J-1 EXCHANGE VISITOR PROGRAM RESOURCE GUIDE
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Welcome to Grand Rapids! We are pleased you have chosen to learn, grow and contribute to life here at Calvin Seminary. The presence of international students on our campus enriches our communal life. We value the opportunity to get to know one another, work together, and support each other in our studies. We trust that your time here will prepare you well for your future service for our Lord Jesus Christ. Be assured of our willingness to help you in any way that we can.

We have put together this packet of materials for your information. Please read it carefully. If there is something that is unclear, do not hesitate to ask any questions you may have about what’s written here— or not written here!

**THE PURPOSE OF THE EXCHANGE VISITOR PROGRAM**

According to the Department of State regulations [22 CFR 62.1(b)], "The purpose of the Program is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries."

**CHECKLIST FOR ENTERING THE UNITED STATES AS A J-1 EXCHANGE VISITOR**

To enter the United States as a J-1 student you need:

1. A valid (unexpired) passport with at least 6 months left before expiration.
2. Form DS-2019 issued by the school (Canadians must show Form DS-2019 at the port of entry to obtain J-1 status).
3. A J-1 visa issued by a U.S. Consulate (except for Canadians who do not need visa stamps to enter the United States).
4. A receipt that you have paid the $220 SEVIS fee.

**CHECKLIST FOR MAINTAINING J-1 STATUS**

To maintain your J-1 student status and thus be eligible for on-campus work, academic training, program extensions, and other benefits, you must:

1. Maintain a: valid DS-2019 valid passport with 6 months left before it expires
2. Attend the school you are authorized to attend on your current DS-2019.
3. Follow DHS (Department of Homeland Security) transfer procedures, not only school transfer procedures to attend a new school.
4. Apply for an extension if you must remain in the United States past your DS-2019 completion date.
(Note: applying for an extension does not necessarily mean you will receive one.)

5. Obtain written permission from the Responsible Officer (RO) or Alternate Responsible Officer (ARO) before beginning on-campus employment and limit on-campus employment to 20 hours per week except during vacations and breaks.

6. Obtain written permission from the RO/ARO before beginning academic training (internships).

7. J-2 dependents must apply for and obtain an Employment Authorization Document (EAD) before beginning employment. It normally takes several months to obtain this authorization. J-2 dependents, unlike J-1 students, are subject to Social Security taxes and federal and state income taxes.

8. Refrain from off-campus work without authorization. Off-campus work other than academic training is only possible in cases of serious, urgent and unforeseen economic circumstances and must have prior authorization from the RO/ARO.

9. Notify DHS by completing Form AR-11, of any change in residence within TEN days. The AR-11 form can be picked up from the International Student Office or you can go to www.uscis.gov and click on Immigration Forms at the top and scroll down to AR-11 and print up the form, or you may complete the form on line at https://egov.uscis.gov/crisgwi/go?action=coa.

10. Maintain a full-time course of study. (Enrolling in a full-time course of study and then withdrawing from some or all classes during the semester so that you drop below what DHS defines as full-time will put you out of status.) Definition of “full-time” is at least 9 credit hours per semester for M.A., M.T.S., and M.Div. programs, at least 3 credit hours per semester for the Th.M. program (but the normal load is 6 credit hours per semester) and for the Ph.D. program, 9 credit hours per semester for first two years, normal progress towards completion of program in following years. Students do not need to be enrolled during the summer vacation.

11. Have a permanent address in your home country.

12. Have the RO or sign your Form DS-2019 before you leave the United States and re-enter. (To be absolutely sure the endorsement is recent enough, make certain it will be no more than 6 months old—when you re-enter the United States.)

