Hartford, CT 06106;

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/>

The Promenade Shops at Evergreen Walk, 501 Evergreen Way, Suite 503, South Windsor, CT 06074;

www.thepromenadeshopsatevergreenwalk.com

Helpful Hints: Please routinely refer to the “J-1 Exchange Program Handbook Pre-Arrival Orientation Information” for additional material not covered in this document.

Concerns/Issues: Please contact the CISSS with any issues or concerns you may have related to your exchange visitor program.

Welcome to Hartford Seminary!