

# J-1 Exchange Visitor Program Handbook

## About this Guidebook

The Office of International Students & Scholars (OISS) is here to support the needs of all international scholars at UCSB. This handbook is designed to provide you with the information you need to have a successful experience with us. It includes information regarding immigration requirements for those sponsored by UCSB in the J-1 status as well as their J-2 family members. It also includes information about services and cultural resources that are available on campus and in the local community. We hope the information contained in this handbook will prove useful by easing the transition to living in the U.S. for you and your family.

## OISS Location and Mailing Address

### OISS

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## Contact Information

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## ABOUT THE J-1 Exchange Visitor PROGRAM

University of California, Santa Barbara has been approved by the U.S. State Department to serve as the visa sponsor for J-1 exchange visitors. The J-1 program is unique in that it includes 13 different categories. Each category has its own set of regulations which govern the activities that may be undertaken. UCSB is authorized to sponsor four of these categories.

The categories most frequently utilized for researchers and faculty are the Research Scholar and Professor categories. Research Scholars are here primarily to engage in research while professors are here primarily to teach. However, it is permissible for a Research Scholar to teach, and for a Professor to do research.

There is also the Short-Term Scholar category. This category is intended for qualified international professors and researchers to come to UCSB for temporary, non-tenure track appointments lasting no longer than 6 months with no extensions permitted.

There is also the Student Intern category. This category is available only to international students currently enrolled and pursuing a degree at a postsecondary academic institution outside the U.S. Student Interns may participate in a student internship program for up to 12 months for each international degree/major.

J-1 Category and Primary Purpose	Minimum Stay	Maximum Stay
<b>Professor</b> Primarily Teaching	3 weeks	5 years
<b>Research Scholar</b> Primarily Research	3 weeks	5 years
<b>Short Term Scholar</b> Varies	None	6 months no extensions
<b>Student Intern</b> Currently enrolled outside of the U.S.	None	12 months no extensions

### Grace Period

J-1 program participants are allowed to stay 30 days beyond the program end date on their DS-2019. This grace period allows you to prepare to return home, travel, sightsee, etc. within the U.S. Travel beyond the borders of the U.S. is not recommended, as you may not be permitted reentry. During the grace period you may **not** work or continue and/or complete research activities. **Participants cannot transfer or extend their J status during the 30 day grace period.**

## J-1 Categories Hosted by UCSB

### Professor

The professor category is for a foreign national who enters the U.S. for the primary purpose of teaching, lecturing, observing or consulting at accredited post-secondary academic institutions, museums, libraries or similar types of institutions. If the UCSB host department allows, a professor may also conduct research. The minimum period of stay for professors is three weeks, with a maximum stay of five years.

### Research Scholar

This category is for a foreign national who enters the U.S. for the primary purpose of conducting research, observing or consulting in connection with research projects at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. If the UCSB host department allows, a research scholar may also teach or lecture. The research scholar or professor's appointment to a position shall be temporary, even if the position itself is permanent. Incidental lectures or short-term consultations are permitted with the approval of the responsible officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date. The minimum period of stay for Research Scholars is three weeks, with a maximum stay of five years.

### Short Term Scholar

A professor, research scholar or person with similar education or accomplishments coming on a short-term visit (no longer than six months) for the purpose of lecturing, observing, consulting, training or demonstrating special skills. Short-Term Scholars have no minimum requirement, but the maximum stay is six months with no extension possible.

### Student Intern

The student intern is a foreign national enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the United States and is participating in a student internship program in the United States that will fulfill the educational objectives for his or her current degree program at his or her home institution. Student interns have maximum stay of 12 months with no extension possible.

## J-1 Program Eligibility

The J-1 program is not an immigration program. The individual is coming to the United States temporarily and intends to return home.

The individual has sufficient funding, either from UCSB, personal funds, their home institution or home government for their program of research or collaboration.

The individual possesses sufficient proficiency in the English language to be able to participate in the program (see English Proficiency Requirement for more details).