13. Show proof of health insurance for yourself and all members of your family for the entire time you are in the United States. The law requires the following minimum coverage:
   - medical benefits of at least $100,000 per accident or illness;
   - repatriation of remains in the amount of $25,000;
   - expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of $50,000; and
   - a deductible not to exceed $500 per accident or illness

**IMMIGRATION MATTERS**

Upon your arrival in the United States you should have received the following materials:

1. Copy of the **Form DS-2019**. Please keep all copies of DS-2019s.
2. Students (and dependents) entering the U.S. are given proof of legal non-immigrant status at the Port of Entry by a Customs and Border Protection Officer.
   • For students entering through an airport, you will be provided with a CBP (Customs and Border Protection) admission stamp on your travel document. Print a paper copy of your I-94 by going on www.cbp.gov/I94 and provide a copy to the International Student Office.
   • For students entering via land border, you will be provided with a small white I-94 card stapled to your passport.

These are important documents! Keep them in a safe place. If you should lose them, contact the International Student Office immediately. It will be necessary to file for replacement with the Department of Homeland Security – Bureau of Citizenship and Immigration Services (Form I-102).

Within one week of your arrival bring your DS-2019, I-94, passport, visa, and health insurance policy to the International Student Office. We will make a photocopy of your DS-2019, I-94, passport, and visa. We also need your address and telephone number in the Grand Rapids area for our records.

ADDRESS CHANGE

You must fill out and submit an AR-11 form within ten days every time you have a change of address. You may complete this form on line at http://www.uscis.gov/portal/site/uscis under Forms or pick up a paper copy in the International Student Office.

SEVIS VALIDATION

The International Student Office must validate every exchange visitor in SEVIS upon arrival. Our deadline for validating you is 30 days after the program start date on your DS-2019.

An exchange visitor's program participation must be validated in three situations:

1. At the start of a new program when an exchange visitor first enters the United States to begin an exchange visitor program;

2. At the start of a new program when an exchange visitor transfers to a new program sponsor, and

3. When a nonimmigrant has had his or her nonimmigrant status changed to J-1 from another nonimmigrant status.

LENGTH OF STAY

As you will note on your Form I-94 Arrival/Departure Record and on the Forms DS-2019, you were not admitted for a specified length of time but for duration of status (D/S). This is the period of time it will take you as a full-time student to complete the degree program to which you were admitted. Usually, this will be the amount of time indicated on your Form DS-2019.

To remain “in status” during that duration of status period, a student must register and complete the number of hours of credit each semester required by the seminary catalog for your degree program. Any exceptions for students in the Th.M. program must have the Th.M. Program Adviser’s approval. Any exceptions for student in the Ph.D. program must have the Director of Doctoral Studies’ approval. Students in other master degree programs must have the approval of the Registrar and Academic Program Advisor.
EXTENSION OF STATUS

If work is not completed within the designated duration of status, application may be made for “extension of status” ([http://semlink.calvinseminary.edu/student-life/international-students/international-student-forms/](http://semlink.calvinseminary.edu/student-life/international-students/international-student-forms/)). If application is made and approved before the expiration date, on your DS-2019 the extension can be granted by Calvin Seminary. If application is made after the expiration date, reinstatement by the Department of Homeland Security – Bureau of Citizenship and Immigration Services is required. A fee of $290 for F students is charged, several weeks or months of waiting are required, and much inconvenience is experienced. Forms are available from the International Student Office.

TRANSFER TO/FROM ANOTHER U.S. INSTITUTION

If you have transferred to Calvin Seminary from another U.S. school, for example, another college (including Calvin College) or seminary, you must bring to the International Student Office your current Form DS-2019 within 15 days of your program start date in order to have the transfer registered properly in SEVIS. This is absolutely critical to ensure that everything is in order with your immigration documentation.

If you were not in full-time status at your previous college or seminary immediately prior to your registering at Calvin Seminary (ignoring the vacation period), or if you are no longer in J-1 status for some other reason you must apply to the Department of Homeland Security – Bureau of Citizenship and Immigration Services for reinstatement. Form I-539 and information for this procedure are available on the USCIS web page at [http://www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis) or in the International Student Office. There is a fee of $290 involved for F students, and the school cannot guarantee that reinstatement will indeed be granted.

