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WELCOME

We are pleased you have chosen to learn, grow and contribute to life here at Calvin Seminary. We value the opportunity to get to know one another, work together, and support each other. We trust that your time here will prepare you well for your future service for our Lord Jesus Christ. Be assured we will support and assist you in any way that we can.

Please read this packet of materials carefully and do not hesitate to ask any questions you may have.

EXCHANGE VISITOR PROGRAM DEFINITION

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."

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

Have the following documentation ready when entering the United States:

1. A valid, unexpired passport with at least 6 months left before expiration
2. Canadians – Form DS-2019 issued by the school
3. All other international students – J-1 visa issued by a US Consulate
4. Receipt for $220 SEVIS fee

REQUIREMENTS 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. Attend the school you are authorized to attend on your current DS-2019.
2. Follow Department of Homeland Security – Bureau of Citizenship and Immigration Services and institution transfer procedures to attend a new school. Transfer procedures can be found online at www.ice.gov/sevis/f_1_transfers.htm.
3. Follow extension procedures if you must remain in the United States past your DS-2019 completion date. Extensions are not guaranteed.
4. Maintain a valid DS-2019 and a valid passport with at least six months left before expiration.
5. Have a permanent address in your home country.
6. Refrain from off-campus work without authorization and limit authorized employment to 20 hours per week except during summer and other vacations. 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 (Responsible Officer/Alternate Responsible Officer).

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

8. 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.

9. Notify Department of Homeland Security – Bureau of Citizenship and Immigration Services and the RO/ARO within 10 days of any change in residence or mailing address by completing the Form AR-11.

10. Maintain a full-time course of study:

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDiv, MTS, MA</td>
<td>9 credit hours per semester</td>
</tr>
<tr>
<td></td>
<td>Final semester – enroll for at least the minimum amount credit hours required to complete program</td>
</tr>
<tr>
<td>ThM</td>
<td>3 credit hours per semester</td>
</tr>
<tr>
<td></td>
<td>(normal load is 6 credit hours per semester)</td>
</tr>
<tr>
<td>PhD</td>
<td>9 credit hours per semester for the first two years</td>
</tr>
<tr>
<td></td>
<td>Then normal progress toward program completion</td>
</tr>
<tr>
<td>ThM for International Students – 2 year program</td>
<td>9 credit hours in 1st year</td>
</tr>
<tr>
<td></td>
<td>12 credit hours in 2nd year</td>
</tr>
</tbody>
</table>

*Students are considered out of status if withdrawing from some or all classes in a semester after enrolling in a full-time course of study.

**These credit hours are NOT the same as those required by the Financial Aid Office. For financial aid purposes you can spread your required hours over the two semesters and have a different number of hours each semester. The Department of Homeland Security requires that you must be registered for the minimum number of hours every semester except the last semester in your program.

***Audit hours do not count toward credit hours

11. Have the RO endorse DS-2019 before leaving the United States. Absences of less than five months are considered temporary. See page 8 for more information regarding leaving the United States.

12. Provide proof of health insurance for yourself and all members of your family for the entire time you are in the United States. See page 14 for health insurance coverage requirements.
IMMIGRATION INFORMATION

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

1. Copy of the Form DS-2019. It is the student’s responsibility to 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.
   - Airport arrival - Customs and Border Protection will provide an admission stamp on your travel document. Print a paper copy of your I-94 at www.cbp.gov/I94 and provide a copy to the International Student Office.
   - Land border arrival - a small white I-94 card will be 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

Fill out and submit Form AR-11 within ten days every time you have a change of address. Forms are also available in the International Student Office.

SEVIS REGISTRATION

The International Student Office must register every exchange visitor in SEVIS. The SEVIS registration deadline is 30 days after the program start date on a student’s DS-2019 for new students entering the United States and for students transferring to a new program sponsor. Registration is also required if nonimmigrant status changes to J-1 from another nonimmigrant status.

The following situations must also be reported within 21 days:
   - failure to maintain status or complete program;
   - a change of the student’s or dependent’s legal name;
   - disciplinary action taken by the school against a 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.
LENGTH OF STAY

Students are admitted for a duration of status (D/S) on Form I-94 Arrival/Departure Record and Form DS-2019. This is the period of time it will take a full-time student to complete the degree program to which he or she was admitted. Usually, this is the amount of time indicated on 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. Exceptions require approval as follows:

- Th.M. program exceptions require the Th.M. Program Adviser’s approval.
- Ph.D. program exceptions require the Director of Doctoral Studies’ approval.
- Other master degree programs exceptions require the Academic Program Advisor’s approval.

