



Kentucky State University J-1 Exchange Visitor Program

Pre-Arrival Information and Orientation

Contents:

Welcome & Contact Information.....	3
Pre-Arrival Check-list.....	4
J-1 Exchange Visitor Program Purpose.....	6
Things You Must Understand as a J-1 Scholar.....	6
Key Terms.....	7
Program Description: J-1 Categories, Duration of Stay, and Bars.....	8
Two-Year Home Residence Requirement 212(e).....	12
Obtaining DS-2019.....	14
Applying for a J-1/J-2 Visa.....	15
Student and Exchange Visitor Information System (SEVIS) FEE.....	17
Maintaining Health Insurance Coverage.....	18
Entering the United States.....	21
Arrival Notification.....	22
Mandatory J-1 Exchange Visitor Orientation.....	23
Maintaining Legal Status	24
Employment.....	27
Travel.....	29
U.S. Social Security Number (SSN).....	32
Kentucky Driver’s License and Safe Driving.....	33
Tax Information.....	35
Bringing a J-2 dependent family member once in the United States.....	35
Departure Checklist.....	36
About Kentucky State University.....	37
Housing Information.....	39
Health Care Services at KSU.....	39
Meal Plans.....	41
Alcoholic Beverage/Drugs/Smoking Regulations.....	41

Weather Information and Emergency Alert.....	42
Cross Cultural Experiences.....	44
Live in Frankfort: Stay, See, Taste, and Meet.....	45
Living in the United States: American Life and Customs.....	46
Holidays in the United States and KSU Observed Holiday Schedules.....	49
American Banking System.....	51
Local Restaurants, Tipping, and Measures & Equivalents	52
Certificate of Awareness and Understanding.....	54
Appendix:	59~128
Exchange Visitor Program Brochure	
Know Your Rights	
Sample Form DS-2019	
Information for New International Students	
Mandated Check-in	
J-1 Scholar Pre-Arrival Check-list	
Orientation Agenda	
J-1 Scholar Orientation Packet	
New J-1 Scholar Check-list	
KSU Services and Resources Contact	
Rental Information Close to Campus	
Campus Map	

Welcome and Contact Information

Welcome to Kentucky State University (KSU)! We are thrilled and humbled that you have chosen KSU for your J-1 Exchange Visitor Program and look forward to welcoming you to Frankfort, the capital city of the Commonwealth of Kentucky. We hope that you find your time at KSU productive, rewarding, enjoyable and memorable. This packet will provide critical pre-arrival information and orientation as well as immigration regulations. The KSU Office of International Affairs (OIA) is here to assist you with both before and during your stay in the United States. We look forward to meeting you at the mandatory orientation program. Your hosting department will also have valuable information and resources available to you during your stay. This pre-arrival orientation and orientation information is meant to assist you as you prepare for your journey to the United States, and for your easy adjustment into your stay in the United States as a visiting student or scholar at Kentucky State University. You will find answers to many of your potential questions in this guide. However, if you do not find answers to your questions in this guide, please contact Dr. Eric Yang, Director of International Affairs by email or phone at

105/109 Cooperative Extension Building

Kentucky State University

Frankfort, KY 40601

Phone: 502-597-6327

Cell: 502-545-5003

Fax: 502-597-6373

Email: eric.yang@kysu.edu

Exchange Visitor Program Brochure:

<https://j1visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program.pdf>. A hardcopy is enclosed.

Exchange Visitor Program Services

Bureau of Educational & Cultural Affairs Department of State Annex SA-5, Fifth Floor,
Washington, DC 20522-0505

Responsible Agency

Administration and regulation of the Exchange Visitor Program is through the Bureau of Educational and Cultural Affairs under the United States Department of State. The Immigration and Naturalization Service ensures compliance of both sponsors and participants in the Exchange Visitor Program through the Student and Exchange Visitor Information System (SEVIS), which is described below. The Bureau of Educational and Cultural Affairs, Academic and Government Programs Division is located at 2200 C Street NW, Washington, DC 20522-0582. Their website address is <http://j1visa.state.gov/>.

Report Abuse or Exploitation – If you are mistreated and/or your rights are violated, and your sponsor is not providing the help you need, contact the Department of State for assistance:

J-1 Visa Emergency Hotline: 1-866-283-9090.

This line is for use by exchange visitors and third parties in the case of urgent situations. A Department of State representative is available 24 hours a day.

Regular Communications or questions: jvisas@state.gov.

This e-mail address is to communicate non-emergency issues, questions, and concerns.

Rights and Protections for Temporary Workers and Students

The U.S. government is committed to fighting human trafficking and labor abuses. You have rights and protections in the U.S., and there are resources if you need help. Learn about your rights and protections <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/temporary-workers.html> and review the Wilberforce pamphlet <https://travel.state.gov/content/dam/visas/LegalRightsandProtections/Wilberforce/Wilberforce-ENG-100116.pdf>, created at the prompting of the William Wilberforce Trafficking Victims Protection Reauthorization Act (Public Law 110-457). A hard copy of English version is enclosed.

Sponsor

Exchange Visitor Program Sponsor: Kentucky State University

Responsible Officer: Eric Yang, Director of International Affairs

Alternate Responsible Officer: Berkley King Jr., Vice Provost for Academic Affairs

Alternate Responsible Officer: Amy McGee, Land Grant Program Administrative Assistant

400 East Main Street, Frankfort KY, 40601 Phone: (502) 597-6327, Email: eric.yang@kysu.edu

Website: www.kysu.edu

Pre-Arrival Checklist

Before arriving, you must (A detailed step-by-step checklist is enclosed):

- Verify that all the information on your DS-2019 is correct. Note the program begin date and notify the OIA immediately if your travel plans change, including if you face delays in getting your visa.
- Pay the SEVIS FEE online at www.fmjfee.com/i901fee
- Locate your local U.S. consulate; schedule an appointment for a visa interview: <http://www.usembassy.gov/>
- Apply for a J-1 Visa at the nearest U.S. Consulate or Embassy to your home residence. (Note: Canadian citizens do not need a US Visa, but must pay the SEVIS fee).
- Make financial arrangements to pay for tuition (if applicable) and other bills.

- Secure housing. J-1 students are encouraged to live on campus. You can find housing information and apply here <https://www.kysu.edu/student-engagement-and-campus-life/residence-life/university-housing-application.php>. For scholars and professors, although KSU will assist you in finding housing opportunities, KSU is not responsible for securing housing for J-1 Exchange Visitors. Enclosed is the rental information we collected for your convenience and reference in Frankfort that are close to KSU campus.
- Schedule your mandatory J-1 Scholar Orientation with OIA for a date shortly after your arrival in Frankfort. Appointments can be made at: eric.yang@kysu.edu
- Purchase or make plans for required medical insurance coverage. The U.S. Department of State requires all individuals who enter the United States in J-1 status to have medical insurance for themselves and any accompanying J-2 dependents.
- Collect and organize immigration documents and put in your carry-on (hand) luggage
 - Valid Passport with Visa
 - DS-2019
 - I-901 SEVIS Fee receipt
 - Financial Support Document
- Arrange travel to United States. Plan to arrive at least one week before the first day of orientation.
- Make travel plans to allow sufficient time to familiarize yourself with the university. Attendance at new Exchange Visitor orientation is mandatory. Keep this in mind when booking your flight. J-1 exchange visitors may arrive no more than 30 days before the program start date listed on the DS-2019.
- Arrange or make plans for transportation from airport to your hotel or apartment. OIA will provide transportation only for the first arrival into the Lexington or Louisville Airport, but you must notify OIA at least one week prior to your arrival if such service is needed. If you arrive at any other nearby airport, you must make the necessary arrangements to travel to Frankfort.

WHAT ELSE TO BRING

Important Numbers and Addresses

- Your address in your home country and phone number(s) to call in case of emergency.
- Your U.S. address and/or phone number, if already available.
- Host Department phone number, address, and contact person.
- Office of International Affairs.

Personal Items: What You Should Bring to the U.S.:

- Any prescription medications.
- Your medical history with English translation.
- Note of any life-threatening allergy with English translation.

J-1 Exchange Visitor Program Purpose

The J-1 Exchange Visitor Program is a Federal program administered by the Department of State, which fosters the mutual exchange of ideas between Americans and foreign nationals by means of educational and cultural exchanges, and to stimulate international collaborative teaching, studying, and research efforts. The Exchange Visitor Program provides eligible foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

The Exchange Visitor Program promotes international interchange, mutual enrichment and linkages between research and educational institutions in the United States and those of other countries. The J-1 Exchange Visitor Program is organized into a number of different categories. The Kentucky State University, through the Office International Affairs (OIA), has been authorized for designation of Exchange Visitor Program to sponsor the following categories: student, professor, research scholar and short-term scholar.

The J-1 exchange visitor visa is a nonimmigrant visa, and participants in the J-1 Exchange Visitor Program are expected to return to their home countries when they complete their programs. Entry into the United States as a participant in the Exchange Visitor Program is granted with the understanding that participants will complete the objectives of a single program category. The minimum duration of any exchange program is three weeks, except for participants in the Short-Term Scholar category or those sponsored by the Federal Government. The maximum duration varies by category.

Things You Must Understand as a J-1 Exchange Visitor

In accepting a J-1 visa and entering the U.S., you obligate yourself to comply with the terms and conditions pursuant to this status and as stated on page 2 of your DS-2019 form. Please read your DS-2019 carefully.

Attached to this guide, you will find the statement with your Rights & Responsibilities. Please read each statement, sign and date at the bottom of the form and bring this form with you to your Check-In appointment in the Office International Affairs.

The J-1 Exchange Visitor Program is “category” specific. You are entering the U.S. in the Student, Professor, Research Scholar or Short-term Scholar category. You are not eligible to change the purpose of your visit or your category once you have entered the U.S. Each category has specific time limits, please read carefully the section about time limits.

You may be subject to the 2-year home residency requirement. Whether or not you are subject is determined at the U.S. Department of State’s Bureau of Educational and Cultural Affairs.

You are required to maintain health insurance for the entire duration of your DS-2019. This also applies to your dependents in J-2 status. The health insurance you purchase must meet certain standards. Please note that failure to maintain adequate health insurance for yourself and all dependents is considered a violation of the Exchange Visitor Program regulations, which will result in termination of your J-1 program and the visa status for the principal and dependents.

Family members who accompany you in J-2 status are automatically subject to any rule you, the J-1 principal, are subject to. Family members can apply for J-2 status if they are your lawful spouse or children (under the age of 21).

Key Terms

Sponsors

The U.S. Department of State designates sponsors to administer individual Exchange Visitor programs. Sponsors are U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations. They screen and select Exchange Visitors participating in their programs, provide them with pre-arrival information and an orientation, and monitor their activities. Sponsors offer Exchange Visitors cross-cultural activities that will expose them to American society, culture, and institutions. Exchange Visitors are encouraged to participate in activities that provide them with an opportunity to share their language, culture, and history with others.

Exchange Visitors

An Exchange Visitor is a foreign national selected by a sponsor to participate in an exchange program, and is issued a DS-2019 to apply for a J-1 visa. An accompanying spouse and any

unmarried children under 21 years of age may apply for J-2 visas, with the permission of your sponsor.

Responsible Officers

Sponsors appoint individuals as Responsible Officers and Alternate Responsible Officers to advise and assist Exchange Visitors. These officers have authority to issue the Certificate of Eligibility (DS-2019) to Exchange Visitors and communicate with the Department of State and the Department of Homeland Security on your behalf.

Rules and Regulations

You must understand and abide by the Exchange Visitor Program regulations, U.S. laws, and sponsor rules. Regular contact with your Responsible Officer will help you keep current of any changes, which may affect your J status.

Activities and Program Provisions

You will enter the United States in one program category and will be required to engage in that category and subject/field of activity listed on your DS-2019. You must comply with the specific program provisions of the regulations relating to your program category.

Maintenance of Status

You are required to have a valid and unexpired DS-2019. Sponsors may terminate an Exchange Visitor's program for violating U.S. laws, Exchange Visitor Program regulations, or the sponsor's rules governing their particular program.

Notification

You must inform your Responsible Officer if you change your address or telephone number, or complete or withdraw from your program early. Doing so assists your sponsor in reporting current information to the U.S. Department of State.

Program Descriptions: J-1 Categories, Duration of Stay, and Bars

J-1 Categories

The U.S. Department of State provides the following information. We include it in this guide according to the Department of State's requirements for J-1 Program Sponsors. The U.S. Department of State administers the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and

other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences. Kentucky State University has been designated by the U.S. Department of State to sponsor J-1 Exchange Visitors in the following four categories: Professor, Research Scholar, Short-term Scholar, and Students. The following rules governing these categories should be given consideration prior to participation:

College and University Student

For full course of study at an accredited institution. Duration of stay is limited to the length of the program of study. Foreign students have the opportunity to study at American degree-granting post-secondary accredited academic institutions, or participate in a student internship program that will fulfill the educational objectives of the student's degree program in his or her home country.

College/University Students must:

- Be financed directly or indirectly by the U.S. government, the government of their home country, an international organization of which the United States is a member by treaty or statute, or supported substantially by funding from any source other than personal or family funds;
- Be carried out according to an agreement between the U.S. government and a foreign government, or according to a written agreement between American and foreign educational institutions, an American educational institution and a foreign government or a state or local government in the United States and a foreign government; or Student is participating in a student internship program that will fulfill the educational objectives for the student's degree program in his or her home country; or
- Pursue a non-degree program, and must be enrolled full-time in a prescribed course of study. The maximum duration of a non-degree program is 24 months inclusive of academic training.

Professor and Research Scholar

Minimum of Master's degree with appropriate experience in the field is required. Minimum duration is 3 weeks; maximum is 5 years. The exchange of professors and research scholars promotes the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries.

The professor category is for a foreign national who enters the United State for the primary purpose of teaching, lecturing, observing or consulting at accredited post-secondary academic institutions, museums, libraries or similar types of institutions. A professor may also conduct research, unless disallowed by the sponsoring organization.

The Research Scholar is for a foreign national who enters the United States for the primary purpose of conducting research, observing or consulting in connection with research projects at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar may also teach or lecture, unless disallowed by the sponsor.

The research scholar or professor's appointment to a position shall be temporary, even if the position itself is permanent.

Incidental lectures or short-term consultations are permitted with the approval of the responsible officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date.

Professor and Research Scholars must:

- Not be a candidate for a tenure track position;
- Not have participated in and completed a professor or research scholar program within the last 24 month preceding the beginning date of their new program's commencement;
- Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:
 - The participant is currently in a professor or research scholar program and is transferring to another institution in the United States to continue their current J-1 program;
 - The participant's prior physical presence in the U.S. a J-visa program was less than six months in duration; and
 - The prior participation was as a short-term scholar.

Short-Term Scholar

Professors, research scholars and other individuals with similar education or accomplishments travel to the United States on a short-term visit to lecture, observe, consult, train or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited academic institutions or similar types of institutions. Participants collaborate on special research projects, teach a semester at a college or university, or lecture, consult or observe in a variety of settings in education and research in the United States. Minimum duration is 1 day; maximum is 6 months. No extension or change of category is possible.

Short-Term Scholars must: Be a professor or research scholar or someone with similar education and or experience.

Maximum Lengths of Stay

Maximum Stay

The category indicated in item 4 of your DS-2019 determines your maximum period of stay under your J-1 program. See the second page of the DS-2019, 1(c) "Limitations of Stay." Upon completion of your J-1 program, you are afforded a 30-day grace period to prepare for departure from the United States. You should not work or engage in other program activities during this period.

- 1) **Professor and Research Scholar:** maximum length of stay is 5 years, including any previous continuous time spent at other institutions. Once the scholar completes the J-1 program, regardless of her/his length of stay, the scholar may not obtain another J-1 Professor or Research Scholar category status for two years (refer to the two-year (24-month) bar on repeat participation).
- 2) **Short-Term Scholar:** maximum length of stay is 6 months, including any previous continuous time spent at other institutions.

Bar on Repeat Participation for J-1 Professor and Research Scholars

The "Bars" refer to the amount of time an Exchange Visitor must wait to start a new program after completing a prior J Exchange Visitor program as a Research Scholar or Professor. There are two types of bars:

12-Month Bar

USCIS regulation 22 CFR 63.20(d)(ii) established a "12-month bar" on beginning a new J-1 program as a Research Scholar or Professor for those persons who spent the previous year in the United States in any J status (J-1 or J-2). This bar does not apply to transfers from one institution to another, to persons who were Short-term Scholars, or to persons whose J program lasted less than six months.

24-Month Bar

USCIS regulation 22 CFR 62.20(i)(2) established a "24-month bar" on repeat participation as a Research Scholar or Professor for those persons who were present in the United States in J-1 Research Scholar/Professor Category on or after November 17, 2006. This means that all J-1 Professors or Research Scholars (not those in the Short-term Scholar category) will be barred from participation in the same category for two years from the end date of their programs. For example, a professor whose J-1 program is from September 1, 2008 – May 31, 2009, will not be able to return to the US as a J-1 Professor (or Research Scholar) until May 31, 2011.

The bar does not apply to transfers from one institution to another. These bars only prevent new programs as Research Scholars and Professors who have previously held J status. They do not prevent someone who has held J status from beginning a new program as a J-1 Student or Short-Term Scholar. Once the applicable 12-month or 24-month time period has lapsed, Exchange Visitors are again eligible to begin a program in any J category.

Two-Year Home Residence Requirement 212(e)

What is the 212(e) two-year home country physical presence requirement?

The 2-year home residency requirement called 212(e) applies to certain J-1 exchange visitors. If you are subject to the 212(e), the requirement should be noted on your visa or at the bottom of your DS-2019. You will be required to return to your home country at the end of your exchange visitor program and be physically present there for an aggregate of two years before being eligible to return to the United States in immigrant status (permanent resident/green card), H status (temporary workers and dependents), K (fiancé), or L status (intracompany transferees and dependents). Exchange Visitors subject to the two-year home country residence requirement are not eligible to change their nonimmigrant status in the U.S. from J to permanent residence or to any other nonimmigrant category except A (diplomatic) and G (international organization).

This requirement is different from the 12-month and 24-month repeat participation bars. Please read and understand section 1(a) on the second page of the enclosed DS-2019. This requirement is normally associated with government funding (from your country or the United States) and/or the U.S. Department of State skills list. To see if your country and skill results in this requirement, please check the skills list at: <https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor/exchange-visitor-skills-list.html>

How Do I Know If I Am Subject to the Two-Year Requirement?

Please note that only the Bureau of Educational and Cultural Affairs can determine with certainty whether or not you are subject to the requirement. Many exchange visitors are under the impression that this is decided when a consular officer stamps the visa or eligibility document (DS-2019) with a statement that the visitor is not subject to the requirement. However, this is only a preliminary determination by the consular officer. You may write to the Bureau of Educational and Cultural Affairs to request an “advisory opinion” on whether or not you are subject to the requirement if you are uncertain about your status.

Note: Former Exchange Visitors are eligible to return home and obtain a visa for all other nonimmigrant visa types, even if subject to the two-year residence requirement. Only lawful permanent residence, and H, K, and L visas are prohibited. Exchange Visitors subject to the two-

year residence requirement are eligible to leave the U.S. and apply for visas to return as tourists or F-1 students as long as they are otherwise eligible for those visas. The two-year home residence requirement should NOT be confused with the 24-month bar on repeat participation.

What are the 212(e) conditions?

Two-year Home-country Physical Presence Requirement Conditions - An exchange visitor is subject to the two year home country physical presence requirement if the following conditions exist:

- Government funded exchange program - The program in which the exchange visitor was participating was financed in whole or in part directly or indirectly by the U.S. government or the government of the exchange visitor's nationality or last residence;
- Graduate medical education or training - The exchange visitor entered the U.S. to receive graduate medical education or training;
- Specialized knowledge or skill: Skills List - The exchange visitor is a national or permanent resident of a country that has deemed the field of specialized knowledge or skill necessary to the development of the country, as shown on the Exchange Visitor Skills List. Review the Exchange Visitor Skills List 2009 found at <https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor/exchange-visitor-skills-list.html>

Note: If you are not subject to the 212(e) Two -Year Home Residence Requirement, you may be subject to the 24-month bar after completing a J-1 program as a Research Scholar or Professor.

Frequently Asked Questions

1. May I extend or transfer my program if I am subject to the 212(e) rule?
 - Persons with a two-year residence requirement are eligible for program transfers and extension of their J status up to the limits of time for their particular Exchange Visitor category.
2. I have J-2 dependents traveling with me. Are they subject to the 212(e) rule also?
 - If the principal J-1 Exchange Visitor is subject to the two-year residence requirement, dependents in J-2 status are subject as well.
3. Are my J-2 dependents required to live with me?
 - Yes.
4. May a waiver of the 212(e) rule be requested? How so?
 - An Exchange Visitor may request that the two-year home residence requirement be waived only on the following grounds:
 - Statement from the Exchange Visitor's home country that it has no objection to the waiver.

- Request for waiver made by an interested U.S. government agency.
- Interest of a state agency (only for alien physicians).
- Exceptional hardship to the U.S. citizen or permanent resident spouse or child of the Exchange Visitor.
- Fear of persecution on account of race, religion, or political opinion.

Obtaining DS-2019

The DS-2019 is the “certificate of eligibility” for J-1 status. All Exchange Visitors must have this document in order to receive a J-1 visa. All J-1 Exchange Visitors are issued DS-2019s by the Office of International Services at the sponsoring academic department’s request. J-1 students may receive their DS-2019 directly from the Office of International Affairs (OIA) upon official admission. Your spouse or children, if accompanying you, will also each need their own DS-2019 to obtain J-2 dependent status.

To process DS-2019, official evidence of recommended funding amounts must be available to cover the estimated living expenses in Frankfort. For J-1 scholar, the minimum amount of funds should be at least \$1,500 per month or \$18,000 per year including living expenses and health insurance. Additional funding of \$7,500 for spouse and \$4,500 for each child is needed if they would like to bring their dependents with them.

For J-1 students, official evidence of sufficient funding must be shown that they have the ability to cover their tuition and living expenses. International student tuition fee applies. The estimated cost is \$19,630/academic year (tuition \$11,550, estimated lodging \$3,340, meal plan \$3,350, insurance \$390, miscellaneous \$1,000). Additional funding of \$7,500 for spouse and \$4,500 for each child is needed if they would like to bring their dependents with them. The funding may be from multiple sources, including KSU, the visitor’s home government, the visitor’s home university, personal sources, and private organizations.