If at some point in the future, you wish to transfer to another U.S. school, whether that be for the same educational program you are pursuing here or for an additional program, you should consult with the International Student Office as soon as your decision is made. Please go to our website [http://semlink.calvinseminary.edu/student-life/international-students/international-student-forms/](http://semlink.calvinseminary.edu/student-life/international-students/international-student-forms/) and complete the Transfer Release Form. A release date must be entered into SEVIS in order for your SEVIS record to be transferred to your new school so they can issue you a new DS-2019. Before the transfer takes place we will contact your new school to make sure they are ready to receive your SEVIS record.

DEPARTURES FROM THE U.S.

The termination date established by the Department of Homeland Security – Bureau of Citizenship and Immigration Services is the date of completion of program (which in most cases is graduation), or the expiration date on the Form DS-2019, whichever comes first. After the completion of program date, the student (and his/her dependents) are granted 30 days for preparation to leave the United States, or transfer to another school, or enter a new program with a new Form DS-2019 if you are here on an J-1. You may not leave the U.S. during this period to visit another country e.g. Canada. If you do, you will not be able to return to the USA.

LEAVING THE U.S. PERMANENTLY

1. **Via Land:** When you leave the U.S. permanently after the completion of your studies, students leaving via land border must surrender your I-94 card to the immigration officer.
2. **Via Airplane**: Our office is required to “complete” your program in SEVIS after you have completed your studies.

**LEAVING THE U.S. TEMPORARILY**

1. **All students (including Canadians) planning a temporary absence must present the Form DS-2019 to the International Student Office for endorsing signature by a RO (Responsible Officer) in case of J-1 students before leaving the U.S.** It must be endorsed to verify that you have not completed your program and will be returning. This endorsement must be done every 6 months. Non-Canadian international students from some countries who visit Canada are required to obtain a Canadian visa.

2. **If you are leaving the U.S. by way of ground transportation for a temporary absence, (i.e. less than three weeks) do not under any circumstances surrender your Form DS-2019 or Form I-94. You will need it to re-enter.** If you are entering Canada or Mexico or islands adjacent to the U.S. (except for Cuba) for a temporary stay, you need not surrender your Form I-94 Arrival/Departure Record.

3. If you are flying to another country, for example Korea or Nigeria, you need to take with you your DS-2019. To re-enter, present your DS-2019. You will need to provide us with a new I-94 which can be obtained from [www.cbp.gov/I94](http://www.cbp.gov/I94).

Please note that a vacation period or a summer assignment in Canada not exceeding five months is considered a temporary absence. On the other hand, a year’s internship in Canada is not considered a temporary absence and in order to return to the U.S. to complete your program, you must request and receive a new Form DS-2019 from the International Student Office.

### PREACHING IN J-1 STATUS

All preaching by Canadian and international students in CRC churches is, for legal purposes, treated as on-campus employment.

Preaching in a non-CRC church is treated as off-campus employment (and therefore not permitted without special government authorization) unless that church has a contract with the Vocational Formation Office for mandatory preaching by CTS students. Preaching in a non-CRC church with such a contract is treated as on-campus employment.

Students in J-1 status need written approval in advance from the RO in order to preach.

Note: All preaching for which no honorarium is received is permissible.

### EMPLOYMENT IN J-1 STATUS

J-1 students may engage in two kinds of employment:

1. Employment related to academic funding, on-campus work, or economic necessity

2. Academic training related to the course of study
**All employment** must be authorized in advance, before the employment begins by the Responsible Officer (RO – Sarah Chun). Authorization for the following types of employment can be granted in periods of up to 12 months.

1. Employment pursuant to the terms of a scholarship, fellowship, or assistantship; or

2. Employment that occurs on the premises of the post-secondary accredited educational institution (Calvin campus) you are authorized to attend; or

3. Employment that occurs off-campus, which is necessary because of serious, urgent, and unforeseen economic circumstances that have arisen since acquiring exchange visitor status

**ON-CAMPUS EMPLOYMENT**

The RO must provide written approval of all student employment, including employment based on scholarships, assistantships, and fellowships. Authorization can be granted in periods of up to 12 months at a time, although sponsors are free to grant authorization for short periods.

