



OFFICE OF INTERNATIONAL EMPLOYEE AND SCHOLAR SERVICES

EXCHANGE VISITOR PROGRAM

PRE-ARRIVAL GUIDE

J-1 PROFESSORS, SCHOLARS, AND INTERNS CATEGORIES

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WELCOME MESSAGE

Dear Exchange Visitor Participant:

Welcome to Florida Atlantic University! We welcome you, and we are excited that you selected FAU for your J-1 Exchange Visitor Program. We hope that your educational and cultural exchange experience is a memorable one. In this packet, you will receive information that will assist you with your pre-arrival to the United States. Please read this guide carefully, and do not hesitate to contact us with any questions. You can find additional information by visiting <https://www.fau.edu/provost/immigration> .

Sincerely,

Adriana Ellison
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GENERAL INFORMATION ABOUT THE J EXCHANGE VISITOR PROGRAM

The Exchange Visitor (J) non-immigrant visa category enables foreign nationals to come to the U.S. for a variety of activities intended to increase mutual understanding between the United States and other countries. Established through the Mutual Education and Cultural Exchange Act of 1961 (also known as the Fulbright-Hayes Act), this program is administered primarily through the U.S. Department of State along with the Department of Homeland Security (unlike other visa categories which are administered primarily through the Department of Homeland Security). Therefore, the J Exchange Visitor Program has some unique requirements that distinguish it from other visa categories used for study, work, or travel. Your exchange visitor category is listed on the DS-2019. The Exchange Visitor Program has many categories besides the one assigned to you. While participating in this FAU-sponsored program you are expected to engage in the activities, which are in line with the program objectives listed on the DS-2019. Changes of category are generally not permitted under the J Exchange Visitor Program and will not be supported by FAU.

RESPONSIBLE OFFICER (RO) AND ALTERNATE RESPONSIBLE OFFICER (ARO)

The RO/ARO is an individual designated by FAU and approved by the U.S. Department of State to access SEVIS and to perform administrative and advising functions pertaining to the university's J Exchange Visitor Program. The RO or ARO are the only school officials who can issue, sign, extend, or otherwise modify your DS-2019 and the associated SEVIS record. Some of our International Services staff members are assigned to these roles and can assist you with matters regarding your J visa status.

PRE-ARRIVAL CHECKLIST

Step 1. Verify Form DS-2019

- When you receive your Form DS-2019, review your DS-2019 (and any dependent DS-2019s) to make sure that the information is correct. Please review the packet of information included with your DS-2019.

Step 2. Pay I-901 SEVIS Fee

- <https://www.fmjfee.com/i901fee/index.html>
- Bring your SEVIS fee receipt to your visa interview.

Step 3. Apply for J-1 Exchange Visitor Visa

- Find a U.S. Embassy or Consulate near you and schedule your visa interview. <https://www.usembassy.gov/>
- Apply for a nonimmigrant visa <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application.html>
- Review your rights and protections as a nonimmigrant visa holder at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/temporary-workers.html>
- Review the Wilberforce Pamphlet at <https://travel.state.gov/content/dam/visas/LegalRightsandProtections/Wilberforce/Wilberforce-ENG-100116.pdf>
- Review “Required Documents” for your visa interview. <https://j1visa.state.gov/participants/how-to-apply/interviews-documents/>

Step 4. Purchase of Mandatory Health Insurance

- All J-1 Exchange Visitors and their J-2 dependents must maintain active health insurance for entire the duration of their J program with the required minimums.
- Submit proof of insurance coverage with the required minimums.
- Failure to maintain adequate health insurance for J-1 and J-2 visa holders throughout the duration of your DS-2019 is considered a violation of the Exchange Visitor Program regulation, which may result in termination of the program.
- You are responsible for making sure that the coverage you select and the company you select meets the insurance regulations and provides you and your dependents with coverage for the entire duration for your visit.

Notes:

APPLYING FOR YOUR J-1 NONIMMIGRANT VISA

When applying for a J1 visa, you will need to submit the following documents to the U.S. Embassy or Consulate:

- DS-2019 Form, Certificate of Eligibility for Exchange Visitor Status
- DS-7002 Form, A Training/Internship Placement Plan (for Exchange Visitor Trainees or Intern Visa Applicants only. Not required for Short-Term Scholar or Research/Professor Categories)
- Form DS-160, Online Nonimmigrant Visa Electronic Application
- A passport valid for travel to the U.S with validity six months after the intended period of stay in the US
- One 2x2 photograph

Step 1: Obtain Your DS-2019

Once you have applied and been approved for a DS-2019 also known as the “Certificate of Eligibility for Exchanger Visitor (J-1) Status”, you will need to present this official document for your visa appointment. If you will be accompanied by your spouse or child(ren), they will also be given a separate DS-2019 form. This two-page form is issued by Florida Atlantic University, your designed sponsoring organization, and will include a description of the exchange program, including the start and end date, as well as the cost of the program (with a breakdown on financial support).

