



J-1 SCHOLAR ORIENTATION BOOKLET

Your guide to J-1 Scholar program information at the
University of Wisconsin - Madison

**International Faculty and
Staff Services (IFSS)**



MAINTAINING YOUR J-1 IMMIGRATION STATUS

As a J-1 scholar, there are many ways to maintain your status. U.S. Federal laws and UW – Madison policy requires you to:

- Attend the J-1 Scholar Orientation
- Keep immigration documents current (passport and DS-2019)
- Report ~~your~~ local address to IFSS
 - You must submit an update Home address request on errata within 10 days of moving to a new address.
- Maintain adequate medical, medical evacuation and repatriation insurance for you and your J-2 dependents for the entire duration of your program.
 - Either enroll in State Group Health insurance based on your appointment and waive SHIP
 - Or enroll in the Student Health Insurance Program (SHIP)
 - Inquiries about the SHIP billing cycles and coverage of services should be directed to the SHIP office at shipmail@uhs.wisc.edu. You may also visit their office at 333 East Campus Mall on the 7th floor during business hours. <http://www.uhs.wisc.edu/ship/>
- Engage in authorized employment only
- Report early departure from your program to IFSS and host department
 - If you are departing the U.S. and ending your J-1 program before the end date on your DS-2019, ask your department to submit the shorten request before your departure from the U.S. IFSS will change the end date on your DS-2019 to reflect the actual completion date of your program.
 - Correctly recording your program completion date is important because it can affect the date on which you can return to the United States on a new J-1 program or in another visa status.
- IFSS is committed to the safety of our J-1 scholars and their dependents during their stay in the U.S. Please report any concerns about your safety and wellbeing such as serious illness, hospitalization, litigation, involvement with the local police, or other situations that have impact your welfare during your program.

AUTHORIZED EMPLOYMENT

As a J-1 Exchange Visitor, you are eligible for employment only in the field specified on the DS-2019 and with your UW sponsoring department. 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 immigration compliance. Please inform your IFSS coordinator of any changes in your official title, salary, or department so you remain compliant with your status. J-1 status is not appropriate for tenured or tenure-track positions or for clinical work.

OCCASIONAL LECTURES AND CONSULTATIONS AT OTHER INSTITUTIONS:

Participants in UW-Madison's J-1 Exchange Visitor Program may be authorized by IFSS to engage in activities for payment in locations other than the UW-Madison.

Written approval is required in advance from IFSS before engaging in outside activities (speaking at a conference for example) that will involve payments or honorariums. Please consult a J-1 Specialist for further details in advance of participating in such an activity.



SOCIAL SECURITY NUMBERS

A Social Security Number (SSN) is only granted to people who are authorized to work in the United States. Work is defined as employment for pay. If you will have a paid job in your sponsoring department, you must apply for an SSN.

You must apply for the SSN at the [Social Security Administration](#) Building at 6011 Odana Road in Madison, WI. Please wait to apply for the SSN until at least 10 days have passed from the day you registered as a new scholar with IFSS. IFSS must activate your J-1 program in SEVIS before you can apply. Bring the following documents to apply:

- Passport
- I-94
- DS-2019
- Appointment offer letter from your UW department

Many private service providers in the U.S. (mobile phone and cable companies) will ask for SSNs when you apply for their services. Legally, no company can require you to provide them with a SSN. If you are not eligible for an SSN, you may need to explain to the company that you are in a non-immigrant status in the U.S. and are not able to provide them this number.

GLACIER AND INTERNATIONAL TAX

Anyone receiving taxable income from a U.S. source must file taxes each year. Taxable income is a salary. If you have a paid appointment, you are required to have a GLACIER account and file taxes for the duration of your paid appointment. IFSS does not process or advise on taxation so please refer to the GLACIER team if you have questions.

GLACIER:

All foreign national employees being paid or receiving money through UW-Madison payroll must create and maintain a GLACIER record for payroll and taxation purposes. If you are required to have a GLACIER account, it will be automatically created for you when your information is entered in the UW payroll system by your department. The log in information will be sent to you in two emails. If you do not receive these emails and you believe you should have an account, please email the GLACIER team at glacier@ohr.wisc.edu.

