SMU | INTERNATIONAL STUDENT & SCHOLAR SERVICES

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MAINTAINING YOUR EXCHANGE VISITOR'S 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 $50,000 per accident or illness.
b. Have a deductible not exceeding $500.00 per accident or illness.
c. Cover repatriation of remains for $7,500.00.
d. Cover Medical evacuation for $10,000.00.

___ 3. You must only teach and or do research for the premise authorized in your DS2019 document (SMU). Should you be invited to lecture at another organization or school, make sure you receive **WRITTEN AUTHORIZATION** from an Alternate Responsible Officer before you accept the offer.

___ 4. You must receive **WRITTEN AUTHORIZATION** from the Department of Homeland Security (DHS) or the ISSS Office **before** working in your Department. Make sure you have received permission from the ISSS Office, the Human Resources department and have submitted all paperwork with our Payroll department.

___ 5. 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)

____6. 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."

____7. You must obtain a new travel signature on your DS-2019 **BEFORE** traveling out of the US.
- ✓ Travel Signatures are valid for one year.
- ✓ Our office requires three business days to process your signature.

___ 8. You must update your U.S. Residence address or phone number in https://access.smu.edu. Please send these changes within 10 days from the day you

have moved. Failure to make notification within 10 days is a violation of Department of Homeland Security (DHS) regulations. If you do not have access to the University's database, please email us at **isss@smu.edu**

___9. You must update your Home Country address with the ISSS Office by sending an email to: **isss@smu.edu** within 10 days from the moving date. Failure to make notification within 10 days is a violation of Department of Homeland Security (DHS) regulations.

___10. You must inform the Department and the ISSS office if you plan to be out of the U.S. for more than 30 days. Please note that your dependents **cannot stay in the U.S.** if you are not in the States, for more than 30 days.

___ 11. 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

___ 12. You must leave the U.S. when:

- DS-2019 expires and you have completed your appointment (you have a thirty-day grace period after the DS-2019 expires).
- You complete your Research/Teaching earlier than document end date.
- ***You must leave the U.S. immediately if your record has been termination due to a violation of your appointmen***t.

___ 13. You must fill out the form 8843 to the IRS every year. You must submit this form even if you do not earn wages.

___ 14. If you have earned wages you must also submit the tax form 1040NR or 1040NR-EZ or 1040 in addition to 8843 form.

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 your J1 visa holder if compliance requirements are violated.

_____

Exchange Visitor (print clearly) Exchange Visitor's Signature Date

_____ _____ _____

Department Representative Signature Date