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 continue to change. We will inform you of substantial changes via electronic communication. 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. Maintenance of accurate records at Hartford Seminary will be especially important because the SEVIS system will automatically report details of your status to DHS. You should make certain that you comply with all J-1 regulations. The Seminary is always pleased to provide you with information, counseling, and assistance so that you may achieve your scholarly goals while at Hartford Seminary.

When to Contact RO/ARO
To ensure that you maintain lawful immigration status, you must contact us as soon as possible if any of the following events occur:

• If there is a change to the expected date of completion of your J-1 activities
• Any change to information about J-2 dependents
• 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.
• Anytime you or your J-2 dependents obtain a new Form I-94 upon reentering the U.S.
• If you intend to change your immigration 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.
• Prior to accepting an invitation to engage in a lecture or research activity at a location other than Hartford Seminary
• If any of your immigration documents are lost or stolen
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. Lorraine Browne will report your address change in SEVIS. We must have record of your physical address, not just a P.O. Box. Scholars from designated countries who are subject to “special registration” under the National Security Entry-Exit Registration System (“NSEERS”) are required to follow the same procedure; notifying Lorraine Browne of your change of address within 10 days of moving.

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.

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
Private Sector Programs Division
ECA/EC/PS - SA-5, Floor 5
2200 C Street, NW
Washington, DC 20522-0505

Street Address (couriers):
U.S. Department of State
Office of Designation
Private Sector Programs Division
ECA/EC/PS - SA-5, Floor 5
2200 C Street, NW
Washington, DC 20037
(202) 632-2805

Category: Your Exchange Visitor C category appears in item number 4 of your 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)
- Departure Record (Form I-94; a white card usually stapled in your passport marked D/S)

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 actual 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 us if you have any questions about these documents or if you need to have them replaced. Please bring the above-mentioned documents with you each time you visit our office.

SEVIS – Electronic Reporting System
All U.S. schools are required to report information on J-1 research scholars and their J-2 dependents to The Student and Exchange Visitor Information System (SEVIS).

Hartford Seminary reports to the government only the information required by federal law. This includes all the information on your 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.

Since SEVIS is an electronic reporting system, it will be very important that your information in our records be up-to-date. The SEVIS system 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.

Length of Time You May Remain in the United States
You may conduct your research at Hartford Seminary until you complete your activities or until the end date in item number 3 of your 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 us at least 30 days prior to the end date to request additional time. It is important to know that each category of the J-1 visa has a specific time limitation; research scholars are limited to five years.

Travel
We encourage you to contact Lorraine Browne at lbrowne@hartsem.edu 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. In addition, when you return to the U.S. after travel abroad, you should bring your passport, Form DS-2019, and Form I-94 to Ms. Browne so that we may update your file. DHS requires that we maintain current copies of your passport and visa documents.

- **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, SEVIS Form I-20, and Form I-94 in your possession.

**Travel Outside the U.S.** You may leave the U.S. at any time. If you leave, you may be allowed to return if you have the proper valid documents, including an unexpired, multiple-entry J-1 visa in your passport. If you travel to Canada, Mexico or 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 Ms. Browne before making any trips outside the country.

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 Responsible Officer (RO) or 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.

**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.

Please refer to the most current Travel Advisory for information on recent travel and visa application changes.

**Dependents (Spouses 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 RO before applying for employment authorization.

**Health Care Insurance Coverage**
All research scholars are required to carry adequate major medical insurance (accident, illness, 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.

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

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
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 the attached “Campus Safety and Security Report: 2012-2013 Academic Year”

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 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 http://www.publiclibraries.com/connecticut.htm for a list of libraries in the Harford area.

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 (AC) A:
  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
- 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 Boston Globe—daily paper, available at bookstores and pharmacies, bostonglobe.com
  - Hartford Advocate—weekly; paper distributed free, www.advocateweekly.com

Other Services
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
Cosmos International Market, 770 Farmington Avenue, West Hartford, 860-232-6600 *has Halal meat for purchase
CVS Pharmacy, 568 Farmington Avenue, Hartford, 860-232-0730, cvs.com
Big Y Supermarket, 772 North Main Street, West Hartford, 860-236-1505, www.bigy.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
- Monté Alban (Mexican), 531 Farmington Avenue, Hartford, 860-523-7423
- Mo’s Midtown, 25 Whitney Street, Hartford, 860-236-7741 *breakfast and lunch only
- Tuffles- located in Hosmer Hall (at UConn Law School Cafeteria), 767 Farmington Avenue, Hartford, 860-570-5304, www.trufflesbakery.com
- Tisane, 537 Farmington Avenue, Hartford, 860-523-5417, mytisane.com

**Public Transportation**
- CT Transit
  - Address: 100 Leibert Road, Hartford, CT 06141
  - Contact: 860-525-9181, www.cttransit.com
  - CT Transit runs all the city buses in the area. If you have any questions about which bus to take where, the website is really helpful, but if it is not helpful enough, their customer service line listed above is answered by an actual person, who can assist you.

*Certain information in this document is from the NA S A Manual and http://exchanges.state.gov/exchanges as of April 2011.*