TAXES:

Built into the GLACIER system is tax preparation software. This software can assist you with filing your annual U.S. taxes. Filing taxes is requirement in the U.S. Using the GLACIER prep software is not required. If you choose to file your taxes without the prep software, you can file your taxes on your own or hire a company to file them for you. For more information on taxes for foreign nationals in the U.S., please visit [Tax Filing Resources](#) on the OHR webpage.

EXTENSION OF STAY

It is your responsibility to know the expiration date of your DS-2019, which is the period of authorized stay in the United States. If you need additional time to complete your program objective, a J-1 Extension must be requested by your Department before the expiration date on your DS-2019.

Extending your DS-2019 extends your J-1 immigration status, but does not extend the visa stamp in your passport. If your current visa has expired and you travel outside of the United States during the extended period, you must apply for a new visa stamp to return to the United States. If you never leave the U.S., it is ok for your visa stamp to be expired.

If you have J-2 dependents with your program, they will automatically be included in the extension and will receive an extended DS-2019s as well.

Please note the following maximum program durations for specific J-1 categories:

Research Scholar and Professor: 5 years

Short-term Scholar: 6 months

Specialist: 1 year

No extensions can be granted beyond these maximum time periods.





CHANGE OF STATUS AND TRANSFERS

CHANGE OF NON –IMMIGRANT STATUS

New offers of employment and changes in current employment may require a change of immigration status. Consult an IFSS coordinator before accepting changes in employment. Some changes are not permitted by your J-1 status. Filing an application for a change to another non-immigrant status with the United States Citizenship and Immigration Services (USCIS) will require time to process. Talk to IFSS for a current estimate of processing times. Individual circumstances may influence procedures and processing times, so it is important to discuss such plans with an IFSS coordinator in detail as early as possible. Please note that if you are subject to the 212(e) two-year home residence requirement, you will not be eligible for a change of status from within the United States. You must change status by travel. Please see the IFSS page on [changing non-immigrant status](#).

If you change your status, please let IFSS know as soon as possible.

TRANSFERS

If you decide to continue your J-1 program at another university or at another department at UW-Madison, you can transfer your program as long as certain conditions are met.

- Continue in the same field of specialization and
- Remain in the same category

Transfers from UW-Madison to another university must be initiated by IFSS. Please contact IFSS as early as possible if you are transferring to another university. IFSS will work with the other institution to release your record in SEVIS. This process can take significant time. Transfers to other departments on the UW-Madison campus are also possible.



J-2 DEPENDENTS

Your immediate family members (spouse and unmarried children under the age of 21) are eligible to enter and remain in the United States as J-2 dependents during your J-1 Exchange Visitor Program.

BRINGING YOUR FAMILY

To request a DS-2019 for a family member who wishes to apply for a J-2 dependent visa, please contact IFSS. You will need to present a copy of the biographical page of each dependent's passport, a marriage certificate if you will bring a J-2 spouse (with translation if not in English), a birth certificate for any J-2 children (with translation if not in English), and proof of financial support to cover your family's living expenses and health insurance.

MAINTAINING STATUS

J-2 dependent status is tied to 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. Also, once your J-1 program is complete or if your program is terminated, you and your dependents must exit the United States together.

EMPLOYMENT

J-2 dependents may apply for employment authorization through U.S. Citizenship & Immigration Services (USCIS) after arriving in the United States. The J-2 cannot apply for work permission until they are in the U.S. For application procedures and fees, please visit <http://www.uscis.gov/i-765>. Once work permission is approved, the J-2 will receive an Employment Authorization Card (EAD) which will allow them to begin work. **The UW requires an EAD card even for unpaid positions in campus departments.**

STUDY/RESEARCH

J-2 dependents may enroll in full-time or part-time study for the duration of your J-1 program.