EXTENSION OF STATUS

If a program is not completed within the designated duration of status, an Extension of Status may be requested. The request form can be found online or in the International Student Office.

If the application is completed and approved before the DS-2019 expiration date, the extension can be granted by Calvin Seminary.

If the 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 $370 is charged. Expect to wait several weeks or months.

TRANSFER TO/FROM ANOTHER U.S. INSTITUTION

When transferring to Calvin Seminary from another SEVP – certified approved school in the United States, you must bring your current Form DS-2019 to the International Student Office within 15 days of your program start date in order to have the transfer registered properly in SEVIS. This is necessary 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 is available on the USCIS web page or in the International Student Office. There is a fee of $370, and the school cannot guarantee that reinstatement will 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 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.
LEAVING THE UNITED STATES

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. 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.

<table>
<thead>
<tr>
<th>Permanent Departure</th>
<th>Land/Ground Departure Instructions</th>
<th>Air Departure Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Surrender I-94 to immigration officer upon departure</td>
<td>Calvin Seminary to update program completion in SEVIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary Departure</th>
<th>Land/Ground Departure Instructions</th>
<th>Air Departure Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Obtain endorsement signature on Form DS-2019 from the RO at the International Student Office before leaving the United States.</td>
<td>Take DS-2019 when traveling to present for reentry into the United States.</td>
</tr>
<tr>
<td></td>
<td>Endorsement is required to verify student will be returning to complete program. This endorsement is required every six months.</td>
<td>Do not surrender Form DS-2019 or I-94 when leaving the United States. These documents will be required for reentry into the United States.</td>
</tr>
<tr>
<td></td>
<td>Some non-Canadian international students will need a Canadian visa to visit Canada.</td>
<td>When entering Canada, Mexico, or islands adjacent to the United States (excluding Cuba, do not surrender Form I-94).</td>
</tr>
</tbody>
</table>

A vacation period or summer assignment in Canada not exceeding five months is considered a temporary absence. Absences longer than five months in Canada, for an internship for example, require a new Form DS-2019 from the International Student Office in order to return to the United States to complete a degree program.

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 non-CRC churches 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. 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.

All preaching for which no honorarium is received is permissible.

**EMPLOYMENT IN J-1 STATUS**

Two categories of employment are permitted:

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 by the RO in advance, before employment begins. 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
2. Employment that occurs on the premises of the post-secondary accredited educational institution you are authorized to attend
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 shorter 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.

On-campus employment must be documented 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.

Participation in an academic training program is permitted without wages or other remuneration with the approval of your advisor, the director of your program, or the RO.

Participation in academic training programs is permitted for wages or other remuneration during your studies or starting within thirty (30) days after completion of your studies.

In order to participate in an academic training program, the following criteria must also be met:

1. Be in the United States 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. Be in good academic standing.

4. Obtain written approval in advance from the RO for the duration and type of academic training.

5. Maintain health insurance for yourself and your dependents.

**TIME LIMITATIONS ON ACADEMIC TRAINING**

Participation in an academic training program is authorized 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. Does not exceed a period of 18 months for undergraduate and pre-doctoral training, 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 APPROVING ACADEMIC TRAINING**

1. A letter of recommendation from your academic advisor or from the Vocational Formation Office must be presented to the RO if your academic training is not part of your program at Calvin Seminary. Forms are available in the International Student Advisor’s office. This letter must be kept in your file and 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 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 following information:

   - employer name and address
   - supervisor name, phone number, email address, and address
   - note if employment is part-time or full-time and expected hours of work/week
   - exact start date and end date of employment. Employment must start within 60 days of the end date on your DS-2019 and end date must be within the allowed 18 months
   - expected income or salary
   - description of the position
   - goals and objectives of the specific training
3. The above information must be provided to the International Student Office for approval in order to:

- 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, and
- 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 the International Student Office is allowed to issue a new DS-2019 for academic training, a Declaration of Finances is required to show proof that the student can financially support his or her self, along with any dependents while completing academic training. The Declaration of Finances form is available online.