Your DS-2019 is an important document for your J-1 status issued by Kentucky State University, which allows you to apply for a J-1 visa if you are outside the U.S, apply for J-1 status within the U.S., enter and reenter the U.S. in J-1 status, and prove your eligibility for various J-1 benefits. The DS-2019 indicates the institution in which you are permitted to study, your program of study, and the dates of eligibility. When you receive your DS-2019, please read it carefully and make sure all information is accurate and consistent.

Note your SEVIS number in the top right corner—the 10-digit number beginning with the letter “N.” SEVIS stands for the *Student and Exchange Visitor Information System*, which is an online

database that keeps individual records for every student in J-1 status. The DS-2019 is a printout from your electronic record. Never throw away a DS-2019. A sample DS-2019 Form is enclosed.

IMPORTANT: Be sure to read all the information on page 2 of your DS-2019; sign and date your name at bottom of your DS-2019.

Applying for a J-1/J-2 Visa

A valid J-1 visa is required for entry to the United States on the Exchange Visitor Program. Visa procedures vary slightly from one U.S. embassy or consulate to another. Before you apply for your visa, check with the U.S. embassy or consulate where you plan to apply to learn about their specific procedures and policies regarding J-1 visa applications as well as to determine exactly what supporting documentation is required. For information on processing times and procedures, visit the U.S. Department of State at <https://travel.state.gov/content/travel/en/us-visas/study/exchange.html>

NOTE: A personal interview is required, which needs to be arranged in advance, so you will need to schedule your appointment as soon as possible. Be aware that there could also be substantial delays due to security checks, so please plan your travel arrangements accordingly.

Steps to apply for a J-1 visa:

1. Read your DS-2019 carefully to ensure the information is correct.
2. Obtain a passport if you do not have one. Make sure it is valid 6 months into the future after the date of your arrival.
3. Pay SEVIS fee (\$220) with Form I-901. <https://www.fmjfee.com/i901fee/>
4. Apply for the J-1 visa with the nearest U.S. Consulate/Embassy.
5. Review the health insurance requirements for you and dependents that are traveling to the U.S

J-2 Dependent Family Members

Spouses and unmarried children under 21 may apply for J-2 visas to accompany J-1 scholars to the U.S. All requests for J-2 visa sponsorship for dependents must come from your sponsoring department. If you have already requested J-2 visa sponsorship for a dependent, then her/his DS-2019 form is included with your packet. You must be able to show an additional funds of \$625/month plus health insurance (or funds for it) for a spouse and \$375/month plus health insurance (or funds for it) for a child. Once in the U.S., eligible individuals in J-2 status are permitted to apply for work permission from the U.S. Citizenship and Immigration Services

(USCIS). Work permission takes approximately 2-3 months to obtain, and it requires a fee to USCIS.

TOURIST VISA (B-2) OR VISA WAIVER PROGRAM FOR FAMILY MEMBERS - The B-2 visa currently allows a visit of up to 6 months. The Visa Waiver Program (VWP) allows a maximum visit of 90 days. If your dependent has no plans to work, the B-2 or the Visa Waiver Program is a fine option for visiting you in the U.S. (To determine eligibility for the VWP, visit <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/travel-without-a-visa.html>)

The following is generally required for the consular for J-1/J-2 visa application:

- Signed DS-2019(s) ~ A separate DS-2019 form is required for each visa applicant. Each J visa applicant should sign his/her own DS-2019, with the exception of children under age 14 (the J-1 parent should sign in this instance). The DS-2019(s) will be returned to you to present at the U.S. port of entry. Check your documents; make sure you check the form DS-2019 carefully to ensure the information is correct. If you believe there is an error, please contact OIA directly (eric.yang@ksu.edu).
- Receipt showing payment of the \$220 SEVIS fee (J-1 only). Make sure to print the confirmation of payment of this fee; you will need this for your visa application. For more information and how to pay, please visit: <https://www.fmjfee.com/i901fee/>. The fee is non-refundable, even if the visa application is denied. Important: if you do not pay the SEVIS I-901 fee, then the U.S. Department of State will deny your visa application.
- Payment of the visa application fee, and appropriate visa application forms (see www.usembassy.gov) for each visa applicant. Family members (J-2 status) will have to apply for their own visa and pay applicable visa fees. They do not have to pay the SEVIS fee as your fee covers the entire family. Passport(s) valid for at least 6 months into the future, for each visa applicant.
- Proof of ties to your home country ~ Consult the website of your local U.S. Consulate/Embassy for suggestions.
- Proof of financial support - You must be able to verify the total funds indicated on the DS-2019 with a personal bank statement and/or a sponsor's official statement of support. If you are receiving payment from KSU, you may request a letter from the inviting department that specifies your position and salary.
- Two U.S. Passport-size Photos (often required ~ check with U.S. Consulate), for each visa applicant.
- J-1 Invitation letter from the sponsoring department at Kentucky State University (recommended).
- Evidence of J-2 relationship to the J-1 applicant (e.g. marriage or birth certificate).

If your visa is granted, the consular officer will place a visa stamp in your passport. If you receive a multiple entry visa, you may use it to re-enter the United States as often as you like up to the date of its expiration as long as you have a valid DS-2019 Form.

Student and Exchange Visitor Information System (SEVIS) FEE

The Student and Exchange Visitor Information System (SEVIS) is a U.S. government database designed to monitor the arrival, continuing status, and departure of F, J, and M visa holders. All U.S. educational institutions sponsoring international students and scholars are required by law to be enrolled in SEVIS. The database contains records of all J-1 scholars and J-2 family members. SEVIS is available to the Department of Homeland Security as well as to U.S. embassies and consular posts worldwide, and is used to determine a J-1 or J-2 Exchange Visitor's eligibility to enter the U.S. or to obtain immigration benefits such as work permission, extensions, and transfers, while in the U.S. The current fee for exchange visitors (J-1) is \$220.

Who Must Pay the SEVIS Fee?

1. Students & Scholars seeking an F-1 or J-1 visa from a U.S. consulate abroad for initial attendance at a U.S. school.
2. Students seeking a J-1 visa from a U.S. consulate abroad to commence participation in a J-1 Exchange Visitor Program.
3. Persons applying for a change of status to F-1 or J-1.
4. Canadian nationals are exempt from the J-1 Visa requirement. However, they must pay the \$220 SEVIS fee before going to the U.S. port of entry. The fee CANNOT be paid at the port of entry.
6. J-1 students applying for a change of program category within the U.S.
7. J-1 students transferring from fee-exempt Federal Government sponsored programs (such as Fulbright) to other J-1 programs.
8. J-1 students transferring from reduced-fee J-1 programs to full-fee J-1 programs.
9. J-1 students applying for reinstatement

Who Does Not Pay the SEVIS Fee?

1. J-2 dependents
2. J-1 students and J-1 scholars who are seeking an extension or transfer
3. J-1 students and J-1 scholars who have previously paid the fee and are applying for a visa to return to the U.S. as continuing students in the same course of study
4. J-1 students and J-1 scholars who have paid the fee but have been denied a visa who are reapplying for the same visa within 12 months

5. Persons who have paid the SEVIS fee but have been denied a change of status to J-1 and who are reapplying for the same status within 12 months after being granted a motion to reopen the case
6. J-1 participants in fee-exempt Federal Government-sponsored programs (such as Fulbright)

You must have a DHS fee receipt before applying for a visa or change of status. Third parties may pay the fee on behalf of the student or scholar.

To Pay Online:

- Complete form I-901 online at www.fmjfee.com. Be sure to write your name and other information exactly as it appears on your DS-2019 form.
- Pay the fee using Visa, MasterCard or American Express.
- Print a copy of the online receipt. You cannot return to the screen that asks you if you would like to print a receipt so it is important to print the receipt as soon as possible.
- Make a copy of your receipt, and keep it with your other important immigration documents, including the second receipt of the I-901 that you will receive in the mail.

To insure that your record in SEVIS is accurate and up to date please be sure to:

- Report with Office of International Affairs (OIA) within 10 days of arrival.
- Provide a local U.S. address and phone number, even if only temporary (J-1 federal regulations require OIA to report the arrival of exchange visitors in SEVIS within 30 days of the begin date on the DS-2019 form).
- Notify OIA of any local address change within 10 days of moving;
- Inform OIA of your departure from Frankfort should you leave earlier than 30 days from the end date of your DS-2019 form.

Maintaining Health Insurance Coverage

Both the U.S. Department of State (DoS) and Kentucky State University require J-1 Exchange Visitors and any dependents to have medical insurance coverage during their entire stay in the U.S. The Department of State has established guidelines for minimum coverage a J-1 and any dependents need to have. Your health insurance policy must meet the following minimum coverages:

- \$50,000 per sickness, accidents, or maternity (pregnancy, pre-natal, and birth)
- \$10,000 for medical evacuation
- \$7,500 for repatriation of remains to your home country in case of death
- A deductible not to exceed \$500 per accident/illness

If you qualify for employee benefits (including health insurance) please note that you must purchase supplemental insurance to cover medical evacuation and repatriation. If you are a self-funded J-1 scholar, you must purchase health insurance on your own and provide proof to the Office of International Affairs (OIA).

Self-Funded J-1 Exchange Visitors

If you are a self-funded J-1 scholar, you must purchase health insurance on your own and provide proof to OIA. For your convenience, the International Affairs website provides a list of US insurance carriers with insurance plans that meet the requirements for J-1 scholars and J-2 dependents: <http://nafsa.org/resourcelibrary/default.aspx?id=8823>. OIA recommends ISO International Student Insurance (<https://www.isoa.org/>) or ISI International student Insurance (<https://www.internationalstudentinsurance.com/>). OIA staff and HR specialist will help you go over and select the best plan for you, if you choose to purchase your health insurance right after your arrival. However, it highly recommended that all scholars and their dependents purchase health insurance coverage before traveling to the United States and that your health insurance coverage is active prior to your travelling.

J-1 Full-time KSU Employees

Exchange Visitors, who will be employed full-time and paid by the University, may enroll in the university medical insurance plan. Human Resources will go over these plans with you and help you select the best plan for you.

KSU's Employee health insurance plans meet all federal requirements except payment for repatriation and medical evacuation. Therefore, all J-1 exchange visitors and J-2 dependents with KSU Employee health insurance must purchase a supplemental policy that will bring their full health coverage up to minimum federal requirements.

Dependent Insurance for J-1 Employed Full Time by KSU

All dependents of exchange visitors must be insured throughout the entire program of the Exchange Visitor. If the program is longer than one semester, insurance must be purchased at least until the end of the academic semester and renewed prior to the expiration date.

If the J-1 is a paid university employee, the Exchange Visitor may pay to have the J-2 added to their employee insurance. If the J-1 is not a paid university employee, the EV is responsible for purchasing the J-2 health insurance.

NOTES:

- It is recommended that all scholars and their dependents purchase health insurance coverage before traveling to the United States.
- It is recommended that your health insurance coverage is active prior to your travelling.
- Not all providers offer insurance coverage for pregnancy and maternity. For those that do, the pregnancy cannot be a pre-existing condition at the time of application.
- In addition, not all plans cover dependents, and in some cases, the J-1 must be enrolled in the health insurance plan for the J-2 to be eligible.

Please note that failure to maintain adequate health insurance for the principal and dependents throughout the duration of your DS-2019 is considered a violation of the Exchange Visitor Program regulations, which will result in termination from the program.

Important Medical Terms

When determining which insurance plan to purchase, here are a few important terms to understand:

- HMO: A “Health Maintenance Organization” functions as your health care network. If your insurance is an HMO, you will need to go to a certain network of doctors, hospitals, pharmacies, specialists, etc. to have your expenses covered by your insurance (this is called “in-network”)-
- In-network vs. Out of Network Providers: In- network care is significantly cheaper than out of network care. Insurance companies have negotiated prices with health care providers that are in their network. If you must use an out of network doctor or provider, note the different deductible, out of pocket maximums, and costs for services.
- Deductible: A deductible is the amount you must pay for your health care before your insurance provider begins to pay.
- Co-Pay(ment): Amount you are responsible for every time you get medical care. Note that this cost may vary depending on the type of doctor.
- Primary Care Provider: Some insurance plans require you to select a primary care provider (doctor) that will be the main health care provider. PCP’s normally have a lower co-pay and will write referrals if you need care not provided in their practice.

Entering the United States

IMPORTANT: You should enter the U.S. no more than 30 days prior to the start date on your DS-2019 Form. If you are unable to enter the U.S. within 7 days after the start date on your DS-2019, you should notify your department at KSU and the Office of International Affairs (OIA) of your expected arrival date.

Once you have obtained the J-1 visa, you will be able to enter the United States in J-1 status. As you arrive in the U.S., you will present the following documents to the U.S. Customs and Border Protection (CBP) Officer at the U.S. port of entry:

- Passport(s) containing a valid J-1 visa (or J-2 visas for accompanying family members).
- Signed DS-2019(s) for you and any accompanying family members.
- Proof of financial support (same as the document presented at the U.S. Embassy or Consulate) and invitation letter from the sponsoring department at Kentucky State University.
- Official admission/offer letter

Important! Please put all these documents (passport and DS-2019) in your carry-on luggage, not your checked suitcase. In addition, we recommend that you make copies of all of these documents and place the copies in your checked luggage.

The officer should return the following:

- Passport(s) with entry stamp: Please check that the entry stamp has the notation “J-1 D/S” or “J-2 D/S” (D/S stands for “duration of status). If you notice a discrepancy, please be sure to address it with the CBP officer immediately as it may be difficult to correct later.
- Stamped Ds-2019s for you and any accompanying family members.
- Any of other documents that you provided.

Money

- Amount brought with you should be enough to cover at least one month’s expenses, as well as any necessary items such as cellular phone, etc.
- You can bring the money in the form of/via:
 - Cash
 - Wire transfer
 - Traveler's checks
 - Credit card(s) accepted in the U.S.

I-94 RECORDS

Under the current system, your I-94 entry record will be available to you by accessing the following website online: www.cbp.gov/i94. Occasionally, a paper I-94 is issued at the U.S. Port of Entry. You will use your passport information to look up the I-94 record. The record should have the date of your recent arrival. The record should indicate “J-1 D/S” or “J-2 D/S”.

CANADIAN NATIONALS

Canadian nationals are not required to obtain a visa stamp from the U.S. Embassy or Consulate. However, they must present the enclosed DS-2019, SEVIS fee receipt, and a Canadian passport at the U.S. port of entry in order to be admitted in J-1 status for D/S (duration of stay). If you are a Canadian Landed Immigrant, please check with the nearest U.S. Consulate about whether or not you require a J-1 visa stamp, as requirements vary depending on country of citizenship.

Arrival Notification

Airport Pickup Services

Kentucky State University will try to accommodate transportation needs from the Blue Grass Airport (LEX) in Lexington and Louisville **Muhammad Ali** International Airport (SDF) in Louisville. To schedule a pick up appointment, please send an e-mail to eric.yang@kysu.edu

Mandated Check-In

Check-In is a federally mandated process that requires every international visiting student/scholar to report to the Office of International Affairs (OIA) and have their immigration documents reviewed. Check-In should be completed as soon as possible after arrival to the United States. Please refer to the enclosed *Mandated Check-In Form*.

In order for Kentucky State University to validate your arrival in the SEVIS database, you must register in person to OIA immediately upon your arrival at KSU. We must also enter your local U.S. address (even if it is temporary) in SEVIS at that time. Please bring your immigration documents with you when you come to OIA to check in. Inform your inviting department that you have arrived safely. Attend the mandatory J-1 Exchange Visitor Orientation.

Arrival Checklist

- ___ Attend J-1 Mandatory Orientation at OIA. Once you have completed the mandatory orientation, your SEVIS record will be validated within three days.

- ___ Schedule an appointment to purchase insurance with OIA if you have not already purchased your own. In case you have not purchased insurance coverage for yourself and your J-2 dependents, please schedule an appointment.
- ___ J-1 students. Register for classes if you have not been able to do so prior to your arrival.
- ___ Get your KSU Campus ID card in in Academic Service Building. This is your campus identification card.
- ___ Report your local U.S. address to OIA. Address changes must be reported within 10 days of any move.
- ___ Make banking arrangements. Exchange Visitors are eligible to create a bank account even without a social security number at certain banks.
- ___ Apply for a Social Security Number (SSN). An SSN is required if you are paid by KSU. OIA can help assist with this process.

Mandatory J-1 Exchange Visitor Orientation

Overview

We recommend that you arrive before the start of the Orientation Program in order to find housing and become acquainted with KSU. The U.S. Department of State requires us, as your program sponsor, to provide you with an orientation program. After you attend the orientation, International Affairs will validate your arrival in the Student and Exchange Visitor Information System (SEVIS) database. This validation notifies the Department of Homeland Security that you have arrived and begun your J-1 exchange visitor program and changes your SEVIS record to “ACTIVE” status.

What to Bring

You will need to bring the following documents to your orientation session for you and any accompanying J-2 dependents:

- Passport(s)
- I-94 Arrival/Departure Record records(s)
- DS-2019(s)
- Proof of insurance
- Local U.S. Address
- Emergency Contact information
- Local Frankfort phone number or the number of your hosting department at Kentucky State University.

Topics Covered at Orientation

- Maintaining immigration status
- Medical and evacuation/repatriation insurance, and University Health Services
- Employment
- Finance and banking concerns
- Security and safety
- Obtaining a Kentucky Driver's License and Tips for Safe Driving, University ID, Social Security Number (SSN)
- Travel procedures
- Intercultural programs and activities
- Understanding American life and customs
- Local transportation and shopping options to consider
- Services provided by KSU/OIA

IMPORTANT: Orientation is mandatory and a part of your J-1 visa requirement. Failure to attend orientation and have your SEVIS record validated may result in future immigration complications as well as problems obtaining a Social Security Number.

Your J-2 dependent family members are welcome to attend the orientation with you if space permits; however, the J-1 Visitor is the only one who is required to attend. If your family members do not accompany you to orientation, please remember to bring their documents and insurance for verification.

Maintaining Legal Status

Overview

In order to maintain your legal status as a J-1 faculty or staff member you must:

- Have a valid I-94 and a valid and current DS-2019 form at all times
- Have a valid passport (as well as all of your dependents, if applicable)
 - To extend your passport, you will need to contact your home country embassy or consulate for the procedures that you must follow. Be sure to contact your embassy at least 6 months prior to the expiration of your passport to ensure timely processing.
- Maintain adequate health insurance coverage for yourself and your dependents as required by federal regulations
- Pursue the activity described in item #4 on your DS-2019 form
- Only engage in employment in the department or office for which your program has been

- approved
- File timely and appropriate transfer and extension notifications through International Affairs.
- If any university courses are taken, they must only be part-time, non-degree courses
- File US tax returns (due every April)

Reporting Your Local Address

After your arrival to the United States, you must report your local address with OIA. You must also update your address within ten (10) days each time you move. Updating your address is an essential part of immigration compliance. Failure to report your address results in your immigration status canceling or terminating.

Extension of Stay

A scholar must always maintain a valid Form DS-2019 during stay in the US. The ending date in item #3 on the Form DS-2019 is the expiration date. If eligible to continue in the program beyond the date in item #3, a scholar will need to submit a completed Visiting Staff Request for a program extension.

The extension may be processed 90 days before the completion date on the current Form DS-2019 but no later than the completion date. If an extension is not needed, a J-1 scholar then has a 30-day grace period after the completion date to depart the US.

Any extension request must remain within the time limit for the J-1 scholar's category. The category is listed on the DS-2019 in item #4. Professors and Research Scholars have a 5-year window in which to pursue their activity. For Short-Term Scholars, the time window is six (6) months. These are continuous periods of time, not aggregate amounts of time (like starting a countdown that cannot be stopped).

In order to request an extension, a J-1 scholar requires the following:

- Passport
- Form I-94
- Current Form DS-2019
- DS-2019s and passports for any and all dependents, if applicable
- J scholar extension form
- Original financial support document dated within the last six months.
 - Minimum required funding for an extension:
 - ✓ \$1,500/month for the scholar
 - ✓ \$625/month for a spouse

- ✓ \$375/month for each child
- Proof of health insurance coverage for the duration of the proposed extension
- If participating in Academic Training, an offer letter (for financial purposes)

Be sure to notify OIA if you have completed your program or are withdrawing from your program early.

Caution: Extension of stay in the United States is the scholar's responsibility. By forgetting a deadline and applying late, a scholar risks denial. Please be certain to apply in timely fashion if needing to extend.

Transfers

Transfers from one J-1 program to another must be initiated with the current program sponsor listed on your DS-2019. Students should complete the SEVIS Transfer Release Form. Scholars should contact OIA as early as possible to determine transfer eligibility and procedures.

Change of Program Category

J-1 Exchange Visitors may rarely change from one J category to another. Please contact OIA as early as possible to determine eligibility and procedures.

Off-Campus Consultations and Lectures

The Department of State (DoS) allows for occasional lectures and consultations that are incidental to the J-1 professor, research scholar or short-term scholar's objective at Kentucky State University. Wages and remuneration are allowed if the following criteria and procedures are satisfied:

Criteria

The occasional lectures or short-term consultations shall:

- Be directly related to the objectives of the J-1 scholar's program
 - ✓ Be incidental to the objective of the stay at Kentucky State University (not delaying the completion of the J-1 scholar's program).
- Be for a period for 30 days or less

OIA Authorization Letters

A J-1 scholar must request an authorization letter from OIA prior to engaging in lectures or consultations. This request can be made by emailing eric.yang@kysu.edu or calling (502) 597-6327 and speaking with the Director of International Affairs.

The letter will be printed on official University letterhead, be signed by an authorized representative in International Affairs, and set forth the terms and conditions of the proposed lecture or consultation offer by providing the following:

- proposed start and end dates
- field or subject
- amount of compensation
- description of the activity

A second letter, from the head of the scholar's academic department at Kentucky State University, will:

- support the proposed activity
- indicate that this activity is related to the original objective of the J-1 scholar's visit to Kentucky State University

Once you have this documentation, bring it to a meeting with International Affairs.

The 30-Day Grace Period

Exchange visitors must depart the US within 30 days of the expiration of the DS-2019 or the completion of the program, whichever is earlier.

The 24-Month Bar

Research Scholars and Professors are prohibited from returning to the US for 24 months in either of these categories once they have completed their program as listed on the DS-2019 or sooner. A J-1 scholar preparing for departure should meet with International Affairs before leaving to discuss his/her plans and how this rule affects him/her.

