MAINTAINING YOUR EXCHANGE VISITOR STATUS

Obtaining a visa with a specific expiration date is not an assurance that you will be able to stay in the US and maintain your J status. Your right to stay in the US may be forfeited at any time if you violate the regulations of Exchange Visitor’s non immigrant status. Please place your initial by each point confirming that you understand each compliance requirement.

1. Maintaining a Valid Passport, I-94, DS-2019:
   - US Immigration Law states that: You must maintain a valid passport at all times.
   - Keep your Immigration Documents with you at all times: Passport, I-94, DS-2019

2. You are required to maintain Health Insurance for you and your dependants at all times as required by the Department of State: You cannot engage in any Research or Teaching activities until you have shown proof of Health Insurance to an Alternate Responsible Office at the ISSS office.

   Health Insurance for J-1 visa holders must:
   a. Pay for at least $100,000 per accident or illness.
   b. Have a deductible not exceeding $500.00 per accident or illness.
   c. Cover repatriation of remains for $25,000.
   d. Cover Medical evacuation for $50,000.

3. You are required to submit a current and valid copy of your health insurance policy to the International Student and Scholar Services office every month during the time of your visit. Failure to submit a valid/accurate copy of your policy may result in the termination of your J-1 Exchange Visitor Status.

4. You understand that if your dependent(s) come to the US separately, at a later time, they need to check in with ISSS and show proof of health insurance upon their arrival. I understand that it is my responsibility to maintain health insurance for my dependents and provide proof to ISSS at the time of their arrival.

5. You must report if your dependent(s) leave the U.S. and do not plan to re-enter, by emailing internationalscholars@smu.edu within 10 days of their departure.

6. You must only teach and or do research for the premise authorized in your DS2019 document. Should you be invited to lecture at another organization or school, you must receive WRITTEN AUTHORIZATION from an Alternate Responsible Officer before you accept the offer.

7. You must receive WRITTEN AUTHORIZATION from the Department of Homeland Security (DHS) or the ISSS office before working in your Department. You must have have received permission from the ISSS office, the Human Resources department and have submitted all paperwork with our Payroll department.

8. You must receive WRITTEN AUTHORIZATION if you decide to transfer to another Institution. (This has to be approved by the Dean of your Department and the ISSS office)

9. You must apply for an extension (if needed) ONE MONTH before the expiration date of your DS-2019 document by completing and submitting the “Extension of J-1 status Form.” You will need to work with your academic department and Human Resources for this process. The final extension request must be submitted to the ISSS Office. You will also need to submit updated proof of insurance for yourself and dependents for the additional time before your DS-2019 expires.

Tel: 214-768-4475 Email: internationalscholars@smu.edu
10. You must obtain a new travel signature on your DS-2019 **BEFORE** traveling out of the US. If you plan to stay out of the country for an extended period of time (more than one month), you will need to get authorization to do this from both the academic department and ISSS **before** departing the U.S.
   ✓ Travel Signatures are valid for one year.
   ✓ Our office requires three business days to process your signature.

11. You must update your U.S. Residence address, Home Country address and phone number by emailing [internationalscholars@smu.edu](mailto:internationalscholars@smu.edu). Please send these changes within 10 days from the effective day of change. Failure to make notification within 10 days is a violation of Department of Homeland Security (DHS) regulations.

12. You must obey all federal and state laws:
   ✓ You will need a Driver’s License in order to operate a motor vehicle.
   ✓ You are required to purchase car insurance if you are operating a motor vehicle.
   ✓ You cannot legally purchase or drink alcoholic beverage unless you are 21 years old.
   ✓ Do not drink and drive! Driving under the influence of alcohol is considered a criminal offense and will affect your immigration status.

13. You must leave the U.S. when:
   ✓ DS-2019 expires: You have a thirty-day grace period after the DS-2019 expires.
   ✓ You complete your Research/Teaching (earlier than document end date).

14. You must report any of the following changes to ISSS as it may affect your immigration status: birth of a child, marriage, change of legal name, divorce, hospitalization, long periods out of country, etc.

15. You must participate in American cultural activities promoted by the ISSS Office and report your experiences to the International Programming Coordinator.

16. You understand there may be restrictions on returning to the U.S. after my J-1 period ends.

17. You understand that applying for the 212 (e) waiver while you are under SMU University’s J Exchange Visitor sponsorship carries significant visa implications and limitations to visa extensions, institution transfers, and funding for change of visa status to H-1B.

18. You certify that none of the documentation or information submitted is false. If any documentation or answers you have provided are found to be false, I understand my status will be terminated and I must leave the U.S. immediately.

By signing below, I agree to comply with the requirements on pages one and two of this document. I also acknowledge that SMU is required by law to terminate my J1 visa holder if compliance requirements are violated.

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Exchange Visitor Name (print clearly)  Exchange Visitor’s Signature  Date