Students in good standing are eligible for on-campus employment authorization. Employment is limited to a total of 20 hours a week except for official school breaks and the student’s annual vacation, when it may be full-time. Like all employment in J-1 student status, on-campus employment must be authorized in advance and in writing by the RO.

Your on-campus employment must be entered in SEVIS.

**ACADEMIC TRAINING**

Academic training is work, training, or experience related to a student’s field of study. Academic training may involve sequential or simultaneous activities, either paid or unpaid, with several employers, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded.

You may participate in academic training programs during your studies without wages or other remuneration with the approval of your advisor, the director of your program, or the RO.

You may be authorized to participate in academic training programs for wages or other remuneration during your studies or starting not later than thirty (30) days after completion of your studies. To be authorized to participate in academic training programs after completion of your studies, you must demonstrate that you have sufficient financial funding to support yourself and your dependents.

The following criteria must be met:

1. You must be in the USA primarily to study rather than engage in academic training.

2. Academic training must be done with a specific employer or training site, and be directly related to the major field of study listed on your Form DS-2019. A specific description of the training opportunity is required.

3. You must be in good academic standing.
4. You must receive written approval in advance from the RO for the duration and type of academic training.

5. Academic training is permitted at any stage of your program while you are enrolled in school or after completion of your program.

6. You must maintain health insurance for yourself and your dependents.

**TIME LIMITATIONS ON ACADEMIC TRAINING**

The student is authorized to participate in academic training for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time for academic training:

1. Is approved by the advisor or Vocational Formation Office.

2. For undergraduate and pre-doctoral training, **does not exceed 18 months**, inclusive of any prior academic training in the United States, or the period of full course of study in the United States, whichever is less; except that additional time for academic training is allowed to the extent necessary for the exchange visitor to satisfy mandatory requirements of his or her degree program.

**PROCEDURES FOR GRANTING ACADEMIC TRAINING**

To authorize academic training:

1. Your academic advisor (if your academic training IS NOT part of your program at Calvin Seminary) or the office of Vocational Formation **must prepare a letter of recommendation** to be presented to the RO. (Forms for this purpose may be obtained in the International Student Advisor’s office.) This letter must be kept in your file. This letter must include the following information specified by the regulations:
   - The goals and objectives of the specific training program;
   - A description of the training program, including its location, the name, address, phone number, and email address of the training supervisor, number of hours per week, and dates of the training.
   - How the training relates to your major field of study; and
   - Why it is an integral or critical part of your academic program.

2. If your academic training is not part of your program at Calvin Seminary your employer must complete the “Academic Training Form” or write a letter on their letterhead including:
   - the name and address of the employer
   - the name, phone number, email address, and address of the supervisor
   - whether the employment is part-time or full-time
   - exact start date and end date of employment (must start within 60 days of the end date on your DS-2019 and end date must be within the allowed 18 months)
   - how many hours per week will the student work
   - how much money will the student be earning
   - description of the position
   - what are the goals and objectives of the specific training
3. When our office receives this information we must:
   - Determine if and to what extent you have previously participated in academic training in order to ensure that you do not exceed the period permitted;
   - Review the letter of recommendation to determine that it contains the required information.
   - Make a written determination of whether the academic training currently being requested is warranted and the criteria and time limitations are satisfied.
   - Evaluate the effectiveness and appropriateness of the academic training in achieving the stated goals and objectives in order to ensure the quality of the academic training program.

4. Before our office is allowed to issue a new DS-2019 for academic training, you must complete a Declaration of Finances and show proof that you can support yourself and your dependents financially while you are in the U.S.A. doing academic training. The Declaration of Finances is available online at https://semlink.calvinseminary.edu/student-life/international-students/international-student-forms/

5. Start Date of Post completion Academic Training: You must have an academic training offer. The training must be **authorized** before the program end date and must commence within 30 days after completion of studies.

**SOCIAL SECURITY NUMBER**

You will need a social security number (SSN) if you are employed on campus or doing academic training off campus.

In order to apply for a Social Security Number (SSN) you must have a job on or off campus and be registered in SEVIS. We cannot register you in SEVIS until you are officially registered as a student at Calvin Seminary.

