



RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII PRE-ARRIVAL AND ORIENTATION INFORMATION FOR J-1 EXCHANGE VISITORS

INTRODUCTION

Welcome to the Research Corporation of the University of Hawaii (RCUH) J-1 Exchange Visitor Program! We are delighted that you will join our community of scholars and spend some time enjoying the hospitality of the Aloha State. This publication is intended to provide information about the RCUH Exchange Visitor Program, in which you are a participant, and your responsibilities as a nonimmigrant visitor to the U.S. As you undoubtedly know, the U.S. government has become much stricter in enforcing laws regarding all visitors to the U.S.; as your program sponsor, we want to ensure that you comply with all regulations so you will not have problems while you are here in Hawaii.

Act 209, Session Laws of Hawaii, 1965, created the RCUH. RCUH's enabling legislation is codified as Chapter 307 of the Hawaii Revised Statutes. RCUH is a non-profit corporation created by state law to assist the University of Hawaii, other public agencies, and the private sector in promoting and implementing scientific, educational, and economic development activities.

ABOUT THE EXCHANGE VISITOR PROGRAM

The J-1 exchange visitor visa is a nonimmigrant visa, and participants in the J-1 Exchange Visitor Program are expected to return to their home countries when they complete their programs. Entry into the United States as a participant in the Exchange Visitor Program is granted with the understanding that participants will complete the objectives of a single program category. The minimum duration of any exchange program is three weeks, except for participants in the Short Term Scholar category or those sponsored by the Federal Government. The maximum duration varies by category. You may refer to the U.S. State Department's Exchange Visitor Program's brochure in PDF format at <https://j1visa.state.gov/wp-content/uploads/2013/08/The-Exchange-Visitor-Program.pdf>.

Responsible Agency

The purpose of the program is to increase mutual understanding between the people of the United States and other countries by means of educational and cultural exchanges. Administration and regulation of the Exchange Visitor Program is through the Bureau of Educational and Cultural Affairs under the United States Department of State. The Immigration and Naturalization Service ensures compliance of both sponsors and participants in the Exchange Visitor Program through the Student and Exchange Visitor Information System (SEVIS), which is described below. The Bureau of Educational and Cultural Affairs, Academic and Government Programs Division is located at 2200 C Street NW, Washington, DC 20522-0582. Their website address is <http://j1visa.state.gov/>.

Sponsor

The RCUH is the sponsor of your Exchange Visitor Program. The Responsible Officer is Renee Doi, Assistant Director of Human Resources, and the Alternate Responsible Officer is Sharon Vong (Sin Wan Vong), Human Resources/Immigration Services Specialist. The RCUH Human Resources Office is located on the University of Hawaii campus at **John A. Burns Hall, 4th Floor, 1601 East West Road, Honolulu, HI 96848**. The phone number of the Alternate Responsible Officer is **(808) 956-0871**; facsimile is **(808) 956-9423**; and email address is **rcuh_immigration@rcuh.com**. RCUH's website can be found on the Internet at <http://www.rcuh.com>.

Student and Exchange Visitor Information System (SEVIS)

SEVIS implements section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, Public Law 104-208, which requires the U.S. Immigration and Customs Enforcement (ICE) to collect current information, on an ongoing basis, from schools and exchange programs relating to nonimmigrant foreign students and exchange visitors during the course of their stay in the U.S. On February 14, 2003 the ICE implemented SEVIS. SEVIS is a computerized database system for tracking all international students and scholars in the U.S. A number of other federal agencies, including the Department of State, will be able to access SEVIS data. Data access among the agencies is designed to facilitate visa issuance abroad, inform ICE of any upcoming requests for changes in visa status after a person has entered the U.S., and provide a means of confirming that students and scholars are participating in the program for which they were issued the

appropriate visa. The previous four-page Form IAP-66 Certificate of Eligibility for Exchange Visitor Status has recently been replaced with a single-page, bar-coded Form DS-2019. If you change your plans and do not participate in RCUH's Exchange Visitor Program, U.S. federal regulations **require** that you return the Form DS-2019 to RCUH.

Two-Year Home Country Residence Requirement

J-1 Exchange Visitors may be subject to the "two-year home country residence requirement" as a condition of being granted their visa status. Under this requirement, certain exchange visitors must return to their home countries for a minimum of two years after finishing their programs. While in the United States, they cannot change to any other visa status (except "A" or "G"), or get a permanent resident visa (green card) without first fulfilling the two-year requirement or having it waived by the appropriate government agencies.

How Do I Know If I Am Subject to the Two-Year Requirement?

