Please check in with the Office of International Programs when you arrive.

Purpose of this sheet – This sheet is intended to provide exchange visitors with pre-arrival information about a variety of topics to ensure that they understand the nature, objectives, and requirements of their programs, to ease their arrival and help them desire the fullest benefit from their experience in the United States and at Seton Hall University.

Purpose of the Exchange Visitor Program – The broad purpose of the exchange visitor program is to promote international educational and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. Exchange programs exist in a variety of formats and permit visitors to come to this country for a wide range of activities. This school’s exchange visitor program provides opportunities for study and research.

If you are not in the United States – (or currently in the U.S. but will leave the U.S. before you begin your experience at Seton Hall University)

Your visa arrival in this country. Enclosed is form DS-2019, “Certificate of Eligibility of Exchange Visitors (J-1) Status.” If you are outside the United States, you should sign the bottom line of page 1. Then present it to an American Embassy or Consulate to apply for your J-1 exchange visitor visa. (Canadians do not need passports or visa stamps to enter the U.S., but they do have to show form DS-2019 at the port of entry to obtain status as a J-1 exchange visitor). The consular officer will return all pages to you, and you should present them again to an Immigration Inspector at the port of your entry to the United States. That officer will stamp and return page 1, along with an I-94 departure record card. Keep forms DS-2019 and I-94 card with your passport. They are your only proof of J-1 status, any you will need them for such purposes as extending your permission to stay in the United States, work permission, and re-entry to this country after temporary trips abroad during the period of validity of form DS-2019. If your J-1 visa has another institution noted on your visa page and it is not expired, it is still valid. This means you could use that current visa and your new Seton Hall DS-2019 form.

The Home- Country Physical-Preference Requirement [212(e)] – Some, but not all, exchange visitors are subject to this requirement. Its purpose is to have the home country benefit from the exchange visitor’s experience in the United States. Exchange visitors come to this country for a specific objective such as a program of study or a research project. This requirement is intended to prevent a participant who is subject from staying longer than necessary for the objective, and to ensure that he or she will spend at least two years in the home country before coming back to the United States for a long-term stay. For the terms of the requirement, please see item 1 (a) on page 2 of the DS-2019. If you have questions about the requirement, including whether or not you will be subject to it, please raise them with the consular officer when you apply for your visa, or direct them to the Office of International Programs (OIP).

Housing – The Office of International Programs (OIP) cannot make arrangements for your housing, so you should plan to arrive in advance of the beginning date of your program. Visiting J-1 professors and research scholars may seek the assistance of their academic departments in locating appropriate housing. Most
apartments within walking distance of the campus are rented long before the academic year begins. Others may necessitate the use of a bicycle, bus, or automobile. Some are available with furniture; others are rented without furniture. All require one month rent in advance and another month rent as damage deposit.

**Fees payable to this School** – Exchange visitor students or their financial sponsors are required to pay tuition and fees to this school, unless there is a formal, written exchange agreement modifying the requirement.

**Other Likely Costs** – Fees payable to this school do not include books and supplies, health insurance, room and board, tuition and fees or miscellaneous expenses. For basic living expenses and exchange visitor should expect to spend a minimum of $2,000 per month, plus approximately $800 per month for an accompanying spouse, and approximately $600 a month per each child.

**Health Care and Insurance** – Exchange visitors are required, as a condition of their J-1 status in the United States, to carry health insurance for themselves and their accompanying family members. By government regulation, minimum coverage must provide, up to $50,000 for accident or illness; up to $7,500 repatriation and remains; up to $10,000 for medical evacuation to the home country, and a deductible not to exceed $500 per accident or illness. Co-insurance may not exceed 25 percent payable by the exchange visitor or sponsor. Acceptable coverage may not exclude risk inherent in the activities in your exchange visitor program. The company providing the insurance must have an A.M. Best rating “A-” or above, an Insurance Solvency International, Ltd. (ISI) rating of “A-1” or above, Standard and Poor’s Claims paying ability rating of “A-” or above, or a Weiss Research, Inc., rating of “B+” or above. Students will want to examine the insurance policies offered by Seton Hall University as well as alternative policies. Many exchange visitors have health insurance coverage through their home countries or through their sponsoring agency.

If students and/or their sponsors elect to use the health insurance policy offered by Seton Hall University (HTH Worldwide Insurance), students or their sponsors will be billed for individual medical insurance each semester. Coverage for their accompanying family members may cost an additional $2,000 per person for a year or more. **Per Federal Government regulations, all J-1 Visa holder MUST purchase health insurance before traveling to the US. For your convenience, the Office of International Programs has all the information necessary to facilitate the process. Please contact the OIP in order to purchase your HTH Worldwide Health Insurance.**

Exchange visitor professors and research scholars who are employed by Seton Hall University may qualify for the health insurance offered by the University. Others will want to bring insurance from home or to purchase insurance from an independent carrier. In the United States, certain kinds of elective medical care, such as eyeglasses or dentistry, are ordinarily not covered by insurance and they are very costly. To the extent possible exchange visitors should take care of those needs before leaving home.
According to J-1 regulation 22CFR62.14, all students, scholars, and their J-2 dependents are required to have health insurance that meet DOS requirements. These insurance requirements set forth by DOS are as follows:

1. Major medical benefits must be at least $50,000 for each accidental illness.
2. Repatriation benefit must be at least $7,500.
3. Medical evacuation must be covered for at least $10,000.
4. The deductible for each accident or illness may not exceed $500.
5. Policy may not unreasonably exclude coverage for perils inherent to activities of the exchange program.