Step 2: Pay Your SEVIS Fee

You will be required to pay a [SEVIS I-901 fee](#) to the Department of Homeland Security (DHS).

Step 3: Apply for a Nonimmigrant Visa

Go to the U.S. Department of State website <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application.html> to fill out an Online Nonimmigrant Visa Application Form DS- 160 and to pay the visa application fee. Consult the website of the U.S. embassy or consulate where you plan to apply for instructions on how to pay.

Step 4: Interview with a U.S. Embassy or Consulate

In order to have your J-1 visa application accepted, you will need to have final approval by a consular officer at a US embassy or consulate. Depending on where you are located, waiting times to get an appointment can vary so it’s important to schedule early to ensure that you have sufficient time before your program begins.

If you will be traveling with a spouse and/or child, you can schedule an appointment for those family members who will be accompanying you. At the interview, you will be asked about the program, your intentions after the program, how you plan to cover your expenses, etc. Be

prepared to show your binding ties to your home country and bring any documentation that can further show your ties back home.

It's important to check with your particular embassy or consulate to confirm the necessary documents when applying for a J1 visa. How to apply for a J-1 visa will be determined based on your embassy or consulate, as well as your personal situation, so it's important to make sure you've read about what you need to do prior and during your interview.

MANDATORY HEALTH INSURANCE

The Department of State (DOS) requires all participants of the J-1 Exchange Visitor Program to have and maintain health insurance which covers the exchange visitor and all accompanying family members for the entire duration of their DS-2019—even if the dependents (J-2) are arriving in the U.S. at a later date of the principal (J-1).

Please review the program dates on your DS-2019. You must purchase insurance for you and your J-2 dependents for the entire duration of the program dates as listed on your DS-2019.

Please note that this requirement holds even if you or your family members are temporarily abroad after starting the program. Proof of health insurance for J-1 and J-2s may be provided in advance via email to FAU, during your FAU immigration check-in appointment, or to your FAU host-department on day 1 of your program.

Our staff may not be able to determine if your insurance policy meets the regulations. You are responsible for confirming with your insurance company that your policy meets all the regulations (1-7 and 1-9).

If it is determined that your insurance policy does NOT meet the regulations, you will be required to purchase a NEW insurance policy that meets the Department of State insurance regulations for the Exchange Visitor Program.

The insurance coverage must provide the following minimum coverage:

1. Medical benefits of at least \$ 100,000 per accident or illness;
2. Repatriation of remains: \$ 25,000;
3. Medical Evacuation: \$50,000;
4. Deductible of \$500 or less per accident or illness;
5. Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness.;
6. Cannot unreasonably exclude coverage for perils inherent to activities of EV program;
7. Waiting period for pre-existing conditions that is reasonable by current industry standards

The company providing the insurance must have:

1. A.M. Best rating of A- or above;
2. McGraw Hill Financial/Standard & Poor's Claims-paying ability rating of A- or above;
3. Weiss Research, Inc. rating of B+ or above;
4. Fitch Ratings, Inc. rating of A-;
5. Moody's Investor Service rating of A3 or above; or
6. Such rating as the DOS may specify; or
7. Backed by EV's home government; or

8. Part of health benefits program offered on a group basis to employees or enrolled students; or
9. Offered through or underwritten by an HMO or eligible Competitive Medical Plan as determined by Centers for Medicare and Medicaid.

You can find many insurance companies online. For your convenience, below are links where you can find information on purchasing insurance:

www.insuranceforstudents.com;

<https://www.insubuy.com>;

<https://www.psiservice.com>;

<http://www.betins.com>;

<https://www.internationalinsurance.com/students/j-1-visa.php>.

You are not required to use any of the companies listed above to purchase your insurance. You are responsible for making sure that the coverage you select, and company you select, meets the insurance regulations and provides coverage for the entire duration of your visit.

PREPARING FOR YOUR FLIGHT TO THE UNITED STATES

You may consider arriving to the United States prior to your program start date. J-1 participants may arrive in the United States up to 30 days before the program start date. You may use this time to secure housing, apply for a social security number, etc.

You will go through immigration inspection, where your electronic I-94 entry record will be created. Be sure to have your passport and immigration document (DS-2019) with you and not in a checked bag.