Please note that only the Bureau of Educational and Cultural Affairs can determine with certainty whether or not you are subject to the requirement. Many exchange visitors are under the impression that this is decided when a consular officer stamps the visa or eligibility document (DS-2019) with a statement that the visitor is not subject to the requirement. However, this is only a preliminary determination by the consular officer (The RCUH also makes a preliminary determination about this requirement when it cites the sources of your funding on DS-2019). You may write to the Bureau of Educational and Cultural Affairs to request an "advisory opinion" on whether or not you are subject to the requirement if you are uncertain about your status.

Rules and Responsibilities Regarding the RCUH Exchange Visitor Program

The following are rules and regulations that exchange visitors and projects are required to follow. You may also visit the U.S. State Department website at <http://j1visa.state.gov/> for additional information on J-1 programs. **Violation of any one of these rules (and any regulations described in 22 CFR Part 62) may result in your termination of employment and immediate departure from the U.S.**

Unit/Person	Responsibilities
J-1 Exchange Visitor	<ol style="list-style-type: none"> 1. To maintain his/her current immigrant status, including that of any dependents at all times. <ul style="list-style-type: none"> • Provide complete and readable copies of passports, visa stamps, and other immigration forms to the Principal Investigator of the project. • Maintain a valid passport during the entire stay in the U.S. • File transfer and extension requests with RCUH Human Resources on a timely basis. 2. To maintain medical insurance coverage, including coverage for all dependents, in the event of sickness or accident during the entire period of time the visitor is participating in the exchange program. 3. To keep his/her Principal Investigator and the RCUH Program Sponsor (Responsible Officer) informed of his/her current contact information, as well as his/her dependent's current contact information including: home/mailling address, telephone number, and e-mail address at all times. If/When you move to a new residence, you must report the new address to the RO/ARO at RCUH Human Resources within ten (10) calendar days of the move by submitting the RCUH J-1 Change Form. 4. To keep his/her Principal Investigator and the Program Sponsor (Responsible Officer) informed of any plans to travel outside of the U.S. or other immigration matters. Travel requests must be submitted to RCUH Human Resources at least two (2) weeks prior to the date of departure. 5. To pursue only the activities for which admittance was granted to the U.S. in compliance with the policies, rules and procedures of the RCUH in addition to applicable state and federal statutes, rules and regulations. This means that the Exchange Visitor is limited to the activities of the position upon which his/her admittance was granted, unless otherwise

	<p>authorized by his/her Principal Investigator and the RCUH Program Sponsor.</p> <p>6. To engage in unauthorized employment shall be deemed to be in violation of the exchange visitor's program status. Your current employment authorization is limited to employment with the RCUH.</p> <p>7. Dependents may accompany the exchange visitor or may come at a later time. The exchange visitor shall provide the RCUH Program Sponsor (Responsible Officer) with the name, birth date, place of birth, and contact information for each dependent by submitting the RCUH Form I-110, J-2 Information Form. In addition, financial evidence showing that sufficient funds are available to support all dependents while they are in the U.S. is required. Separate Forms DS-2019 will be issued to each dependent.</p>
Principal Investigator	<p>1. Must have direct supervision to the exchange visitor. The exchange visitor must remain under the direct supervision of the named supervisor.</p> <p>2. Must monitor the progress and welfare of their exchange visitor. Projects are also required to provide 24-hour emergency contact information to their exchange visitor (address, email and telephone number) [22 CFR 62.10(e)].</p> <p>3. Ensure that the activity in which the exchange visitor is engaged is consistent with the category and activity listed on the exchange visitor's Form DS-2019.</p> <p>4. Must notify RCUH Human Resources <i>immediately</i> regarding any change(s) in the exchange visitor's home/mailling address, telephone number, email address, and site(s) of activity in the United States within <i>ten (10) calendar days of the change</i>. The RCUH J-1 Exchange Visitor Change Form must be completed. Office addresses or P.O. boxes are <i>not</i> sufficient.</p> <p>5. Must notify any Pre-mature Termination of Employment to RCUH Human Resources when the exchange visitor terminates from his/her program if it is prior to the end of the J-1 Program. The RCUH J-1 Exchange Visitor Change Form & J-1 Program Completion Form must be completed and submitted to RCUH Human Resources at least ten (10) days prior to exchange visitor's last day of employment.</p>

Completing Your RCUH J-1 Program

Prior to your RCUH exchange visitor program end date (at least 2 weeks before the program end date), you must complete and submit the RCUH J-1 Program Completion Form with a copy of your return air tickets/itinerary to your Principal Investigator/Administrator. The Principal Investigator/Administrator will forward these documents to RCUH Human Resources.

