J-1 Scholar Orientation Guide
Short-Term Scholar, Research Scholar, Professor, Specialist and Student Intern
Welcome

Arrival Checklist

Essential Immigration Documents

Your Legal Requirements as a J-1 Scholar

Student Intern Requirements

Travel on a J-1 Visa

The Home Residency Requirement and Bars on Repeat Participation

Family Members

Medical and Dental Insurance

Social Security Number and Tax in the US

Extensions, Transfers, or Changing Status

Completing Your Program

Phones

Resources for Living in New York

NYU Resources
Welcome to New York University (NYU)! We’re happy to have you join us as a J-1 exchange visitor. You are an essential part of our global campus and international community. This orientation covers topics relevant to your J-1 Exchange Program, including legal requirements and restrictions, extensions, employment, life in New York City, and more!

Office of Global Services (OGS)

The Office of Global Services (OGS) provides immigration advising, orientation, and cultural programs to the international student and scholar community in all divisions of NYU except Lagone - School of Medicine. Our advisors serve as representatives of and advocates for international students and scholars in dealing with US and foreign government agencies, other campus offices, and community.

NYU OGS International Scholar Services

International Scholar Services provides immigration services to faculty and researchers and their immediate family members.

Office Hours

Monday through Friday, 9:00 am - 5:00 pm
Please note: the office is closed during University-observed holidays and recesses, as indicated on the University Calendar. For up-to-date information on our current office hours, check our contact us page.

Manhattan Office
383 Lafayette Street
3rd Floor
New York, NY 10003
Tel: 212-998-4720
Email: ogs@nyu.edu

Brooklyn Office
5 MetroTech Center
Room 259
Brooklyn, NY 11201
Tel: 718-260-3805
Email: ogs.brooklyn@nyu.edu
The purpose of the J-1 Exchange Visitor Program is to promote international educational and cultural exchange that helps to develop mutual understanding between the people of the US and other countries. The US Department of State administers the Exchange Visitor Program and assigns certain cultural and educational institutions, such as NYU, as sponsors to administer its programs. Designated OGS staff members serve as representatives, known as Responsible or Alternate Responsible Officers, and they help administer NYU’s exchange visitor program.

Since you will be a visiting J-1 Professor, Research Scholar, Short-Term Scholar, Specialist, or Student Intern at NYU, we expect that you will be coming to teach, research, consult, or intern as indicated by the category you have been placed in, shown in section 4 of your DS-2019 form.

All J-1 exchange visitors have rights and protection under the William Wilberforce Trafficking Victims Protection Reauthorization Act (Public Law 110 - 457). Please familiarize yourself with your rights and protections.
Arrival Checklist

As soon as you arrive in the United States, you must:

☐ Check in with Scholar Services. Once you arrive in the US, please register with Scholar Services through our online check-in.
   • We will review your registration and validate your arrival with the US government.
   • If you would prefer to register in-person, please email ogs.scholars@nyu.edu to schedule an appointment.

☐ Visit your academic department to let them know you have arrived on campus.

☐ Visit the NYU Card Center at 7 Washington Place after checking in with your academic department. Bring a valid form of identification (passport, State Photo ID, or State Driver License) to have your picture taken and receive your NYUCard.

☐ Get mandatory health insurance, if you have not done so already.

☐ Complete these tasks **only if you are paid by NYU:**
   • Apply for a Social Security Number, if you do not have one already.
   • Complete an I-9 (Employment Eligibility Verification Form) with the department administrator or the Human Resources contact in your school on or before your first day of employment (this is a federal legal requirement).
   • Complete the tax information required through GLACIER, an Online Tax Compliance System used by NYU. You will receive an email soon, if you haven’t already, from support@online-tax.net containing a password and instructions on accessing GLACIER.
   • If you are a full-time employee eligible for benefits, learn about and sign up for your benefits by logging into NYU Home, clicking on the Work tab, then navigating to the Benefits Resource Center Login.
Essential Immigration Documents

Keep Your Immigration Documents Valid and Unexpired:

- passport valid at least six months into the future;
- I-94 record marked “J-1 D/S”;
- unexpired DS-2019 with a current travel signature in the bottom right corner (Be aware of the expiration date of your status. This is not your visa expiration date; it is the ending date in section 3 of your DS-2019 form.);
- valid J-1 visa if you plan to travel and reenter the US. Your visa can expire while remaining in the US as long as your other documents are valid.
- If you are a Student Intern as indicated in section 4 of your DS-2019 form, then you must also have your DS-7002 with your signature, signature of the ARO and signature of your department supervisor.

