



International Student & Scholar Services Office (ISSS)

## Maintaining Your J1 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 the visa. Your ability to stay in the US can be forfeited at any time if you violate the regulations of your visa status.

ARO/RO: Alternate Responsible Office/Responsible Officer

DOS: Department of State

ISSS: International Student & Scholar Services Office.

### Please read and initial the following compliance form.

\_\_\_ You are required by law to maintain continuous health insurance coverage for yourself and any dependents while in the U.S. You must have a copy of your current health insurance card on file in the ISSS Office at all times. Health insurance is not included in general student fees. Health insurance must:

- Pay for at least \$50,000 per accident or illness
- Not have a deductible which exceeds \$500 per accident or illness
- Cover repatriation of remains for \$7,500
- Cover Medical evacuation for \$10,0001

\_\_\_ You must maintain a valid passport at all times.

\_\_\_ You must maintain a valid DS-2019 at all times.

\_\_\_ You must attend the university/institution that the DOS has authorized you to attend.

\_\_\_ You must complete an official immigration transfer with your RO/ARO **before** changing universities.

\_\_\_ You must obtain permission from the DOS or the SMU RO/ARO **before** accepting any kind of employment (on/off campus) in the U.S. Even one day of work outside DOS guidelines will **result in loss of status**. If you are a student, on campus work is limited to 20 hours per week when school is in session. You must get work authorization every time you add/change your place of employment. **If you do not have work authorization IN WRITING, you do not have work authorization.**

\_\_\_ You must obtain a new signature on your DS-2019 **before** traveling out of the US. A minimum of 3 business days is needed to do this.

\_\_\_ If you will not complete your Exchange Visitor program by the DS-2019 completion date, you must consult the ISSS to find out if an extension is possible. Authorization must be granted by **RO/ARO** and **before** the completion date and the request should be made one month in advance.

\_\_\_ You must update your U.S. Residence address, Home Country Address and phone number by sending an email to **smuint@smu.edu**. These changes must be reported within 10 days from your moving date.

\_\_\_ You must submit AR-11SR form with an update of address to USCIS if you are subject to NSEERS.

\_\_\_ You must maintain contact with the ISSS Office by checking all e-mail correspondence using your official SMU e-mail address. Failure to check SMU e-mail at least once per week could have serious consequences.

\_\_\_\_ You must leave the U.S. when:

- Your DS-2019 expires **OR**
- You complete your Exchange Visitor program **OR**
- You have ended or suspended your Exchange Visitor program.

\_\_\_\_ Even if your DS-2019 is still valid, you **must** leave the U.S. within 30 days of the end of your Exchange Visitor program. Please consult the ISSS Office to discuss exceptions to this rule such as extension of program, transfer to a new program or Academic Training.

\_\_\_\_ If you are subject to Special Registration, you are responsible to maintain all Special Registration records and reporting.

\_\_\_\_ If you are a student, you must complete a full course of study each spring and fall semester.

- A full course of study is 9 hours for graduate students and 12 hours for undergraduate students.
- Exceptions to this requirement must be discussed with the ISSS Office.

\_\_\_\_ If you are a student, you must obtain permission from the **ISSS Office before** dropping below full time hours.

\_\_\_\_ You must fill out the form 8843 to the IRS every year. You must submit this form even if you did not earn any wages.

\_\_\_\_ If you have earned wages, you must also submit the form 1040NR or 1040NR-EZ.

\_\_\_\_ You must communicate the ARO/RO if you are going to be out of the Country for more than one month performing research related to your DS-2019 activities. You must also submit a letter from the Department Chair and Human Resources acknowledging that you will be considered in active J-1 status while you are out of the country.

\_\_\_\_ Exchange Visitor students and scholars **must** attend the mandatory orientation session with ARO/RO.

**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 an Exchange Visitor's program if compliance requirements are violated.**

Exchange Visitor Name (Please print clearly) \_\_\_\_\_

Exchange Visitor Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
ARO/RO Name

\_\_\_\_\_  
ARO/RO Signature