Health Care and Health Insurance

The exchange visitor must maintain medical insurance coverage, including coverage for all dependents, in the event of sickness or accident during the entire period of time the visitor is participating in the exchange program. Minimum coverage shall provide:

- a) Medical Insurance:
 - a. Medical benefits of at least \$100,000 (U.S.) per accident/illness.
 - b. Deductible not to exceed \$500 (U.S.) per accident/illness.
- b) Evacuation and Repatriation Insurance:
 - a. Expenses associated with the medical evacuation of the exchange visitor to the visitor's home country in the amount of \$50,000 (U.S.);
 - b. Expenses associated with the repatriation of remains to the visitor's home country in the amount of \$25,000 (U.S.);

Failure to maintain medical insurance coverage as set forth above while a participant in an exchange

program or a material misrepresentation to the RCUH concerning such coverage shall result in termination from the program. The insurance policy must be underwritten by an insurance corporation with an A.M. Best rating of “A-” or above; a McGraw Hill Financial/Standard & Poor’s Claims-paying Ability rating of “A-” or above; a Weiss Research, Inc. rating of “B+” or above; a Fitch Ratings, Inc. rating of “A-” or above; a Moody’s Investor Services rating of “A3” or above; or alternatively, the insurance may be acceptable if it is backed by the full faith and credit of the government of the exchange visitor’s home country.

To assist you in obtaining the required medical, evacuation, and repatriation insurance coverage as mentioned above, the following are a list of options:

1. **Enroll into RCUH Medical Insurance AND enroll into separate evacuation/repatriation insurance.** This option is only available to individuals who will be employed with RCUH as a Regular Employee with 50% FTE or more.
 - a) RCUH Medical Insurance (covers medical, vision & prescription drugs). You may refer to the medical plans available at RCUH on our website by navigating to Policies & Procedures > Human Resources > 3.520 RCUH Health Insurance. RCUH group insurance does not provide coverage for emergency evacuation and repatriation, so you must obtain this coverage on your own. J-1 holders are offered “early enrollment” prior to arrival in the U.S. provided full pre-payment of premium (check or money order in U.S. currency) is submitted to RCUH. **AND**
 - b) Purchase a separate evacuation and repatriation insurance. You may visit the National Association for Foreign Student Advisers (NAFSA) website for a list of recommended companies to purchase from. http://www.nafsa.org/Find_Resources/Supporting_International_Students_And_Scholars/Network_Resources/International_Enrollment_Management/Health_Insurance_Companies/. You are not limited to the insurance companies listed on NAFSA for evacuation and repatriation insurance. We offer information on this plan for your convenience, however, you are free to select any insurance that meets or exceeds the J-1 requirements as stated above.

Note: Please review the attached RCUH medical plan summary and premium cost through HMSA and Kaiser. The EV’s share of the health premiums are deducted through payroll deductions every second pay period of each month, approximately one (1) month in advance.

2. **Purchase insurance to cover BOTH medical and evacuation/repatriation insurance coverage.** Please note that the insurance plans below are mentioned because they specifically serve foreign students and scholars. The following is provided for informational purposes only and is not meant to recommend one insurance carrier or policy over others. Since plan provisions and costs are subject to change, it is the exchange visitor’s responsibility to ensure that their insurance plans are kept current and that they meet the insurance requirements for the J-1 Program. If you would like to receive information on any of these insurance plans, you should contact them directly.
 - a) Gateway International Medical Group, 2960 North Meridian Street, Indianapolis, IN 46208. Plan: International Student Health Insurance. Available to all international and study abroad students and scholars. Website: www.gatewayplans.com.
 - b) HTH Worldwide, One Radnor Corporate Center, Suite 100, Radnor, PA 19087. Plans: Global Student USA and Global Student USA Preferred. Available to students, research scholars, or visiting professors on F and J visas. Website: <http://www.hthstudents.com/index.cfm>.

You may also visit the NAFSA website for a list of recommended companies to purchase from. http://www.nafsa.org/Find_Resources/Supporting_International_Students_And_Scholars/Network_Resources/International_Enrollment_Management/Health_Insurance_Companies/.

3. **Purchase other insurance which meets the J-1 Program requirements.**

Obtaining Your Visa and Entering the United States

RCUH will send you a Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. In order to obtain the J-1 visa, you must first pay for the \$180.00 SEVIS fee and then apply for your visa at a U.S. Embassy or Consulate abroad.