Please review updated flight regulations set by the Travel Security Administration (TSA) in the United States or any equivalent in your home country.

Make sure you carry all important phone numbers, and carry important contact information separate from your travel documents such as your DS-2019, passport, etc.

Make sure that you know your flight itinerary and have transportation arranged to and from the airport. It is important that you have all your travel arrangements confirmed before your departure.

You may want to bring the following additional information or items with you:

1. Your driver's license or international driver's license.
2. Copy of driving record if you plan on purchasing an automobile in the United States.
3. Supply of all prescription medications with a description of each provided by your medical doctor. Check to see if there are any traveling restrictions for the medication you are bringing.
4. An address book containing information of contacts in the United States and in your home country.

ARRIVING IN THE UNITED STATES

I-94 Arrival/Departure Record: The Customs and Border Protection (CBP) will issue you an electronic I-94 record of arrival when you enter the U.S. You need to retrieve and print a copy of your I-94 from the CBP website (<https://i94.cbp.dhs.gov/i94/#/home>). You should also save a copy electronically for your records.

Please make sure that your passport is stamped with (D/S). If you do not receive a stamp, please inquire with the agent, and check your I-94 entry record online immediately. ***If your I-94 record reflects WT or any other status other than D/S, you will be responsible for getting that error corrected as soon as possible.***

After you arrive in the U.S., you should access your I-94 from a computer, smart phone or tablet. You need to review your I-94 to be sure the information is correct. Make sure this form shows your admission for you and your dependents as class “J-1” and admit until date as “D/S”. You will need to print your I-94 before you attend your FAU immigration check-in appointment.

At the Airport (or Port of Entry): You will be asked to show your documents in the first city in which you arrive in the United States to be given permission to enter the country. You should carry the following documentation with you. Please do NOT place these documents in your checked baggage.

- ✓ Your Passport with J-1 visa stamp
- ✓ DS-2019 Form
- ✓ Supporting documentation that you showed to the United States Embassy to obtain your visa.

NEARBY AIRPORTS

- **Fort Lauderdale – Hollywood International Airport (FLL):**
About 25 miles from FAU Boca Raton campus.
About 10.1 miles to the FAU Davie campus.
About 4.9 miles to the Dania Beach Sea Tech campus.
- **Palm Beach International Airport (PBI):**
About 25 miles from FAU Boca Raton campus.
About 17.3 miles to the FAU Jupiter campus.
About 74.0 miles to Harbor Branch campus.
- **Miami International Airport (MIA):**
About 47 miles from FAU Boca Raton campus.
About 28.5 miles to the FAU Davie campus.
About 28.8 miles to Dania Beach Sea Tech campus.
- **St Lucie County International Airport (FPR)**
5.2 miles from Harbor Branch campus
54.1 miles to FAU Jupiter campus.

PERSONAL ITEMS TO BRING ON YOUR TRIP

Clothing: Check with your department regarding specific dress code. In Florida, the temperature can vary. Most of the time, the temperature is mild to humid with degrees reaching into the 90's. During the winter time, you will have several weeks to a couple of months of cold weather. Unlike the northern states, it does not snow in South Florida.

Electrical Items: The U.S. uses 110v electrical current. Many small electrical items like hair dryers and electric razors are inexpensive in the U.S. and you may wish to purchase those items when you arrive. If you bring a computer, or other electrical items, you may buy a simple plug adapter in the U.S.

Medical Items: Your prescription medication should be in your carry-on bag. Make sure that any prescription medications you bring with you are labeled and are in their original containers. The name on the container should match the name on your passport to avoid any problems when you are entering the U.S. Please bring a copy of any prescriptions you will need using the generic name of the medication in English.

Money: Make sure your ATM card and credit cards will work in the U.S. You should contact your financial institution to inform them that you are traveling abroad so that they do not place a hold on your transactions.

Contact List: Create a contact list that you may access quickly in the event of an emergency. Your contact list should include the phone number and email address of your host department and supervisor. Emergency contact information, your local US address and phone number.

HOUSING

You will be required to provide a local US physical address. We encourage you to secure your housing accommodations well in advance before you are scheduled to start your program. Since you are allowed to enter the United States no more than 30 days prior to your start date on your DS-2019 form, many scholars/interns take this opportunity to secure their housing during this time.

Some housing options are listed below. You are not required to select any of the housing options provided here.

Hotel: Fairfield by Marriot in Boca Raton

Address: 3400 Airport Road. Boca Raton, FL 33431

Note: Hotel reserves the right to change rates at any time. There are 2 rate options at this location. They offer a daily rate for a stay less than 7 days, and an exclusive rate for exchange visitors with a stay of 7 days or longer.