Employment

Authorized Employment

As a J-1 Exchange Visitor, you are eligible for employment at KSU, but only in the field specified on the DS-2019. Unauthorized employment may result in a violation of immigration regulations and loss of valid J-1 status.

Long-term employment may require a change of immigration status for continued employment eligibility. Please consult International Affairs (OIA) regarding any changes in your official title, salary or department to be certain that you are authorized to engage in such employment under your current J-1 status. J-1 status is not appropriate for tenured or tenure-track positions.

Incidental Employment outside KSU for J-1 Professor and Scholars

It is possible for exchange visitors to obtain permission for incidental employment such as short-term consultations, lectures, or part-time teaching, at another institution during the time that they are at Kentucky State University. Such employment must be directly related to your exchange visitor program objective, incidental to your primary program activities, and not delay the completion of your program at KSU. Further, it must be approved by your sponsoring department and authorized in writing by your program sponsor OIA (Office of International Affairs) in advance of the work beginning. No other concurrent types of employment are permitted for J-1 scholars.

Employment for J-1 Exchange Students

On-Campus Employment:

J-1 Exchange Visitors in the Student program are eligible for any on-campus employment as long as the following conditions are met:

- Remain in good academic standing.
- Continue to engage in a full course of study.
- Limit employment to no more than 20 hours per week while classes are in session and full time per week over summer break or when there are no classes.

Academic Training:

J-1 Exchange Visitors in the Student Program are eligible for Academic Training as long as the following requirements are met:

- Purpose in the U.S. is to study; not to work.
- Work is directly related to field of study.
- Maintain health insurance.
- Written permission from OIA.

Other requirements for Academic Training include:

- Academic Training employment may not exceed the period of full course of study or 18 months, whichever is shorter. Students completing a doctoral degree are allowed a maximum of 36 months Academic Training. Part-time Academic Training counts against the amount of full-time employment available. For example, if you are eligible for 12 months of Academic Training and use 6 months as part-time Academic Training during your program, you will only have 6 months full-time Academic Training after your program.
- Earning more than one degree does not increase your eligibility for Academic Training.

- To obtain authorization for Academic Training, download the Academic Training form from International Affairs website and submit the complete form, along with a letter from employer (on letterhead) stating the following to ISS:
 - Job title.
 - Brief description of goals and objectives of employment.
 - Dates and location of employment.
 - Number of hours per week.
 - Name and address of training supervisor.

The Academic Training form requires a section to be completed by your advisor before submitting to OIA. Once received, the OIA will issue a new DS-2019 within 5 business days. You may NOT work without this authorization and must be requested at least two weeks before graduation.

Travel

Travel within the United States Once within the United States, you are allowed to travel in the country. If you are traveling outside of Frankfort, you should take your original passport, DS-2019 and I-94 record.

Travel outside the United States When traveling outside the United States, J-1 scholars (and their J-2 dependents, if applicable) must have in their possession the proper documents to return to the US to resume their activities. These documents are:

- Passport valid at least six months beyond the date of US re-entry
- Valid J visa stamp in passport
- Form DS-2019 authorized for travel by an RO or an ARO within the last 12 months

If one or more of the above documents are not valid, call OIA at (502) 597-6327 or stop in during walk-in hours to meet with International Affairs staff.

When meeting with OIA, be sure to bring your passport, I-94 card, and current Form DS-2019. Other documents may be helpful in confirming the right to re-enter the US, especially proof of financial support as listed on the DS-2019 or a letter from the department confirming the appointment/invitation to Kentucky State University.

In order to re-enter the U.S. in J-1/J-2 status you must have your DS-2019 endorsed by KSU's responsible officer or alternate responsible officer. It is your responsibility to keep your endorsed DS-2019 with your passport at all times. If your endorsement dates have expired, you must contact the OIA prior to your departure for re-endorsement. Failure to do so will certainly delay your

timely return to the U.S. Since 9/11, it has become increasingly difficult to obtain a new visa or revalidate your visa outside of your home country. We recommend that all revalidations be completed at the consular office in your home country.

If a J-1 scholar has a travel endorsement in the “Travel Validation by Responsible Officer” in the lower right corner of their DS-2019, that endorsement is valid for a one year period from the date that it has been signed or until the expiration date of the DS-2019, whichever comes first. The expiration date is given in item #3 of the DS-2019. There are a few exceptions to the validity of this one-year endorsement (signature):

- On the date that a J-1 scholar completes his/her program, the endorsement is no longer valid. This date may be the date a scholar terminates the employment or program within the inviting department.
- If the visa stamp in his/her passport has expired, the J-1 scholar will need to visit OIA at least two weeks prior to departure date, have his/her DS-2019 endorsed for travel, and request instructions on how to apply for a re-entry visa at a US Embassy or Consulate abroad.
- If the department terminates the scholar’s program, the DS-2019 is no longer valid. It is imperative that such scholars talk with an advisor in OIA concerning their nonimmigrant status. If the scholar travels outside of the US under this or the aforementioned circumstances, that scholar cannot use the endorsed DS-2019 to re-enter the US; the scholar will be denied legal entry to the US.
- If a scholar is outside of the US for over 30 days for personal reasons, the DS-2019 will no longer be valid for re-entry according to the Department of State (DOS). If a scholar is outside the US for more than 30 days for other than personal reasons, such as awaiting visa approval or working on a collaborative project between Kentucky State University and the scholar's home institution, OIA will need written confirmation for such situations to document the continuation of J-1 status in the US while the scholar is overseas.

You may find that the validity dates of the visa stamp in your passport may be shorter than the validity dates of your DS-2019. This is not unusual. Once you have entered the U.S. with a valid visa, you are permitted to stay (even if your visa stamp has expired) for as long as is authorized on your DS-2019. This is because the visa stamp is simply an entry permit; once in, your stay is governed by the dates on the DS-2019. If your visa stamp expires or if you use all the entries permitted you will have to obtain a new visa on your next trip outside the U.S. This can take several weeks or even months depending on your citizenship and academic field, so make sure you have allowed sufficient time to get a new visa stamp while you are out of the U.S.

If you are traveling to a country that is not your country of citizenship, please consult that country's consulate to determine if you require an entry visa. For a list of foreign consulates in the United States, see <http://www.state.gov/s/cpr/rls/fco>

Ready to travel? Here is the optional transportation for reference:

Bus: The nearest bus station is located at Walmart in Frankfort KY: 301 Leonardwood Dr. Please visit <https://www.busbud.com/en/wal-mart-frankfort-bus-stop/s/12866> for bus schedule and ticket information.

Air Travel: The nearest major airport is in Lexington, Kentucky: Blue Grass Airport. The code is LEX. Their phone number is +1(859)425-3100. The International Affairs Office provides transportation to and from the airport on scheduled dates.

There are many websites you can visit to reserve airline tickets as well as hotels, rental cars, etc. as you travel in the U.S. or internationally. Here are a few commonly used students:

- Cheap Tickets: <http://www.cheaptickets.com>
- Expedia: <http://www.expedia.com>
- Orbitz: <http://www.orbitz.com>
- Travel For Less: <http://www.travelforless.com>
- Travelocity: <http://www.travelocity.com>
- 携程: <https://flights.ctrip.com/>

J-1 Visa Renewal

If your J-1 visa has expired and you wish to travel internationally, you must renew your expired visa at a U.S. Consulate or Embassy before you return to the United States. Processing times vary greatly among the different consulates, so please plan accordingly. To check current visa interview and processing times at a specific U.S. Consulate, consult the Department of State's website <https://travel.state.gov/content/travel/en.html>. Please note that the wait times listed do not include any delays that may occur as a result of background or security checks.

Automatic Visa Revalidation (Avr)

Travel with an expired visa using Automatic Visa Revalidation (AVR) is permitted when you travel to a contiguous territory (Canada, Mexico, and certain Caribbean Islands) for 30 days or less and do not apply for a U.S. visa during your travel. To use AVR, you MUST keep your original I-94 record when you depart the United States. Do not surrender it to the airline or immigration official, as it is required for your re-entry to the United States. You will need to present the following documents in order to re-enter the United States using AVR:

- Passport
- Expired J-1 visa stamp
- DS-2019 signed for travel within the last 12 months
- I-94 record

U.S. Social Security Number (SSN)

If you are employed by the university, you must obtain a Social Security Number (SSN) from the Social Security Administration (SSA) office in order to receive payment. Before you can apply for the number at the Social Security Administration, you need to register with the Office of International Affairs (OIA) and HR in Academic Service Building, so we can validate your arrival in SEVIS. If you are not receiving wages in the U.S., you will not be eligible to apply for a social security number. If you have ever had a social security number before in the U.S., then it is valid for life. Further details will be discussed during Mandatory Orientation.

If you are not employed by the university, you are still eligible to apply for an SSN if you are in one of these visa categories: J-1 Short-term Scholar; J-1 Research Scholar; J-1 Professor; or J-2 Dependent with valid Employment Authorization Document (EAD). Please note that J-1 Students must obtain permission from the Responsible Officer to be employed on campus.

Steps to Obtain a Social Security Number

1. Wait 10 days from the date you entered the United States or the start date of your DS-2019, whichever is later. This time is needed for your immigration information to appear in government databases.
2. Wait three days after attending the J-1 Exchange Visitor Orientation at OIA. This time will allow your SEVIS record to be validated. Please note that the SSA will not issue a SSN until your SEVIS record has been validated.
3. Present the following documents in person at the SSA Office:
 - Completed SSN Application <http://www.ssa.gov/online/ss-5.pdf>
 - Passport
 - I-94 record
 - DS-2019
 - Appointment or Visiting Scholar Letter from your hosting department (if applicable)
 - Employment Verification Letter from the hiring department or office (for J-1 Student)
4. The SSA office will issue a receipt for your application. You should receive your new Social Security card in the mail within 14 business days. Be sure to include a reliable mailing

address on your SSN application. Once an SSN has been issued to you, the same number will be valid indefinitely. If you are paid by KSU, you will need to take your SSN to the Payroll Office in Academic Service Building.

Kentucky Driver's License and Safe Driving

Kentucky Driver's License

All non-U.S. citizens may drive in the U.S. on their valid foreign license and International Permit for up to one year from the date of admission into the U.S. provided their home country is part of the Foreign License Reciprocity. Drivers from non-Foreign License Reciprocity Countries must obtain a Kentucky license within 30 days of establishing residency in Kentucky.

All non-U.S. citizens applying for a first time Kentucky permit/license are required to take the written, vision, and road tests. This includes transfer drivers holding a valid license from another state or country. Drivers holding a valid out of state license, or a valid license from a foreign reciprocity country, will not be required to hold a permit. Non-U.S. citizens already licensed in Kentucky are not required to retest, but they must be approved by Division of Driver Licensing. Permanent Residents with a valid license from a foreign reciprocity country will only be required to take the written/vision exam. Otherwise, all testing is required. For more information, please visit <https://drive.ky.gov/driver-licensing/Pages/Non-US-Citizens.aspx>.

The regional office in Frankfort:

Kentucky Transportation Cabinet
Division of Driver Licensing
200 Mero Street 2nd Floor
Frankfort, KY 40622
Phone: (502) 564-1257
Office hours: 8:00 am – 3:30 pm

You must bring the following to the Office:

- Completed application form (TC 94-152)
- Letter from OIA or a DSO stating that you are student in good standing at KSU
- Valid passport
- U.S. visa
- Current I-20 or DS-2019
- I-94
- Social Security Card or Ineligibility Letter from Social Security Administration
- INS School Compliance Form (TC 94-159, Rev 10/18) must be dated within the last 30 days

- Proof of address within the last 30 days.

Safe Driving

You should always have valid photo ID (driver's license) with you when you drive. You must buckle your seatbelt when you drive and must be securely belted in to a car when it's moving. Watch the signs and follow the traffic regulations and instructions. For example,

- Watch out for four way intersections where all cars must stop. The car which got to the intersection first may go, followed by the next cars to arrive.
- You cannot overtake a school bus if red lights are flashing on it.
- Undertaking is not illegal in America so watch out for this. It makes signaling before changing lanes all the more important.
- If you are stopped by a police officer, stay in your car until the she/he arrives at the window and keep your hands visible at all times

A police officer may stop you for many and various reasons. As soon as you see flashing lights in your rearview mirror or hear the car's siren, you need to turn on your four-way emergency flashers, pull over and find a safe spot to park your car. You may feel confused, afraid, and nervous if you are stopped by a police officer.

- Immediately roll down your window
- If you are stopped by an unmarked police car, wait until the officer gets out of the car and you see her/his credentials, then roll down your window
- Be patient and wait for the officer to arrive at your window
- Stay calm and stay in your car and keep your hands visible at all times.
- Do NOT reach for anything unless otherwise the officer asks you to.
- Do NOT get out of the car unless otherwise told to do so.
- Follow her/his instruction.
- Do NOT argue or beg, but respect and answer her/his questions honestly.
- Present all documents of officer requires, e.g. driver's license, car insurance and registration.

Tax Information

As in most countries, the tax laws in the United States are very complicated. Tax treaty benefits, Social Security taxes, and filing requirements depend on your visa status, the purpose of your visit, the number of days you will be in the United States, and the history of prior visits.

Federal, State and Local Taxes: Generally, your earnings are subject to applicable federal, state and local taxes, and employers are required by law to withhold these taxes from your paycheck. By April 15 of each year, you must file an income tax return with the federal and state governments covering the prior calendar year to determine whether you owe more taxes or are eligible for a refund. It is your responsibility to complete and mail your tax return by the April 15th deadline, even if you are no longer in the United States. If KSU pays you, Payroll Services will issue your payment and tax summary to you (Form W-2 and/or Form 1042-S) for tax filing purposes. Failure to file a correct federal income tax return and filing a fraudulent federal income tax return are violations of U.S. tax law and may potentially impact current or future immigration status.

The OIA will organize workshops and hands-on-activities to help international students filing the tax returns. However, please be advised that the presenters may not be Tax Professionals/Specialists or Certified Public Accountant. Any advice or guidance in this presentation is intended for information purposes only. If you have legal questions about filing tax returns or complicated tax issues, it is a good practice to consult and hire the services of a Certified Public Accountant. There are several in the Frankfort area.

Tax Treaty Exemptions

Exchange visitors from countries that have tax treaty agreements with the United States should find out about the specific terms of the treaty before arriving in the U.S. If you are a resident of a country with which the United States has a tax treaty, you may be exempt from the payment of U.S. federal income tax on some or all of the income that you earn while employed at KSU. Please consult IRS Publication 901 at <http://www.irs.gov/publications/p901/index.html> for more information on tax treaties. Please consult with Human Resources and the Payroll Services in Academic Service Building.

Bringing a J-2 Dependent Family Member Once in the United States

To request a DS-2019 for a family member who wishes to apply for a J-2 dependent visa, please indicate so on the Request for Immigration Document Form. If you are requesting to add your family as dependents after arrival in the U.S., complete the Add a Dependent Form. Send the

following information to eric.yang@kysu.edu or schedule an appointment with your advisor and bring the following documents:

- Copy of biographical page of passport for each dependent.
- Evidence of additional funding.

Maintaining Status, J-2 dependents

J-2 dependent status is dependent upon your J-1 Exchange Visitor status. Therefore, you cannot exit the United States and leave your J-2 dependents in the United States for long periods of time. In addition, once your J-1 program is complete or if your program is terminated, you and your dependents must exit the United States.

Employment for J-2 dependents

J-2 dependents may apply for employment authorization through U.S. Citizenship & Immigration Services (USCIS) after arriving in the United States. Applications require a fee and take approximately 90 days to be processed by USCIS. For application procedures, please set up an appointment with an OIA advisor. Learn more at: <http://www.uscis.gov/working-united-states/students-and-exchange-visitors/exchange-visitors>

Study/Research

J-2 dependents may enroll in full-time or part-time study, engage in research, or volunteer for the duration of your J-1 program. In order to be paid for any activities, your dependent must have prior employment authorization from USCIS.

Departure Checklist

- ✓ Early exit: Email OIA if you are leaving the United States more than 30 days prior to the end date on your Form DS-2019.
- ✓ Update your forwarding address with the OIA. Also, make certain that your hosting department has your current home country address.
- ✓ Pay your University fees, if applicable. This includes any outstanding fees that you may have accrued on campus for services such as library dues, University Health Services, etc.
- ✓ Save all of your immigration documents. Keep all of your DS-2019s, passports, I-94 records, and visas even after they expire. They may be helpful when arranging your future trips to the United States. Also, be sure to keep your Social Security card, Kentucky License and KSU ID.
- ✓ File your tax return or mark your calendar for tax filing season.

- ✓ Request the return of your apartment deposit from your apartment complex or landlord. You will need to have a walk-through in the apartment with the apartment complex manager or landlord to make sure that you are eligible to receive your deposit back. Note: 30- or 60-day notice of move out may be required by your lease.
- ✓ Make sure you have received reimbursement on all of your medical insurance claims, if you filed any for yourself or your dependents. Update your forwarding address with the insurance company if any reimbursement is still due to you.
- ✓ Visit Human Resources and Payroll Services (if you received a salary from KSU), to complete any necessary paperwork before your departure.
- ✓ Close your bank account if you do not intend to return to the United States.
- ✓ Take J-1 Exchange Visitor Exit Survey

About Kentucky State University (KSU)

Kentucky State University (KSU) was chartered in May 1886 as a land grant institution. Located in Frankfort, Kentucky – the state capital – KSU is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

KSU offers its students a wide variety of great degree options: associate (two-year) degrees in three disciplines, baccalaureate (four-year) degrees in 24 disciplines, master’s degrees in seven disciplines, and doctoral degree in nursing practice. KSU academics are divided into three colleges: the College of Agriculture, Community and the Sciences, the College of Humanities, Business and Society, and Whitney Young Honors Collegium. We invite you to explore the many wonderful academic opportunities that Kentucky State University to offer.

The university’s 882-acre campus includes a 204-acre agricultural research farm and a 306-acre environmental education center. KSU has more than 135 full-time instructional faculty members and about 2,200 students. The University’s student-faculty ratio is the lowest among public institutions of higher learning in Kentucky. During a typical academic year, the University’s student and faculty composition reflects one of the most diverse populations in the Commonwealth.

KSU prepares today’s students as global citizens, lifelong learners and problem solvers. To accomplish this, Kentucky State University must challenge itself and its students to be the best. It must recognize its strengths, expand and excel. Notwithstanding, it must also welcome change and quality improvement. By doing so, KSU will gain widespread recognition as one of the region’s

strongest universities. As a university of distinction, Kentucky State University will create an environment where:

- Students are first.
- Diversity is valued, understood and respected.
- Diverse, motivated and talented students, staff and faculty are actively recruited and retained.
- An intellectual environment conducive to leadership in teaching, research and community service is encouraged and supported.
- Effective teaching is promoted both inside and outside the classroom.
- Students are taught how to obtain, evaluate and use information.
- Learning is lifelong.
- Effective and efficient fiscal management by the administration is the norm.
- Collegiality is the norm, not the exception.
- Each person is a change agent.
- Excellence starts with me.

In everything we do, our students come first. We strive to create an environment that values the unique backgrounds, perspectives and talents of all our students and provide them with the academic, leadership and social tools to help them grow as responsible, knowledgeable and creative global citizens. We encourage attitudes and behaviors that lead to a desire to learn, a commitment to goals and respect for the dignity of others. Ultimately, we encourage attitudes and behaviors that build success.

KSU Office of International Affairs (OIA) is committed to linking/connecting KSU with the world. We strive to foster cross-cultural competence and international experience to prepare our students for global citizenship. International Affairs strives to create an engaging campus life experience with perspectives of diversity and cultural inclusiveness. We are committed to providing international student programming, student integration activities, cultural immersion trips, and celebrations of international cultures/international student appreciation. OIA also strives to promote KSU abroad by fostering and assisting with current KSU faculty/staff and students' international educational/cultural experiences. So much so, OIA is committed to increasing opportunities for every KSU student to connect with the world and its culture through: (a) our academic curriculum, (b) study abroad opportunities, (c) international students and culture immersion, and (d) international visiting scholars.

Housing Information

Kentucky State University seeks to make students' campus experience as pleasant as possible. On-campus living offers a wide range of experiences for all students. At KSU, you can become part of our residential communities. KSU's five residence halls offer a home away from home on campus - Chandler Hall, Combs Hall, Kentucky Hall, McCullin Hall, and Young Hall. Each of our five residence halls offer something unique to each student.

Students choose to live on campus, staying in close proximity to academic buildings, computer labs, and other university facilities. Resident room types vary from single occupancy rooms, double occupancy rooms, triple occupancy rooms, and suites (four-person occupancy rooms). All rooms are properly equipped with necessary furniture and amenities such as beds, mattresses, wardrobes/closets, desks, chairs, carpeted or tiled floors, air conditioning, heating, cable TV hookups, and Wi-Fi/high-speed internet connections. The residence halls also feature study rooms, kitchen and laundry facilities, television lounges, vending machines, in-house laptop programs, and in-house programs and activities.

All Residence Halls include the following features



Standard University Housing Application Fee is \$100. This fee includes room maintenance fee of \$40 and personal property insurance fee of \$60. For detailed information about residential life and housing application, please visit <https://www.kysu.edu/student-engagement-and-campus-life/residence-life/residence-halls.php>.

For exchange scholars and professors, although KSU will assist you in finding housing opportunities, KSU is not responsible for securing housing for J-1 Exchange Visitors. Enclosed you will find rental information in Frankfort that are close to KSU campus.

Health Care Services at Kentucky State University

Kentucky State University's Student Health Services provides quality, free-of-charge health care to students. The cornerstone mission of Student Health Services is to support the optimal mental, emotional, and physical health of students to achieve excellence in learning. We promote a lifestyle of healthy self-care with a focus on mental and physical well-being. Services are available during the regular academic year and summer sessions. Student Health Services does not exist for the purpose of replacing the students' private, primary care provider, but is organized to provide

educational, preventative, and episodic health care to the student body. Services including the following:

Physical health Services

- Free acute illness visits by **appointment only**
- Free wellness/physical exam visits by **appointment only**
- Free flu shots on a first come first serve basis
- Free medication (for certain medical conditions)
- Free Sexually Transmitted Infection (STI) testing and treatment
- Free pregnancy testing
- Allergy injections (with instruction from treating physician)

Referrals for

- Local specialists
- Local physicians
- Mental health treatment (see The Center for Emotional Wellness)
- Emergency dental care
- Local community agencies

Outreach, Education and Events

- Individual educational classes
- Group educational classes
- Healthy lifestyle and wellness programs
- Safer sex educational seminars
- Health Fair and HIV/AIDS Day

The Student Health is located at

Old Rosenwald Building
104 South University Drive
Frankfort, KY 40601

Phone: (502) 597-6271

Fax: (502) 597-6565

For more information, please visit Health Services website <https://www.kysu.edu/student-engagement-and-campus-life/health-services/>

Meal Plans

Part of this involves offering students the best in campus dining options. Residential students (students housed in University provided housing) are always automatically billed for their meal plan each semester.