1. SEVIS Fee: Those who wish to enter the United States with a J-1 visa with a Form DS-2019 dated on or after September 1, 2004 must pay the \$180.00 SEVIS fee. This fee does not apply to extensions of the J-1 or to the dependents of a J-1 holder. The fee may be paid using the following methods:
 - a) Through the Internet at www.FMJfee.com by using a credit card and completing the online Form I-901, or
 - b) Through the mail by submitting a completed Form I-901 and a check or money order drawn on a U.S. Bank and payable in U.S. currency
 Go to website <https://www.fmjfee.com/index.html> for more information. Please note, you may have made payment of your SEVIS fee, but if payment cannot be processed by and accepted by the Department of State your J-1 status will be affected. If your SEVIS fee cannot be processed you will receive a notice from the International Student and Exchange Visitor Program (SEVP) Department. You must respond to this formal notice within 30 days.
2. Obtaining a J-1 Visa at a U.S. Embassy or Consulate abroad: Each consular office may have different procedures which changes periodically. You should contact your consular office for instructions and requirements. A complete listing of "U.S. Embassy and Consulate Websites" is located on the U.S. State Department website at <http://www.usembassy.gov/>. Though visa issuance procedures may be listed on many of the websites, we suggest that you contact the post in order to ensure the website procedures are accurate as they frequently change. Additionally, posts may have temporary closure periods where they are not servicing visas. NOTE: Applicants who are citizens of Canada, Bermuda, Bahamas and residents of certain other islands (see 8 CFR 212.1a) wishing to apply for J-1 status at a Port of Entry into the United States must pay and process the SEVIS fee before appearing at the Port of Entry.
3. Entering the U.S.: At the port of entry into the United States, present the Form DS-2019 and your passport with the J-1 visa entered in it to the CBP Inspector. The Inspector will examine the documents and admit you into the U.S. You will need to carry your passport and DS-2019 with you any time you travel abroad while a participant in the RCUH Exchange Visitor Program. It will provide evidence of your status and should be safeguarded against loss or destruction at all times.

Program Transfer for Exchange Visitors Already in the United States

Exchange visitors already in the United States on J-1 visas should consult with the appropriate institution official or their present sponsor to seek advice on proper procedures to transfer program sponsorship to the RCUH.

Travel outside the U.S.

Exchange visitors often travel abroad for professional or personal reasons while in exchange visitor status. In order to re-enter the U.S. in J-1/J-2 status you must have your DS-2019 endorsed by RCUH's responsible officer or alternate responsible officer. It is your responsibility to keep your endorsed DS-2019 with your passport at all times. If your endorsement dates have expired, you must contact RCUH Human Resources at least one (1) month prior to your departure for re-endorsement. Failure to do so, will certainly delay your timely return to the U.S. Since 9/11, it has become increasingly difficult to obtain a new visa or revalidate your visa outside of your home country. We recommend that all revalidations are completed at the consular office in your home country.

You may find that the validity dates of the visa stamp in your passport may be shorter than the validity dates of your DS-2019. This is not unusual. Once you have entered the U.S. with a valid visa, you are permitted to stay (even if your visa stamp has expired) for as long as is authorized on your DS-2019. This is because the visa stamp is simply an entry permit; once in, your stay is governed by the dates on the DS-2019. If your visa stamp expires or if you use all the entries permitted you will have to obtain a new visa on your next trip outside the U.S. This can take several weeks or even months depending on your citizenship and academic field, so make sure you have allowed sufficient time to get a new visa stamp while you are out of the U.S.

FINDING A PLACE TO LIVE IN HAWAII

If you will work on the University of Hawaii at Manoa campus, the surrounding neighborhoods include Manoa, Moiliili, McCully, Punahou, Makiki, Kaimuki, Kapahulu and Palolo Valley. You should first consult with your Principal Investigator since he/she is likely to know how other exchange visitors in the department have arranged for housing. Sources of rental listings include the University of Hawaii at Manoa Off-Campus Housing Referral Program located at 2555 Dole

Street, phone: (808) 956-7356 and the Honolulu Star Advertiser newspaper.

If you will work on one of the other islands, newspapers such as the Hawaii Tribune-Herald (Big Island), The Maui News (Maui) and The Garden Island (Kauai) can provide rental listings. The local UH campuses (UH-Hilo, UH Maui College and Kauai Community College) also can provide information on rentals.