The J-1 visitor is required to have medical insurance that meets program requirements for the duration of their visit, either provided by the host institution or purchased by the visitor.

### Additional Eligibility Requirements for Professors and Research Scholars

- Must not be a candidate for a tenure track position;
- Must not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of their new program's commencement;
- Must not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:
  - The participant is currently in a professor or research scholar program and is transferring to another institution in the U.S. to continue their current J-1 program;
  - The participant's prior physical presence in the U.S. on a J-Visa program was less than six months in duration; and
  - The prior participation was as a short-term scholar.

## English Proficiency Requirement

UCSB is required to determine whether a prospective exchange visitor's proficiency in English is sufficient to enable the visitor to participate in the sponsor's exchange visitor program.

This determination must be made using an "objective measurement of English language proficiency," which include:

- A recognized English language test (such as TOEFL or IELTS) **and**
- A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.

The University must retain evidence of how they measured applicants' English language proficiency so that it may be made available to the Department of State upon request.

J-1 applicants who meet the following descriptions are exempt from submitting test scores **but must still participate in an interview**:

- Those who are native speakers of English and/or from a country with English as an official language
- Those who received an education in a country where English is an official language or the official language of instruction in higher education.



### OISS English Conversation Program (ECP)

The English Conversation Program at OISS gives scholars and their partners a place to develop confidence using English and learn about U.S. holidays and customs in a fun, social environment. Visit the OISS website and look for ECP under "Programs." Lots of activities and good friends!

## MAINTAINING STATUS

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### General Requirements

Below is a list of requirements that ALL international scholars must follow in order to maintain their status. Following this are status-specific requirements and category specific requirements.

The International Scholar **MUST**:

- **Check in with OISS:** J-1s are required by regulation to check in upon their arrival at UCSB.
  - **Maintain a valid passport at all times:** Your passport is considered valid if it expires at least 6 months beyond your J-1 program End Date. Consult with your home country's embassy to renew or extend an expiring passport.
  - **Provide address information:**
    - J-1 Exchange Visitors must notify OISS of their new address so that it may be reported in SEVIS. J-1s with other program sponsors must report their address to their program sponsor (If you are employed by UCSB, please make sure you also notify UCSB of the address change by updating your address in ISD).
    - For all individuals with UCSB J-1 program sponsorship, updating address information on the ISD record fulfills the address reporting requirement.
    - All other immigration statuses satisfy the address reporting requirement by filling out the AR-11 form, available at <http://www.uscis.gov/files/form/ar-11.pdf>.
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### Status Specific Requirements

J-1 Exchange Visitors must:

- **Maintain a valid DS-2019:** Section 3 of the DS-2019 indicates the expiration date.
- **Obtain travel signatures annually from OISS** (if UCSB is the J-1 sponsor) before traveling abroad.
- **Only accept authorized employment.** See the Employment section for information.
- **Maintain health insurance for yourself and your J-2 dependents.** The Department of State requires that health insurance meet the following requirements:
  - Medical benefits of at least \$100,000 per accident or illness
  - Medical evacuation to the EVs home country in the amount of \$50,000
  - Repatriation of remains in the amount of \$25,000
  - Deductible no higher than \$500 per accident or illness
  - Co-insurance paid by the individual may be no higher than 25%



## Category Specific Requirements (12- and 24- Month Bars)

Time spent in the US as a J-1 Exchange Visitor (EV) or J-2 dependent might temporarily affect eligibility for future J-1 status in the Research Scholar or Professor categories. These periods of ineligibility are referred to as the 24-month and 12-month bars.

The 24-month and 12-month bars apply only to persons who have previously been in the US in J status and wish to begin a new exchange visitor program in the categories of “Research Scholar” or “Professor.” Depending on what your previous J category was, you may be subject to a 12 month bar, a 24 month bar or have no bar at all.

