



J-1 Exchange Visitor Orientation Guide



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Dear New Scholar,

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AFTER YOU CHECK WITH THE ISSS

Meet with your supervisor in your host department to become familiar with your work place. Complete any necessary paperwork with the personnel representative of the department.

Obtain your Binghamton University ID card. This is done after you have checked in with your host department.

- x To arrange for your new Binghamton University ID card, go to the Admission Center, Room 112. The Student Records office is open daily from 9:00am - 4:00pm.
- x Be sure to bring your appointment letter from your academic sponsor and your passport with you when you apply for the Binghamton University ID card. Your picture will be taken and you will be issued a card that day.
- x The ID card will allow you to set up your Binghamton University e-mail account and to use the services of the libraries at Binghamton University. Lost, stolen, or mutilated ID cards can be replaced at the ID card office for a fee of \$20.

If you will be a paid employee of Binghamton University, you are eligible to apply for a Social Security Number (SSN). To apply for an SSN you will need the following documents:

- x Passport
- x Visa
- x DS-2019
- x I-94
- x Employment letter on Binghamton University letterhead that includes: name, job title, job description, job start date, number of hours scholar will work per week, Employer Identification Number (EIN), Employer contact information, original signature, title and date.
- x A completed Social Security application: <https://www.ssa.gov/forms/ss-5.pdf>

IMPORTANT FEDERAL REGULATIONS

During your J-1 program you are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing J-1 status. Failure to maintain your J-1 status can have serious long-term consequences for you. We are here to support and guide you through the complex maze of immigration laws and are available to answer any questions you may have.

Your responsibilities include the following:

- x **Keep your passport valid at all times:** You must have a valid passport in your possession. It must be valid at least 6 months into the future. For information on renewing your passport, visit the web site of your country's embassy or consulate in the United States.
- x **Report address changes within 10 days to the ISSS:** U.S. federal regulations require all J-1 scholars to report a change of address or phone number directly to the ISSS within 10 days of the address change. You can update this information by emailing ISSS@binghamton.edu.
- x **Incidental Employment:** J-1 faculty and scholars may conduct research or teach only at Binghamton University unless specifically authorized ahead of time by the ISSS to give a lecture or consult at another U.S. institution. Scholars must contact the ISSS in advance if invited to speak or consult at another school, or attend a professional conference for which they receive reimbursement and/or an honorarium. A scholar requesting authorization for lecturing or consulting must present the following documents to the ISSS at least 30 days prior to the activity.

THE HOME RESIDENCY REQUIREMENT AND BARS ON REPEAT PARTICIPATION

TWO-YEAR HOME RESIDENCY REQUIREMENT

Some exchange visitors with J-1 visas are subject to a two-year home country physical presence requirement, which requires you to return home for at least two years after your exchange visitor program. This requirement is part of U.S. law, in the Immigration and Nationality Act, Section 212(e). J-1 visa holders are subject if one or more of the following applies to them: AVe or more of the

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.

The U.S. Department of State has created an [Exchange Visitor Welcome Brochure](#).

The U.S. Department of State has established a Compliance Unit to provide an informational resource to participants in J-1 Exchange Visitor Programs. It is managed directly by the Department of State. Use this as an information resource, especially if you have questions, comments or concerns regarding the Exchange Visitor Program.

The Compliance Unit's contact e-mail is JVISAS@STATE.GOV.

The Department of State's Bureau of Educational and Cultural Affairs invites exchange visitors to visit the Bureau's website.

EXTENSIONS & TRANSFERS

EXTENSIONS

International research scholars and faculty in J-1 status whose DS-2019 are due to expire and would like to apply for an extension must follow U.S. Department of State-Bureau of Education and Cultural Exchange procedures to extend their stay in the United States.

You must contact ISSS at least 30 days before your DS-2019 end date to request an extension. The actual request for your extension must come from your host department. If you submit all of the necessary documentation requested

SAFETY ON CAMPUS AND IN THE COMMUNITY

The New York State University Police at Binghamton is a fully empowered state law enforcement agency. Our officers receive their basic training at the Zone 6 Municipal Police Training Academy conducted at the Broome County Sheriff's Public Safety Facility in Binghamton, NY. Our officers receive additional, on-going training addressing the needs of our campus environment.