Booking Information: If you are part of the Exchange Visitor Program at FAU, you are eligible for a special rate. Email Jenny Mazzurco at JMazzurco@waterfordhotelgroup.com or call her at 561-417-8585 or 561-417-5355 to make the reservation. Rate is based on availability and may not be

available some holidays and during special events. Rate includes daily hot breakfast buffet, complimentary internet and parking. All charges will be the responsibility of the traveler.

Hotel: CourtYard by Marriot in Boca Raton

Address: 2000 NW Executive Center Circle. Boca Raton, FL 33431

Note: Hotel reserves the right to change rates at any time.

Booking Information: All charges will be the responsibility of the traveler. Make your reservation: <https://www.marriott.com/hotels/travel/pbibc-courtyard-boca-raton/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2> and using FAU code: F81

Hotel: Fairfield by Marriot in Jupiter

Address: 6748 West Indiantown Road. Jupiter, FL 33458

Note: Hotel reserves the right to change the rates at any time.

Booking Information: If you are part of the Exchange Visitor Program at FAU, you are eligible for a special rate. Email Krystal Padilla at kpadilla@waterfordhotelgroup.com or call her at 561-748-2552 ext 504 to make the reservation. Rate is based on availability and may not be available some holidays and during special events. Rate includes daily hot breakfast buffet, complimentary internet and parking. All charges will be the responsibility of the traveler.

On-campus:

On-campus housing maybe available during the Summer semester (May through early August). Availability is not guaranteed. For more information, please contact Stacy Mosley at mosleys@fau.edu or Michele O'Neil at oneilm@fau.edu.

Websites that provide housing availability:

You may find other housing options online.

<https://offcampushousing.fau.edu/>

<https://www.trulia.com>

<https://www.apartments.com>

TRANSPORTATION

Public transportation information can be found by visiting the links below.

<http://www.fau.edu/facilities/sustain/campusops/transportation.php>

<http://discover.pbcgov.org/palmtran/Pages/Bus-Service.aspx>

<http://discover.pbcgov.org/palmtran/BusService/Bus-Routes.aspx>

<http://www.tri-rail.com/train-schedules/wend.asp>

Alternative transportation information can be found by visiting the links below.

<https://www.uber.com/about/uber-offerings/>

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

<http://www.pbia.org/ground/taxis/>

FAU IMMIGRATION ORIENTATION

You will be scheduled for your immigration orientation. Preferably, your FAU Immigration Check-in and your FAU Immigration Orientation will be scheduled to take place on the same day.

FAU IMMIGRATION CHECK-IN AND REQUIRED DOCUMENTS

You will be provided with a scheduled date in which you must complete your immigration check-in. During your mandatory FAU in-person immigration check-in appointment, you will be required to provide the following:

1. Proof of health insurance coverage that meets all U.S. Department of State regulations for J-1 and J-2 dependents
2. DS-2019 form for J-1 and J-2 dependents
3. Passport for J-1 and J-2 dependents
4. J-1 Visa for J-1 and J-2 dependents
5. I-94 (print from www.cbp.gov/I94) for J-1 and J-2 dependents
6. Your United States address and phone number
7. Emergency contact person in the United States

If you do not have the required documentation, this may delay your immigration check-in requirement.

TRAVELING OUTSIDE OF THE U.S AFTER YOU HAVE STARTED THE EXCHANGE PROGRAM

Prior to traveling, you are required to obtain clearance the Office of International Employee and Scholar Services. Please provide your DS-2019 at least 10 business days in advance before your intended travel.

When you travel, you should travel with the following documents:

1. Unexpired Form DS-2019 with travel validation signature no more than 1 year old for Research/Professor Categories and no more than 6 months old for Short-term Research Scholar & Internship Categories.
2. An unexpired passport valid at least 6 months into the future
3. A valid and unexpired J-1 visa/J-2 visa.
4. A valid copy of your I-94 showing D/S as the admission status.
5. Invitation letter from FAU Host Program.

GET A FLORIDA DRIVER'S LICENSE AND DRIVING IN FLORIDA

If you plan to drive in the State of Florida, you are required to apply for a Florida driver's license. If you don't plan to drive, you should apply for a State of Florida Identification Card. Information concerning either of these cards can be found at Florida Highway Safety & Motor Vehicles. Also see information about Driving in Florida and Buying A Car. <https://www.flhsmv.gov/>

APPLY FOR A SOCIAL SECURITY CARD

J-1 scholar who will be paid in the U.S., and J-2 dependents with USCIS-approved work permits need to apply for a Social Security card. The Office of International Employee and Scholar

Services will need to validate your visa by providing a U.S. residential address in the SEVIS data base. J-1 holders must have their J-1 visa validated before they can apply for a SSN.