The bars do NOT apply under the following circumstances:

- You are coming to the U.S. in a J category that is NOT Research Scholar or Professor (such as Short-Term Scholar or Student Intern)
- You are transferring your current J-1 program from another U.S. institution to continue your academic/research activities at UCSB
- You have never been in the U.S. in J status

The following chart shows how long you would have to wait (the 12 or 24 month bar) before you could obtain a new J-1 Research Scholar or Professor visa, based on what your previous J status was. If you have never before had J-1 visa sponsorship, then the bars do not apply to you.



Previous J-1 EV Status	Previous Length of Stay	May Return as Professor or Research Scholar
<b>NO BAR</b>		
An J-1 EV Category other than Professor or Research Scholar	6 months or less	No Wait
J-2 Dependent of above	6 months or less	No Wait
<b>12-MONTH BAR</b>		
Any J-1 EV Category other than Professor or Research Scholar	More than 6 months	Wait 12 months from previous End Date
J-2 Dependent of above	More than 6 months	Wait 12 months from previous End Date
<b>24-MONTH BAR</b>		
J-1 Professor or Research Scholar Category	Any amount of time	Wait 24 months from previous End Date
J-2 Dependent of above	Any amount of time	Wait 24 months from previous End Date

## 212(e) Two-Year Home Country Physical Presence Requirement

Certain J-1 Exchange Visitors are subject to a two-year home country physical presence requirement. J-1 visitors “subject” to this rule must return to their country of last legal residence for an aggregate period of two years or obtain a waiver of this requirement before they are eligible for:

- H (temporary employment)
- L (intracompany transfer)
- Permanent Residence (Green Card)
- Change of status from within the U.S.

This requirement does not restrict a visitor from returning to the U.S. in any other immigration status. For example, if the visitor wishes to return as a tourist, student, or scholar within the two-year period and meets the requirements for those statuses, the two-year physical presence requirement does not prohibit this. However, the visitor will still be subject to the two-year requirement until the total two year period is reached or a waiver is obtained.

### Who is subject to the 212(e) requirement?

J-1 visitors who meet at least one of the criteria listed below are subject to this rule:

- **Home Government Funding** - J-1 visitors who receive funding directly from their home country’s government
- **U.S. Government Funding** - J-1 visitors who receive funding directly from the U.S. government. Funding received as salary from government grants to academic departments are not considered government funding for this purpose. However, there are some exceptions which include grants that are specifically targeted for international exchange. Fulbright funding is U.S. government funding.
- **Funding from an International Organization or Bi-National Commission** - J-1 visitors who receive funding from International Organizations or Bi-National Commissions (organizations that receive their funding from government sources), such as, United Nations, NATO, or the European Community.
- **The Exchange Visitor Skills List** - J-1 visitors whose area of specialization has been identified as being in short supply by their home government or country of legal permanent residence, as indicated on the [J-1 Exchange Visitor Skills List](#).
- **Medical Education and Training** - J-1 visitors pursuing a medical degree or training.

### Are J-2 dependents subject to the 212(e)?

Yes, J-2 dependents of J-1 visitors who are subject to the 212(e) requirement are also subject to this requirement. Please note that J-2 dependents must rely on the J-1 to apply for a waiver of the 212(e) requirement. J-2s may not apply for the waiver separately from the J-1.

### When should I see a Scholar Advisor about the 212(e)?

If you have a question about whether you are subject to the 212(e) requirement, or how and when to apply for a waiver, you should make an appointment to speak with an advisor at OISS.

Do not assume that your visa stamp or DS-2019 have been marked correctly by U.S. government agencies, especially if any of the above “subject” criteria apply. After discussing the situation with an advisor, if you feel the assessment has been made in error, you may submit a request for an advisory opinion from the U.S. Department of State.

OISS advises scholars not to apply for a waiver of the two-year home country physical presence requirement without first discussing the timing of the request with a Scholar Advisor. Once a “No Objection” recommendation is received from the Department of State, no further extension of the DS-2019 or transfer of the J-1 program is possible. The Department of State has detailed instructions for application of the waiver of 212(e) at <https://travel.state.gov/content/visas/en/study-exchange/student/residency-waiver.html> (link is external). Fulbright students and scholars very rarely receive waivers.