ENDING J-2 STATUS

If a J-2 is departing the U.S. with no intent to return during the J-1's program, s/he can ask to end their status. You need to request a J-2 termination with IFSS before the departure date of the J-2. IFSS will end the J-2 status in SEVIS which will, in turn, deactivate the DS-2019. This action cannot be reversed once it is completed so only submit the form if you are sure the J-2 will not need to return to the U.S. as a J-2 during your program.

TRAVEL DURING THE J-1 PROGRAM

TRAVEL WITHIN THE UNITED STATES

Every time you leave your Madison home, you should carry copies of your passport biographical and visa stamp pages, DS-2019, and most recent I-94 record.

TRAVEL OUTSIDE OF THE UNITED STATES

To enter the United States after a temporary trip abroad, you will need your:

- Passport (valid for 6 months or longer from the date of entry)
- Valid J-1 visa stamp
- DS-2019 signed for travel by IFSS within the last 6 months

TRAVEL ENDORSEMENTS

A travel endorsement (signature) on the original DS-2019s of J-1s and J-2s from an IFSS coordinator is required if you are traveling internationally with the intent to return to the U.S. during the J-1 program. This signature on your DS-2019 is required for re-entry to the U.S. Once your DS-2019 has a travel signature, you may use the signature to travel internationally for 6 months from the date of the endorsement. When the signature expires, you must apply again with IFSS for another signature.

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>.

J-1 VISA STAMP RENEWAL

If your J-1 visa stamp has expired and you wish to travel internationally, you must renew your expired J-1 visa stamp at a U.S. Consulate or Embassy outside the U.S. before you can re-enter the United States. IFSS recommends you travel to your country of citizenship or permanent residency in order to renew your visa stamp. 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 <http://travel.state.gov/content/visas/english.html>.

Please note that the wait times listed do not include any delays that may occur as a result of background or security checks. It is highly recommended to contact the consulate or embassy you plan to visit to get the most accurate information.



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. You do not need to apply for a U.S. visa stamp to return to the U.S. if you only visit these countries during your travel for 30 days or less. 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 6 months
- I-94 record

I-94 ARRIVAL/DEPARTURE RECORD

The I-94 Arrival/Departure Record is issued by the U.S. Customs and Border Protection (CBP) when you enter the United States. Your I-94 record confirms that you have been lawfully admitted to the United States in a specific visa status and for how long. It is important to review your I-94 record to make sure that you are admitted in J-1 status for D/S (or “Duration of Status”) after each entry to the United States.

You can find your I-94 record at <https://i94.cbp.dhs.gov/i94/request.html>.

It is also recommended that you make copies of your I-94 records for both you and your dependents. If any information on your I-94s is not correct, please contact IFSS immediately.



24 MONTH BAR ON REPEAT PARTICIPATION

The 24 month bar prohibits certain J-1 exchange visitors from returning to the United States in certain J-1 statuses until 24 months have passed from their program completion date.

Who is subject to the 24 month bar?

- 1) Professor Category J-1s and their J-2 dependents
- 2) Research Scholar Category J-1s and their J-2 dependents

On the day a Professor or Research Scholar J-1 program is completed or terminated in SEVIS, the 24 month bar on repeat participation begins. **Before the individual can have another J-1 Research or Professor Category program in the U.S. with any sponsor, they must wait the 24 months.**

This applies even if your program participation was less than the 5 year maximum.

Are the 24 months required to be spent in my home country or outside the U.S.?

No. You do not have to be in your home country or outside the U.S for 24 months. You may be in the U.S. in other immigration status such as F-1 or other J-1 categories such as J-1 Student or J-1 Short Term Scholar. This is not a complete list of statuses you may be able to use.

Can I waive this rule?

No, there is no waiver for the 24 month bar.

I am a J-1 Short Term Scholar, am I subject to this rule?

No, J-1 short term scholars are not subject to the 24 month bar. Once a short term program ends, the individual can come back in the Research or Professor Categories without waiting 24 months.



TWO YEAR HOME RESIDENCY REQUIREMENT 212 (e)

Some J-1 scholars are subject to the two-year home residence requirement. Being subject to the requirement means you and your J-2 dependents must return to your home country for two years before you are eligible to apply for an immigrant intent status, such as and H-1B. The requirement also makes you and your J-2 dependents ineligible to change to any other non immigrant status inside the United States.