It is advised that participants apply for a SSN no less than 10 days after entry to the United States, and after their visa has been validated by Office of International Employee and Scholar Services. This is to make sure that all databases have adequate time to link and communicate the applicant's information. You will need to take the following documents to the nearest Social Security Office:

- ✓ Form SS-5: The SSN application form (<http://www.ssa.gov/>)
- ✓ Form DS-2019 (Certificate of Eligibility)
- ✓ Letter of Sponsorship
- ✓ I-94 Record printout
- ✓ Passport with J-1 visa
- ✓ Form DS-7002 (Official Training Plan)
- ✓ Offer letter from host company (if available)

MAINTING YOUR J-1 VISA STATUS

Please be aware that you are responsible for maintaining your J-1 visa status valid. Below are requirements that will help you in ensuring that your J-1 visa remains in valid status.

1. **Academic objective** - The Department of State requires that your academic objective for which your DS-2019 was granted, be upheld throughout your visit on a J-1 status.
2. **Change of address** - If you move, you must provide your new local address to ISSS within 10 days of moving.
3. **Medical Insurance; Medical Evacuation; Repatriation of Remains Coverage** – At all times, you and your J-2 dependents must have valid insurance coverage with the required limits. If you do not maintain valid insurance coverage, you may be terminated from your program.
4. **Early completion** – If you are going to complete your J-1 program more than 30 days prior to the end date of your DS-2019, you must notify IESS as well as your host department. We are required to update this information in SEVIS so that you are not accountable for the time in which you are not participating in the program.
5. **Valid Passport** – Maintain a valid passport while in the US at all times. Passport should be renewed 6-months prior to the expiration date. Passport related questions (lost passport, incorrect passport information, passport renewal, etc.) should be asked to your home country's embassy or consulate.
6. **Valid DS-2019** – Maintain a valid DS-2019 at all times. Be aware of your DS-2019 expiration date. This expiration date is not the same as the US Entry Visa expiration date. If you require an extension, please contact your ARO at least 90 days in advance.
7. **Valid J-1 Visa** – If you will be traveling internationally, you should make sure your J-1 visa is renewed prior to the expiration date so that you can re-enter the U.S. If your J-1 Visa expires you can remain in the U.S., but you will not be allowed to leave and re-enter the U.S. unless you renew your J-1 visa.
8. **I-94** – Make sure that the J-1 94 is always marked “J-1” and “D/S”.

212(e) TWO YEAR HOME RESIDENCY REQUIREMENT

The Two-Year Home Country Physical Presence Requirement [212(e)] applies to some J-1 visa holders. After completion of a J-1 program, the scholar may be required to reside in the home country for a minimum of two years before being eligible for the following: H, L, or K visa classification, U.S. permanent residency, or filing a change of status petition from within the U.S. to any other visa classification. If the J-1 is subject to this requirement, the J-2 is as well.

If you have been in J-1 status, you may be subject for any of these reasons:

- ✓ Funding: Your stay as a J-1 was funded by the U.S. government, your home country's government, or an international organization.
- ✓ Skills list: The academic or research program you received as part of the J-1 program is on the Exchange Visitor's Skills List for your home country.
(<https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor/exchange-visitor-skills-list.html>)
- ✓ Medical training: You came as a J-1 to receive graduate medical training sponsored by the Educational Commission for Foreign Medical Graduates.

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

Only the Bureau of Educational and Cultural Affairs can determine with certainty whether or not you are subject to the requirement. The consular officer will provide you with a preliminary determination during your interview, and it will be noted on your DS-2019 form.

12-MONTH BAR

Individuals who participate in an Exchange Visitor program in **any** J-1 category for **more than 6-months** in the United States (excluding Short-Term Scholar) in the previous year (12-months) are barred (not eligible) from returning to the United States in the categories of Research Scholar or Professor for a 12-month period from the end of their program (official Form DS-2019 program end date). The 12-month bar applies to both the principal J-1 and any J-2 dependents and cannot be waived.

24-MONTH BAR ON REPEAT PARTICIPATION

Any J-1 Exchange Visitor in the Research Scholar or Professor category, and their J-2 dependents whose program ended after November 18, 2006 are subject to the 24-month bar.

The program end date can be found in section 3 of your DS-2019. The J-1 category can be found in section 4.

J exchange visitors in the Short-Term Scholar, Specialist or Student categories are not subject to the 24-month bar. The J category can be found in section 4 of your DS-2019.