## INCIDENT REPORTING

**22 CFR 62.13(d)** *Serious Problem of Controversy. Sponsors must inform the Department of State on or before the next business day by telephone (confirmed promptly in writing by facsimile or email) of any investigations of an exchange visitor's site of activity or serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute, including any potential litigation related to a sponsor's exchange visitor program, in which the sponsor or an exchange visitor may be a named party.*

The Department of State requires that UCSB monitor the health, welfare, and safety of our J-1 scholars and their dependents. If you or a J-2 dependent experiences any of the following, you must notify OISS immediately by phone and email so that our office can provide assistance and report the incident if necessary. The examples above are not meant to be exhaustive (e.g., there may be other serious situations that could endanger the health, safety, or welfare of an exchange visitor or otherwise could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute).

- Exchange Visitor Death
- Exchange Visitor Missing
- Exchange Visitor Serious Illness or Injury (e.g., brain injury, severe burn, major surgery, communicable disease, serious mental health incidents, any condition requiring hospitalization of 48 hours or more, etc.)
- Litigation (related to a sponsor's exchange visitor program, in which sponsor or an exchange visitor may be a named party)
- Incident Involving the Criminal Justice System (e.g., arrest, charges, law enforcement, etc.)
- Sexually-Related Incidents or Abuse (an incident or allegation involving sexual exploitation, harassment or abuse)
- Negative Press involving a sponsor's exchange visitor program
- Foreign Government Involvement (including embassy officials)
- Other Situations Impacting Exchange Visitor Safety (e.g., natural disasters, civil unrest, outbreaks of violence)

If you have questions about whether or not an incident should be reported, it is always best to consult with OISS, so please contact a J-1 Scholar Advisor immediately to discuss the matter.

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## Termination

Participants are subject to the Department of State's Exchange Visitor Program regulations, and to the rules specified by their sponsors. Participants found to be in violation of program regulations and/or sponsors' rules may be terminated from the program. Other grounds for termination include, but are not limited to:

- Failure to pursue the exchange activities for which the participant was admitted to the U.S.;
- Inability to continue the program;
- Violation of the Exchange Visitor Program regulations and/or the sponsor's rules governing the program such as failure to maintain insurance coverage as required under [22 CFR 62.14]; and
- Unauthorized employment [22CFR62.40]

Participants who are terminated from their exchange visitor programs are expected to leave the U.S. immediately.



## EMPLOYMENT

All visiting scholars in J-1 status at UCSB must understand and abide by the federal laws governing their non-immigrant visa status. J-1 Scholars may be compensated for activities undertaken at UCSB.

J-1 scholars holding a DS-2019 Form that is issued by UCSB may teach or do research only in the field or area listed in Box 4 of the DS-2019 Form and only for UCSB, provided that compensation is listed on the DS-2019 form prior to any work being completed. Any compensation received from UCSB that is in an unrelated field would be considered unauthorized employment. Any compensation received from any other entity (even if the work is performed on the UCSB campus) would be considered unauthorized employment.

J-1 exchange program visitors are eligible only to engage in the educational activities as outlined on their Form DS-2019. If the exchange program visitor would like to change or add locations of activities, for example to conduct research with another university, permission must be requested 10 days in advance from OISS.

### **J-1 Off Campus Activities and Consultations**

Occasional off-campus lecturing or consulting may be allowed if it contributes to the visitor's original objectives in coming to the US. An authorization letter must be obtained from OISS before such work can be undertaken. Substantial off-campus employment is not allowed, nor is employment on campus in fields outside your area of specialization. To request approval for an occasional lecturing or consulting opportunity, you will need to provide OISS with:

- A copy of the invitation that includes location, date, title of event or lecture and
- A statement from your supervisor, or department chair, that they support the activity and that is in accordance with the overall purpose of your visit here in the U.S.