Not all J-1 scholars are subject to this requirement.

The requirement applies to individuals in one of the following situations:

- If you are funded by the United States Government, your own government, or international organizations during part or all of your stay in the United States
- If your skills are needed in your home country, as identified on the Federal Exchange Visitor Skills List
- If you are a graduate of a foreign medical school participating in an internship, residency, or a clinical training program in the United States sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG)

Are you subject to 212 (e)?

You should check all of your DS-2019s and J-1 visa stamps to see if you have been subjected to the two year home residency requirement. Sometimes even if your documents state you are not subject, you may still be subject. You can consult IFSS if you have any questions.

Advisory Opinion from the U.S. Department of State

If there is a doubt whether or not you are subject to the requirement, consult with an IFSS coordinator.. If IFSS agrees that you have been marked as subject incorrectly, IFSS can submit an Advisory Opinion to the Department of State on your behalf. The processing time for an advisory opinion is roughly 3-4 months. If the Department of State agrees with IFSS's determination, they will put the decision in writing and you will not have to return to your home country before applying for any status that has immigrant intent.

212(e) Waiver

If you are subject to the requirement and do not wish to return to your home country for two years, you may apply for a waiver. IFSS does not process these waivers for scholars. It is your responsibility to file the waiver.

The application for the waiver can be found on the Department of State's website: <http://travel.state.gov/content/visas/en/study-exchange/student/residency-waiver.html>

Before filing a waiver, talk to an IFSS coordinator. Obtaining a waiver affects your current program. IFSS cannot extend your program or transfer it to another university once you have the waiver.

ENDING YOUR J-1 PROGRAM

At the end of your J-1 program, you must notify IFSS and your host department when you leave the U.S.

If you are leaving the U.S. and ending your J-1 program before the end date on your DS-2019, ask your sponsoring UW department to submit a shorten program request before you leave the U.S. IFSS will update the end date on your DS-2019 to show the shortened end date of your program. Correctly recording your program completion date is important because it can affect when you may return to the United States on a new J-1 program or in another visa status. Your department's shorten program request is the only way to have the end date of your program changed on your DS-2019 and in SEVIS.

If you change from J-1 status to another immigration status during your program, please let IFSS know as soon as your new status is approved.

30 DAY GRACE PERIOD

You and J-2 dependents are given a 30-day grace period to leave the United States. During the 30 days, you will no longer be a J-1 scholar but you can lawfully be in the U.S. to take care of personal affairs. This means you can use the time to travel in the U.S. or take care of moving. Once you leave the U.S. during the 30 days, the grace period ends, and you will not be able to return without a new status. Continuing to work within your UW department is not allowed during the grace period. Your department must submit an extension request if you must work beyond the current end date of your DS-2019.

DOCUMENTS

IFSS will hold on to your scholar file for three years after the end date of your J-1 program. After three years, the file will be destroyed. For this reason, please do not rely on IFSS for copies of your immigration documents (DS-2019s, I-94s, visa stamps, etc.). Make sure you are keeping your own copies of all immigration documents in a safe place, just in case you may need them in the future.

LEAVING MADISON

Before you leave Madison, please refer to the [IFSS Departure Checklist](#). Also contact the SHIP office to ensure you are compliant with your health insurance.





ADDITIONAL RESOURCES AND INFORMATION:

WISCARD:

The Wiscard is the official UW-Madison identification card. As a J-1 scholar, you qualify for a Wiscard. Here is more information: <http://wiscard.wisc.edu/>

NET ID:

A Net ID is required to access the UW-Madison internet, Wi-Fi, MyUW, and UW-Madison email account. Once you have your Wiscard, you can use the ID number to activate your Net ID. Please see here for more information: <https://kb.wisc.edu/ams/page.php?id=4966>

MyUW:

MyUW is an application that is available to you as a visitor to the UW. It provides links to payroll, benefits, personal calendars, your wisc.edu email account, and more. Please look here for more info and how to access the portal: <https://it.wisc.edu/services/myuw/>

UW CAMPUS BUS:

The UW campus bus is free to all riders. Look here for updated routes and schedules: http://transportation.wisc.edu/transportation/bus_routes.aspx

CAMPUS EVENTS:

Campus and Visitor Relations is a valuable service for locating information and navigating UW-Madison and the surrounding community.