If you have lost your passport or DS-2019, please contact the OGS immediately at ogs.scholars@nyu.edu.
Your Legal Requirements as a J-1 Scholar

During your J-1 program you must take care to maintain lawful J-1 status, as failure to do so can have serious long-term consequences for you. Your requirements:

Inform the OGS of any Address Changes

Upon arrival in the US, you must report your residential address to the OGS. During your program, you are required to keep the OGS up-to-date regarding any changes to your contact information, including your:
- residential address
- phone number
- email address

Please report any changes to your contact information to ogs.scholars@nyu.edu. Any address changes must be reported within 10 days of the move.

Comply with Health Insurance Requirements

All J-1 exchange visitors must have insurance for the duration of their program that meets the minimum requirements, as set by the State Department. Any J-2 dependents must also have adequate health insurance.

Engage Only in Authorized Employment

You are authorized for employment with NYU as specified on your DS-2019. Any other unauthorized employment may result in you losing your legal status in the US.

Certain activities may be authorized, but they must be secondary to the central objective of your J-1 program. Written approval from our office is required in advance of any activities you do. Please review instructions on getting approval for lectures and consultations or contact the OGS at ogs.scholars@nyu.edu for more information.

Inform the OGS of Early Departure

Should you leave NYU early for any reason, please contact the OGS at ogs.scholars@nyu.edu. It is important to correctly report your departure date, as it may impact your future visa eligibility with the United States.
Student Intern Requirements

Student interns have specific requirements they must keep in mind regarding their J-1 program.

Student interns must:

• Return to their academic program outside the US and fulfill and obtain a degree from such academic institution after completion of the student intern program.
• Be engaging in an internship for a minimum of 32 hours per week.
• Must complete evaluations with Scholar Services.
• **NOT** engage in paid or unpaid employment outside of the internship at NYU
Travel on a J-1 Visa

Travel Inside the United States

We advise that you carry your original immigration documents (passport with visa stamp, DS-2019, and I-94) while traveling domestically, in case you need to produce copies for identification purposes.

It’s a good idea to carry copies of your I-94 information, DS-2019, and passport page with your biographic information and photo on a daily basis. While it is extremely unlikely that you would be questioned, having these documents with you provides immediate proof of your lawful status in the US.

Travel Outside of the United States

Any time you travel outside of the US while on a J-1 visa, you must produce your original travel documents for reentry. Be sure to have the following documents:

• original DS-2019 with valid travel signature
  * Travel signatures are valid for one year from the signature date or for the length of your J-1 program (whichever is shorter).
  * If you leave the United States without your DS-2019, please contact the OGS at ogs.scholars@nyu.edu.

• passport with valid visa stamp;
  * Your visa stamp must be valid for reentry into the United States. If your visa stamp has expired but you have a valid DS-2019, you must renew your visa at a US consulate abroad to reenter the US in J-1 status. Processing times vary; please plan in advance by checking visa processing times.

• most recent I-94 record, and;

• proof of financial documentation (such as your job offer letter, bank statement, or scholarship letter)

If you are traveling to a country other than your home country, you may need to get a visa. Please consult that country’s consulate in order to determine if you need a visa. You can find a list of consulates within the United States.

Travel to Canada, Mexico, and the Caribbean

Most scholars do not need a new US visa to return to the US after visiting an adjacent country, through a process known as Automatic Revalidation. Please review our information on travel to Canada, Mexico, and the Caribbean for further details.
The Home Residency Requirement and Bars on Repeat Participation

**Home Residency Requirement [Section 212(e)]**

Certain exchange visitors, after completing their programs in the US, must return home for two years before they can change or adjust to H, L, or permanent resident status in the US. The intent of this requirement is to have the home country benefit from the exchange visitor’s experience in the US.

Your DS-2019 and visa stamp should indicate whether or not you are subject to this requirement. If you are not sure whether you are subject, or would like to learn more, please review the home residency requirement.