5. An offer and authorization for post-completion academic training are required. Authorization is required before the program end date and must commence within 30 days after program completion.

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**SOCIAL SECURITY NUMBER**

On-campus employment and SEVIS registration are required in order to apply for a Social Security Number (SSN). Registration as a Calvin Seminary student is required in order to be registered in SEVIS. An SSN is required for anyone employed on campus or participating in academic training off campus. Visit the Social Security website for more information.

Apply for an SSN in person at the Office of the Social Security Administration located at:

3045 Knapp St. NE  
Grand Rapids MI 49525  
Phone 877-319-5710.

The following documents are required when applying for a SSN:

1. A completed Form SS-5, Application for a Social Security Card.
2. SEVIS Form DS-2019 with 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.
5. Proof of on-campus employment authorization including a letter on Calvin Theological Seminary letterhead. Please ask Jim Lakin, Plant Director and Sarah Chun, Dean of International Student and Scholar Services to include 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. supervisor’s original signature and signatory’s title
h. date
i. a 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 students working at Calvin University, the Employment Manager in Human Resources will write a letter which must be provided when applying for an SSN.

This letter must be signed by Sarah Chun and your employer at Calvin Seminary. You may only apply for an SSN during the 30 days before the employment start date on your letter.

J-2 dependents who have received an Employment Authorization Document are eligible to apply for an SSN. See page 12 for more information.

Additional information regarding Social Security Numbers and taxes:

- An SSN or Federal ID number is required for tax purposes in the United States. Form W-7 for these ID numbers can be obtained online.

- Canadian, Japanese, and Korean spouses and children also need an ID number for income tax purposes. Students from all other countries may not claim dependents. This W-7 form needs to be sent in with your tax return in the spring.

- All international students who work or receive any amount of scholarship money, tuition rebate, or housing allowance from the seminary is required to file income taxes in the United States and must have either a SSN or a Federal ID Number.

- Retain ALL textbook receipts and records of gifts to charities in the United States. Canadian students 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.

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 United States. Employment may begin only after receiving the EAD.

J-2 dependents are eligible to apply to USCIS (United States Citizenship and Immigration Services) for employment authorization as 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:**
  Complete Form I-765 to apply for an EAD. Forms are available online or in the International Student Office and can be filed electronically or by mailing a hard copy.

• **Documentation and Length of Employment Authorization:**
  If employment is authorized, an EAD is issued and is valid for full-time or part-time employment for the period of time stated on the EAD.

  Issuance of all EADs is limited to a period of no more than 1 year and may not exceed the program duration indicated on the J-1’s DS-2019. Employment authorization is valid only if the J-1 is maintaining status.

• **Extending J-2 Employment Authorization**
  File Form I-765 with all supporting documents each time an extension of employment authorization is necessary. An EAD cannot be issued for longer than the validity of the DS-2019. An extension of stay must be processed for the J-1 prior to applying for extension of J-2 employment authorization.

  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. Expect to wait 2 to 3 months for EAD applications to be reviewed and approved. Employment authorization expires with the expiration of an EAD. Filing an application of new authorization does not permit you to work during the adjudication process. Employment is not permitted if an EAD expires.

• **Social Security Taxes for J-2 Dependents:**
  J-2 dependents are subject to Social Security taxes, federal income taxes, and state income taxes if employed.

• **Social Security Number for J-2 Dependents**
  An EAD is required for a J-2 dependent to obtain a Social Security Number (SSN). See page 10 for more information regarding applying for an SSN.

**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 clarified, there is no restriction on study for J-2 dependents.

**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 status (permanent resident/green card), H status (temporary workers & dependents), or L status (intracompany transferees and dependents.)

Note: Canadians are exempt from this requirement.

**HOUSING**

It is the student’s responsibility to secure housing. Calvin Seminary has 103 student apartments available, 42 on campus, and the remainder approximately three miles from campus. Other off campus housing is also available. Submit housing inquiries and applications for seminary apartments to Tim Bruinsma, Housing Manager at semhousing@calvinseminary.edu, or (616) 957-8618. The seminary housing application deadline is April 1.