MADISON AREA EVENTS:

While you are here in Madison, please take time to explore the local culture and variety of events this community and the greater Wisconsin area has to offer. Here are some helpful links to locate areas and events of interest:

- Greater Madison Convention and Visitors Bureau
 - <http://www.visitmadison.com/events/>
- The Isthmus calendar of events
 - <http://isthmus.com/search/event/calendar-of-events/#>
- City of Madison – Visit and Play
 - <https://www.cityofmadison.com/visit-play>
- Travel Wisconsin.com
 - <http://www.travelwisconsin.com/events>

UW CAMPUS POLICE:

- <http://uwpd.wisc.edu/>
- Street address: 1429 Monroe St
- Non-emergency number: (608)264-2677
- For life threatening or immediate emergencies call 911

MADISON POLICE DEPARTMENT:

- <https://www.cityofmadison.com/police/>
- Street Address: 211 S. Carroll St
- Non-emergency number: (608)255-2345
- For life threatening or immediate emergencies call 911

MADISON FIRE DEPARTMENT:

- <http://www.cityofmadison.com/fire>
- Contact and Location information: <http://www.cityofmadison.com/fire/contact>
- For life threatening or immediate emergencies call 911



TENANT RESOURCES:

If you are renting an apartment or room in Madison, you have certain legal rights as a tenant. Please refer here for more information: <http://www.tenantresourcecenter.org/>

INTERNAL REVENUE SERVICE (IRS):

IRS is the government agency that overviews taxation in the United States. If you are subject to U.S. taxes, the IRS will only contact you via U.S. Mail. If you receive a phone call or an email pretending to be from the IRS, do not respond and do not provide any personal information.

Report these emails to DoIT and report any phone scams to the UW-Madison Police Department.

UW-Madison: Tips to Avoid Phishing Scams: <https://it.wisc.edu/wp-content/uploads/2015-Security-Phishing-brochure1.pdf>
<https://uwpd.wisc.edu/news/phone-scam-targets-uw-students-spoofs-fbi/>.

IRS Report Phishing and Online Scams: <https://www.irs.gov/uac/Report-Phishing>

DRIVER'S LICENSES:

The closest Division of Motor Vehicles (DMV) office to campus is located at 4802 Sheboygan Ave.

Please note: If you are in the U.S. for less than a year and you have a valid driver's license issued by a country that signed either the 1943 regulation of inter-American automotive traffic or the 1949 Geneva Convention on road traffic, you may drive legally on that license. If you are in the U.S. for longer or do not have a valid operator's license issued by a country referenced above, you may wish to apply for a Wisconsin driver license.

For more information regarding this, contact the Wisconsin Department of Transportation or see the following link: <http://www.dot.wisconsin.gov/drivers/drivers/apply/foreign.htm>.

MADISON METRO BUS:

The Madison Metro bus system serves the City of Madison and some of the surrounding communities, such as Middleton, Fitchburg and Verona. The buses are open to the public for a fee. UW-Madison employees, including J-1 scholars, can apply for a discounted bus pass. For more information about the buses, the rates and routes, please see the following:
<https://www.cityofmadison.com/metro>

MADISON AREA SCHOOL DISTRICT:

If you have J-2 dependent children you wish to enroll in a Madison area school please refer here:
<https://www.madison.k12.wi.us/>

LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER (LGBTQ) RESOURCES:

- <http://iss.wisc.edu/resources/lgbtq/local-resources>

MADISON FRIENDS OF INTERNATIONAL STUDENTS (MFIS):

MFIS connects Madison area international students and scholars with local residents to provide support and assistance as well as foster cultural exchange and goodwill. Visit their website here:

<https://iss.wisc.edu/mfis/index.html>



