

J-1 Check-In Form

Name:

Family (Last) Name

First

Middle

Today's Date:

Month – Day – Year

Primary E-mail:**Secondary Email:****Local address:**

(this must be the address where you live **now**,
even if it is temporary)

 check here if the address above is in Fermilab Village.
Tel.:
 SEVIS
updated

Will you have a local Cell/mobile number: No

 Yes:

Health insurance information: I am an employee NOT an employee – Insurance proof uploaded to online system
For you:

(health insurance company name)

Your dependents:

(health insurance company name)

In case of emergency, who should we contact?

in the US

Name:**Relationship:****Tel.:****E-mail:**in your
home country**Name:****Relationship:****Tel.:****E-mail:**

See other side →

OFFICE USE ONLY

Intake: HF VS **Hold for:** Passport DS-2019 I-94 Health Ins. Local address
30 days ends: _____

PROCESS:

1. Have scholar complete this form
2. Scan and upload to DW passport id page, DS-2019, I-94, health insurance for the J-1 and J-2s.
3. Review "Arrival" Checklist on reverse and get EV to sign form for retention in file.
4. Go into DW and send Post-Arrival Message.
5. Validate in SEVIS.
6. If employee, I-9 in Guardian if authorized

J-1 Information Handout

All of the below information and more can be found on our website: <http://get-connected.fnal.gov/visa/helpful-tips/>

Social Security Numbers

1. Email visaoffice@fnal.gov to let us know you plan to apply.
2. One day (24 hours) after your email the Visa Office, come by our offices to pick up your "Social Security Letter" confirming your engagement in J-1 activities onsite, that you can take to the Social Security Administration Office when you apply.
3. Go to the Social Security Office. You must take your passport, I-94 Document, Social Security letter, and stamped DS-2019. When you apply for your Social Security Number, indicate that you are a J-1 Exchange Visitor. If they ask you if you are a student, even if you are "also" a student at your home institution, do not say this to them. They will think you are in student visa status, and this will complicate your application process.
4. The Social Security Application Form 5 is at online: <https://www.ssa.gov/forms/ss-5.pdf>
5. Once you apply, you must present the receipt to the Visa Office. It is your responsibility to ensure that you are issued a SSN Card during your visit to Fermilab.
6. Further information about J-1 Exchange Visitors and Social Security is at <https://www.ssa.gov/pubs/EN-05-10181.pdf>
7. Once you apply, the card usually is issued in between 2 and 6 weeks. You must schedule a meeting with the Visa Office once the card is issued to you, to bring the card in so that we can complete certain paperwork for you, and scan and upload the card to our system.

Banks

- See our website <http://get-connected.fnal.gov/visa/helpful-tips/> for a brief explanation of how to open a bank account in the U.S.
- Most banks require Social Security Numbers before you may open an account. However, there are several banks in the area that will open accounts for foreign nationals without Social Security Numbers. They each are a short drive from Fermilab:
 - **Chase Bank:**
 - 130 S. Batavia Ave., Batavia, IL
 - 5 N. Randall Rd., Batavia, IL
 - 2000 Randall Rd., Geneva, IL
 - **Mb Financial:**
 - 2992 Indian Trail Road, Aurora
 - 380 West Diehl Road, Naperville
 - 28W571 Batavia Road, Warrenville
 - **US Bank:**
 - 21 N 3rd St, Geneva
 - 1009 E State St, East Geneva Office
 - 808 N Route 59, Aurora Meijer Office
 - **Abri Credit Union**
 - Ground Floor of Wilson Hall

Driver's Licenses

- Interns and Short-Term Scholars may drive using your foreign license if you also have an International License from your home country, but you also may apply for an Illinois Driver's License. Research Scholars **must** obtain an Illinois driver's license within 180 days of your arrival here.
- Information about standard Illinois Drivers Licenses is at http://www.cyberdriveillinois.com/departments/drivers/drivers_license/home.html
- If you have a spouse or child over 16 years, they can apply for a "Temporary Drivers License". Information about this is at http://www.cyberdriveillinois.com/departments/drivers/drivers_license/drlicid.html#tvdli

Immigration Responsibilities of a J-1 Exchange Visitor

Report address changes U.S. federal regulations require all J-1 exchange visitors to report a change of address within 10 days of moving. If you move, immediately report the change of address to (1) the Visa Office (visaoffice@fnal.gov), (2) the U.S. Citizenship and Immigration Service using a Form AR-11 (www.uscis.gov/ar11), and (3) either (a) the Records Office (records@fnal.gov) if you are an employee, or (b) the Users Office (usersoffice@fnal.gov) if you are a user.