You may only apply for a SSN within 30 days before you start your employment. If you apply earlier you will be asked to return. (E.g. if the start date of your employment is May 30, the first day you may apply for a SSN is April 30.)

You can go in person to the Office of the Social Security Administration, 3045 Knapp Street NE, phone 1-877-319-5710. However, in September Social Security personnel will be available on Calvin’s campus to issue social security numbers only to those who have on-campus employment. The date and time will be sent to you in an email message. You will need to bring the following documents with you when you apply either here on campus or at 3045 Knapp Street NE:

1. A completed Form SS-5, Application for a Social Security Card (you can download this form online from the Social Security web site at http://www.socialsecurity.gov/online/forms.html);
2. Your SEVIS Form DS-2019 showing your entry stamp;
3. Form I-94;
4. At least two documents that establish your age and identity including a passport and one additional document establishing identity (please check the web site for other forms of identity that are acceptable);
5. Proof of employment authorization;
   • **If you work for Calvin College**, Karen Hollebeek, Employment Manager in Human Resources will write a letter for you which you must take along to apply for a SSN.
   • **If you work for Calvin Seminary**, you will need a letter on Calvin Theological Seminary letterhead (please ask Jim Lakin, Plant Director or Sarah Chun in the Dean of Students office) including the following:
     a. identity of student employee
     b. nature of job the student is, or will be, engaged in
     c. anticipated or actual employment start date
     d. number of hours the student is expected to work
     e. employer identification number (EIN)
     f. employer contact information, including the telephone number and the name of the student’s immediate supervisor
     g. original signature and signatory’s title
     h. student who will receive or who is receiving a fellowship or assistantship in exchange for teaching or other services may present his or her letter of award or acceptance, if it outlines the stipulations of the work portion of the fellowship or assistantship.

   For tax purposes here in the U.S., you will need either a SSN or else a US Federal ID number. Applications (W-7 form) for these ID numbers can be obtained on the web at [www.irs.gov](http://www.irs.gov). (If you are married and Canadian, Japanese, or Korean, your wife and children will also need an ID # for income tax purposes. Students from all other countries may not claim dependents. This W-7 form needs to be sent in along with your tax return in the spring.

   J-2 dependents who have received an Employment Authorization Document are eligible to apply for a SSN.

   Note: All international students who work here or receive any amount of scholarship money, tuition rebate, or housing allowance from the seminary MUST file income taxes here in the USA and must have either a SSN or a Federal ID Number.

   Also, for income tax purposes please retain ALL text book receipts and records of gifts to U.S. charities. If you are Canadian you should also retain moving expense information for Canadian taxes.

   **I-9 Tax Issues**

   Evidence that you are in status (Form DS-2019 and Form I-94) and a letter from the RO granting academic training should suffice for Form I-9 purposes.

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**J-2 DEPENDENTS**

**EMPLOYMENT**

J-2 dependents are permitted to apply for an Employment Authorization Document (EAD) from USCIS (United States Citizenship and Immigration Services) in order to be employed in the USA. The J-2 may begin employment only AFTER receiving the EAD.

J-2 dependents are eligible to apply to USCIS (United States Citizenship and Immigration Services) for employment authorization so long as the employment is not for the purpose of supporting the J-1:
“Income from the spouse’s or dependent’s employment may be used to support the family’s customary recreational and cultural activities and related travel, among other things. Employment will not be authorized if this income is needed to support the J-1 principal alien.”

**APPLICATION PROCEDURE FOR J-2 EMPLOYMENT**

Application materials for an EAD (Form I-765) can be picked up in the International Student Office or you can get the forms from the U.S. Citizenship and Immigration (USCIS) website at [www.uscis.gov](http://www.uscis.gov) (click on Immigration Forms and scroll down to I-765, Application for Employment Authorization). You can print a hard copy, complete it and send it in or you can follow the instructions for filing electronically.

**DOCUMENTATION AND LENGTH OF EMPLOYMENT AUTHORIZATION**

If permission for employment is granted, an EAD is issued and is valid for any kind of full-time or part-time employment for the period of time stated on the EAD.