ADDITIONAL INFORMATION

1. **The High Cost of Living in Hawaii:** Those who are not accustomed to living in high cost of living areas may be surprised to learn how expensive food, housing and other basic necessities are in Hawaii. It is a good idea to prepare a budget before coming to Hawaii to ensure that you will be able to support yourself and any dependents.
2. **Factbook on the Cost of Living in Hawaii** issued by the Hawaii Employers Council: The factbook will provide you information about general expenses, moving expenses, housing, food, education and recreation.
3. **RCUH New Hire Reference Guide:** This provides you an overview of all RCUH policies, procedures, benefits and compensation plans. Please visit www.rcuh.com.
4. **Social Security Number:** To begin employment in the United States, you will need a Social Security Number (SSN). The form for obtaining a number can be downloaded from the Social Security Administration (SSA) website at www.ssa.gov but you cannot file for a card from outside the United States. When you arrive in the United States, you should go to the nearest SSA Office to file your application. You will need to show your passport, DS-2019, and I-94 printout (Immigration Arrival/Departure Record, obtained online at <https://i94.cbp.dhs.gov/i94/request.html>) in order to apply for the SSN. You will receive a receipt right away, but it can take anywhere from 2 weeks to several weeks. In some extreme cases, it may take months to receive a new card. The SSA Office address in Honolulu: 300 Ala Moana Boulevard #1114, Honolulu, HI 96850. The toll free phone number is 1-800-722-1213.
5. **Social Security Taxes (FICA):** J-1 Scholars are usually eligible for an exemption of FICA for the first two calendar years they are in the U.S. If the J-1 Scholar has been in the U.S. for more than 2 calendar years they are considered to be residents for tax purposes, so RCUH will begin to withhold FICA. Please contact our RCUH Payroll section if you have any questions about FICA at rcuh_payroll@rcuh.com.
6. **Federal, State and Local Taxes:** Generally, your earnings are subject to applicable federal, state and local taxes, and employers are required by law to withhold these taxes from your paycheck. By April 15 of each year, you must file an income tax return with the federal and state governments covering the prior calendar year to determine whether you owe more taxes or are eligible for a refund. Exchange visitors from countries that have tax treaty agreements with the United States should find out about the specific terms of the treaty before arriving in the U.S.
7. **Information about Hawaii:** To find out about the history, culture, geography, and attractions of Hawaii; visit the State of Hawaii website at <https://portal.ehawaii.gov/> or the Hawaii Visitors and Convention Bureau website at <http://www.hvcb.org/>. These sites have the most current information on all aspects of visiting and living in the Aloha State. For current events and news, you can read the Star Advertiser on-line at <http://www.staradvertiser.com/>.
8. **Bank account:** It is the RCUH's policy to have an employee's payroll check directly deposited into a participating financial institutions(s) of your choice via automatic payroll deposit. You can find the Financial Institutions List from the State of Hawaii Department of Commerce and Consumer Affairs at <http://cca.hawaii.gov/dfi/>.

This informational packet is intended to provide exchange visitors with pertinent information relating to RCUH and our J-1 program but should not be intended to constitute legal advice. This packet is also not intended to be a Handbook and does not create a contract between you and the RCUH. The RCUH reserves the right to change or delete any policy, practice, procedure, benefit or guideline at any time, with or without notice.



**RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
PRE-ARRIVAL AND ORIENTATION INFORMATION
FOR J-1 EXCHANGE VISITORS**

CERTIFICATE OF AWARENESS AND UNDERSTANDING

IMPORTANT: Please complete, sign, and return to RCUH Human Resources Immediately upon reviewing the Pre-Arrival and Orientation Information for J-1 Exchange Visitors.

J-1 Exchange Visitor Name:

Acknowledgement of Exchange Visitor:

I have read the RCUH Pre-Arrival and Orientation Information & Acknowledge Form for J-1 Exchange Visitors. I understand and will abide by all requirements of the RCUH J-1 Exchange Visitor Program. I attest that I meet all of the stated requirements for the RCUH J-1 Exchange Visitor Program. I attest that the information provided to you is accurate to the best of my knowledge. I further understand that falsification of information and failure to abide by the RCUH J-1 Exchange Visitor Program rules may result in the termination of my visa, program, and employment with RCUH. I understand that my participation in the RCUH J-1 Exchange Visitor Program is not an employment contract or any other type of contract between myself and RCUH. I further understand that my program can be modified or cancelled at any time, if deemed appropriate by the RCUH.

Exchange Visitor (Signature)

Date

Acknowledgement of Principal Investigator:

We understand that we are responsible to ensure that the program obligations are met and that failure to comply with these responsibilities will result in the immediate termination of the employee and his/her J-1 Program with RCUH. We also certify that we have sufficient funding to support this action and related cost. We also understand that if the required insurance lapses or does not fully cover the participant and dependents to the extent required by 22 CFR Part 62, the program may be responsible for payment of such costs.

Principal Investigator (Signature)

Date

Principal Investigator (Print Name)