If there are any questions regarding this checklist, you may contact the Office of International Programs. Forms are available in Fahy Hall, 128.
Statement of Understanding and Compliance

With the J-1 Insurance Requirements

I, ____________________________ __________________________ agree that I am/will

(print first name) (print family number)

be in compliance with the insurance regulations as specific in 22 CFR section 62.14 of the Exchange
regulations, and I understand that it is my responsibility to maintain my status and continue health insurance
coverage for myself and J-2 dependents for the duration of my J-1 program.

I am/will be a _________________ J-1 student ___________ J-1 faculty/research/

scholar (check one only)

School ________________________________ Department ________________________________

(Signature) (Date)

Return this form to: Seton Hall University, OIP, Fahy Hall 128, and 400 South Orange Avenue, South
Orange, NJ 07079.
J-1 Student Employment Options

This is an outline of the types of employment available to J-1 students. No employment should be pursued without written authorization from the Office of International Programs (OIP). If you have questions after reading this, meet with the Director of Office of International Programs (OIP).

Employment Options for J-1 Students

There are three types of work permission available to J-1 students. Applications must be submitted to the program sponsor (noted in section 2 of the DS-2019 form). This information is specifically geared to J-1 students sponsored by our University and does not apply to J-1 visitors in any category, circumstances, or under other sponsorship.

1. On-Campus Employment

   When can I begin working on-campus?

   As a J-1 student, you may apply for permission to work on campus at our University immediately, provided you have been authorized to attend our University by the Office of International Programs (OIP) and pursuing full time studies. Your employment should not be more than 20 hours/wk while classes are in session and it may be full-time during vacations.

2. Economic Need Work Permission

   What is economic need work permission?

   It is a type of employment authorization for J-1 students who have severe, sudden, and unforeseen economic hardship. If you wish to apply for this, make an appointment with the Director, Office of International Programs (OIP).

   Does this application get submitted to USCIS?

   No. If your application is approved, a letter from the Director of Office of International Programs (OIP) authorizes your employment.

   Is it renewable?

   Economic need work permission can be renewed for full-time enrolled students depending on the circumstances.

3. Academic Training

   What is academic training?

   It is employment that is integral or critical to the student’s academic program at our University. Academic training must be a direct application of your coursework and/or research to a professional position in the student’s field of study. The student’s academic advisor or director of graduate studies must evaluate an academic training request as effectively connected to the student’s major field of study. Academic training may be on or off campus employment.
The Director reviews academic training applications very carefully. The fact that the employment is in a related field is not sufficient for something to qualify as academic training; the work must be integral to the academic program.

**How long can I work under academic training?**

The length is connected to the period you are on J-1 status. The maximum total allowed in most cases is 18 months. Every month that you are authorized is deducted as a month used, whether the permission is part-time, full-time, or never used.

**Can I pursue academic training on after finishing my degree?**

No. Academic training may be pursued during the period of study or immediately after. You must apply for post-completion academic training within 30 days of completing your studies or before your current DS-2019 expired, whichever comes first. You may work full time during post-completion academic training.

**Do I need a job to apply for academic training?**

Yes, you must first present a job offer letter with your AT application.

**What if I have finished my studies and cannot find a job?**

Then you will not be eligible for academic training. You must apply for post-completion academic training within 30 days of completing your studies or before your current DS-2019 expires, whichever comes first. Otherwise, you have a 20-day grace period to depart from the United States.

**Can I change jobs during academic training?**

Yes, as long as the new position meets the definition of academic training. You must submit a new application before accepting a new position. You cannot begin any employment without written authorization from the Director nor do the regulations allow for gaps in employment. Therefore, you must notify the Director immediately if you are considering changing jobs.
What items do I need to bring to apply?

1. A letter from your academic advisor or dean, stating the following:
   - The goals and objectives of the training
   - The position you will have
   - The location and address
   - The name of your supervisor
   - The number of hours per week
   - The dates of employment
   - That the training relates to your field of study
   - Your anticipated completion date
2. A letter from your prospective employer outlining the job offer
3. Your DS-2019, I-94 card, and passport

Then what happens?
If your application is approved, the Director will issue a work authorization letter. In an extension of J-1 status is needed, a new DS-2019 will be issued.

Once I finish my studies, must I have health insurance?
Yes, as long as you are in J-1 status, the United States Government requires that you maintain your health coverage. This is true even if you are no longer enrolled at Seton Hall.

Can I travel during post-completion academic training?
Travel during this time can be complicated, especially if a student’s J-1 visa has expired. Students must meet with the Director to discuss the details of any travel plans.