### **J-2 Employment**

J-2 dependents may request authorization to work from U.S. Citizenship & Immigration Services. The following documents are required and must be submitted directly to USCIS:

- A completed I-765 form, available at <http://www.uscis.gov>. Please indicate (c)(5) in section 16
- A check or money order for \$380, payable to Department of Homeland Security
- Two U.S. passport-style photos
- A brief letter requesting employment authorization and explaining that the income will not be used to support the expenses of the J-1 exchange visitor
- Copies of the J-2's passport, J-2 visa, I-94 and DS-2019
- Copies of the J-1's passport, J-1 visa, I-94 and DS-2019
- Copies of previously issued EAD cards (if applicable)

For more information: <http://oiss.sa.ucsb.edu/scholars/current-j-1-scholars/j-2-employment>

## TRAVEL

When traveling outside the United States, J-1 Exchange Visitors should carry the following documents:

- A valid passport
- A valid J-1 visa (Except citizens of Canada and Bermuda)
- A valid DS-2019, signed for travel within the last year
- Evidence you continue to engage in the activities appropriate to your status (i.e., your offer letter, your most recent paycheck stubs for those employed by UCSB)

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### Automatic Revalidation

J-1 Exchange Visitors may be eligible to reenter the United States from a contiguous territory with an expired visa in their passport if they meet all of the following requirements:

- Valid J-1 status
- Travel exclusively to Canada, Mexico, or the adjacent U.S. islands (all islands in the Caribbean, except Cuba)
- Trip is less than 30 days
- Not applying for a new J-1 visa while outside the United States
- Not turning in the I-94 card when leaving the United States
- Not a national (i.e. born in) or a citizen of a country designated by the U.S. Department of State as a state sponsor of terrorism. The most up to date list can found on the State Department website at <http://www.state.gov/j/ct/list/c14151.htm>

Automatic revalidation applies both to individuals with expired J-1 visas in their passport and to those with valid or expired visas in another category who have changed status to J-1 while inside the United States. Whenever traveling to a country other than your home country, please check with the embassy of that country to determine whether or not you will require a visa to enter.

**Explore Santa Barbara!** The 24x bus is an easy way to get from campus to downtown. You can get 10-ride or 30 day unlimited bus passes at the UCSB Bookstore that will allow you to ride the Santa Barbara Metropolitan Transit District Bus (MTD). Check bus schedules at [sbmtd.gov](http://sbmtd.gov)



## HEALTH INSURANCE

All J-1 Visiting Scholars must provide proof of health insurance coverage when personally reporting to our office to complete the Student and Exchange Visitor Information System (SEVIS) check-in.

The U.S. Department of State requires all J Exchange Visitors to have insurance coverage that covers sickness and accidents, repatriation of remains and medical evacuation, for the entire duration in the U.S. This is a mandatory requirement for all J-1 Exchange Visitors AND their J-2 Dependent family members.

Medical care in the United States is extremely expensive. A minor surgery with a brief hospital stay can end up costing more than \$100,000, and you may be responsible for paying any amount beyond your insurance coverage. It is important that you carefully review your and your family's medical needs before purchasing an insurance plan. We highly recommend that you consider enrolling in an insurance plan that provides comprehensive coverage offering more than the minimum required amounts.

To meet the insurance requirement you will need to purchase an insurance plan that offers the following minimum amounts of coverage:

- Medical Benefits: Minimum \$100,000 per accident or illness
- Deductible: cannot exceed \$500 per accident or illness per occurrence
- Coinsurance ("Copayment"): cannot exceed 25%
- Medical evacuation: minimum \$50,000
- Repatriation: minimum \$25,000
- Pre-existing Conditions: Must not exclude pre-existing conditions, but may include a waiting period of up to 12 months

Insurance provider must be at least A- rated or backed by the full faith and credit of the Exchange Visitor's government.

Choosing an insurance plan that will meet both the above minimum requirements as well as your and your family's needs is your responsibility. It is also important that you purchase a plan before you arrive in the U.S., as your coverage will need to be effective upon your arrival.