Meal plan changes are possible within the first week of a semester. All meal plans begin right before the semester starts. Students living on-campus in KSU residence halls or being housed in University provided housing are required to purchase a meal plan. The default meal plan for all residential students is the 14 weekly with \$500 declining balance (flex/dining dollars) plan. Residential students have the ability to change their plan **once** per semester within the first week (each semester). For students who live on campus and/or in University provided housing, flex/dining dollars NOT spent during the **Fall** semester carry forward to the **Spring** semester (**only**) based on continued enrollment and housing status by the student into the Spring semester from Fall. Unspent flex/dining dollars NOT spent during **Spring** semester **do not carry forward**. Unspent funds (that do not carry forward) are not refunded.

Meal Plan Type	Price: *
14 Weekly Meals with \$500 declining balance (flex/dining dollars)	\$1,843.00

*Price per semester

Alcoholic Beverage/Drugs/Smoking Regulations

The possession and use of alcoholic beverages by students on the campus of Kentucky State University is prohibited and strictly enforced (refer to KSU Student Handbook). The only exception is alcohol at approved social functions. The excessive use of alcoholic beverages on or off the campus is prohibited and may result in disciplinary action. Students are legally responsible to civil authorities for violations of the alcohol laws of the State of Kentucky and the City of Frankfort. The alcohol policy is intended to define guidelines for those students who choose to use alcoholic beverages. The alcohol policy promotes responsible use of alcohol and is consistent with the laws of the State of Kentucky.

- Alcohol is not permitted in the Residence Halls. This would include all open and unopened cans, bottles decanters, kegs or any and all other forms of alcohol beverage packaging. (Residual alcohol beverage liquid need not be present to be in violation.)
- Advertising regarding alcohol or alcohol related events must be approved by the Dean of Students.
- Any off-campus event held by a recognized University organization must comply with the laws of the State of Kentucky.
- Kentucky State University reserves the right to use parental notification after two alcohol violations if the student is under the age of 21 years.
- All student organizations sponsoring social events that will have alcoholic beverages are permitted during Greek Games. Failure to abide by University regulations may result in denial of future social events, disciplinary action, and/or temporary suspension to the sponsoring organization.

Kentucky State University is a Tobacco Free campus. The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the University. For the purpose of this policy, “tobacco” is defined as any lighted or unlit cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, and snus, in any form are also prohibited. “Property” for the purposes of this policy includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, parking lots, and vehicles, as well as personal vehicles in these areas.

All University employees, faculty, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times.

Weather Information and Emergency Alert

Weather and Clothing

Season	Summer	Fall	Winter	Spring
DATES	June 21-Sept. 20	Sept. 21-Dec. 20	Dec. 21-March 20	March 21-June 20
TEMPERATURES	71.3°F or 21.8°C	56.3°F or 13.5°C	41°F or 5°C	49.4°F or 9.6°C

Frankfort has a humid subtropical climate with four distinct seasons. Winter is generally cool with some snowfall. Spring and fall are both mild and relatively warm, with ample precipitation and thunderstorm activity. Summers are oppressively hot and humid. That means a student will need a variety of clothes for both warm and cold weather. Events may occur around campus requiring semi-formal attire, so students should have clothes for both casual and dress-up situations.

Over the course of the year, the temperature typically varies from 26°F (-3.3°C) to 86°F (30°C) and is rarely below 9°F (-12.8°C) or above 93°F (34°C). The average temperature in Frankfort is 41°F (about 5°C) in the winter and 71.3°F (about 22°C) in the summer. The hot season lasts for 3.8 months, from May 26 to September 21, with an average daily high temperature above 77°F (25°C). The hottest day of the year is July 21, with an average high of 86°F (30°C) and low of 68°F (20°C). The cold season lasts for 3.0 months, from November 30 to February 28, with an average daily high temperature below 51°F (11°C). The coldest day of the year is January 29, with an average low of 26°F (3.3°C) and high of 42°F (5.6°C).

Emergency/Weather Information and KSU Alert

Tornado:

- Listen to the radio and television for the latest weather bulletins.
- Put on shoes or slippers.
- Leave a window slightly open.
- Grab a pillow and a portable radio to listen to weather reports.
- Go to a lower part of the building or to an inside hallway.
- Stay away from all glass.
- Do not go outside.
- Wait for the “all clear” signal.

Fire:

- Dial 911 (Remember to dial an additional 9 first to get an outside line from campus.)
- Report the name of the building.
- Put on shoes or slippers, grab a towel.
- Leave the room lights on.
- Close the room door.
- Pull a fire alarm if there is one.
- Walk fast, but do not run.
- Leave the building by way of the nearest unblocked exit.
- Vacate the immediate area- stand at least 100 feet from the building.

KSU Alert

Kentucky State University has a state-of-the-art notification system which will notify you instantly in case of emergency. Through KSU Alert, you will get information about inclement weather closings or delays, major campus emergencies, or disasters by registering your cell phone and e-mail address.

Enroll or Sign in to your KSU Alert account by clicking here:

<https://kysu.omnilert.net/subscriber.php>

Note:

- Use your campus Username and Password to create a new account.
- All students, faculty and staff are strongly urged to register.
- All standard text message rates apply.

If you have any questions about signing up, contact the KSU Police Department at 502-597-6878

Cross-Cultural Experience

The J-1 exchange visitor visa was created with the primary purpose of facilitating cultural exchange between the United State and other nations, in so doing “building mutual understanding between Americans and people of the countries.” Cross-cultural exchange activities are an essential part of the University’s J-1 exchange visitor program and of our continued ability to sponsor exchange visitors across campus.

In addition to being professionally rewarding and productive, we hope that you find your participation in the J-1 program to be an enriching cross-cultural experience.

Cross-cultural programs can be organized around any number of general themes that participants might like to learn more about: civic responsibility; civil rights; community service and volunteerism; American history and exploration; youth leadership; science, technology, engineering and math in the local/global economy; personal or individual freedoms; American entrepreneurial spirit; democracy and governance; individual responsibility; holidays, music, folk culture and food; the media; government; American film, culture and the arts; and ethnic, racial and religious diversity in the U.S.

All sponsoring departments at KSU will provide opportunities for J-1 Exchange Visitors to engage in cross-cultural activities, that will vary in time and complexity, such as: campus tours,

departmental luncheons, invitations to musical and theater performances, sporting events and social and cultural events related to sports, or one of the many others organized by Student Organizations, celebrations honoring international students, excursions, outdoor recreation opportunities, and local cultural activities.

We strive to share our culture with our international visitors, but we also ensure they have adequate opportunities to share their culture and expertise with our University and the local community. International Affairs will be asking departments who sponsor exchange visitors to incorporate at least one cross-cultural program into the visitors' academic program. This might include attendance at a relevant conference, a round table discussion with fellow colleagues and/or students, a sightseeing excursion, or inclusion in a holiday celebration. We also encourage hosting departments to help their exchange visitors to find opportunities to share their own culture, traditions, views, and expertise with Americans. This might include inviting a scholar or student to speak in a classroom or assisting in offering a lecture to the KSU or local communities on an area related to their own culture and society.

Sponsoring departments should feel free to contact OIA with any questions about the cross-cultural exchange component of the J-1 exchange visitor program.

OIA also offers the opportunity for you and your family to get involved with local American students and families from the community through two programs and activities. Please visit OIA website for more information and keep an eye on your KSU emails from OIA for announcements and updates.

Live in Frankfort: Stay, See, Taste, and Meet

True lovers of Kentucky know that the literal and figurative heart of this gracious southern state is the capital city of Frankfort, perfectly positioned on the shores of the Kentucky River between Louisville and Lexington. Frankfort embodies the essence of everything that makes Kentucky special from her natural charm and beauty to her brains to her world-renowned bourbon, all in one distinctly small but spirited package.

You could say that Frankfort is Kentucky Distilled.

Frankfort lies in the heart of Kentucky's Bluegrass Country. Surrounded by rolling pastures where thoroughbred horses run and canopies of forest bring beauty in every season. The State Capitol rises above the city and overlooks the Kentucky River as it ambles to the north making a unique S

shape through our historic downtown. The capital city offers things to do for all ages, interests, and abilities, and Frankfort is a treasure trove of culinary experiences to satisfy any palette. Come explore here <https://visitfrankfort.com/> and discover all you can see, do, and taste!

Living in the United States: American Life and Customs

The United States of America is a very large and diverse country with a vast array of cultural differences from coast to coast. If you travel from Frankfort to California, Texas, or Florida you will see huge differences in how people talk, interact, and function. Frankfort may have a slower but friendlier appearance than New York, but California is even annoy a New Yorker. It is also not unusual for someone to be extremely proud to be from his or her home state and continue to have strong ties where they grew up, even if they have not lived there in years.

Americans are generally very proud of being American and like to display the American Flag. Conversely, most Americans are also extremely proud of their heritage. If you ask an American where they are from or where their parents from, you may get an answer like “I’m a ¼ German, ¼ Polish, ¼ English, 1/8 Cherokee and 1/8 French!”

Below are some cultural insights that can help you understand Americans better:

1. ***Americans value being on time.*** “Time is money” can be a mantra in most of the United States. Do your best to be at least 5 minutes early or on time. If you will be late, let the person you are meeting know and apologize.
2. ***Americans like privacy and personal space.***
 - It is rare for Americans to show up unannounced anywhere. It is a sign of respect and courtesy to make sure someone is available before dropping in at their home/room/apartment/office.
 - Americans need about an arm’s length of personal space. Any closer, they interpret your actions as intimidating or challenging and back up or become extremely uncomfortable.
 - Americans rarely hug or kiss someone when they first meet them. Discuss with your new friends what is appropriate when greeting each other. It will likely be different with each friend.
3. ***Americans are direct and honest.*** If you ask an American a question, you will probably get an honest answer, and they will not ask you for your input if they do not want it.
 - *It is important to many Americans to be upfront with problems and not put them off.* Americans believe that problems can be solved and will work tirelessly to fix them, if they know about them.

- Americans rarely save face. It is viewed negatively when someone passes blame from a problem to someone else or makes excuses.
 - Americans are not good at “hints”, body language, or metaphors. They will say what they believe and believe what they say.
4. ***Americans can seem friendly and unfriendly at the same time.*** It is common for an American to ask you how you are doing with no intention of really finding out how you are.
- Americans can also seem “flaky,” i.e.: do not follow through with social plans. If you make plans with an American, be ready for the possibility that the plans will change or be cancelled.
 - It is not uncommon for Americans to smile at someone while crossing the road, joke with another person in line, or talk to someone at an event without knowing this person, getting to know them, or even intending to get to know them.
 - Americans love “small talk,” i.e.: conversations without real substance such as weather, traffic, or uncontroversial topics in which everyone can find common ground.
5. ***Americans value independence, equality, and freedom***
- The U.S. has a very individualistic culture. People are taught at a young age to do things on their own and a high value is placed on the “self-made” person, who rose from nothing to riches.
 - Equality is VERY important to Americans ~ even if in practice, it does not always happen. There are many rules in the U.S. (like waiting for a traffic light to turn green and waiting in line) that are very important. Americans also tend to become upset when others break the rules. Do not ever cut in front of someone in a line, or you may be yelled at.
 - Freedom is one of the building blocks of American culture. Americans believe that everyone has the right to say or think what they want, even if they do not agree with it.
6. ***Americans value personal hygiene and cleanliness.***
- This is a very regional preference. In many areas, is perfectly acceptable to go to class in your pajamas, whereas in other regions people may dress up to go to Walmart.
 - Americans normally take grooming and hygiene seriously, and it is not uncommon for them to shower 2 or 3 times a day, especially in the summer months. They may avoid you or make comments if you do not pay attention to or have a lapse in your hygiene.
7. ***Americans value etiquette.***
- Be polite when asking for something. Americans do not take well to demands. When sending an email or asking for a favor, show you are appreciative and do not just demand for something to be done even if you are waiting for something urgently.
8. ***Americans value education and curiosity.***

- If you are not sure about something, ask. Most Americans have grown up asking questions and being asked questions. Americans will not make fun of you for trying. Americans love to talk, especially about themselves, and share their opinions. Just make sure to ask multiple people, or you will end up with only one perspective.

9. *Americans value control.*

- Americans believe they control their own life and destiny, and it is very important for them to feel like they are in control. Americans do not like it when they do not know what is happening or when things do not go according to plan. Most of the time, Americans believe that if you work hard, you will achieve your goals. They often cannot understand when people work hard but do not advance in society.

10. *Americans LOVE their sports teams.*

- When we say love, we really mean love. Many fans are so devoted they will follow their teams throughout the country during the sport season. Thankfully, Americans are very respectful of the rivalry team and its fans, so, it will never be violence associated with sports, even if historical rivals are playing. If it ever happens, Americans will see it as an exception. Football, baseball, and basketball are the biggest three sports in the U.S. and often fans will wear clothes that support their favorite teams. Sometimes there are strong rivalries between different groups, so be aware of teams playing nearby.

A few other notes about life and customs in the US:

- Americans really appreciate convenience and will look for most convenient options. Online ordering is very popular, and, depending on your location, you can order everything from hand soap to Sushi! You will also find many large (“Big Box”) stores that carry everything: groceries everything: groceries, cleaning supplies, a pharmacy, an optometrist, alcohol beverages and even weapons (yes, you read this correctly!).
- Learn to be self-aware, even if others are not. Be mindful of others around you. Is someone trying to study? Is it quiet hours in the residence halls? Are you taking up the whole sidewalk? We could all benefit from being more mindful.
- Chew with your mouth closed and do not slurp. In the U.S., both of these habits are considered rude, and you should avoid burping or making other bodily nOIA.
- The drinking age for alcohol in the United States is 21, and you cannot drive after drinking.
- Tobacco products and gambling is legal at age 21. Tobacco use is not allowed on the KSU Campus.

Most importantly, be brave! Introduce yourself to American students, try new things, and never be afraid to ask questions. OIA is available to help with questions and problems, but we can only help if you tell us.

Holidays in the United States

The following list indicates legal holidays (when government offices are closed) and business holidays (when many businesses, except some drugstores, service stations, and food stores are closed).

New Year's Day, January 1: Celebration usually occurs the night before, on New Year's Eve (listed below), when it is common for groups of people to have a party to celebrate the coming of the New Year.

Martin Luther King's Birthday, January 15: A legal holiday in some states, including Kentucky. He was a Baptist minister and social rights activist that was essential to the American civil rights movement, known for his speech "I Have a Dream."

Groundhog Day, February 2: Legend has it that this is when the groundhog emerges from hibernation. If he sees his shadow there will be six more weeks of winter.

Valentine's Day, February 14: It is a day for friends and lovers to exchange gifts or cards.

George Washington's Birthday, February 22, or nearest Monday: Celebrated in some states. George Washington was the first President of the United States.

President's Day, February, third Monday: This day celebrates past and current U.S. presidents, dated due to the February birthdays of George Washington and Abraham Lincoln.

Ash Wednesday, date varies: Marks the beginning of the 40 day period of Lent, a period of penitence and fasting in some Christian denominations.

St. Patrick's Day, March 17: Saint Patrick is the patron saint of Ireland. Many people wear something green on this day.

Easter Sunday, date varies (in March or April): Christians celebrate the resurrection of Jesus Christ. For children, baskets of candy and eggs (hard boiled or even chocolate ones) are hidden by a mythical "Easter Bunny." The children seek out the hidden eggs.

Mother's Day, the second Sunday in May: A day in which mothers receive gifts, cards or special attention.

Memorial Day, May 30 or nearest Monday: A legal and business holiday when citizens pay homage to U.S. soldiers who have died in wars.

Flag Day, June 14: Flags are flown to mark the adoption of the American Flag.

Juneteenth: Officially Juneteenth National Independence Day and also known as Freedom Day, and Black Independence Day, is a federal holiday commemorating the emancipation of enslaved African-Americans. Juneteenth is usually celebrated on the third Saturday in June.

Father's Day, the third Sunday in June: A day in which fathers receive gifts, cards or special attention.

Independence Day, July 4: Parades, fireworks, and flags celebrate the signing of the U.S. Declaration of Independence from Great Britain in 1776. A federal holiday.

Labor Day, first Monday of September: Originally organized to celebrate various labor unions' strengths of and contributions to the United States' economy.

Emancipation Day, September 22: Residents of Ohio commemorate the abolishment of slavery. Abraham Lincoln issued a preliminary proclamation, which required all states to abandon slavery within 100 days. It declared all slaves "thenceforth and forevermore free". The Emancipation Proclamation went into effect on January 1, 1863.

Halloween, October 31: Usually celebrated with costume parties and trick-or-treating.

Veteran's Day, November 11: Veterans are thanked for their services to the United States. This day is the anniversary of the signing of the armistice, which ended the World War I hostilities.

Thanksgiving Day, fourth Thursday of November: A day for feasting and being thankful. The meal often includes a turkey, stuffing, potatoes, cranberry sauce, gravy, pumpkin pie, and vegetables. This holiday was initiated by the pilgrims and Native Americans. A federal holiday.

Black Friday, the day after Thanksgiving Day: A day for shopping in anticipation of future holidays, like Christmas. It is a busy shopping day and is a holiday in some states.

Hanukkah/Chanukah or Festival of Lights, December 13 to December 20: Hanukkah is an eight-day Jewish observance that remembers the Jewish people's struggle for religious freedom.

Christmas Day, December 25: The annual holiday of the Christian church commemorating the birth of Jesus Christ. Many people decorate Christmas trees, have a feast, visit family or friends, and exchange gifts. As Christianity is widespread across the U.S., this is a federal holiday.

Kwanzaa, December 26 to January 1: Kwanzaa is a holiday honoring the culture and traditions of people of African origin. It is celebrated by people from a range of African countries and their descendants.

New Year's Eve, December 31: This is the last day of the year in the United States. It is a major social holiday and many parties are held, particularly in the evening.

KSU Observed Holiday Schedules

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving

Winter Break (two weeks)

Martin Luther King Jr. Day

President Day

Spring Break (one week)

Good Friday

Memorial Day

Juneteenth

American Banking System

There are many local banks in Frankfort including Community Trust Bank, Independence Bank, Fifth Third Bank, Express Credit Union, and Commonwealth Credit Union and so on.

- **Checking Account:** money in the checking account can be used freely. There is no fixed term. You can use the money by writing checks or by using a debit card (see below).
- **Saving Account:** money cannot be spent freely until transferred into a checking account. Savings account usually have a higher interest rate than checking accounts.
- **Certificate of Deposit (CD) Account:** money that you do not plan to spend in the near future can be deposited into a Certificate of Deposit (CD). CD accounts usually have a higher interest rate than savings accounts, but require you to sign up for a fixed term contract. During the period of the term, you cannot use the money.

- **Checks Drawn on Foreign Banks:** If you deposit a check drawn on a foreign bank into your U.S. bank account, it may take several weeks before the money is credited to your account. A faster method is that you have the money wire-transferred to your U.S. account.
- **Debit Cards:** Debit cards are issued by your bank and can be used to make payments at locations that accept credit cards. Unlike credit cards, the money is taken directly out of your checking account.
- **Credit Cards:** Credit cards allow you to make purchases without cash or checks. You pay the credit card company monthly for “borrowing” the money. You are charged interest for any amount not paid back that month. If you do not pay the bill in full each month you could build up considerable debt. Here is tip for you: shop around for cards with the lowest interest rates and stay within your budget.
- **Cashing Checks:** You may be asked to show some form of identification when you make a purchase with a check or get cash at your bank from a check. Primary acceptable forms of ID include a passport, U.S. state ID card, or a driver’s license.

Local Restaurants, Tipping, and Measures & Equivalents

Local Restaurants

There are millions of restaurants in Frankfort for you to choose to taste. Just google restaurants near me. Typical food features American, Mexican, Chinese, Italian, Vietnam, and Thai. The list just go on and on.

Tipping

For your reference and convenience, the following is a list, not complete, of workers that you should or you’d better pay a tip:

Waiter/waitress at a restaurant: 10% to 20%

Restaurant deliverer: 10% to 20%

Bartender: 10% to 20%

Taxi/Cab driver: 10% to 20%

Hair/nail salon or barbershop: 10% to 20%

Valet: 1\$ to \$5

Hotel bellman: \$1 to \$2

Measures and Equivalents

Weight

1 kilogram = 2.2 U. S. pounds = $4 \frac{3}{8}$ cups = 1000 grams

454 grams = 1 U. S. pound = 16 ounces = 1 cup

100 grams = 3.5 ounces

28.3 grams = 1 ounce = 2 tablespoons

Capacity

1 liter = 4 cups = $3 \frac{1}{2}$ tablespoons = 1.06 quarts (liquid)

1 cup (liquid) = 2.4 deciliters

1 deciliter = 7 tablespoons

1 cuillère à café (coffee spoon) = 1 teaspoon = 2 grams

1 cuillère à dessert (dessert spoon) = 2 teaspoons

1 cuillère à soupe (soup spoon) = 1 tablespoon

Yard Goods

90 centimeters = 36 inches

140 centimeters = 55 inches

Length

1 meter = 1.0936 yards = 3.3 feet = 39.37 inches

100 centimeters = 1 meter

91.5 centimeters = 1 yard

30.5 centimeters = 1 foot

2.54 centimeters = 1 inch

1 centimeter = .3937 inch (approx. $\frac{3}{8}$ inch)

1 kilometer = .62137 mile (approx. $\frac{5}{8}$ mile)

1.6093 kilometers = 1 mile

1 hectare = 2.47 acres

0.4 hectares = 1 acre

Kentucky State University
CERTIFICATE OF AWARENESS AND UNDERSTANDING

FOR J-1 EXCHANGE VISITORS of PRE-ARRIVAL AND ORIENTATION INFORMATION

Below is a summary of the responsibilities and benefits placed on Exchange Visitors in J-1 status by the United States Department of State. Read carefully, sign, date on the bottom, and return to the Office of International Affairs (OIA) at the Mandatory Orientation.