USCIS practice is to limit issuance of all EADs to no more than 1 year. In any case the J-2’s employment authorization may NOT exceed the program duration indicated on the J-1’s DS-2019. In addition, the J-2 employment authorization is valid only if the J-1 is maintaining status.

**EXTENDING J-2 EMPLOYMENT AUTHORIZATION**

A J-2 must file Form I-765 with all supporting documents each time an extension of employment authorization is necessary. Since the EAD cannot be issued for longer than the validity of the DS-2019, any necessary extension of stay of the J-1 must be processed prior to the application for extension of J-2 employment authorization.

In order to avoid interruptions in J-2 employment authorization it is important to file Form I-765 for extension sufficiently in advance so that the extension application is approved before the expiration of the current EAD. Right now it is taking 2 to 3 months for EAD applications to be adjudicated. Your employment authorization expires with the expiration of your EAD, and the mere filing of an application of new authorization does not permit you to work during the adjudication process. If your EAD expires, you must quit working until you receive your new EAD.

**SOCIAL SECURITY TAXES FOR J-2 DEPENDENTS**

J-2 dependents are subject to Social Security taxes if employed. They are also subject to federal income taxes, and where applicable, state income taxes.

**SOCIAL SECURITY NUMBER FOR J-2 DEPENDENTS**

A J-2 dependent will not be able to obtain a Social Security number unless they are in possession of an EAD.

**STUDY IN J-2 STATUS**

At this time there is some confusion as to whether J-2s can pursue a course of study without first changing their status. Until this is figured out there is no restriction on study for J-2 dependents.
TRAVEL ABROAD AND REENTRY

Both the J-1 and J-2s may travel outside the U.S. for a temporary visit. To reenter the country you will need proper documentation:

1. A valid passport valid for 6 or more months and visa (unless, as in the case of Canadians, you are exempt from visa requirements.); and

2. A currently valid SEVIS Form DS-2019 issued in your name and make sure it is properly endorsed for travel by the RO (Sarah Chun). Please remember to do this a few days before you leave because there are times when we are both gone. You will not be allowed to reenter the USA if your DS-2019 is not endorsed. It should be done at least once a year and preferably every half year.

TWO-YEAR HOME RESIDENCY REQUIREMENT

The exchange visitors and their dependents are subject to the two-year home country physical presence requirement (This requirement is noted on your DS-2019 in the lower left corner box):

1. If the exchange visitor’s participation in the Calvin Seminary exchange program was financed directly or indirectly by the US government or a foreign government for the purpose of exchange;

2. If the skills that the exchange visitor is coming to develop or exercise are in a field which the exchange visitor’s “home” government requested be included on the State Department’s skills list.

The statute requires exchange visitors who are subject to the two-year home residence requirement to return to their “home” countries and be physically present for an aggregate of two years before being eligible to return to the US in immigrant (permanent resident/green card) status, H status (temporary workers & dependents), or L status (intracompany transferees and dependents.)

Note: Canadians are exempt from this requirement.

HOUSING

Housing is the responsibility of the student. At present Calvin Seminary has 104 student apartments available, 42 on the East Campus and the remainder approximately three miles from campus. All inquiries and applications for seminary apartments are made through the manager for student housing, Tim Bruinsma’s email address at semhousing@calvinseminary.edu. The housing application deadline is April 1.

Grand Rapids offers a wide variety of reasonably priced housing that is readily available. Our manager for student housing has a current list of possible accommodations and is quite willing to help you find a suitable place off-campus. The email address for your reference is semhousing@calvinseminary.edu, and the phone number is (616)957-8618.
HEALTH SERVICES: MEDICAL HELP

For “regular” medical attention, which is not in the nature of an emergency, students are encouraged to find a local general practitioner who can be their family doctor. Check the Student Guide to Grand Rapids for a list of doctors.