The bars do not prevent individuals from returning to the United States in any other visa status such as the B-1 (business), B-2 (tourist), F, H, etc. or in the J-1 Exchange Visitor categories of Student/Non-Degree Student, Student Intern, or Short-Term Scholar (Short-Term Scholar category excluded as the maximum duration is 6-months). This bar cannot be waived.

If you have or had this J visa Category for <u>LESS</u> than 6 months.	Wait time for new J-1 Research Scholar/Professor visa
J-1 Intern	No Wait
J-1 Specialist	No Wait
J-1 Short Term Scholar	No Wait
J-1 Research Scholar/Professor Category for any amount of time (one day to five years)	24 Months
If you have or had this J visa Category for <u>MORE</u> than 6 months.	Wait time for new J-1 Research Scholar/Professor visa
J-1 Intern	12 Months
J-1 Specialist	12 Months
J-1 Research Scholar/Professor Category for any amount of time (one day to five years)	24 Months
J-2 Dependent of Research Scholar/Professor Category	24 Months
J-2 Dependent of any J-1 category except Short Term Scholar	24 Months

SAFETY

FAU Police officers are full-service, certified, sworn state law enforcement officers. They patrol campus in a number of ways (car, bicycle, on foot, etc.) 365 days a year 24 hours a day.

- Blue Lights - If you spend any time on an FAU campus, especially at night, you will notice the blue lights glowing in the dark. These lights are atop yellow poles that have a red emergency button that anyone who feels unsafe in the moment can push to be directly linked to the FAU Police Department as soon as the button is pushed. FAU police respond in-person to all pushes of the button.
- NightOwls - The NightOwls Program is a student ran evening escort service. FAU students who need a ride to or from class, the library, residence halls, parking lots, or any other location on the Boca Raton Campus can call the NightOwls for a free ride. Call (561) 297-6695 for a ride!
- Community Service Officers - Community Service Officers (CSO) are FAU students, in good academic standing, who work for the police department as civilian employees. When NightOwls isn't available the CSOs are happy to escort students to their on-campus destination. CSOs also offer battery boost and lock-out services.
- R.A.D Class - The Rape Aggression Defense (R.A.D.) Course is offered to train women in self-defense tactics and techniques. Cost for the course is nominal and can be found on the website.
- Emergency Notification - FAU utilizes several means to notify students, faculty and staff when a threat exist on any of our campuses including text, phone calls and/or email.

Students should follow the directions listed in the "Emergency Notification" section of FAU Police Department's Clery Act webpage.

- Clery Act and Crime Statistics - Each year, colleges and Universities are required to create a report and post their crime statistics for the year.
- To call for emergency assistance within the US, you dial 911.
 - Example: life threatening emergencies, car accidents, need an ambulance, etc.
 - Many 911 call centers follow protocols that guide callers through a sequence of questions to quickly obtain information necessary for dispatching the right responders to the right location. Call-takers may also provide instructions about what to do until help arrives. Even though protocols are designed to help call-takers reassure callers and take charge of the situation, the experience can be stressful for a 911 caller who is not accustomed to dealing with emergencies. When you call 911, be prepared to answer the call-taker's questions, which may include:
 - The location of the emergency, including the street address
 - The phone number you are calling from
 - The nature of the emergency
 - Details about the emergency, such as a physical description of a person who may have committed a crime, a description of any fire that may be burning, or a description of injuries or symptoms being experienced by a person having a medical emergency

CAMPUS INVOLVEMENT AND CULTURAL EXCHANGE

We encourage you to participate in various activities that will help you learn about the US culture and South Florida. Included here is a link where you can learn more about FAU events and organizations at <https://fau.campuslabs.com/engage/>

U.S. DEPARTMENT OF STATE LETTERS AND BROCHURES

Beginning on the following page:

1. Exchange Visitor Program Participant Welcome Brochure
2. Trainee Welcome Letter (for Research Scholars, Professors, Short-Term Scholars)
3. Intern Welcome Letter (for Interns)
4. William Wilberforce Act



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: <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.

U.S. Department of State
Office of Private Sector Exchange
State Annex SA-4E
2201 C Street NW
Washington, DC 20520

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:

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.



United States Department of State
Bureau of Educational and Cultural Affairs
Washington, DC 20522

January 8, 2019

Dear Trainee:

Congratulations on your decision to become a trainee in the Exchange Visitor Program! On behalf of the U.S. Department of State, I want you to know that your decision to come to the United States is important to us. We want your stay to be a positive and memorable experience.