TERMS OF AGREEMENT OF RIGHTS AND RESPONSIBILITIES FOR J-1 EXCHANGE VISITORS

Maintaining Legal Status Overview

In order to maintain your legal status as a J-1 faculty or staff member you must:

- Have a valid I-94 and a valid and current DS-2019 form at all times
- Have a valid passport (as well as all of your dependents, if applicable)
 - To extend your passport, you will need to contact your home country embassy or consulate for the procedures that you must follow. Be sure to contact your embassy at least 6 months prior to the expiration of your passport to ensure timely processing.
- Maintain adequate Health insurance coverage for yourself and your dependents as required by federal regulations
- Pursue the activity described in item #4 on your DS-2019 form
- Only engage in employment in the department or office for which your program has been approved
- File timely and appropriate transfer and extension notifications through International Student Services.
- If any university courses are taken, they must only be part-time, non-degree courses
- File US tax returns (due every April)

Reporting Your Local Address

After your arrival to the United States, you must report your local address to OIA. You must also update your address within ten (10) days each time you move. Updating your address is an essential part of immigration compliance. Failure to report your address results in your immigration status canceling or terminating.

Maintaining Health Insurance Coverage

In order to maintain J-1 status, you must have health insurance for yourself and for your dependents. If you qualify for employee benefits (including health insurance) please note that you must purchase supplemental insurance to cover medical evacuation and repatriation.

If you are a self-funded J-1 scholar, you must purchase health insurance on your own and provide proof to International Affairs. For your convenience, the International Affairs website provides a list of US insurance carriers with insurance plans that meet the requirements for J-1 scholars and J-2 dependents:

<http://nafsa.org/resourcelibrary/default.aspx?id=8823>. We recommends ISO International Student Insurance (<https://www.isoa.org/>) that provides J-1 Exchange Plans meeting and exceeding J-1 Visa Insurance Requirements.

Your health insurance policy must meet the following minimum coverages:

- \$50,000 per sickness, accidents, or maternity (pregnancy, pre-natal, and birth)
- \$10,000 for medical evacuation
- \$7,500 for repatriation of remains to your home country in case of death
- A deductible not to exceed \$500 per accident/illness

Travel Procedures

When traveling outside the United States, J-1 scholars (and their J-2 dependents, if applicable) must have in their possession the proper documents to return to the US to resume their activities. These documents are:

- Passport valid at least six months beyond the date of US re-entry
- Valid J visa stamp in passport
- Form DS-2019 authorized for travel by RO or an ARO

If one or more of the above documents are not valid, call OIA at (502) 597-6327 or stop in during walk-in hours to meet with International Affairs. When meeting with an OIA staff, be sure to bring your passport, I-94 card, and current Form DS-2019.

Other documents may be helpful in confirming the right to re-enter the US, especially proof of financial support as listed on the DS-2019 or a letter from the department confirming the appointment/invitation to Kentucky State University.

If a J-1 scholar has a travel endorsement in the “Travel Validation by Responsible Officer” in the lower right corner of their DS-2019, that endorsement is valid for a one year period from the date that it has been signed or until the expiration date of the DS-2019, whichever comes first. The expiration date is given in item #3 of the DS-2019. There are a few exceptions to the validity of this one-year endorsement (signature):

- On the date that a J-1 scholar completes his program, the endorsement is no longer valid. This date may be the date a scholar terminates the employment or program within the inviting department.
- If the visa stamp in his passport has expired, the J-1 scholar will need to visit OIA at least two weeks prior to departure date, have his DS-2019 endorsed for travel, and request instructions on how to apply for a re-entry visa at a US Embassy or Consulate abroad.
- If the department terminates the scholar's program, the DS-2019 is no longer valid. It is imperative that such scholars talk with an advisor in OIA concerning their nonimmigrant status. If the scholar travels outside of the US under this or the aforementioned circumstances, that scholar cannot use the endorsed DS-2019 to re-enter the US; the scholar will be denied legal entry to the US.
- If a scholar is outside of the US for over 30 days for personal reasons, the DS-2019 will no longer be valid for re-entry according to the Department of State (DOS). If a scholar is outside the US for more than 30 days for other than personal reasons, such as awaiting visa approval or working on a collaborative project between Kentucky State University and the scholar's home institution, OIA will need written confirmation for such situations to document the continuation of J-1 status in the US while the scholar is overseas.

Extension of Stay

A scholar must always maintain a valid Form DS-2019 during stay in the US. The ending date in item #3 on the Form DS-2019 is the expiration date. If eligible to continue in the program beyond the date in item #3, a scholar will need to submit a completed Visiting Staff Request for a program extension.

The extension may be processed 90 days before the completion date on the current Form DS-2019 but no later than the completion date. If an extension is not needed, a J-1 scholar then has a 30-day grace period after the completion date to depart the US.

Any extension request must remain within the time limit for the J-1 scholar's category. The category is listed on the DS-2019 in item #4. Professors and Research Scholars have a 5-year window in which to pursue their activity. For Short-Term Scholars, the time window is

six (6) months. These are continuous periods of time, not aggregate amounts of time (like starting a countdown that cannot be stopped).

In order to request an extension, a J-1 scholar requires the following:

- Passport
- Form I-94
- Current Form DS-2019
- DS-2019s and passports for any and all dependents, if applicable
- J scholar extension form
- Original financial support document dated within the last six months.
 - Minimum required funding for an extension:
 - ✓ \$1,500/month for the scholar
 - ✓ \$625/month for a spouse
 - ✓ \$375/month for each child
- Proof of health insurance coverage for the duration of the proposed extension
- If participating in Academic Training, an offer letter (for financial purposes)

Be sure to notify OIA if you have completed your program or are withdrawing from your program early.

Caution: Extension of stay in the United States is the scholar's responsibility. By forgetting a deadline and applying late, a scholar risks denial. Please be certain to apply in timely fashion if needing to extend.

Off-Campus Consultations and Lectures

The Department of State (DOS) allows for occasional lectures and consultations that are incidental to the J-1 professor, research scholar or short-term scholar's objective at Kentucky State University. Wages and remuneration are allowed if the following criteria and procedures are satisfied:

Criteria

The occasional lectures or short-term consultations shall:

- Be directly related to the objectives of the J-1 scholar's program
- Be incidental to the objective of the stay at Kentucky State University (not delaying the completion of the J-1 scholar's program).
- Be for a period for 30 days or less

OIA Authorization Letters

A J-1 scholar must request an authorization letter from OIA prior to engaging in lectures or consultations. This request can be made by emailing eric.yang@kysu.edu or calling (502)597-6327 and speaking with the Director of International Affairs.

The letter will be printed on official University letterhead, be signed by an authorized representative in International Affairs (either RO or an ARO), and set forth the terms and conditions of the proposed lecture or consultation offer by providing the following:

- proposed start and end dates
- field or subject
- amount of compensation
- description of the activity

A second letter, from the head of the scholar's academic department at Kentucky State University, will:

- support the proposed activity
- indicate that this activity is related to the original objective of the J-1 scholar's visit to Kentucky State University

Once you have this documentation, bring it to a meeting with an international student and scholar advisor in OIA.

The 30-Day Grace Period

Exchange visitors must depart the US within 30 days of the expiration of the DS-2019 or the completion of the program, whichever is earlier.

The 24-Month Bar

Research Scholars and Professors are prohibited from returning to the US for 24 months in either of these categories once they have completed their program as listed on the DS-2019 or sooner. A J-1 scholar preparing for departure should meet with an international student and scholar advisor before leaving to discuss his/her plans, and how this rule affects them.

I acknowledge that I have read and understand all of the information presented in this packet regarding my J-1 status and my obligations in its maintenance. Failure to comply with any of these requirements may result in the termination of my J-1 status.

Print Name

Signature

Date



The Exchange Visitor Program

WELCOME BROCHURE

Bureau of Educational and Cultural Affairs
United States Department of State

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. As an Exchange Visitor Program participant, you will acquire an experience in the United States, and as an ambassador of your country you will help educate the American people about your home country and culture.

This brochure will help you understand the purpose of the Exchange Visitor Program, provide you with information on contacting the Department of State, and introduce you to some of the major requirements of the Exchange Visitor Program regulations.

THE EXCHANGE VISITOR PROGRAM

THE U.S. DEPARTMENT OF STATE administers the Exchange Visitor Program under the provisions of the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals opportunities to participate in exchange programs in the United States with the expectation that on completion of their exchange program, they will return home to share their experiences.

Sponsors – The U.S. Department of State designates U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations to administer exchange visitor programs. These organizations are known as sponsors. Sponsors screen and select exchange visitors to participate in their programs based on the regulations governing the exchange activity and stated in 22 CFR Part 62. Sponsors provide exchange visitors pre-arrival information, an orientation, and monitor activities throughout their exchange program. Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. You are encouraged to participate in activities that provide them with an opportunity to share their language, culture, and history with Americans.

Responsible Officers – Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificate of Eligibility (Form DS-2019), and conduct official communications with the Department of State and the Department of Homeland Security (DHS) on your behalf. Your sponsor's role is to help you manage your program. If problems arise or you have questions, your sponsor is there to help you. Should you have any questions about the regulations or any aspect of your exchange program, your initial and primary contact is your sponsor. Unless provided specific contact information by your sponsor you should contact the person whose name and telephone number can be found on your Form DS-2019.

Exchange Visitor – An exchange visitor is a foreign national selected by a sponsor to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

Spouse and dependents - Some categories of the Exchange Visitor Program permit a spouse and/or unmarried children, under 21 years of age, to accompany an exchange visitor to the United States. These individuals may apply for J-2 visas with the permission of your sponsor.

REGULATIONS – RULES

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your sponsor will help you keep current with any change which may affect your J-1 visa status. Some requirements of the Federal regulations and where to find them are indicated below.

Register with your sponsor – Your Form DS-2019 was created in a computerized system known as the Student and Exchange Visitor Information System (SEVIS). This System is administered by the Department of Homeland Security and is used to collect and maintain information on the current status of non-immigrants and their dependents in the sponsor's program during their stay in the United States.

When you arrive in the United States, you must contact your sponsor to ensure that your data in SEVIS is accurate and updated. Failing to maintain your status could result in serious consequences and may affect your ability to remain in or return to the United States.

Activities and Program Provisions – You entered the United States in a specific program category, and are required to engage in that category and the activity listed on your Form DS-2019. You must comply with the specific program provisions of the regulations relating to your exchange category.

Insurance – You are required to have medical insurance in effect for yourself (J-1), your spouse and any dependents (J-2) for the duration of your program. Some sponsors provide the required insurance for their exchange visitors. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

(a) Minimum Insurance Coverage – Insurance shall cover: (1) medical benefits of at least \$100,000 per person per accident or illness; (2) repatriation of remains in the amount of \$25,000; and (3) expenses associated with medical evacuation in the amount of \$50,000.

(b) Additional Terms – A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

(c) Maintenance of Insurance – **Willful failure on your part to maintain the required insurance throughout your stay in the United States will result in the termination of your exchange program.**

Maintenance of Valid Program Status – You are required to have a valid and unexpired Form DS-2019. Sponsors may terminate an exchange visitor's program for violating U.S. laws, Exchange Visitor Program regulations, or the sponsor's rules governing their particular program.

Required Notifications to Sponsors – You must immediately inform your sponsor if you change your address (residence) or telephone number, or complete or withdraw from your exchange visitor program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State and the Department of Homeland Security. Failure to keep your sponsor informed could result in the termination of your program status.

Current Regulations – The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62) and can be found at the J-1 Visa website: <http://j1visa.state.gov/sponsors/current/regulations-compliance/>.

Contacting the Department of State – The Exchange Visitor Program is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of Educational and Cultural Affairs (ECA).

Bureau of Educational and Cultural Affairs
U.S. Department of State
State Annex SA-5, Fifth Floor
Washington, DC 20522-0505

Report Abuse or Exploitation – If you are mistreated and/or your rights are violated, and your sponsor is not providing the help you need, contact the Department of State for assistance:

J-1 Visa Emergency Hotline: 1-866-283-9090.*

This line is for use by exchange visitors and third parties in the case of urgent situations. *A Department of State representative is available 24 hours a day.

Regular Communications or questions: jvisas@state.gov.

This e-mail address is to communicate non-emergency issues, questions, and concerns.

KNOW YOUR RIGHTS

An information pamphlet describing your rights while working in the United States.

National Human Trafficking Hotline
1-888-373-7888 (within the United States)





KNOW YOUR RIGHTS

We are confident that you will have a rewarding stay in the United States. However, if bad situations happen, you have rights and you can get help!

You Have the Right to:

- Be paid fairly
- Be free from discrimination
- Be free from sexual harassment and sexual exploitation
- Have a healthy and safe workplace
- Request help from union, immigrant, and labor rights groups
- Leave an abusive employment situation

**IF YOU ARE MISTREATED, CONTACT THE
NATIONAL HUMAN TRAFFICKING HOTLINE AT
1-888-373-7888 (WITHIN THE U.S.), TEXT "HELP" TO 233733
(WITHIN THE U.S.) OR EMAIL NHTRC@POLARISPROJECT.ORG.**

**TRAINED SPECIALISTS ARE ALWAYS AVAILABLE TO HELP IN MORE
THAN 200 LANGUAGES. YOU DO NOT HAVE TO GIVE YOUR NAME
OR IDENTIFY YOURSELF. LEARN MORE AT
WWW.TRAFFICKINGRESOURCECENTER.ORG.**

If you are in immediate danger, call the police at 911 (within the U.S.). Tell them the emergency, your location and the phone number from which you are calling. Ask for an interpreter if you do not speak English. When the police arrive, you can show them this pamphlet and tell them about the abuse you have suffered.

If you receive an A-3, G-5, H, J, NATO-7, or B-1 domestic worker nonimmigrant visa, you should receive this pamphlet during your visa interview. A consular officer must verify that you have received, read, and understood the contents of this pamphlet before you receive a visa. If you have not, the consular officer should provide the pamphlet and discuss it with you. In addition, the consular officer should answer any questions you have about the information in the pamphlet.

YOUR RIGHTS REGARDLESS OF VISA STATUS

If you believe that your rights have been violated, report it to a government agency, union, non-governmental organization, or other organization that can assist you. If you do not speak English, ask for an interpreter.

1. Your Right to Be Paid Fairly

- You have the right to be paid for all work you do.
- You have the right to earn at least the federal legal minimum wage for most jobs. See www.dol.gov/whd/minimumwage.htm for the current federal minimum.
- You may be entitled to earn more than the federal minimum wage if:
 - You work in a state, city, or county that has a higher minimum wage.
 - Your employment contract/visa program requires a higher amount.
- You may be entitled to overtime pay of one and a half times the amount of your hourly wage for any hours worked over 40 hours per week. For example, if your regular wage rate is \$10 per hour, your employer may be required to pay you \$15 for each hour you work above 40 hours in a single week.
- If your employer takes money from your paycheck, this is called a deduction. Your employer must clearly identify for you each deduction taken from your paycheck.
- Deductions may be illegal if you are left with less than the legally required wage rate after the deduction. An employer usually may not deduct for the cost of uniforms, safety equipment, required tools, supplies, equipment or recruitment fees. For some visa categories, housing must be provided free of charge.
- Lawful deductions include those you choose, such as health insurance, union dues, or wage advances, as well as deductions an employer must make due to court-ordered withholdings for child support or alimony, or bankruptcy proceedings. With few exceptions, nonimmigrant visa holders working in the United States

TIP: Bring this pamphlet with you to the United States for future reference.



TIP: Depending on your length of stay, you may be required to have health insurance while in the United States. You may also qualify for financial help to lower the cost of health insurance.

are subject to federal and state income and employment taxes. You and your employer may agree to have income tax withheld directly from your paycheck. Your employer will generally withhold employment taxes, including Social Security and Medicare taxes, directly from your paycheck.

2. Your Right to Be Free from Discrimination

- It is unlawful for your employer to treat you differently or badly at work because of your age (if you are 40 or older), gender or sex, race, national origin and ethnicity, color, religion, genetic information (including family medical history), or disability.
- Your employer may not treat you differently because you are a woman or because you are pregnant, nursing, or may become pregnant.

3. Your Rights to Be Free from Sexual Harassment and Sexual Exploitation

- It is unlawful for your employer to sexually harass you. Your employer should not make any offensive sexual or gender-based comments.
- It is unlawful for your employer to sexually exploit you, including:
 - Demanding that you perform any sex act;
 - Touching you in a sexual manner;
 - Forcing, tricking or coercing you to perform any sex act.

4. Your Right to a Healthy and Safe Workplace

As a worker in the United States, you have a right to safe, healthy work conditions including:

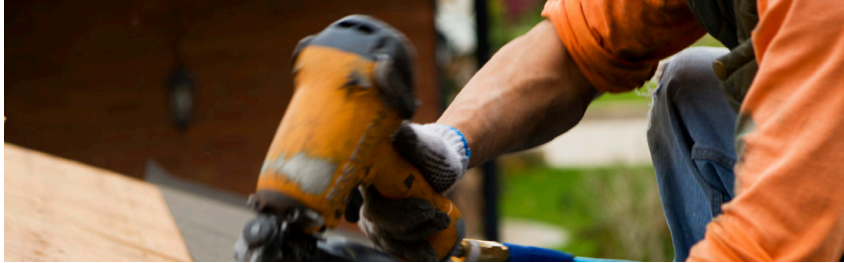
- **Medical Treatment:** You have the right to report work-related injuries and illnesses to your employer. If you are injured or get sick at work, you may seek medical treatment. In most cases, for work related

TIP: Before leaving for the United States, get advice from migrant worker organizations or former migrant workers. They can give you names and numbers of persons or organizations you can contact if you have problems or questions when you are in the United States.



injuries or illnesses, your employer should provide free medical treatment and part of the wages lost while injured. You may have to file for workers' compensation in the state where you work.

- **Protective equipment:** If you work with or around pesticides or dangerous chemicals, your employer must pay for and provide protective equipment required for the job (such as a respirator or gloves).
- **Training:** You have the right to receive information and training about hazards, methods to prevent harm, and the safety and health standards that apply to your workplace. The training must be in a language and vocabulary you can understand.
- **Housing:** If your employer provides housing, it should be clean and safe. You must be allowed to leave your housing during non-working hours.
- **Bathrooms:** Bathrooms should be clean and accessible. Your employer should grant you access to bathroom facilities as needed.
- **Potable Water:** You have the right to receive clean drinking water.
- **Soap and Clean Water:** You have the right to wash your hands as needed with soap and water especially after handling pesticides/chemicals, including vegetables or fruit treated with pesticides/chemicals.
- **Medical Emergencies:** Your expenses may be paid for, so you should tell your employer about your injury or illness as soon as possible so the employer can file the necessary paperwork. When you are at the doctor, clinic, or hospital, ask for copies of the paperwork regarding your illness or injury.



If you are working with or around pesticides or dangerous chemicals:

- You have a right to know and understand the chemicals you are working with, and your employer must provide you with paid training on workplace chemicals.
- Your employer must tell you where and when pesticides were sprayed and when it is safe to re-enter a treated area to avoid accidental exposure. Do not be in an area where pesticides are being applied.

5. Your Right to Request Help from Union, Immigrant, and Labor Rights Groups

- With few exceptions, you have the right to join together with your coworkers to ask your employer to improve your wages or working conditions. Most workers also have the right to form, join, and support a union in your workplace.
- When you are not working, you can attend public speeches, rallies and demonstrations supporting higher wages or better working conditions at your workplace.
- You have this right regardless of your immigration status. Your employer cannot take action against you for asserting your rights.

6. Your Right to Leave an Abusive Employment Situation

- The most important thing is for you to seek safety if you are being abused. You do not have to stay in your job if your employer is abusing you.
- Though your visa status will no longer be valid if you leave your employer, you may be able to change your visa status or employer. You may need to leave the United States to do so. Even if your visa status is not valid, help is available once you leave your abusive employer.
- You may make a formal complaint or file a lawsuit against your employer while you are working or after you leave your employer. If your employer takes action (or retaliates) against you for doing so, they are violating the law.

TIP: Legal advice from your employer, contractor, or recruiter may be biased. Seek advice from an independent attorney.

ADDITIONAL RIGHTS BASED ON YOUR NONIMMIGRANT STATUS

A-3, G-5, NATO-7, and B-1 Domestic Employees

- Your employer must provide you with an employment contract that complies with U.S. law.
- The contract must state the hourly wage to be paid to the domestic employee. The hourly wage must be the greatest of the minimum wage under U.S. Federal, state, or local law.
- Employers must provide you with a contract in a language that you understand. Make sure that you know the terms of the contract and do not sign a document if you do not know what it says.

Additional Requirements for A-3, G-5, and NATO-7 Domestic Workers

At a minimum, the contract must include the following provisions:

- An agreement by your employer to abide by all laws in the United States;
- Information on the frequency and form of payment, work duties, weekly work hours, holidays, sick days, and vacation days; and
- An agreement by your employer not to keep your passport, employment contract, or other personal property from you.

H-2A Temporary Agricultural Worker Visas

- You should never have to pay fees to a labor recruiter.
- You must receive a written work contract in a language you understand. It must contain detailed information about the wages, work duration, hours, benefits (including transportation, housing and meals or cooking facilities), and any deductions from your paycheck.
- You have the right to be paid fairly even if you are paid at a piece rate.
- Your employer must either provide or pay for inbound transportation and daily subsistence from the place from which you have come to work for the employer to the place of employment, or reimburse you for reasonable costs once you complete half of your work contract. Once you complete the work contract, your employer must provide or pay for your return transportation and daily subsistence from the place of employment to the place from which you departed to work for the employer. Your employer may be required to reimburse your inbound travel and visa costs in the first workweek if your wages minus your

expenses are less than the U.S. minimum wage. Your employer must also provide transportation from your employer-provided housing to the worksite at no charge.

- You are exempt from U.S. Social Security and Medicare taxes on compensation paid for services performed in connection with your H-2A visa.
- Generally, your employer must offer you employment for a total number of hours equal to at least 3/4 of the workdays in the contract period.