**IMPORTANT:** Failure to maintain the minimum required amount of health insurance coverage will result in the termination of your SEVIS record. If your record is terminated, you and your J-2 dependents must return to your home country immediately. Terminated SEVIS records are ineligible for reinstatement, extension of stay, change of category, or any other Exchange Visitor benefits.

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### Insurance Providers

Garnett-Powers & Associates is an insurance broker that offers health insurance plans that meet the J-1 Exchange Visitor requirement. For additional information about available plans, and for enrollment, visit <https://clients.garnett-powers.com/vs/ucsb/>.

Additional insurance companies that offer adequate coverage (although not specifically endorsed by OISS) are:

- International Medical Group (IMG): <http://www.imglobal.com/>
- ISO Insurance: <https://www.isoa.org/>
- HCC Medical Insurance Services Group: <http://www.hccmis.com/atlas-travel-insurance/index.html>

## Insurance Waivers

**If you plan to use your home country insurance you must submit your policy to Garnett-Powers & Associates to request a “waiver”.**

The purpose of the waiver is to confirm that your insurance plan meets the minimum J-1 insurance requirements. To facilitate this process you may want to request an insurance certificate or a summary of benefits from your insurance provider. Please note that insurance documentation must be in English and/or translated.

Please follow the steps below to request a waiver.

Go to <http://clients.garnett-powers.com/vs/ucsb/>

- Select “Waive Coverage”
- Complete the checklist. If your insurance meets the requirements, you will be directed to “Create Waiver Login Account”
- Create your Waiver Login Account and follow instructions for submitting your insurance policy for review.
- You will receive a “Waiver Application” email with a confirmation of satisfactory coverage (Waiver Confirmation).

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## UCSB Postdoctoral Scholar Insurance

You may be eligible for the UC Postdoctoral Scholar Benefit Plan (PSBP). Please contact your UCSB host department payroll coordinator to confirm your eligibility. If you are eligible, you should review the Garnett-Powers & Associates PSBP website for detailed enrollment instructions, and disregard the above instructions regarding the insurance confirmation.

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## UCSB Paid Employee Insurance

You should check with your UCSB host department’s payroll coordinator to confirm your eligibility. If you are eligible for UCSB staff health insurance, you may be offered a choice of plans to select from. It is important for you to make sure that the plan you select will meet immigration requirements.

The health insurance plans that you might be eligible for at UCSB are:

- *Health Net Blue & Gold or UC Care:* These plans meet most of the requirements. However, they do not provide coverage for Medical Evacuation and Repatriation. If you choose to purchase this health insurance plan, **you will also need to purchase separate insurance coverage for Medical Evacuation and Repatriation.** For a list of insurance companies that offer this type of coverage, please see above.
- *Core:* **This insurance plan does NOT meet the J-1 program insurance requirements,** as the deductible is very high. If this is the only UCSB insurance plan you are eligible for, you should not purchase this plan and look for a different plan to purchase outside of UCSB. Please see above for other possible options.

## **Suggestions on How to Assess Health Insurance Plans**

It is important to understand what is covered under the health plan and what you will pay out of pocket after the insurance company pays its part (or if the service or supply is not covered). Some examples of things to consider when looking at an insurance plan are:

- Are prescriptions included?
- Are the prescriptions you or dependents require covered by the plan?
- Does the plan include dental expenses? Often dental insurance is separate.
- Does the plan have a pre-existing condition clause?
- If you or your dependents have a continuous health condition (such as asthma, diabetes, etc), will your medications, doctor visits, and health costs related to your condition be covered by the plan?
- If you already have a specific facility or doctor selected, do they accept patients with this insurance provider?
- Does the plan allow for out-of-network reimbursement or pay a percentage of the costs? Or does the plan exclusively cover in-network healthcare providers, requiring you to pay all costs if you or your dependents need to visit an out-of-network doctor or facility?
- If you need to visit an ER or require emergency care, how much will be covered by the plan?
- What are the differences between in-network and out-of-network emergency care coverage?
- Are eye exams and prescription lenses covered by the plan?
- Are mental and behavioral health care services covered by the plan?
- What is the yearly deductible? What services and other costs go toward meeting that deductible?
- Does the plan have a coinsurance maximum?
- Are blood work and other diagnostic tests covered?