**12- and 24-Month Bars**

The 12- and 24-month bars determine when a current or previous J-1 exchange visitor is eligible for a second visit to the US in the J-1 Professor or Research Scholar category. Learn more about 12- and 24-month bars.
Family Members

If you have family who want to visit or accompany you during your J-1 exchange program, there are several immigration options depending on their length of stay, if they want to work in the US, their relationship to you and their country of citizenship. If you are unsure which option is appropriate for your family member, check with our office. For detailed information, visit our page on bringing family.
Medical and Dental Insurance

Federal regulations require that all J-1 exchange visitors and J-2 dependents have health insurance that meets specified minimum requirements. Coverage must run for the entire duration of the your program in the US.

If you don’t have adequate insurance coverage (as detailed below) you are in violation of US government regulations. This would then result in an immediate end to your exchange visitor status.

Minimum insurance requirements for J exchange visitors

- medical benefits of at least $100,000 per accident or illness
- payment for repatriation of remains in the amount of $25,000
- payment for medical evacuation to home country in the amount of $50,000
- a deductible not to exceed $500 per illness or accident

Dental insurance

If you are eligible for benefits with NYU, the Dental Assistance Plan (for full-time employees) provides some free dental care. Take advantage of it!

NYU Dental Clinic
345 East 24th St. at 1st Ave.
M-Thu 8:30am-8pm., F 8:30am-4pm
After hours and weekends, call 212-998-9800

If you are not eligible for NYU benefits, there are private dentists located throughout the city. Do some research online or ask a friend for recommendations. For further details on health insurance, visit our page on medical and dental insurance.
Social Security Number

Only scholars earning wages in the US must have a Social Security Number (SSN) for tax purposes. Find details on how and where to apply on our Social Security Number page.

Tax in the US

The Internal Revenue Service (IRS) handles tax forms and information. You must file your taxes by April 15 for the previous year.

We offer several free tax workshops each year before the April 15 deadline. Please visit our tax page to find the most up-to-date information on tax requirements and the workshop schedules. Email reminders will also be sent out before the workshops.
Extensions, Transfers, or Changing Status

If you plan to extend or transfer your J-1 Exchange Program, please notify your department administrator 1-2 months in advance of the end date of your DS-2019 form. Your program must be extended or transferred to another institution before the end date on your current DS-2019 form. For details on the maximum time you can remain in the US and how to transfer or change your status while in the US, please visit our extensions, transfers, and change of status page.
Completing Your Program

All J-1 exchange visitors and J-1 Dependents can remain in the US for up to 30 days upon completion of the J-1 program. This time is intended to allow for travel within the United States or to finish up any personal affairs in the United States (for example, closing your bank account, moving out of your apartment, etc.). You are not allowed to work or engage in J-1 activities during this time, nor can you reenter the United States as a J-1 Scholar if you choose to travel internationally during this time.

We suggest that you plan to depart the country a day or two before the 30-day limit, to account for any possible travel delays.
Phones

Phone plans in the US can be complicated, and there are many options available. So, you’ll need to do some research in order to find the plan that best suits your needs. Be sure to read over any plan carefully before signing and/or purchasing. Below are some tips and resources to get you started.

- **Full-service contracts** may be a good option if you intend to use a lot of data, texts, and/or minutes. Often a 2-year contract is required, and a SSN or initial deposit may be required.
- **Prepaid or pay-as-you-go** options are more flexible and allow you to pay only for the service you need, as you need it. These plans may require an activation fee, and the service may expire after a certain amount of time so be sure to ask at the store!

Some popular phone companies include:
Verizon (contract or prepaid)
AT&T (contract or prepaid)
Sprint (contract or prepaid)
T-Mobile (contract or prepaid)
Tracphone (prepaid/pay-as-you-go)
Boost Mobile (prepaid/pay-as-you-go)
Resources for Living in New York

Transportation

There are many options for getting around NYC. Depending on where you live and where you plan to go, you may want to explore different options.

Public Transportation

- The Metropolitan Transit Authority (MTA) is a widely-used public transit system that includes subways and buses. If you plan on using the MTA often, you can save money by purchasing a 7-day or 30-day Unlimited MetroCard.
- If you plan on traveling to/from New Jersey, you may want to look into New Jersey Transit and the PATH Train.
- Other transportation: Long Island Railroad, Metro-North Railroad, Staten Island Ferry

Because New York is large, it can be tricky to navigate the subway system. Google Maps, City Mapper, Transit App or similar apps can help you find your way through the city on a smartphone or tablet.

Bicycle

CitiBike stations are located throughout the city, and you can often find new or used bicycles on Craigslist or in secondhand bike shops. Riding a bike in NYC can be dangerous; be sure you are confident before riding on busier streets. Check out the Bike Smart tips and laws for biking in the city.