As a trainee, you are part of a U.S. Department of State cultural exchange program in which you, like thousands of other trainees from around the world, will have the opportunity to share your language, culture, and customs as you enhance your skills and expertise in your future profession. Through well-structured and guided training, you will improve your knowledge of American techniques and technology, and increase your understanding of American culture and society, and enhance your American colleagues' knowledge of foreign cultures and skills.

During your time here, we hope you will challenge yourself to examine the similarities and differences in the professional practices and overall working and cultural environments in the United States and your home country. As you meet new people and experience new personal and professional challenges, you will have the opportunity to learn about the United States, its values, and its people. Your active participation in this program will help create new and lasting relationships between our countries.

You are a valued guest in the United States and we want you to succeed in this program. In order to ensure that you have a safe and exciting cultural exchange experience here, we encourage you to take a few precautions both before and after you arrive: 1) Obtain written confirmation of any training offer details; 2) Know the best way to travel to your housing or host organization's address; 3) Bring enough money to cover your expenses and some extra money in case of an emergency; 4) Research the local area and learn about nearby medical facilities, shopping areas, and public transportation; 5) Keep information about your program sponsor and emergency resources close at hand at all times.

Your U.S. program sponsor, identified on your Form DS-2019, Certificate of Eligibility for Exchange Visitor Program (J-1) Status, is your first point of contact throughout your stay in the United States. If you have any questions about your exchange program, if you need assistance of any kind while you are here, or if something just does not feel right to you, immediately contact your U.S. program sponsor.

If you have concerns or issues that your U.S. program sponsor has not resolved or you cannot reach your sponsor, please contact the Department of State through our J-1 Visa Emergency Helpline at 1-866-283-9090, which is available 24 hours a day, 7 days a week, or by e-mail at jvisas@state.gov. Moreover, because your safety is of the utmost importance to us, the Department of State has prepared information to make sure you can always get help if you ever need it. Please review the information in the following link before you depart your home country: <http://travel.state.gov/content/visas/en/general/rights-protections-temporary-workers.html>

As a trainee on the Exchange Visitor Program, you are now part of the alumni network of over one million current and former exchange visitors. We welcome you to join the International Exchange alumni website – a place where past and present U.S. exchange program participants find tools to advance their communities and our world. Membership to this exclusive online community grants access to: grant opportunities; professional development resources; exclusive video webchats with VIPs; and 20,000 online magazines and newspapers. Members can also: network with fellow alumni around the world; find the latest research in your field; develop plans for your alumni association, or find an association to join; and read alumni success stories, perspectives, and ideas. To join please visit: <https://alumni.state.gov/>.

We are pleased that you made the decision to participate in the Exchange Visitor Program, and I hope you enjoy your stay in the United States.

Sincerely,

A handwritten signature in blue ink, appearing to be 'G.K. Saba', enclosed within a circular scribble.

G.K. Saba
Director, Policy & Program Support
for Private Sector Exchange



United States Department of State
Bureau of Educational and Cultural Affairs
Washington, DC 20522

January 8, 2019

Dear Intern:

Congratulations on your decision to become an intern in the Exchange Visitor Program! On behalf of the U.S. Department of State, I want you to know that your decision to come to the United States is important to us. We want your stay to be a positive and memorable experience.

As an intern, you are part of a U.S. Department of State cultural exchange program in which you, like thousands of other interns from around the world, will have the opportunity to share your language, culture, and customs as you enhance your skills and expertise in your future profession. Through well-structured and guided training, you will improve your knowledge of American techniques and technology, and increase your understanding of American culture and society, and enhance your American colleagues' knowledge of foreign cultures and skills.

During your time here, we hope you will challenge yourself to examine the similarities and differences in the professional practices and overall working and cultural environments in the United States and your home country. As you meet new people and experience new personal and professional challenges, you will have the opportunity to learn about the United States, its values, and its people. Your active participation in this exchange program will help create new and lasting relationships between our countries.

You are a valued guest in the United States and we want you to succeed in this program. In order to ensure that you have a safe and exciting cultural exchange experience here, we encourage you to take a few precautions both before and after you arrive: 1) Obtain written confirmation of any training offer details; 2) Know the best way to travel to your housing or host organization's address; 3) Bring enough money to cover your expenses and some extra money in case of an emergency; 4) Research the local area and learn about nearby medical facilities, shopping areas, and public transportation; 5) Keep information about your program sponsor and emergency resources close at hand at all times.

Your U.S. program sponsor, identified on your Form DS-2019, Certificate of Eligibility for Exchange Visitor Program (J-1) Status, is your first point of contact throughout your stay in the United States. If you have any questions about your exchange program, if you need assistance of any kind while you are here, or if something just does not feel right to you, immediately contact your U.S. program sponsor.