Once you choose a health insurance company and a specific plan, you will pay a premium every month to the insurance company. You will receive an insurance card, which you will present to the health care provider(s) when you visit. After your visit, the insurance company will then pay what is covered in the plan to the health care providers.

Depending on your plan, you will usually be required to pay a co-pay at the time of the visit. Then the doctor's office will bill the insurance company. Once the insurance company has paid what it is going to pay, you will be responsible for the remaining balance of the bill.

Other plans may require you to pay the full amount at the time of the visit and then fill out some paperwork and submit the required documents to the insurance company for reimbursement.



## GENERAL OVERVIEW OF THE US HEALTH CARE SYSTEM

The United States is considered a free market health care system with privatized and some government insurance providers. Basically, it is a pay-as-you-can-afford system. The private insurance industry offers individual and group policies. Health care providers (physicians, hospitals, pharmacies, diagnostic facilities, therapeutic facilities, nursing care facilities, and so on) sign contracts with insurance providers. Private insurance companies then use the volume of insured patients that they control in these plans to restrict payment to the health care providers who have agreed by contract to take a fixed fee for each service.

After a person receives care, the providers send the bill to either the patient's insurance provider, or, if the patient has no insurance, to the patient.

The insurance company will pay the provider all, some, or none of what is charged depending on the terms of the contract and other conditions. In some cases, the patient is responsible for paying the rest and/or paying a portion of the charges up front, before the insurer pays for anything.

J-1 Exchange Visitors and their J-2 dependents are required by law to have health insurance that meets specific standards (see Status Specific Requirements). However, even for those individuals who do not hold J-1 or J-2 status, we strongly encourage the purchase of health insurance for yourself and your dependents.

UCSB employees may qualify for coverage. Contact your host department's human resource (HR) representative to learn about what benefits you are eligible for as part of your employment.

For those who come from countries with nationalized healthcare, or if you have purchased health insurance in your home country, please note that many medical providers in the United States will not directly bill foreign insurance entities. As such, you may be required to pay up front for the services and request reimbursement. Also, the costs of procedures may be much higher in the United States than in foreign countries. Please carefully discuss this with your foreign health insurance provider.

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### Primary Care and Specialists

A primary care physician (PCP) is usually a family practice, pediatrics or internal medicine doctor who you go to for annual checkups and minor problems. He or she will then refer you to a specialist when bigger problems arise or you request one. Some insurance plans require a referral from your primary care doctor to the specialist before they will pay for the specialist's services.

*Out-of-Network* -A healthcare provider not having a contract with the insurance company. A service or supply not covered by the plan. Such services are subject to coinsurances and deductibles.

*In-Network* -A participating healthcare provider approved by the insurance plan. A healthcare provider who accepts your insurance.

If you ask a friend or acquaintance who is a medical doctor to recommend a specialist, he or she will most likely not answer. Instead ask:

- a. If it were your son or daughter, what would you do?
- b. Who would you go to for a second opinion?

### Medical Emergencies

#### IN A LIFE-THREATENING EMERGENCY, CALL 911

for immediate assistance from a fire department, police, or ambulance. Only use this number in TRUE emergencies.

A medical emergency is a sudden, serious and unexpected illness, injury or condition which requires immediate medical attention.

For immediate care, please drive the nearest hospital emergency room (ER). Urgent Care centers are also available for non-life threatening or minor emergencies. If the urgent care staff judges your problem to be more critical than you estimated, they will transfer you to the closest ER.

### How to Find a Doctor

The best way to find a doctor would be through your insurance company's website. That way, you will choose an in-network doctor and will incur fewer out-of-pocket expenses.