Taxi and Car Service

Taxis are everywhere in NYC; they are easy, convenient, and readily available. Be sure to note the medallion number (the light on top of every cab) in case you need to file a complaint or report a lost item. All cabs in NYC accept cards or cash, and tipping 15-20% is customary but not required.

If you do not want to hail a cab and prefer a car service to come to you, try apps such as Uber and Lyft. There are also private car services located throughout the city.
Housing

The housing market in NYC moves very quickly; most apartment vacancies are only listed about 30 days before the move-in date. So, you should be prepared to act fast.

Renting an apartment in NYC can be stressful, but it can be easier when you are prepared with the required information. Be sure to do research on neighborhoods and understand the application process before you start looking for an apartment.

Center for Student Life Off-Campus Resources
The Center for Student Life Off-Campus is a great resource for information and finding housing in NYC.

The office’s tips and terms will help you get acquainted with NYC housing. They also offer a list of agencies and services that can make your move easier.

The office also maintains a housing registry with a list of available apartments or rooms. To gain access to the housing registry, you will need an NYU NetID and NYUHome login password (contact your academic department).

OGS International Scholar Network
The OGS International Scholar Network is a Google Group for the international scholar community at NYU. Often, available rooms and apartments are posted for subletting, and you can use the group to post questions or get advice from fellow international scholars.

Please contact the OGS at ogs.scholars@nyu.edu to request membership.
Banking

Since services and fees vary from bank to bank, you should research different banks to find one that best suits your needs. Banks are typically open during business hours during the week, and many offer weekend or extended hours. Before opening an account, be sure to look at a map of the bank’s ATM and branch locations. A bank with locations in the areas you plan to frequent will be the most convenient.

Banks in the NYU Area

This list is a small selection of the banks in NYC, with branches located near the Washington Square Campus.

NYU Federal Credit Union
Apple Bank for Savings
Bank of America
CapitalOne
Citibank
Chase
HSBC
Santander Bank
TD Bank
PNC Bank
Valley National Bank
Wells Fargo

J-2 dependents can also open bank accounts, and will need to present the same documents listed above.

For more information on opening and maintaining a bank account in the US, see our banking page.

Drivers License

You must have a valid driver license to drive a car anywhere in the US. Laws vary by state; be sure to research the laws in any area where you plan to drive. For more information on getting a driver license, see our Living in New York resource page.
NYU Libraries
As a J-1 scholar, you have access to Bobst Library with your NYU ID Card. Contact your academic department to inquire about library privileges such as borrowing or database access.

J-2 dependents must pay a fee for reading and/or borrowing privileges. Contact the library for more information. For J-2 dependents, we suggest using the network of public libraries in NYC.

Public Libraries
The New York Public Library has many locations throughout the city. Anyone living or working in New York State is eligible to receive a free New York Public Library card. The Brooklyn Public Library and the Queens Library are also free and available to anyone living or working in New York State. Public libraries often offer family-friendly events and programs.

NYU Athletics offers membership to its sports centers, and can adjust the membership cost according to the length of your appointment. There are additional fees for family members. You will need to bring your NYU ID and appointment letter to join. Contact the membership office at 212-998-2045 to inquire about fees or more information.

There are many private gyms and fitness centers around NYC. Most require monthly or yearly memberships; make sure you inquire about all costs and read any contract closely before you sign!

NYC has an extensive network of parks located in many different neighborhoods.

The NYC Department of Parks & Recreation runs programs throughout the year and maintains facilities in the parks. They offer opportunities to volunteer as well.

There are countless events happening in NYC on any given day; many websites compile upcoming events, such as plays, art shows, concerts, comedy shows, festivals, and much more. Check out Time Out NYC, or NYCGo.
NYU Resources

We’ve compiled a list of NYU programs and facilities as a handy resource for people new to NYU.