Report departure dates to the Visa Office You must advise of any departures from the U.S. Send an e-mail to visaoffice@fnal.gov with your departure date and date of return to the U.S. If you are outside the U.S. for 1 month or more, we also must know the institution you are visiting and the reason. Upload new I-94s received during re-admission to the online visa system at https://client.docketwise.com/c/sign_in.

Obtain a travel signature prior to travel outside the U.S. The “sponsor signature” on the DS-2019 may never be more than **6 months old (for a short-term scholar) or 12 months for a research scholar/intern. If the sponsor signature is going to be more than what is allowed per the program** at the time you plan to re-enter the U.S., the Visa Office must endorse the DS-2019(s) for you and each dependent family members (if applicable) in the “Travel Validation” section, before you depart.

Maintain adequate health insurance As a J-1 exchange visitor, you agree to maintain adequate health insurance for yourself and any J-2 dependents. This is a requirement of the US Department of State. Your health insurance policy must meet the following minimum coverages: \$100,000 per sickness or accident, \$50,000 for medical evacuation, and \$25,000 for repatriation of remains to your home country in case of death. Maternity (pregnancy, pre-natal, and birth) benefits must be covered same as sickness. Employees satisfy these requirements when they take Fermilab medical coverage, but you must not waive this coverage. Non-employees must provide documentation of other appropriate medical insurance coverage. You must not cancel coverage during your stay in the U.S. See http://get-connected.fnal.gov/wp-content/uploads/2016/04/HealthInsurancePresentation_FY15.pdf

Obtain permission to be issued funds by other U.S. institutions If you visit another institution in the U.S., AND that institution wants to pay you for your visit or reimburse your expenses, you must obtain an authorization from the Visa Office FIRST. Send visaoffice@fnal.gov: (1) A letter from the institution where you want to consult or lecture, that describes the terms and conditions of the offer to lecture or consult, including the duration, number of hours, field or subject, amount of compensation (if any), and description of such activity; and (2) A letter from your department head or supervisor recommending such activity and explaining how the activity would enhance your activities at Fermilab. The Visa Office will then evaluate the circumstances and, if appropriate, issue the authorization.

Know Your Rights Review of Department of State Exchange Visitor Welcome Letter and Wilberforce Pamphlet <https://j1visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program.pdf> and <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/temporary-workers.html>

Incident Reporting Notify the Visa Office immediately if you are seriously ill, hospitalized or injured, involved with law enforcement, or victim of theft.

Obtain a timely Extension of your Offer or Invitation, if needed If you want to continue your research activities at Fermilab beyond the expiry date of the DS-2019, you must request an extension of your offer or invitation. Contact your supervisor to begin this internal administrative process. Your DS-2019 cannot be extended until the internal paperwork is complete.

End your Program on Time If you expect to finish your activities within 5 business days on or before the “end date” of your program as listed on the DS-2019, then you need not do anything additional prior to departing. If you plan to end your research activities more than 5 business days before the program “end date” then you MUST tell visaoffice@fnal.gov the date you plan to end the activities, the reason for the early completion of your activities, and the date you will depart the U.S.

Anticipate returning in the future to the U.S. During initial processing of your J-1 paperwork, you confirmed that you reviewed and understood a J-1 Orientation that discussed the Repeat Participation Rule and Return Residence Rule. These rules affect your ability to return to the U.S. within the two years following your departure. If you need to review these rules again, see <http://get-connected.fnal.gov/visa/visa-assistance/bars/> and <http://get-connected.fnal.gov/visa/visa-assistance/212e-2/> If you have questions, contact visaoffice@fnal.gov.

Depart the US within the 30-day grace period J-1 Exchange visitors must depart the US within 30 days of the expiration of the DS-2019. You are not authorized to engage in any research activities during the 30-day grace period. Contact visaoffice@fnal.gov if you have questions.

The Visa Office is available if you have questions or concerns, email us at visaoffice@fnal.gov or come to the Visa Office. No appointment is necessary.

I have read and understand the Program Rules for participation in Fermilab’s J-1 Exchange Visitor Program and agree to comply with those rules throughout my stay in the U.S. in J-1 status.

Signature (Type your full name and Date)