H-2B Temporary Non-Agricultural Worker Visas

- You should never have to pay fees to a labor recruiter.
- You must receive a written job order in a language you understand. It must contain detailed information about the wages, work duration, hours, benefits (including transportation, housing and meals or cooking facilities), and any deductions from your paycheck.
- Generally, your employer must offer you employment for a total number of hours equal to at least 3/4 of the workdays in each 12-week period.
- You have the right to be paid fairly even if you are paid at a piece rate.
- Your employer must either provide or reimburse you for inbound transportation and subsistence from overseas by the time you complete half of the contract period. Additionally, your employer must pay costs for your transportation home, including subsistence, if you complete the period of employment or are dismissed by your employer for any reason before the end of your authorized period of employment. Your employer may also be required to reimburse your inbound travel and visa costs in the first workweek if your wages minus your expenses are less than the U.S. minimum wage.

J-1 Exchange Visitor Visas

- Your approved DS-2019 explains your program dates, category of exchange, the name of your sponsor, and the hosting entity where your exchange program will take place.
- Your sponsor must accurately explain all costs, conditions, and restrictions on your exchange program.



TIP: Your employer must pay you on time. It is a common practice in the United States for employees to be paid once every two weeks.

Summer Work Travel

- If you do not have pre-placed employment, your sponsor must assist you in locating employment once you arrive in the United States.

Intern or Trainee

- Your sponsor must interview you in person, by telephone, or by web camera.
- Your sponsor must give you an intern or trainee placement plan (DS-7002) that includes a written statement of any income you will receive and a summary of the training objectives of the program. You must be given at least 32 hours of work per week.
- Your sponsor must give you a written statement of the costs and fees you will have to pay and an estimate of living expenses in the United States.
- Your sponsor must ensure that you have medical insurance coverage, though your sponsor does not need to provide or pay for this coverage.

Au Pair:

- Your host-family must help you enroll in and attend classes at a post-secondary institution and pay up to \$500 in costs for those classes.
- You are not required to work more than 10 hours per day or 45 hours per week.
- Your counselor should regularly maintain contact with you and your host family.



TIP: Once you arrive in the United States, keep your passport and other travel documents in a safe place where you can access them at all times. It is illegal for your employer to take your passport.

HUMAN TRAFFICKING

Victims of human trafficking are entitled to protections and services, and may be eligible for some public benefits. Human trafficking is a crime involving the exploitation of children for commercial sex, of adults for commercial sex through the use of force, fraud or coercion, and of any individual for compelled labor. Perpetrators of such exploitation, which can include labor traffickers, pimps and buyers of commercial sex, can be prosecuted under federal and state anti-trafficking laws. Labor traffickers and sex traffickers may be prosecuted criminally and may face civil liability as well. The following are some warning signs that may indicate human trafficking.

Threats and Fear

Traffickers, and people who help them, may use threats and other intimidating acts to make you or others feel too afraid to try to leave. For example:

- Beatings, physical abuse, or sexual abuse;
- Threats of beatings, physical abuse, or sexual abuse;
- Locking in or preventing a worker from leaving the workplace or housing;
- Threats to harm you or your family if you try to leave, complain of mistreatment, report the situation to authorities, or seek help;
- Threats you could be deported or arrested for seeking help; or
- Threats or harm toward other workers who have tried to leave, complain, report the situation or seek help, or threats that anyone who tries to escape will be found and brought back.

Debt

Traffickers, and people who help them, may demand that you perform labor, services or commercial sex acts (prostitution) to repay a debt. In some instances the debt is created and imposed by the trafficker. It is against the law to use a debt to compel you to continue providing labor, services or commercial sex acts, or to prevent you from leaving. Traffickers may manipulate your debt to make it harder to pay off and may cause you to believe that you must remain in the trafficker's service until the debt is paid. Examples of manipulating debts include:

- Imposing a debt that is difficult or impossible to pay off in a reasonable time and that is out of proportion to what you will earn;
- Imposing a debt that you did not agree to in advance or is greater than the debt agreed to;
- Refusing to apply your earnings toward the payment of the debt;
- Refusing to define how long you would have to stay in the trafficker's service to repay the debt;
- Adding fees for transportation, housing, food, and charges to the debt that you did not agree to in advance; and
- Adding charges, fines or penalties for breaking rules, for not earning enough, or for not performing enough labor, services or commercial sex acts.

Rules and Controls

Traffickers, and people who help them, may use rules and controls to make it harder for you and others to leave, complain, or seek help. For example:

- Rules against leaving the workplace, or strict rules about where you can go when not working;
- Rules against keeping your own passport, visa, birth certificate, or other identification documents;
- Denial of access to adequate food, sleep, or medical care; or
- Preventing, restricting or monitoring communications with your family, other workers, customers, or other persons outside the workplace, such as legal or social service outreach workers.

Deception and Lies

Traffickers, and people who help them, may use deception and lies. For example:

- False promises about the type of work, working hours, working or living conditions, or pay;

TIP: Keep a detailed record of any inappropriate comment and/or action your employer takes against you and write down the names and phone numbers of any witnesses.

- Promising a good job and then requiring you to work significantly longer hours, under harsher conditions, or for less pay than promised; or
- Promising a good job and then making you perform another type of labor, services, or commercial sex acts; this could include promising a job as a nursing professor, then compelling you to work as staff in a nursing home, or promising work as a nanny and then compelling you to engage in exotic dancing or commercial sex acts (prostitution).
- Telling you that you have no rights;
- Telling you that you will not be believed or will be deported if you try to seek help; or
- Instructing you to lie about the identity of a trafficker.

Will You Be Deported if You Report the Abuse?

There are programs to protect people who report abuse. You should not be afraid to seek help even if you have immigration concerns. You should consult with an immigration attorney who does not work for your employer.

If you believe you are a victim of human trafficking or of another serious crime, including rape or sexual assault, you may be eligible for a different nonimmigrant status, such as “T” (for trafficking victims) or “U” (for victims of trafficking or other serious crimes) nonimmigrant status or otherwise be permitted to remain temporarily in the United States. These nonimmigrant classifications were created to protect victims. Many people in the United States are unfamiliar with T or U nonimmigrant status and you may need to tell the people assisting you about them.

What Services are Available for Victims of Human Trafficking?

Trafficking victims in the United States may be eligible for benefits, services and immigration relief under federal or state programs. Many organizations can help you access these services, which include medical/dental care, mental health care, housing, legal help for immigration, and other legal needs, employment assistance, and public benefits.

VISIT THESE WEBSITES FOR MORE INFORMATION ABOUT:

- The visa application process and your U.S. visa: usvisas.state.gov.
- Human trafficking: www.state.gov/j/tip.
- The J-1 visa exchange program: j1visa.state.gov.
- Equality, and your rights to be free from discrimination at work because of your race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information, and to file a discrimination charge: www.eeoc.gov.
- Your workplace safety rights, or if you think your job is unsafe and you want to request an inspection: www.osha.gov.
- How to get unpaid wages from your employer: webapps.dol.gov/wow.
- Your rights to be paid fairly, including how to file a wage complaint: www.dol.gov/WHD/immigration.
- Your right not to face discrimination because of your citizenship status and to file a discrimination complaint: www.justice.gov/crt/filing-charge.
- Your right to join with other workers to improve your pay or working conditions, including how to file a charge: www.nlrb.gov.
- Your rights, obligations and exemptions to health insurance: localhelp.healthcare.gov (English) and ayudalocal.cuidadodesalud.gov (Spanish).

TIP: It's a good idea to keep a written record of all the time that you work. Get a notebook and write down all of the days and hours that you worked, how much you were paid, the dates you received a payment, any deductions taken from your paycheck, and the reasons for those deductions.

SAMPLE WEEKLY WORK LOG

Employee:		Supervisor:	
Date	Activities	Hours	Payment
		In: _____ Out: _____ Total: _____	
		In: _____ Out: _____ Total: _____	

This pamphlet was created pursuant to section 202 of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008, Public Law 110-457.



CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

Form with sections: 1. Surname/Primary Name, 2. Program Sponsor, 3. Form Covers Period, 4. Exchange Visitor Category, 6. DEPARTMENT OF STATE, 8. Statement of Responsible Officer, PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER, TRAVEL VALIDATION BY RESPONSIBLE OFFICER, EXCHANGE VISITOR CERTIFICATION.

N0000147766

J-1



Sample watermark text across the middle of the form.

INSTRUCTIONS FOR AND CERTIFICATION BY THE ALIEN BENEFICIARY NAMED ON PAGE 1 OF THIS FORM:

Read this page and sign the Exchange Visitor Certification block on the bottom of page 1 and prior to presentation to a United States Consular or Immigration Official.

1. I understand that the following conditions are applicable to exchange visitors:

- (a) TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT (SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED):**
RULE: Exchange visitors whose programs are financed in whole or in part, directly or indirectly by either their government or by the U.S. Government, are required to reside in their home-country for 2 years following completion of their program before they are eligible for immigrant status, temporary worker (H) status, or intracompany transferee (L) status. Likewise, if exchange visitors are acquiring a skill that is in short supply in their home country (*these skills appear on the "Exchange Visitor Skills List"*) they will be subject to the same two-year home-country residence requirement. The requirement also is applicable to alien physicians entering the United States to receive graduate medical education or training. The U.S. Department of State reserves the right to make the final determination regarding 212(e).
NOTE: MARRIAGE TO A U.S. CITIZEN OR LEGAL PERMANENT RESIDENT. OR BIRTH OF A CHILD IN THE UNITED STATES DOES NOT REMOVE THIS REQUIREMENT.
- (b) Extension of Stay/Program Transfers:** A completed Form DS-2019 is required in order to apply for a program extension or program transfer, and must be obtained from or with the assistance of the sponsor.
- (c) Limitation of Stay: STUDENTS** - as long as they pursue a full course of study towards a degree, or if engaged full-time in a non-degree program, up to 24 months. Students for whom the sponsor recommends academic training may be permitted to remain for an additional period of up to 18 months after receiving their degree or certificate; post-doctoral academic training may be approved by the sponsor for a period not to exceed 36 months; **SECONDARY STUDENTS** - up to 1 academic year; **TRAINEES** - 18 months; **TEACHERS** - 3 years; **PROFESSORS** and **RESEARCH SCHOLARS** - 5 years; **SHORT-TERM SCHOLARS** - 6 months; **SPECIALISTS** - 1 year; **INTERNATIONAL VISITORS** - 1 year; **ALIEN PHYSICIAN** - the time typically required to complete the medical specialty involved but limited to 7 years with the possibility of extension if approved by the U.S. Department of State; **GOVERNMENT VISITOR** - up to 18 months; **CAMP COUNSELOR** - up to 4 months; **SUMMER WORK/TRAVEL** - up to 4 months; **AU PAIR** - 1 year; **INTERN** - up to 12 months. For details, see 22 CFR Part 62.
- (d) Documentation Required for Admission/Readmission as an Exchange Visitor:** To be eligible for admission to the United States, an exchange visitor must present the following at the port of entry: (1) a valid nonimmigrant visa, unless exempt from nonimmigrant visa requirements; (2) a passport valid for 6 months beyond the anticipated period of admission, unless exempt from passport requirements; (3) a properly executed Form DS-2019 (with 2-D barcode), which must be retained by the exchange visitor for readmission within the period of previously authorized stay. Exchange visitors are permitted to travel abroad and maintain status (*e.g., obtain a new visa*) under duration of the program as indicated by the dates on this form (*see item 3 on page 1 of this form*).
- (e) Change of Visa Status:** Exchange visitors (*and dependents*) are expected to leave the United States upon completion of their program objective. Exchange visitors who are subject to the two-year home-country physical presence requirement are not eligible to change their status while in the United States to any other nonimmigrant category except, if applicable, that of official or employee of a foreign government(A) or an international organization(G) or member of the family or attendant of either of these types of officials or employees.
- (f) Insurance:** Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and minor children on J visas for the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. \$100,000 per person per accident or illness; (2) repatriation of remains in the amount of U.S. \$25,000; and (3) expenses associated with medical evacuation in the amount of U.S. \$50,000. A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14. For details, consult your program's Responsible Officer or Alternate Responsible Officer (*see item 7 on page 1 of this form*).

2. EXCHANGE VISITOR CERTIFICATION: I have read and understand the foregoing, including the Two-Year Home-Country Physical Presence Requirement, and agree to comply with the Exchange Visitor Program regulations, as amended (22 CFR Part 62). I certify that all the information on the Form DS-2019 is true and correct to the best of my knowledge. I agree that I will maintain compliance with the insurance regulations as specified in 22 CFR 62.14, including maintaining health insurance coverage for myself and my J-2 spouse/dependents throughout my J-1 program. **I understand that it is my responsibility to maintain my exchange visitor status.** For the purposes of 20 U.S.C. 1232g and 22 CFR 62, I authorize the U.S. Department of State-designated sponsor and any educational institution named on the Form DS-2019 to release information to the U.S. Department of State relating to compliance with Exchange Visitor Program regulations. Signature of Applicant: The J-1 exchange visitor should sign the J-1 form under Signature of Applicant. The J-2 spouse/dependents should sign the J-2 form under Signature of Applicant unless the J-2 dependent is under the age of 14, in which case the J-1 exchange visitor, as the parent or legal guardian, must sign.

NOTICE TO ALL EXCHANGE VISITORS

To facilitate your readmission to the United States after a visit in another country other than a contiguous territory or adjacent islands, you should have the Responsible Officer or Alternate Responsible Officer of your sponsoring organization indicate on the TRAVEL VALIDATION BY RESPONSIBLE OFFICER or Alternate Responsible Officer section of the Form DS-2019 that you continue to be in good standing.

The signature of the Responsible Officer or the Alternate Responsible Officer on the Form DS-2019 is valid for up to one year* or until the end date in item 3 on page 1 of this Form, or to the validation date authorized by the Responsible Officer, whichever occurs sooner.

*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.

* Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, and for public and private educational and cultural exchange organizations. The information is used by Exchange Visitor Program sponsors to appropriately identify an individual seeking to enter the United States as an exchange visitor. The completed form is sent to the prospective exchange visitor abroad, who takes it to the U.S. Consulate (*Embassy*) to secure an exchange visitor (J-1, J-2) visa. Responses are mandatory. An Agency or organization may not conduct or sponsor, and the respondent is not required to respond to a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of State, A/ISS/DIR, Washington, D.C. 20520.



CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

Form containing fields for J-2 and J-1 information, program sponsor details, financial support, and officer signatures. Includes a large 'Sample' watermark across the center.

J-2 Dependent



Sample

INSTRUCTIONS FOR AND CERTIFICATION BY THE ALIEN BENEFICIARY NAMED ON PAGE 1 OF THIS FORM:

Read this page and sign the Exchange Visitor Certification block on the bottom of page 1 and prior to presentation to a United States Consular or Immigration Official.

1. I understand that the following conditions are applicable to exchange visitors:

- (a) TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT (SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED):**
RULE: Exchange visitors whose programs are financed in whole or in part, directly or indirectly by either their government or by the U.S. Government, are required to reside in their home-country for 2 years following completion of their program before they are eligible for immigrant status, temporary worker (*H*) status, or intracompany transferee (*L*) status. Likewise, if exchange visitors are acquiring a skill that is in short supply in their home country (*these skills appear on the "Exchange Visitor Skills List"*) they will be subject to the same two-year home-country residence requirement. The requirement also is applicable to alien physicians entering the United States to receive graduate medical education or training. The U.S. Department of State reserves the right to make the final determination regarding 212(e).
NOTE: MARRIAGE TO A U.S. CITIZEN OR LEGAL PERMANENT RESIDENT. OR BIRTH OF A CHILD IN THE UNITED STATES DOES NOT REMOVE THIS REQUIREMENT.
- (b) Extension of Stay/Program Transfers:** A completed Form DS-2019 is required in order to apply for a program extension or program transfer, and must be obtained from or with the assistance of the sponsor.
- (c) Limitation of Stay: STUDENTS** - as long as they pursue a full course of study towards a degree, or if engaged full-time in a non-degree program, up to 24 months. Students for whom the sponsor recommends academic training may be permitted to remain for an additional period of up to 18 months after receiving their degree or certificate; post-doctoral academic training may be approved by the sponsor for a period not to exceed 36 months; **SECONDARY STUDENTS** - up to 1 academic year; **TRAINEES** - 18 months; **TEACHERS** - 3 years; **PROFESSORS** and **RESEARCH SCHOLARS** - 5 years; **SHORT-TERM SCHOLARS** - 6 months; **SPECIALISTS** - 1 year; **INTERNATIONAL VISITORS** - 1 year; **ALIEN PHYSICIAN** - the time typically required to complete the medical specialty involved but limited to 7 years with the possibility of extension if approved by the U.S. Department of State; **GOVERNMENT VISITOR** - up to 18 months; **CAMP COUNSELOR** - up to 4 months; **SUMMER WORK/TRAVEL** - up to 4 months; **AU PAIR** - 1 year; **INTERN** - up to 12 months. For details, see 22 CFR Part 62.
- (d) Documentation Required for Admission/Readmission as an Exchange Visitor:** To be eligible for admission to the United States, an exchange visitor must present the following at the port of entry: (1) a valid nonimmigrant visa, unless exempt from nonimmigrant visa requirements; (2) a passport valid for 6 months beyond the anticipated period of admission, unless exempt from passport requirements; (3) a properly executed Form DS-2019 (with 2-D barcode), which must be retained by the exchange visitor for readmission within the period of previously authorized stay. Exchange visitors are permitted to travel abroad and maintain status (*e.g., obtain a new visa*) under duration of the program as indicated by the dates on this form (*see item 3 on page 1 of this form*).
- (e) Change of Visa Status:** Exchange visitors (*and dependents*) are expected to leave the United States upon completion of their program objective. Exchange visitors who are subject to the two-year home-country physical presence requirement are not eligible to change their status while in the United States to any other nonimmigrant category except, if applicable, that of official or employee of a foreign government (*A*) or an international organization (*G*) or member of the family or attendant of either of these types of officials or employees.
- (f) Insurance:** Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and minor children on J visas for the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. \$100,000 per person per accident or illness; (2) repatriation of remains in the amount of U.S. \$25,000; and (3) expenses associated with medical evacuation in the amount of U.S. \$50,000. A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14. For details, consult your program's Responsible Officer or Alternate Responsible Officer (*see item 7 on page 1 of this form*).

2. EXCHANGE VISITOR CERTIFICATION: I have read and understand the foregoing, including the Two-Year Home-Country Physical Presence Requirement, and agree to comply with the Exchange Visitor Program regulations, as amended (22 CFR Part 62). I certify that all the information on the Form DS-2019 is true and correct to the best of my knowledge. I agree that I will maintain compliance with the insurance regulations as specified in 22 CFR 62.14, including maintaining health insurance coverage for myself and my J-2 spouse/dependents throughout my J-1 program. **I understand that it is my responsibility to maintain my exchange visitor status.** For the purposes of 20 U.S.C. 1232g and 22 CFR 62, I authorize the U.S. Department of State-designated sponsor and any educational institution named on the Form DS-2019 to release information to the U.S. Department of State relating to compliance with Exchange Visitor Program regulations. Signature of Applicant: The J-1 exchange visitor should sign the J-1 form under Signature of Applicant. The J-2 spouse/dependents should sign the J-2 form under Signature of Applicant unless the J-2 dependent is under the age of 14, in which case the J-1 exchange visitor, as the parent or legal guardian, must sign.

NOTICE TO ALL EXCHANGE VISITORS

To facilitate your readmission to the United States after a visit in another country other than a contiguous territory or adjacent islands, you should have the Responsible Officer or Alternate Responsible Officer of your sponsoring organization indicate on the TRAVEL VALIDATION BY RESPONSIBLE OFFICER or Alternate Responsible Officer section of the Form DS-2019 that you continue to be in good standing.

The signature of the Responsible Officer or the Alternate Responsible Officer on the Form DS-2019 is valid for up to one year* or until the end date in item 3 on page 1 of this Form, or to the validation date authorized by the Responsible Officer, whichever occurs sooner.

*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.

* Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, and for public and private educational and cultural exchange organizations. The information is used by Exchange Visitor Program sponsors to appropriately identify an individual seeking to enter the United States as an exchange visitor. The completed form is sent to the prospective exchange visitor abroad, who takes it to the U.S. Consulate (*Embassy*) to secure an exchange visitor (*J-1, J-2*) visa. Responses are mandatory. An Agency or organization may not conduct or sponsor, and the respondent is not required to respond to a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of State, A/ISS/DIR, Washington, D.C. 20520.



Brief Information and Basic Guidelines for Incoming International Students

Congratulations on your admission to Kentucky State University (KSU)! The Office of International Affairs (OIA) is eager and thrilled to welcome you to KSU. We will make every single effort to assist you in achieving your academic goals and succeed your life as a new Thorobred at your new home at KSU. I encourage you to read through our *International Student Handbook* https://www.kysu.edu/documents/international-student-experiences/international_student_handbook021021.pdf. The booklet will give you a clear picture of almost everything you need to be aware of or need to do before and after your arrival. Also, I very much encourage you to visit our webpage at <https://www.kysu.edu/academics/college-acs/school-of-ace/international/> to obtain more information. Go Thorobreds! Your promising future starts here.

Plan Your Travel and Arrival

Please refer to the *KSU International Student Handbook*. As an international student, you are permitted to enter the United States up to 30 days before the start of your programs (start date is listed on your I-20 or DS-2019). This may give you time to check in immigration services and get settled before the classes start. However, campus housing is limited and may not be open before the move-in date. You need to consider a temporary housing. So, please carefully plan your travel. If you need a ride from the airport to campus, you must let us know your exact arrival date, flight number, and arrival time by August 8, 2021 with detailed travel plans.

Here are three closest airports:

- Blue Grass Airport (LEX) in Lexington KY <https://bluegrassairport.com/> 30 miles from campus
- Louisville **Muhammad Ali** International Airport (SDF) in Louisville, KY <https://www.flylouisville.com/> 53 miles from campus
- Cincinnati/Northern Kentucky International Airport (CVG) <https://www.cvgairport.com> 83 miles from campus

Mandatory Check-in (see separate document titled *Mandated Check-In*)

As an international student, you are required to check in by federal immigration regulations. This is very important. It is one of your primary responsibilities upon entering the United States. Failure to check-in will result in termination of your I-20 or DS-2019. International Student Check-in will take place Monday – Friday, 8:30 am – 4:30 pm at 310 Academic Service Building with our Registrar and P/DSO Ms. Yolanda Benson. Please bring with you your original I-20 and

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



passport with F-1 visa to be copied. If you have F-2 dependents with you, please also bring with you their immigration documents (I-20, passports).