### Campus Resources

<table>
<thead>
<tr>
<th>NYU Welcome Center</th>
<th><a href="http://www.nyu.edu/about/visitor-information">www.nyu.edu/about/visitor-information</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>NYU Public Safety</td>
<td><a href="http://www.nyu.edu/life/safety-health-wellness/public-safety.html">www.nyu.edu/life/safety-health-wellness/public-safety.html</a></td>
</tr>
<tr>
<td>NYU Athletics and Sports Centers</td>
<td><a href="http://www.gonyuathletics.com">www.gonyuathletics.com</a></td>
</tr>
<tr>
<td>NYU School of Continuing and Professional Studies (SCPS)</td>
<td><a href="http://www.scps.nyu.edu">www.scps.nyu.edu</a></td>
</tr>
<tr>
<td>Office of Community Service</td>
<td><a href="https://www.nyu.edu/students/getting-involved/leadership-and-service/volunteer-service.html">https://www.nyu.edu/students/getting-involved/leadership-and-service/volunteer-service.html</a></td>
</tr>
<tr>
<td>NYU Kimmel Center</td>
<td><a href="http://www.nyu.edu/life/resources-and-services/kimmel-center">www.nyu.edu/life/resources-and-services/kimmel-center</a></td>
</tr>
</tbody>
</table>

### English Language Instruction

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Global Affairs</td>
<td><a href="https://www.sps.nyu.edu/homepage/academics/divisions-and-departments/center-for-global-affairs.html">https://www.sps.nyu.edu/homepage/academics/divisions-and-departments/center-for-global-affairs.html</a></td>
</tr>
<tr>
<td>Center Name</td>
<td>Website Address</td>
</tr>
<tr>
<td>----------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>King Juan Carlos I of Spain Center</td>
<td><a href="http://www.kjcc.org">www.kjcc.org</a></td>
</tr>
<tr>
<td>Center for Latin American and Caribbean Studies</td>
<td><a href="http://www.nyu.edu/page/kjc">www.nyu.edu/page/kjc</a></td>
</tr>
<tr>
<td>Center for the Study of Gender and Sexuality</td>
<td><a href="http://www.csgsnyu.org">www.csgsnyu.org</a></td>
</tr>
<tr>
<td>Center of International Cooperation</td>
<td><a href="http://www.cic.nyu.edu">www.cic.nyu.edu</a></td>
</tr>
<tr>
<td>China House</td>
<td><a href="http://www.nyu.edu/chinahouse">www.nyu.edu/chinahouse</a></td>
</tr>
<tr>
<td>Deutsches Haus</td>
<td><a href="http://www.deutscheshaus.as.nyu.edu">www.deutscheshaus.as.nyu.edu</a></td>
</tr>
<tr>
<td>Global Center for Academic and Spiritual Life</td>
<td><a href="https://www.nyu.edu/students/communities-and-groups/student-diversity/spiritual-life.html">https://www.nyu.edu/students/communities-and-groups/student-diversity/spiritual-life.html</a></td>
</tr>
<tr>
<td>Glucksman Ireland House</td>
<td><a href="http://www.Irelandhouse.fas.nyu.edu">www.Irelandhouse.fas.nyu.edu</a></td>
</tr>
<tr>
<td>Center/Institute</td>
<td>URL</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hagop Kevorkian Center of Near Eastern Studies</td>
<td><a href="http://www.as.nyu.edu/neareaststudies.html">www.as.nyu.edu/neareaststudies.html</a></td>
</tr>
<tr>
<td>Institute for Public Knowledge</td>
<td><a href="https://ipk.nyu.edu/">https://ipk.nyu.edu/</a></td>
</tr>
<tr>
<td>Institute of Fine Arts</td>
<td><a href="http://www.nyu.edu/gsas/dept/fineart/">www.nyu.edu/gsas/dept/fineart/</a></td>
</tr>
<tr>
<td>Institute of French Studies</td>
<td><a href="http://www.as.nyu.edu/ifs.html">www.as.nyu.edu/ifs.html</a></td>
</tr>
<tr>
<td>Jean Monnet Center at the Law School</td>
<td><a href="http://www.jeanmonnetprogram.org/">www.jeanmonnetprogram.org/</a></td>
</tr>
<tr>
<td>La Maison Francaise</td>
<td><a href="http://www.as.nyu.edu/maisonfrancaise.html">www.as.nyu.edu/maisonfrancaise.html</a></td>
</tr>
<tr>
<td>Remarque Institute</td>
<td><a href="http://www.as.nyu.edu/remarque.html">www.as.nyu.edu/remarque.html</a></td>
</tr>
<tr>
<td>NYU Abu Dhabi Office of New York</td>
<td><a href="http://www.nyu.edu/abu-dhabi.html">www.nyu.edu/abu-dhabi.html</a></td>
</tr>
</tbody>
</table>
We wish you all the best for a productive and enriching time at NYU!