Our primary mission is to provide a safe environment for the campus community. Protecting life and property, preventing and investigating crime, and maintaining public order are among the University Police Department's top priorities. No police agency is effective without help from the community it serves. The department's success relies in part on the involvement of the University community. We encourage all community members to become aware of crime prevention practices and to participate in the University Police Department's educational offerings.

Through a collaborative effort, we hope to make your experience at Binghamton University a safe and enjoyable one.

- x **In case of an emergency:** Call 607-777-2222 to reach University Police. If you are calling from an on-campus land line, call 7-2222 or **dial 911**. Staff answering this phone number will direct your call.
- x **If you cannot remember the emergency number, you can always call 911** from a cell phone and be connected to Broome County Dispatch who can redirect your call to the University Police.
- x **In case of a non-emergency (or) any other matter,** call 607-777-2393.
- x **Blue Light Emergency Telephones:** More than 80 highly visible outdoor phones encased in Blue boxes for emergency use are connected directly to the University Police Dispatcher.
- x **Educational Programs:** In addition to the already mentioned programs and services, the University Police offers educational programs on issues including alcohol and other substance abuse, fire safety, other dimensions of personal safety and related topics.
- x **Escort Program:** On-campus walking escorts are available to all members of the University community 24 hours a day, 7 days a week. Officers will also provide escort services at other times. Escorts receive special training and carry radios for communication with the Police.
Call 607-777-2393 to arrange an escort.

For additional information on The New York State University Police at Binghamton visit their website at <http://bit.ly/BUPolice>.

Rave Emergency Alert System (B ALERT):

Binghamton University has partnered with Rave Mobile Safety to provide an emergency alert system, known as B ALERT, which is capable of delivering messages to your University and personal e-mail addresses, as well as to your cell phone.

If you want to receive text notifications, you will need to sign up at <https://www.binghamton.edu/emergency/emergency-notifications/text-alerts.html>.

J-2 DEPENDENTS

Just as our international scholars are important to us, so are their families. We strive to ensure that they have a positive and rewarding stay in the U.S. This section will address some of the issues that may be important to the

WHILE YOU ARE HERE

INCOME TAX ASSISTANCE

In the United States, everyone files tax returns between January and mid-April.

WHILE YOU ARE HERE

TRANSPORTATION

Binghamton University provides several options for getting around campus and the local community, including On-Campus College Transport (OCCT), and Bike Share. Broome County (BC) Transit is the local public transportation provider. Students, faculty and staff can ride buses for free with a valid Binghamton University ID. Please see the

WHILE YOU ARE HERE

AROUND BINGHAMTON

The Greater Binghamton area includes a variety of grocery stores, places of worship, public school districts, hospitals and retailers.

There are three major hospitals in the Binghamton area:

Binghamton General Hospital

10-42 Mitchell Ave.

Binghamton, NY 13903

607-762-2200

Lourdes Hospital

169 Riverside Drive

Binghamton, NY 13905

607-798-5111

UHS Wilson Medical Center

33-57 Harrison Street

Johnson City, NY 13905

607-763-6000

PUBLIC SCHOOL DISTRICTS

There are several public school districts in the Greater Binghamton area. Binghamton University and the neighborhoods surrounding it typically fall into the Vestal Central School District. Some other districts are: Binghamton, Chenango Forks, Chenango Valley, Johnson City, Maine-Endwell, Union-Endico and Susquehanna Valley. If you are evaluating a potential home, be sure you know the school district before renting or buying. Ask your realtor or rental agency.

GROCERY STORES

There are several large grocery stores in the area as well as smaller, more specialized retailers. Some of the major grocery stores close to campus are Price Chopper, Target, Walmart, Wegmans and Weis. Many of the bus routes make routine stops to these stores.