**HEALTH SERVICES AND MEDICAL CARE**

<table>
<thead>
<tr>
<th>Type of Care</th>
<th>When to Use</th>
<th>Cost</th>
<th>Who to See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine Care</td>
<td>Routine check-ups, immunizations, minor illness</td>
<td>Least expensive</td>
<td>Family doctor or primary care physician. Children under the age of 18 can see a pediatrician. A list of doctors can be found online, through your health insurance plan, or in the Student Guide to Grand Rapids.</td>
</tr>
<tr>
<td></td>
<td>Normal business hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent Care</td>
<td>Sudden onset illness and other non-life-threatening urgent situations</td>
<td>Moderate</td>
<td>There are many urgent care centers around Grand Rapids. American Family Care Urgent Care is closest to Calvin Seminary: 1740 28th St. SE Grand Rapids MI 49508</td>
</tr>
<tr>
<td></td>
<td>Extended business hours including evenings and weekends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Care</td>
<td>Potentially life-threatening or other emergency situations</td>
<td>Most expensive</td>
<td>Visit closest Emergency Department</td>
</tr>
<tr>
<td></td>
<td>Avoid using if at all possible</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open 24 hours a day, 7 days a week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ambulatory Care</td>
<td>Requires ambulance transport</td>
<td>Most expensive</td>
<td>Call 911 from any phone for ambulance (extreme emergencies only) Call 33333 from an on-campus phone for ambulance (extreme emergencies only) Communicate exact location and nature of the emergency when calling</td>
</tr>
</tbody>
</table>
HEALTH INSURANCE

By law, all students in J-1 status are required to have proof of adequate health insurance coverage for themselves and their dependents while at Calvin Theological Seminary.

Minimum health insurance requirements are as follows:

- 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
- a deductible not to exceed $500 per accident or illness.

A group plan is available through International Student Insurance. Information on the plan can be found here. We especially encourage you to watch the “US Healthcare System Video” on the information page. All international students will be enrolled in this plan, and the insurance cost will be billed to your student account, unless proof of insurance that satisfies the requirements noted above is provided to the Dean of Students Office.

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 and becomes a public charge. Accepting public health benefits can jeopardize student’s non-immigrant status.

IMMUNIZATION POLICY

Immunization schedules and a full list of recommended immunizations can be found online at the CDC website or the Kent County Health Department Website. Immunizations are strongly recommended for all Calvin Seminary students and their dependents. Recommended immunizations include but not limited to:

- Infant Series DTaP or Tdap (diphtheria, tetanus, pertussis)
- MMR series (measles, mumps, rubella)
- Hepatitis B Series
- IPV Polio Series
- Chicken pox varicella vaccine
- TB skin test
- Also recommended: meningitis and yearly/seasonal influenza immunizations

Students or dependents who have immunization deficiencies should get the needed immunizations before they come to Calvin Seminary, and if that is not possible, as soon as possible after they arrive.
Please contact anyone in the Dean of Students and the International Student Office, or anyone else in our community about any information you do not understand, feel uneasy about, or are not happy with. We are here to help you as much as we possibly can.

It is very important that you communicate your situation to someone so that the Body of Christ might function and serve as it should. Please do not suffer in silence.

If you have questions or concerns about visas and legal matters, housing, scholarships and financial matters, travel, arrival and airport pickup, employment, “host” family arrangements, social events or adjustment problems, you should contact those listed below.

- **Recruitment/ Initial Contact/Admission Process**
  Aaron Einfeld, Admissions Director

- **Registration Process/Academic Counseling**
  Joan Beelen, Registrar

- **Immigration Information/I-20s**
  Ms. Sarah Chun, Dean of International Student and Scholar Services

- **Applications for Optional & Curricular Practical Training/Work Permits**
  Ms. Sarah Chun, Dean of International Student and Scholar Services

- **Practical Training (Internships, Formation Groups)**
  Rev. Geoff Vandermolen, Director of Vocational Formation
  Chris Wright, Administrative Coordinator of Vocational Formation

- **Health Insurance and Immunization**
  Rev. Jeff Sajdak, Dean of Students
  Sarah Konynenbelt, Administrative Assistant

- **Personal Support, Counseling**
  Rev. Jeff Sajdak, Dean of Students
  Ms. Sarah Chun, Dean of International Student and Scholar Services
  Joan Beelen, Associate Dean of Academic Services

- **Scholarship Funding and International Student Funding**
  Jennifer Settergren, Director of Financial Aid