In case of emergencies while in Grand Rapids, avoid the use of hospital emergency facilities if at all possible. There are a number of medical centers in the city which are normally open from 8 a.m. until 8:00 p.m. One such center is the American Family Care Urgent Care (see https://www.afcurgentcare.com/) east of Kalamazoo Ave. and 28th St. SE, located at 1740 28th St. SE, Grand Rapids MI 49508. These centers offer efficient emergency service at a much lower cost than hospital service. Of course, if this option is not available to you for some reason, you may have to make use of hospitals anyway. Canadian students covered by OHIP or another similar provincially regulated health plan may also find that certain hospitals combine billing for hospital and doctor’s fees, so that it becomes financially advantageous to use a hospital emergency room.

In cases of extreme emergency you may call the following numbers:
- On Campus: 3-3333 from one of the campus phones;
- Off Campus: 911 from any telephone, including pay phones

Be sure to give your exact location and the nature of the emergency. In an emergency, try to have someone stand outside the building to assist the emergency services staff to find the exact location.

HEALTH INSURANCE

Calvin Theological Seminary requires all international students with a J-1 visa to have proof of adequate health insurance coverage for themselves and their dependents. Under no circumstances can or will the seminary assume responsibility for medical expenses incurred by students or their dependents.

At minimum, your insurance coverage should include:

1. medical benefits of at least $100,000 per accident or illness;
2. repatriation of remains in the amount of $25,000;
3. expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of $50,000; and
4. a deductible not to exceed $500 per accident or illness.

International Student Insurance (ISI) is providing us a group plan. Information on the plan can be found here. We especially encourage you to watch the “US Healthcare System Video” on the information page. This will be a hard waiver plan, which means that all international students will be enrolled in this plan, with the insurance cost included in your student account, unless you have proof of insurance that satisfies the requirements noted above. If you choose not to use the ISI insurance plan, we must have proof of your alternate insurance plan.

Note: Students are responsible for all medical expenses incurred while a student at Calvin Seminary.
BECOMING A PUBLIC CHARGE

For students with J-1 nonimmigrant status public health benefits such as Medicaid, Children’s Health Insurance Program (CHIP), or the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) do not qualify as primary insurance coverage. A requirement for obtaining and maintaining J-1 status is that the students are able to provide shelter, food, clothing, and health care for themselves and their dependents. The acceptance of public health benefits can be interpreted as a declaration that the student is not able to meet his or her financial obligations (becomes a public charge) and therefore can jeopardize his or her status as an exchange visitor.

IMMUNIZATION POLICY

The following immunizations are strongly recommended for all Calvin Seminary students and their dependents:
- Infant Series DPT (diphtheria, pertussis, tetanus)
- Tetanus booster (within the last 10 years)
- Polio Series
- 2 MMR’s (measles, mumps, rubella)
- Hepatitis B Series (series of 3 shots)
- Chicken pox (anyone older than 12 who has not had chicken pox needs 2 doses of varicella vaccine; anyone younger than 12 who has not had chicken pox needs 1 dose)
- TB Skin Test
- Not as urgent, but also recommended are:
  - Meningitis Vaccine
  - Flu Shot

Students or dependents who have immunization deficiencies should get the needed immunizations preferably before they come to Calvin Seminary, and if that is not possible, as soon as possible after they arrive. Please check the Kent County Health Department website for information: [http://www.accesskent.com/Health/Immunizations/default.htm](http://www.accesskent.com/Health/Immunizations/default.htm)

DEADLINES OUR OFFICE MUST MEET IN SEVIS

We must register you in SEVIS within 30 days of the start date on your DS-2019. For that we need your address here in Grand Rapids. Also, if you move, you must complete and send in an AR-11 form within 10 days of your move. We must also change your address in SEVIS.

We must report the following changes within 21 days:
- a student who has failed to maintain status or complete his or her program;
- a change of the student’s or dependent’s legal name;
- any disciplinary action taken by the school against the student as a result of the student being convicted of a crime, and
- any other notification request made by SEVIS with respect to your current status.

If you have any questions about immigration matters, contact Sarah Chun at 1-616-957-6015, fax 1-616-957-8621, or by e-mail at sc038@calvinseminary.edu.