Mandatory New International Student Orientation

All new international students/visiting scholars are required to attend an international student/visiting scholar orientation. The mandatory orientation begins August 11, 2021. Fall classes begin on August 16 (actual date). This is a valuable resource session to better inform you about the campus, policies, and procedures. You will also learn about resources offered on campus and meet important people that you should become familiar with throughout your time at KSU. At the orientation, you will meet your academic advisors and be assisted in registering for classes. Moreover, you will learn more about student services and activities we provide to support your academic and campus life. There are many social events and activities during the orientation/Bred Week. The Bred Week is for undergraduates only. You will have the opportunity to connect with other students and people in the community. Enclosed is the tentative itinerary of orientation/welcome week (need to work with student orientation group).

New International Student Checklist

The following checklist may better help you as a guidance to prepare for your arrival to the United States and first things you need to do at Kentucky State University. Please be advised that this is a simple guide but not complete list you will follow. Please check with your advisor.

Pre-Arrival

- Receive and double check your F-1 I-20 or J-1 DS-2019. Make sure all information about you is correct.
- Read through the KSU International Student Handbook, especially the pre-arrival section.
- Visit <https://www.ice.gov/sevis> to learn about the requirements of your visa status.
- Pay the SEVIS fee and print out your SEVIS I-901 fee receipt.
- Schedule an appointment to apply for your F-1 or J-1 visa at a close U.S. Embassy or Consulate.
- Upon receiving your F-1 or J-1 visa, double check and make sure all information is correct. For example: your personal information, expiration date, etc.
- Book your flight.
- Have all documents ready with you that are needed by KSU.

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



- Prepare your finance. Make sure you have access to cash when you arrive for initial or immediate purchases. \$200.00 should be sufficient.
- Pack your bags. Please refer to suggested packing list in your *KSU International Student Handbook* for carry-on and checked luggage. Make sure you have your passport and all of your immigration documents in your carry-on bag or hand-bag so that you have them with you at the port of entry. Also, please have copies of these important document in your checked luggage, just in case.
- Have in hand with you the contact information for KSU:
 - Ms. Yolanda Benson, Registrar, Principal Designated School Official (PDSO), office phone 502-597-5795, email yolanda.benson@kysu.edu. For the time being, Ms. Benson is only authorized official who have access to SEVIS.
 - Dr. Eric Yang, Director of International Affairs and Global Agriculture Programs, office phone 502-597-6327, Cellphone 502-545-5003, Fax 502-597-6763, email eric.yang@kysu.edu
- Enjoy your flight

Arrival: Welcome to Your New Home

- Check-in at Registrar Office: Monday to Friday 8:00 am –4:30 pm at 310 Academic Service Building. Ms. Benson is our P/DSO.
- Attend the Mandatory New International Student Orientation 9:00 am –6:00 pm on Wednesday August 11 at Atwood Building 101 (enclosed is the tentative agenda). I will send you the itinerary of the Orientation/Bred Week later on. The Bred Week is for undergraduate students, but the New International Student Orientation is mandatory for all international students.
- Know your DSOs
- Register for classes
- Participate in campus activities and join student organizations to make friends and feel more at home.
- Enjoy your first semester

Good luck! We very much look forward to meeting on KSU Campus!

Best regards,

Eric Yang, Ph. D
Director, RO/DSO
Email: eric.yang@kysu.edu

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.

Mandated Check-In

International Student Check-In is a federally mandated process that requires every international student to report to the Office of International Affairs (OIA) and have their immigration documents reviewed. Check-In should be completed as soon as possible after arrival to the United States.

The Check-In Form will require that you bring with the following documents when check in with your DSO for F-1 students or RO or ARO for J-1 students:

- Completed **check-in-form with your U.S. address (even if temporary)**
 - Biographical page of your passport
 - Copy of the first page of your KSU I-20 Or KSU DS-2019
 - Copies of the first page of each F-2 dependent I-20 or J-2 DS-2019, if applicable
 - Copy of F-1 or J-1 visa (copy of entry stamp page for Canadian citizens)
 - If you obtained your F-1 status through the Change of Status process, please submit the I-797 Notice of Action indicating your Change of Status to F-1 was approved.
 - Proof of your \$350 SEVIS Fee payment for F-1 students, or \$220 SEVIS Fee payment for J-1 students, printed from <https://www.fmjfee.com> click on 'Check I-901 Fee Status'
 - I-94, printed from <https://i94.cbp.dhs.gov> click on 'Get Most Recent I-94' (NOTE: This record will not be created until you have entered the US. Within 24 hours of your entry, you can retrieve your electronic I-94 online from the [Customs and Border Patrol](#) website. You will need your passport information to retrieve your electronic I-94.)
 - Your local address in Frankfort and a US phone number (if available). If you will have a temporary address when you arrive to Frankfort, this is the address you should report during check-in.
 - Name and contact information (phone number and email) of a designated emergency contact

Additionally, you will need to provide your LOCAL U.S. ADDRESS and provide your confirmation of understanding of the F-1 Student Responsibilities.

Please fill out the Check-in Form below.

Return to OIA to pick up your updated I-20 (F-1 students).

International Student Check-In & Emergency Contact Form

General Information about You

Family name: _____ First and middle names: _____
Gender _____ Citizenship: _____
KSU Student ID: _____ SEVIS ID: _____
KSU email: _____ Personal email: _____
Marital Status: _____Single _____Married _____Other

Academic Information

I am _____New student _____Transfer student _____KSU student changing academic level
Academic level to study at KSU _____Associate _____Bachelors _____Master's _____DNP

Required

U.S. Address (it can be temporary address) _____ Home Country address _____

US Phone: _____ Home Country Phone: _____

Emergency Contact Information

In the U.S. (unknown, can leave blank)	In Your Home Country
Name: _____	Name: _____
Street and/or Apt #: _____	Relationship: _____
City and State and zip code _____	Phone: _____
Relationship: _____	Email: _____
Phone: _____	
Email: _____	

Dependents CURRENTLY With You in the U.S.:



J-1 Scholar Pre-Arrival Checklist

STEP 1: Obtain J-1 Exchange Visitor Visa

Applications for J-1 Visas require:

- Valid unexpired passport (valid for at least six months beyond your intended stay)
- Form DS-2019
- SEVIS fee receipt
- Evidence of financial support
- Visa application fee receipt
- Recent "2x2" U.S. passport-style photograph
- Additional forms and/or documents as required by the embassy/consulate at which you will apply
- Additional information on visitor visas is available at the Department of State website:
<https://travel.state.gov/content/travel.html>

STEP 2: Pay the SEVIS Fee

What is the SEVIS Fee?

The SEVIS I-901 fee (<http://www.ice.gov/sevis/i901>), implemented by the Department of Homeland Security (DHS), is a fee intended to defray costs associated with the administration of the Student and Exchange Visitor Program (SEVP). This rule took effect on September 1, 2004. The current fee for exchange visitors (J-1) is \$220.

Who Must Pay the SEVIS Fee?

1. Students & Scholars seeking an F-1 or J-1 visa from a U.S. consulate abroad for "initial" attendance at a U.S. school
2. Students seeking a J-1 visa from a U.S. consulate abroad to commence participation in a J-1 Exchange Visitor Program
3. Persons applying for a change of status to F-1 or J-1
4. Canadians exempt from the visa requirement who are seeking entry at a U.S. port of entry for "initial" attendance at a U.S. school or Exchange Visitor Program
5. J-1 students applying for a change of program category within the U.S.
6. J-1 students transferring from fee-exempt Federal Government sponsored programs (such as Fulbright) to other J-1 programs
7. J-1 students transferring from reduced-fee J-1 programs to full-fee J-1 programs
8. J-1 students applying for reinstatement

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



Who Does Not Pay the SEVIS Fee?

1. J-2 dependents
2. J-1 students and J-1 scholars who are seeking an extension or transfer
3. J-1 students and J-1 scholars who have previously paid the fee and are applying for a visa to return to the U.S. as continuing students in the same course of study
4. J-1 students and J-1 scholars who have paid the fee but have been denied a visa who are reapplying for the same visa within 12 months
5. Persons who have paid the SEVIS fee but have been denied a change of status to J-1 and who are reapplying for the same status within 12 months after being granted a motion to reopen the case
6. J-1 participants in fee-exempt Federal Government-sponsored programs (such as Fulbright)

Options to Pay the SEVIS Fee

1. Electronic submission of Form I-901 to DHS using credit card or other electronic means of payment accepted by DHS: <https://www.fmjfee.com>
2. File Form I-901 (available at <https://www.fmjfee.com/i901fee/>) with DHS by mail along with a check, money order, or foreign draft drawn on a U.S. bank and payable in U.S. currency
3. Western Union Quick Pay (See http://www.ice.gov/sevis/i901/wu_instr.htm for instructions)

You must have a DHS fee receipt before applying for a visa or change of status. Third parties may pay the fee on behalf of the student or scholar. Additional information on SEVIS I-901 Fee can be found at <https://www.ice.gov/sevis/i901/faq>

STEP 3: Assemble Immigration Documents

Passport – Your passport should be valid at least six months into the future when you apply for your visa. Your passport must remain valid while in the U.S. If your passport will expire, you must contact your embassy to renew it.

Form DS-2019 – Also called "Certificate of Eligibility" is required to obtain a J-1 visa and used to enter the U.S. It indicates your length of stay in the U.S. on your J-1 program, authorizes you to participate in Kentucky State University J-1 Exchange Visitor program, and is used for travel outside and re-entry to the U.S. Scholars should keep all copies of DS-2019 issued to them. When you receive your KSU DS-2019, you need to carefully review the form for accuracy: information must be identical to your passport.



Visa – The stamp that a U.S embassy or consulate affixes to the passport to indicate the kind of nonimmigrant status that a person is seeking. The only time you are required to have a valid visa is when you enter the U.S. You need to carefully review your visa for accuracy: information must be identical to your passport and DS-2019.

Form I-94 – CBP (Customs and Border Protection) has automated the I-94 process for applying for admission at U.S. ports of entry. Air travelers no longer need to complete paper Form I-94. The I-94 number is used to record your arrival and departure from the U.S. Using this number, CBP authorities can determine your arrival date into the U.S., the port-of-entry and your immigration status as a J-1 visa holder. You can obtain your I-94 number by visiting <https://i94.cbp.dhs.gov> after you have entered the U.S.

STEP 4: Obtain Health Insurance

The U.S. government requires all J-1 scholars and their dependents to have health insurance coverage for the entire duration of their stay in the U.S. You must provide proof of health insurance to OISE within 10 days of arrival. Suggested insurance companies are listed at <http://nafsa.org/resourcelibrary/default.aspx?id=8823>. Your health insurance policy must meet the following minimum coverage: \$50,000 per sickness or accident, \$10,000 for medical evacuation, and \$7,500 for repatriation of remains to your home country. These are requirements from the U.S. Department of State for anyone on a J visa.

STEP 5: Pack Appropriately – What to Bring

Immigration and Travel Documents

- Passport, valid at least six more months
- J-1 visa
- Form DS-2019

Important! Please put all these documents (passport and DS-2019) in your carry-on luggage, not your checked suitcase. Also, we recommend that you make copies of all of these documents and place the copies in your checked luggage.

Money

- Amount brought with you should be enough to cover at least one month's expenses, as well as any necessary items such as cellular phone, etc. You can bring the money in

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



the form of/via:

- Cash
- Wire transfer ○ Traveler's checks
- Credit card(s) accepted in the U.S.

Please note that passengers flying on international flights carrying \$10,000 or more in cash must declare the cash amount to Customs and Border Protection and fill out the appropriate form.

Important Numbers and Addresses

- Your address in your home country and phone number(s) to call in case of emergency
- Your U.S. address and/or phone number, if already available
- Host Department phone number, address, and contact person
- International Affairs: (502)597-6327

Other Important Documents (with official English translation)

- Marriage certificate

Personal Items: What You Should Bring to the U.S.:

- Any prescription medications
- Your medical history with English translation
- Note of any life-threat allergies with English translation

Additional Information

Arrival Notification

J-1 scholars must report to Kentucky State University once they arrive in the U.S. Please bring your immigration documents with you when you come to International Affairs to check in. You will need to make an appointment with the Director of OISE: 105/109 Cooperative Extension Building.

Climate and the Right Clothes

Frankfort has a humid subtropical climate with four distinct seasons. Winter is generally cool with some snowfall. Spring and fall are both mild and relatively warm, with ample precipitation and thunderstorm activity. Summers are oppressively hot and humid. That means a student will

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



need a variety of clothes for both warm and cold weather. Events may occur around campus requiring semi-formal attire, so students should have clothes for both casual and dress-up situations.

Over the course of the year, the temperature typically varies from 26°F (-3.3°C) to 86°F (30°C) and is rarely below 9°F (-12.8°C) or above 93°F (34°C). The average temperature in Frankfort is 41°F (about 5°C) in the winter and 71.3°F (about 22°C) in the summer. The hot season lasts for 3.8 months, from May 26 to September 21, with an average daily high temperature above 77°F (25°C). The hottest day of the year is July 21, with an average high of 86°F (30°C) and low of 68°F (20°C). The cold season lasts for 3.0 months, from November 30 to February 28, with an average daily high temperature below 51°F (11°C). The coldest day of the year is January 29, with an average low of 26°F (3.3°C) and high of 42°F (5.6°C).

Consider the climate of Kentucky when deciding what clothes to bring with you. Kentucky has a temperate climate with four distinct seasons; it is quite humid in the summer. Warm clothing for the winter could cost from U.S. \$400–\$600 if purchased new after you arrive. Used clothing can be purchased for much less. There is a wide temperature range for each season.

Money for Initial Expenses

You should bring with you at least U.S. \$1,000–\$1,500, even if you will be receiving KSU funding. You will need this money to pay for temporary housing, moving-in expenses for long-term housing, food, transportation, books, supplies, and other necessary items during your first few weeks in the U.S. (Payments to graduate students on assistantships and visiting scholars begin about four to six weeks after arrival.):

- Bring most of your money in traveler's checks that you can easily replace if they are lost or stolen. Obtaining traveler's checks may seem troublesome, but it is an important security measure. Traveler's checks can be replaced—cash cannot!
- If you are bringing a bank check, have it made out to yourself—not the university—so that you can deposit the funds in a bank account here and then arrange for tuition and other payments. The University cannot accept checks greater than the amount of the first semester's tuition.
- Bring some cash—U.S. \$100–\$200 in small bills (\$10 and \$20 bills) and several dollars in coins (especially "quarters," worth \$0.25). Automatic teller machines (ATMs) frequently have a \$300 per day limit on cash withdrawals.

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



- Carry your money, traveler's checks, and valuables in several places on your person, such as a wallet or purse, a separate pocket, and a pouch worn around your neck, waist, or under your clothing. That way, if your bag, wallet, or purse is stolen, you have not lost everything.

Other Items

- Passport, visa, SEVIS Fee receipt and DS1029
- Financial Documents in case they are requested at port-of-entry
- Extra copies of your visa documents in case you lose your originals (keep in a separate place)
- Letter of admission or offer from Kentucky State University
- Medical Records
- Transportation Voucher for airport pick-up
- Phone numbers/addresses of important contacts in the U.S.
- Emergency contact information for others to reference
- Medications and basic First Aid kit
- Original academic documents from your previous school if required on your letter of admission
- Home country driver's license
- Basic toiletries
- Credit Card
- Food/snacks to hold you over until you can shop

Travel/Airport

Book your flight. Book a flight all the way to the Blue Grass Airport (LEX) in Lexington and Muhammad Ali International Airport (SDF) in Louisville from your home country, but allow several hours between U.S. flights so that you have enough time to clear immigration and customs before going to your connecting flight. This is much easier than arranging a flight or other ground transportation to Frankfort after arriving in another U.S. city. Avoid arriving in the U.S. on December 25th, 31st or January 1st because many businesses and offices are closed in December/January for the holidays.

We look forward to meeting you at Kentucky State University!

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.

New International Student Orientation
Tentative Agenda Subject to Change
August 11, 2021

This is a mandatory one-day event as part of the Thorobreds welcome week.

TIME	Activities
9:00 AM	PANCAKE BREAKFAST, Thorobreds Cafeteria
10:00 AM	CAMPUS TOUR
	Divided into different groups led by student ambassadors
11:30 AM	Acting President Stamps, Provost Hamilton, and Academic Deans Welcome to KSU, Thorobreds!
	Atwood 101
12:00 PM	LUNCH CAFETERIA
1:00 PM	Campus Computing and Networking Atwood 101
1:45 PM	Student Engagement, Health Services, Housing, Safety, and HR Atwood 101
2:45 PM	Coffee Break
3:00 PM	SEVIS, Immigration Culture shock, employment, Social Security Maintaining visa status Atwood 101
5:30 PM	DINNER CAFETERIA
6:30 PM	Game Room Social Events



Kentucky State University: J-1 Scholar Orientation Packet

Please read all of the following important information in this form and then sign your name where indicated at the end, verifying your knowledge of maintaining your J-1 visa status while at Kentucky State University.

Maintaining Legal Status Overview

In order to maintain your legal status as a J-1 faculty or staff member you must:

- Have a valid I-94 and a valid and current DS-2019 form at all times
- Have a valid passport (as well as all of your dependents, if applicable)
 - To extend your passport, you will need to contact your home country embassy or consulate for the procedures that you must follow. Be sure to contact your embassy at least 6 months prior to the expiration of your passport to ensure timely processing.
- Maintain adequate Health insurance coverage for yourself and your dependents as required by federal regulations
- Pursue the activity described in item #4 on your DS-2019 form
- Only engage in employment in the department or office for which your program has been approved
- File timely and appropriate transfer and extension notifications through International Student Services.
- If any university courses are taken, they must only be part-time, non-degree courses
- File US tax returns (due every April)

Reporting Your Local Address

After your arrival to the United States, you must report your local address to OIA. You must also update your address within ten (10) days each time you move. Updating your address is an essential part of immigration compliance. Failure to report your address results in your immigration status canceling or terminating.

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



Maintaining Health Insurance Coverage

In order to maintain J-1 status, you must have health insurance for yourself and for your dependents. If you qualify for employee benefits (including health insurance) please note that you must purchase supplemental insurance to cover medical evacuation and repatriation.

If you are a self-funded J-1 scholar, you must purchase health insurance on your own and provide proof to International Affairs. For your convenience, the International Affairs website provides a list of US insurance carriers with insurance plans that meet the requirements for J-1 scholars and J-2 dependents:

<http://nafsa.org/resourcelibrary/default.aspx?id=8823>. We recommends ISO International Student Insurance (<https://www.isoa.org/>) that provides J-1 Exchange Plans meeting and exceeding J-1 Visa Insurance Requirements.

Your health insurance policy must meet the following minimum coverages:

- \$50,000 per sickness, accidents, or maternity (pregnancy, pre-natal, and birth)
- \$10,000 for medical evacuation
- \$7,500 for repatriation of remains to your home country in case of death
- A deductible not to exceed \$500 per accident/illness

Travel Procedures

When traveling outside the United States, J-1 scholars (and their J-2 dependents, if applicable) must have in their possession the proper documents to return to the US to resume their activities. These documents are:

- Passport valid at least six months beyond the date of US re-entry
- Valid J visa stamp in passport
- Form DS-2019 authorized for travel by RO or an ARO

If one or more of the above documents are not valid, call OIA at (502) 597-6327 or stop in during walk-in hours to meet with International Affairs. When meeting with an OIA staff, be sure to bring your passport, I-94 card, and current Form DS-2019.



Other documents may be helpful in confirming the right to re-enter the US, especially proof of financial support as listed on the DS-2019 or a letter from the department confirming the appointment/invitation to Kentucky State University.

If a J-1 scholar has a travel endorsement in the "Travel Validation by Responsible Officer" in the lower right corner of their DS-2019, that endorsement is valid for a one year period from the date that it has been signed or until the expiration date of the DS-2019, whichever comes first. The expiration date is given in item #3 of the DS-2019. There are a few exceptions to the validity of this one-year endorsement (signature):

- On the date that a J-1 scholar completes his program, the endorsement is no longer valid. This date may be the date a scholar terminates the employment or program within the inviting department.
- If the visa stamp in his passport has expired, the J-1 scholar will need to visit OIA at least two weeks prior to departure date, have his DS-2019 endorsed for travel, and request instructions on how to apply for a re-entry visa at a US Embassy or Consulate abroad.
- If the department terminates the scholar's program, the DS-2019 is no longer valid. It is imperative that such scholars talk with an advisor in OIA concerning their nonimmigrant status. If the scholar travels outside of the US under this or the aforementioned circumstances, that scholar cannot use the endorsed DS-2019 to re-enter the US; the scholar will be denied legal entry to the US.
- If a scholar is outside of the US for over 30 days for personal reasons, the DS-2019 will no longer be valid for re-entry according to the Department of State (DOS). If a scholar is outside the US for more than 30 days for other than personal reasons, such as awaiting visa approval or working on a collaborative project between Kentucky State University and the scholar's home institution, OIA will need written confirmation for such situations to document the continuation of J-1 status in the US while the scholar is overseas.

Extension of Stay

A scholar must always maintain a valid Form DS-2019 during stay in the US. The ending date in item #3 on the Form DS-2019 is the expiration date. If eligible to continue in the

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



program beyond the date in item #3, a scholar will need to submit a completed Visiting Staff Request for a program extension.

The extension may be processed 90 days before the completion date on the current Form DS-2019 but no later than the completion date. If an extension is not needed, a J-1 scholar then has a 30-day grace period after the completion date to depart the US.

Any extension request must remain within the time limit for the J-1 scholar's category. The category is listed on the DS-2019 in item #4. Professors and Research Scholars have a 5-year window in which to pursue their activity. For Short-Term Scholars, the time window is six (6) months. These are continuous periods of time, not aggregate amounts of time (like starting a countdown that cannot be stopped).

In order to request an extension, a J-1 scholar requires the following:

- Passport
- Form I-94
- Current Form DS-2019
- DS-2019s and passports for any and all dependents, if applicable
- J scholar extension form
- Original financial support document dated within the last six months.
 - Minimum required funding for an extension:
 - ✓ \$1,500/month for the scholar
 - ✓ \$625/month for a spouse
 - ✓ \$375/month for each child
- Proof of health insurance coverage for the duration of the proposed extension
- If participating in Academic Training, an offer letter (for financial purposes)

Be sure to notify OIA if you have completed your program or are withdrawing from your program early.

Caution: Extension of stay in the United States is the scholar's responsibility. By forgetting a deadline and applying late, a scholar risks denial. Please be certain to apply in timely fashion if needing to extend.