If you have concerns or issues that your U.S. program sponsor has not resolved or you cannot reach your sponsor, please contact the Department of State through our J-1 Visa Emergency Helpline at 1-866-283-9090, which is available 24 hours a day, 7 days a week, or by e-mail at jvisas@state.gov. Moreover, because your safety is of the utmost importance to us, the Department of State has prepared information to make sure you can always get help if you ever need it. Please review the information in the following link before you depart your home country: <http://travel.state.gov/content/visas/en/general/rights-protections-temporary-workers.html>

As an intern on the Exchange Visitor Program, you are now part of the alumni network of over one million current and former exchange visitors. We welcome you to join the International Exchange alumni website – a place where past and present U.S. exchange program participants find tools to advance their communities and our world. Membership to this exclusive online community grants access to: grant opportunities; professional development resources; exclusive video webchats with VIPs; and 20,000 online magazines and newspapers. Members can also: network with fellow alumni around the world; find the latest research in your field; develop plans for your alumni association, or find an association to join; and read alumni success stories, perspectives, and ideas. To join please visit: <https://alumni.state.gov/>.

We are pleased that you made the decision to participate in the Exchange Visitor Program, and I hope you enjoy your stay in the United States.

Sincerely,

A handwritten signature in blue ink, appearing to be 'G.K. Saba', enclosed within a circular scribble.

G.K. Saba
Director, Policy & Program Support
for Private Sector Exchange



**U.S. Department of State
Bureau of Educational and Cultural Affairs
Private Sector Exchange**

Originally issued: July 23, 2009

Guidance Directive

William Wilberforce Trafficking Victims Protection Reauthorization Act

The William Wilberforce Trafficking Victims Protection Reauthorization Act (WWTVPRA) of 2008 was signed into law on December 23, 2008. Changes under this law, relate to the legal rights of certain employment or education-based non-immigrants under Federal immigration, labor, and employment laws. The WWTVPRA outlines information that must be provided to certain non-immigrants about their rights, protections and available resources. To learn more or to download the [Nonimmigrant Rights, Protections and Resources pamphlet](#), please go to the [Exchange Visitor Program Website](#) or the [Bureau of Consular Affairs Website](#).

The pamphlet provides clear information on important issues regarding the health, safety and welfare of the exchange visitor participant as well as information regarding:

- The legal rights of employment-based non-immigrants under Federal immigrant, labor, and employment laws;
- The illegality of slavery, peonage, trafficking in persons, sexual assault, extortion, blackmail, and worker exploitation in the United States;
- The legal rights of immigrant victims of trafficking in persons, worker exploitation, and other related crimes, including: the right of access to immigration and labor rights groups; the right to seek redress in United States courts; and the right to report abuse without retaliation; and
- The availability of services for victims of human trafficking and worker exploitation in the United States, including victim services complaint hotlines.

To meet your obligations under WWTVPRA, I strongly encourage you to utilize the toll-free numbers for the National Human Trafficking Resource Center and Trafficking in Persons and Worker Exploitation Task Force Compliant Line by making them available to participants. You may wish to include copies of the pamphlets in acceptance packages or your orientation materials.

Stanley S. Colvin
Deputy Assistant Secretary
for Private Sector Exchange

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: Before you travel, make two copies of all important documentation, especially your passport and U.S. visa, your employment contract, and any additional identity documents. Give one set of these copies to someone you trust in your home country, and take the other set with you.

"M" means that you can seek entry into the U.S. multiple times. If there is a number here, you may apply for entry that many times.

"R" means "regular" passport. "Class" is the type of visa.

"Expiration Date" is the last day you can use your visa to seek entry into the U.S. It has nothing to do with how long you may stay in the U.S.

"Annotation" may include additional information about your visa. For example, on a student visa, it will show your SEVIS number and name of your school.

YOUR NONIMMIGRANT VISA

A nonimmigrant visa is a U.S. government document that permits individuals who travel to the United States to request entry for a particular purpose, including to work, study, or participate in a cultural exchange program. You must apply for a visa at a U.S. embassy or consulate abroad. Once you obtain a nonimmigrant visa, you can travel to the United States and present it to a U.S. immigration official for admission. If your visa expires, you need to obtain a new visa before you reenter the United States.

When you are admitted to the United States, an immigration official will stamp your passport and mark it with the date of admission, class of admission and "admit until" date. You need to leave the United States before your I-94 "admit until" date to remain in legal status unless you file for an extension with the U.S. Citizenship and Immigration Services. You can check your I-94 records at <https://i94.cbp.dhs.gov>.





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/WH/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.nlr.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.