Off-Campus Consultations and Lectures

The Department of State (DOS) allows for occasional lectures and consultations that are incidental to the J-1 professor, research scholar or short-term scholar's objective at

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



Kentucky State University. Wages and remuneration are allowed if the following criteria and procedures are satisfied:

Criteria

The occasional lectures or short-term consultations shall:

- Be directly related to the objectives of the J-1 scholar's program
- Be incidental to the objective of the stay at Kentucky State University (not delaying the completion of the J-1 scholar's program).
- Be for a period for 30 days or less

OIA Authorization Letters

A J-1 scholar must request an authorization letter from OIA prior to engaging in lectures or consultations. This request can be made by emailing eric.yang@kysu.edu or calling (502)597-6327 and speaking with the Director of International Affairs.

The letter will be printed on official University letterhead, be signed by an authorized representative in International Affairs, and set forth the terms and conditions of the proposed lecture or consultation offer by providing the following:

- proposed start and end dates
- field or subject
- amount of compensation
- description of the activity

A second letter, from the head of the scholar's academic department at Kentucky State University, will:

- support the proposed activity
- indicate that this activity is related to the original objective of the J-1 scholar's visit to Kentucky State University

Once you have this documentation, bring it to a meeting with an international student and scholar advisor in OIA.

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



The 30-Day Grace Period

Exchange visitors must depart the US within 30 days of the expiration of the DS-2019 or the completion of the program, whichever is earlier.

The 24-Month Bar

Research Scholars and Professors are prohibited from returning to the US for 24 months in either of these categories once they have completed their program as listed on the DS-2019 or sooner. A J-1 scholar preparing for departure should meet with an international student and scholar advisor before leaving to discuss his/her plans, and how this rule affects them.

I acknowledge that I have read and understand all of the information presented in this packet regarding my J-1 status and my obligations in its maintenance. Failure to comply with any of these requirements may result in the termination of my J-1 status.

Print Name

Signature

Date

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



New International Scholar Checklist

Welcome to Kentucky State University (KSU). The KSU Office of International Affairs has prepared this checklist to assist you when arriving in Frankfort, Kentucky.

() **Obtain Housing**

If you do not have living accommodations upon arrival, you can obtain a list of hotels/motels online. In addition, there are apartment and housing guides available in our office. We do not have family housing.

() **Visit your Sponsoring Department**

Your department will give you forms that must be completed **before** you begin employment. It is important to meet with your faculty sponsor or staff contact upon arrival; (s)he will be able to help with paperwork.

() **Visit the Office of International Student Experience (OIA)**

Please report to your department and International Affairs and complete necessary forms for your file. You must bring your original DS-2019, or Employment Authorization Document (if in J-2 status or J-1 status on work authorization,) passport, and visa to OIA.

() **Complete a Check in and Emergency form and I-9 at OIA**

Please take time to fill out the official check in form. If you are being funded by KSU, an I-9 form must be completed for all non-immigrant employees prior to beginning employment. While at OIA, you will be given a welcome package with information about KSU, the community, and the public transportation system.

() **Apply for a Social Security Number (SSN)**

Please wait 10 business days from the date you arrive in the country before you apply for an SSN. It is important to apply for an SSN if you have some type of work permission and are paid in the US. This number must be issued by the Social Security Administration in order for you to get paid.

() **Obtain an Identification Card**

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



Your card will let you take materials out of the Kentucky State University libraries. In order to obtain an ID card you must have your offer letter from your department, and another form of identification (DS2019, passport, or visa). You can locate the Office of Auxiliary Services on third floor of Academic Services Building. The hours of operation are Monday-Friday 8:00am- 4:30 pm, and closed Saturday and Sunday. There is no charge for the first ID, however, there is a \$20 replacement fee for lost cards.

() **Visit the Office of Payroll Services (only if you are funded by KSU)**

If you are being funded by KSU, employees visit the Payroll Office in Academic Services Building to complete Federal, State, and City tax forms. You will need to present the following: Foreign National information form, Social Security Verification form, I-9 Employment Eligibility Verification Form, and verification of Application for a Social Security Number. Complete all other employment documents with the department.

() **Notify OIA of your address**

Each time you move you must notify our office **within 10 days of your move**. For those in J status, failure to report your address will result in violation of your status and ineligibility for reinstatement. You can email eric.yang@kysu.edu to inform us of the new address.

() **Maintain Health Insurance for J-1 Exchange Visitors**

In order to maintain J-1 status, you must have health insurance for yourself and for your dependents. If you are a self-funded J-1 scholar, you must purchase health insurance on your own and provide proof to OIA. For your convenience, the OIA web site provides a list of US insurance carriers that offer insurance benefits that meet the requirements for J-1 scholars and J-2 dependents. <http://nafsa.org/resourcelibrary/default.aspx?id=8823>. Your health insurance policy must meet the following minimum coverage: \$50,000 per sickness or accident, \$10,000 for medical evacuation, and \$7,500 for repatriation of remains to your home country in case of death. Maternity (pregnancy, pre-natal, and birth) benefits must be covered same as sickness.

() **Open a Checking Account**

It is recommended that you deposit your money into a bank account rather than carrying large sums of money or storing it at home.

() **Set up a KSU e-mail account**

IN ALL THINGS EXCELLENCE

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.



You must receive a KSU WIRED ID upon check-in. OIA will provide you and your department information on how to request an email account from the KSU Help Desk. Again, your department **MUST** request a guest account.

() **Visit the OIA web site**

Visit our web site for information pertaining to your status. The section entitled "J-1 Exchange Visitor Program" information about such as travel and maintenance of status.

() **Keep Copies of Immigration Documents**

OIA recommends that you keep photocopies of **ALL** immigration documents for your personal file. OIA maintains copies of your records for a limited amount of time.

() **Visit the Bureau of Motor Vehicles (BMV).** Even if you do not wish to obtain a driver's license, it is recommended that you apply for a Kentucky Identification Card at the BMV to have photo identification without having to carry your passport with you **Bureau of Motor Vehicles. They may ask for proof of your address.**

Important Information about KSU Services and Resources

Information about KSU J-1 Exchange Visitor Program is available at <https://www.kysu.edu/academics/college-acs/school-of-ace/international/index.php>

In case of emergency, KSU Campus Police (<https://www.kysu.edu/student-engagement-and-campus-life/police/index.php>) is the 24-hour contact for all emergencies on campus: 502-597-6878.

Note: Always check <http://kysu.edu/current-students/> for up-to-date Information about KSU services and resources:

Placers	Contact	Purpose	Web Links
Office of International Affairs	<ul style="list-style-type: none"> • (502)597-6327 • 105/109 Cooperative Extension Building • Email: eric.yang@kysu.edu 	<ul style="list-style-type: none"> • International student & scholar advising • I-20 & DS-2019 • Maintaining status • Cultural adjustment • Etc. 	https://www.kysu.edu/academics/college-acs/school-of-ace/international/index.php
Graduate Studies	<ul style="list-style-type: none"> • (502) 597-4723 • 256 Academic Services Building (ASB) • Email: grad@kysu.edu 	<ul style="list-style-type: none"> • Graduate Studies Policies, Requirements, and Procedures • Graduate Programs 	https://www.kysu.edu/academics/graduate-studies/index.php
Health Services	<ul style="list-style-type: none"> • (502) 597-6271 • Old Rosenwald Building 	<ul style="list-style-type: none"> • Health Care • Health Insurance • Etc. 	https://www.kysu.edu/student-engagement-and-campus-life/health-services/index.php
Human Resources	<ul style="list-style-type: none"> • (502) 597-6667 • 429 Academic Services Building (ASB) 	<ul style="list-style-type: none"> • University employment opportunities • Benefits including Insurance policy • Assistance to with employees with disability needs • Etc. 	https://www.kysu.edu/president/human-resources/index.php
Campus Police	<ul style="list-style-type: none"> • (502) 597-6878 (24 hours a day, 7 days a week) 	<ul style="list-style-type: none"> • Safety & Security • Lost & Found • Parking permits and issues 	https://www.kysu.edu/student-engagement-and-campus-life/police/index.php

		<ul style="list-style-type: none"> • Enroll or sign in to KSU Alert • Etc. 	
Financial Aid	<ul style="list-style-type: none"> • (502) 597-5960 • 349 Academic Services Building (ASB) • Email: finaidmail@kysu.edu 	<ul style="list-style-type: none"> • State and Federal Grant Programs information • Etc. 	https://www.kysu.edu/finance-and-administration/financial-aid/index.php
Professional Development and Career Services	<ul style="list-style-type: none"> • (502) 597-6700 • 360 Academic Services Building (ASB) • career.center@kysu.edu 	<ul style="list-style-type: none"> • Internships • Career assessment and exploration activities • Career and graduate and professional school fairs • Resume writing workshops • Search strategies for internships and jobs • Interview preparation • Networking with prospective employers, 	https://www.kysu.edu/student-success-and-retention/professional-development-and-career-services/index.php
Information Technology Services	<ul style="list-style-type: none"> • (502) 597-7000 • 373 Academic Services Building (ASB) • Email: helpdesk@kysu.edu 	<ul style="list-style-type: none"> • KSU systems and accounts information • IT Help Desk • Etc. 	https://www.kysu.edu/finance-and-administration/information-technology/index.php
Student Engagement and Campus Life	<ul style="list-style-type: none"> • (502)597-6785 • 320 Carl M. Hill Student Center 	<ul style="list-style-type: none"> • Student Activities, Events, and Initiatives • Student Leadership Training • Community Service Opportunities • Cultural and Educational Seminars, Conferences, and Convocations • Oversee all facets of Student Organizations 	
Library Services	<ul style="list-style-type: none"> • (502) 597-6852 • Paul G. Blazer Library 	<ul style="list-style-type: none"> • Using the Library • Research Paper Assistance • Interlibrary Loan 	https://www.kysu.edu/academics/library/index.php

		<ul style="list-style-type: none"> • Etc. 	
Auxiliary Services	<ul style="list-style-type: none"> • (502) 597-5692 • 317 Academic Services Building (ASB) • Email: aux.services@kysu.edu 	<ul style="list-style-type: none"> • Student ID card • Housing • Meal Plans and Campus Dining • Printing and Mail • Facilities ReservationsEtc. 	https://www.kysu.edu/finance-and-administration/auxiliary-services/services-home.php
Registrar	<ul style="list-style-type: none"> • (502) 597-6234 • 323 Academic Services Building (ASB) • Email: registrar@kysu.edu 	<ul style="list-style-type: none"> • University Bulletin (i.e. Catalogue) • Academic Calendar • Academic related Forms (appeals, etc.) • Transcripts 	https://www.kysu.edu/academics/registrar/index.php
Bursar's Office	<ul style="list-style-type: none"> • (502) 597-6278 • 343 Academic Services Building (ASB) • Email: bursar@kysu.edu 	<ul style="list-style-type: none"> • Payment of bills • Etc. 	https://www.kysu.edu/finance-and-administration/bursar/index.php
Book Store	<ul style="list-style-type: none"> • (502) 597-5077 • Student Center • Email: 1379mgr@follett.com 	<ul style="list-style-type: none"> • Buying books, university souvenirs • Etc. 	https://www.bkstr.com/ksustore/home
Athletics	<ul style="list-style-type: none"> • (502)597-6000 	<ul style="list-style-type: none"> • Sports Schedules • Tickets • Etc. 	https://ksuthorobreds.com/

Apartments for Rent Nearby KSU

River View Apartments 101 Compton Dr Frankfort 1.2 miles from campus



- \$450- \$650 /mth
 - 1 bedrooms
 - Water/elec. Not included in rent
 - Within walking distance
- ***** move in special ½ off the first month's rent + deposit discount ***

Country Hill Apts 565 Schenkel Ln Frankfort 1.3 miles from campus



- \$595/ month
- Has 1, 2 , and 3 bedrooms
- Water/ elec not included in rent
- Within walking distance

Leawood Square & Townhomes 980 Leawood Sq. Frankfort 1.9 miles from campus



- 1 bdrm - \$475 2bdrm starts at \$575 and 2bdrm townhome \$650
- Water , sewer, and trash is included in rent
- Within walking distance to campus

Wilkinson Townhomes 701, 705, and 703 Wilkinson Blvd Frankfort 1.3 miles from campus



- \$650/ month (1bdrm) \$850/mth (2bdrm), \$1000/mth (3bdrm)
- 1 bedroom
- Water is included with rent
- Within walking distance to campus
- ***** has washer/ dryer

Studio Condo 200 Thistlewood Ave Frankfort 2.0 miles from campus



- \$425/ month
- Water and trash are included in rent
- Within walking distance to campus

Westwood Terrace Apts 430 Harrodswood Rd Frankfort 3.3 miles from campus



- \$600 / month
- 2 bedroom apartment
- Water and sewer are included in rent
- Longer walking distance

903 Collins Lane Apartments 903 Collins Ln Frankfort 2.2 miles from campus



- \$575/ month
- 1 bedroom
- ALL utilities are included in rent
- Within walking distance to campus

Hickory Hills Manor 120 Marlowe Ct. Frankfort 0.3 miles from campus



- \$400- \$792/month
- 1, 2 , and 3 bedroom apts
- Water and sewer included in rent
- - VERY close walking distance to campus

Williamsburg Terrace Apartments 215 Capital Ave Frankfort 1.0 mile from campus



- 1 bedroom (\$525/month), 2 bedroom (\$600/month)
- Water ,sewer, and trash included in rent
- Walking distance to campus
- *** Downstairs unit and has washer/ dryer hookups

Keller Williams Apts. 930 Tierra Linda Dr. Frankfort 3.1 miles from campus



- \$550/ month
- 2 bedroom apt
- Water is included in rent
- Longer walking distance
- **** 2 weeks free rent ****

Eastwood Gardens Apartments 700 Forest Hill Dr. Frankfort 1.4 miles from campus



- 1 bdrm \$695/ month 2 bdrm \$795/ month
- Gas, electric, trash, air conditioning, water , heat and sewer are included in rent
- Within walking distance to campus

Tierra Linda Apartments 108 Hanly Ln Frankfort 2.0 miles from campus



- 1 bdrm \$695/ month 2 bdrm \$795/ month
- Gas, electric, trash, air conditioning, water, hear, and sewer included in rent
- Walking distance to campus

Penthouse Apartments 902-906 Tierra Linda Dr. Frankfort 2.0 miles from campus



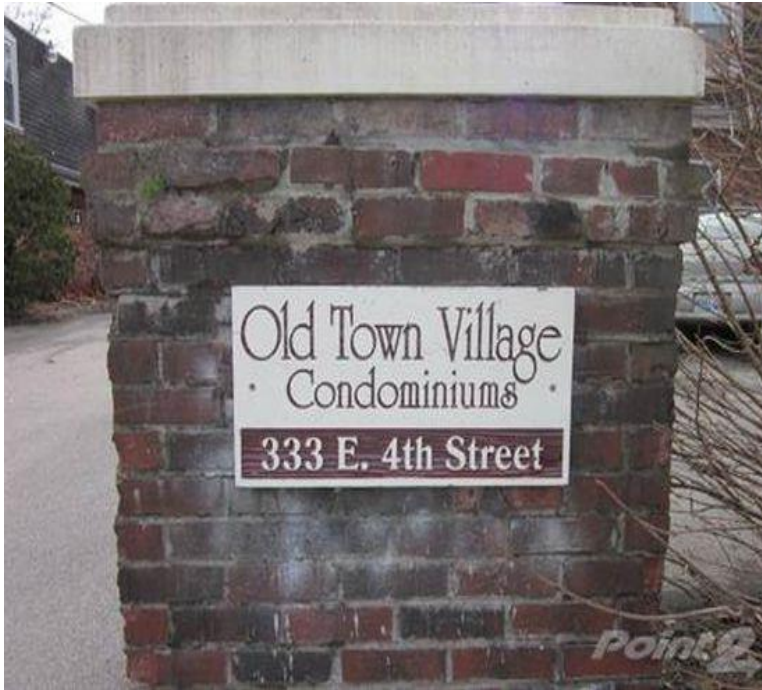
- 1 bdrm \$695/ month 2 bdrm \$795/ month
- Gas, electric, trash, air conditioning, water , heat and sewer are included in rent
- Within walking distance to campus

Raven Crest Apartments 3201 Georgetown Rd Frankfort 2.6 miles from campus



- 1 , 2 and 3 bedrooms
- Rent is \$615- \$905/ monthly
- Water and sewer included in rent
- Within walking distance to campus

RPM Management 333 E 4th St Frankfort 1.7 miles from campus (walking)



- 2 bedroom condo
- \$850/ monthly
- Water, trash, and sewer included with rent
- Within walking distance to campus
- *** has washer/ dryer hookups

Willowood Apartments 220 Tupelo Trail Frankfort 5.2 miles



- Studio, 1 and 2 bedrooms
- \$430 - \$700
- Water/ elec not included in rent
- Within longer walking distance (under 10 miles from KSU)
- **** utility rooms with washer/dryer hookups available

Forest Villas 5800 East West Connector Frankfort 4.8 miles from campus



- Townhomes (2bdrm) \$635/mth Flat (2bdrm) \$635/mth
- Water and sewer are included in rent
- Within longer walking distance to campus

Thistlewood Apartments 162 Thistlewood Ave Frankfort 4.2 miles from campus



- 1 bedroom
- \$395/ month
- Utilities not included
- Within longer walking distance to campus

Eagle's Roost Apartments 100 Pinnacle Ct Frankfort 4.3 miles from campus



- 1, 2 , and 3 bedrooms
- \$625- \$800 / month
- Water, sewer, and trash included with rent
- Within longer walking distance to campus

**** has washer/ dryer hookups****

Juniper Hills Apartments 855 Louisville Rd Frankfort 3 miles from campus



- 1 bedrooms
- \$399/ month
- All utilities and cable included with rent
- Within walking distance to campus

Steadmantown Lane Apartments 1521 Steadmantown Ln Frankfort 3 miles from campus



- 2 bedrooms
- \$525/ month
- Water, sewer, and trash included in rent
- Within walking distance to campus

PJ Coleman 320 Fannin Ct Frankfort 2.8 miles from campus



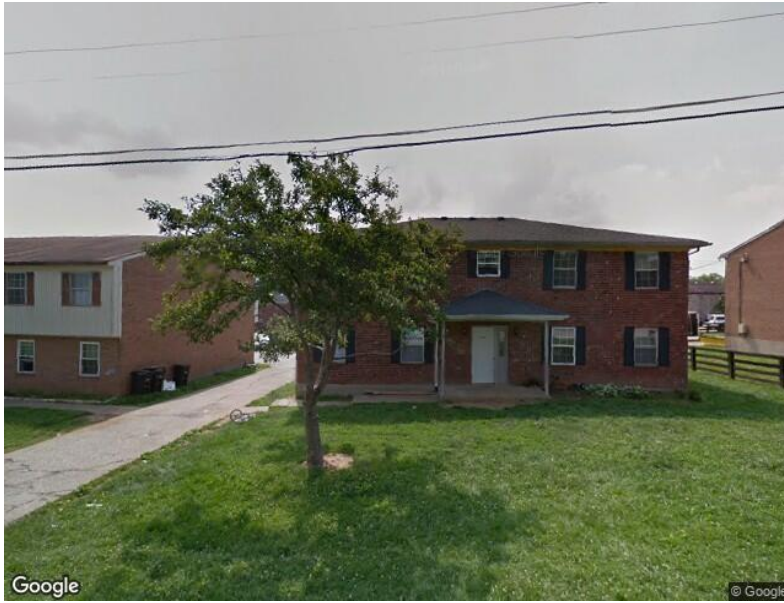
- 1 bedroom
- \$525 / month
- Utilities not included with rent
- Within walking distance to campus

Emily Apartments 325 Brighton Park Blvd. Frankfort 2.4 miles from campus



- 1 bedroom
- \$567/ month
- Water, sewer, and trash included with rent
- Within walking distance to campus

KE Property Management LLC 1306 Chinook Trl Frankfort 3.0 miles from campus



- 2 bedrooms
 - \$575/ month
 - No utilities included with rent
 - Within walking distance to campus
- *** washer/ dryer hookups

1325 Powhatan Trail Frankfort 3.0 miles from campus



-2 bedrooms

-\$500/ month

-Water is included with rent

-Within walking distance to campus – City Transit is also available

-Landlords Shirley Noel (502-223-8381) and Steve Schneider (502-545-0397)

Riverford Crossing 8000 John Davis Dr Frankfort 4.0 miles from campus



-2 bedrooms

-867/month

-Utilities not included

-Longer walk to campus.

Colonial Trace 1007 Colonial Trace Frankfort 9min (drive) from campus



-Tackett Enterprises (Mark Tackett 502-330-1451)

-\$425/month

-1 bedroom

-water included with rent

-Owner is very responsive. Owner also rents other apartments in Frankfort.

-Walk not recommended as it is about 40 minutes to walk

Peach Rentals 804 Leawood Drive Frankfort 3 miles from campus (multiple buildings)



-1 bedroom

-\$395/month

-water is included in rent

-Longer walk to campus

Kentucky State University Existing Campus Plan

EXISTING BUILDINGS & FACILITIES

- 1 William Exum Center
- 2 Cooperative Extension Building
- 3 Carroll Academic Services Building
- 4 Jackson Hall
- 5 Atwood Agricultural Research Facility
- 6 Kentucky Hall
- 7 Chandler Hall
- 8 Hathaway Hall
- 9 Hill Student Center/Underwood Cafeteria
- 10 Hume Hall
- 11 Carver Hall
- 12 Blazer Library
- 13 McCullin Hall
- 14 Betty White Health Center
- 15 New Whitney Young Hall
- 16 Historic Spring House
- 17 Outdoor Amphitheater
- 18 Hillcrest (President's House)
- 19 Russell Court Apartments
- 20 Alumni Stadium
- 21 Aquaculture Research Center
- 22 Tennis Complex
- 23 Bradford Hall
- 24 Old Whitney Young Hall
- 25 Shauntee Hall
- 26 Alumni Stadium Field House
- 27 Jordan Maintenance/Warehouse Building
- 28 Academic Annex
- 29 Community Education Center
- 30 Rosenwald Center
- 31 Aquaculture Production Facility
- 32 Bell Gym
- 33 Jones Field
- 34 Track
- 35 Baseball Field
- 36 Football Field
- 37 Combs Hall
- 38 Hunter Hall
- 39 Police Department
- 40 Soccer Fields