If you already have a primary care physician (PCP), he or she can refer you to a specialist doctor. Other ways include looking in directories or asking acquaintances who they would go to.

There are also many websites where people rate doctors and relate experiences of their visits.

## Common Insurance Terms

**Benefits (Covered benefits):** Any service (such as an office visit, laboratory test, surgical procedure, etc.) or supply (such as prescription drugs, durable medical equipment, etc.) covered by your health insurance plan in the normal course of your healthcare.

**Coinsurance:** A form of medical cost-sharing in a health insurance plan that requires an insured person to pay a stated percentage of medical expenses after the deductible amount, if any, was paid.

Once any deductible amount and coinsurance are paid, the insurance company is responsible for the rest of the reimbursement for covered benefits up to allowed charges: the individual could also be responsible for any charges in excess of what the insurance company does not pay.

Coinsurance rates may differ if services are received in-network or out-of-network and may depend on the different types of services.

**Co-pay:** The fixed amount specified by the insurance company paid to the healthcare provider at the time of the service. The remaining amount is paid by the insurance company.

There may be separate co-payments for different services.

Some plans require that a deductible first be met for some specific services before a co-payment applies.

**Deductible:** A specified dollar amount during the benefit period - usually a year - that you pay out-of-pocket each year before your health insurance plan begins to make payments for claims. Not all health insurance plans require a deductible. Some plans may have separate deductibles for specific services. Deductibles may differ if services are received in-network or out-of-network

**Drugs:** A brand-name drug and its generic counterpart are considered by the FDA to be chemically the same. Some insurance companies will only pay for generic prescription drugs.

**Brand Name:** Owner and manufacturer of the patent for that drug. Brand-name drugs cost more and are protected under a twenty-year patent so that the company that originally developed them can recover those development costs.

**Generic:** Produced and manufactured by other pharmaceutical companies. Usually less expensive than name brand. They may have different branding names, colors, and shapes, but they are required by U.S. law to be the same drug. There may be some differences among the inactive ingredients from one brand to another.

**Emergency Care:** Illnesses or injuries which require immediate medical attention.

**FDA:** the U.S. Food and Drug Administration. An agency of the U.S. Department of Health and Human Services, one of the U.S. federal executive departments. The FDA is responsible for protecting and promoting public health through the regulation and supervision of food safety, pharmaceutical products, among other things.

**Premium:** A specified amount paid to the insurance company each month unconditionally.

**Pre-existing Condition:** A health problem that existed or was treated before the effective date of your health insurance coverage. Most health insurance contracts have a pre-existing condition clause that describes conditions under which the health insurance company will cover medical expenses related to a pre-existing condition.

**Pre-existing Condition Exclusion:** In some cases, a health insurance company may exclude a patient's pre-existing conditions from coverage under a new health insurance plan.

**Preventative Care:** Measures taken to prevent diseases or injuries rather than curing them or treating their symptoms. Common examples of preventative care are immunizations and yearly physicals, as well as dental cleanings and yearly eye exams. Any screening test done in order to catch a disease early is considered a preventative service, such as routine Pap tests for women or prostate exams for men. Medications, like low-dose daily aspirin therapy, and counseling services, such as nutrition and exercise guidance, are also examples of preventative care and services.

**Urgent Care:** If an injury or illness requires immediate care but is not serious enough to warrant a visit to an emergency department, urgent care centers are a good option. Often urgent care centers are not open 24 hours a day but they do examine and treat patients on an unscheduled, walk-in basis. If they deem your injury or illness to be more critical than you thought it, they will transfer you to the hospital emergency room.

## U.S. FORMS OF IDENTIFICATION

To begin the process for a driver's license, identification card, or social security card we recommend that you wait at least 10 days from your entry to the United States to verify your eligibility for benefits through the Systematic Alien Verification for Entitlements (SAVE) Program. <https://www.uscis.gov/save/casecheck>

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### California Driver's License

The Department of Motor Vehicle Administration (DMV) issues driver's licenses, learner's permits and identification cards for the state of California. In order to obtain a driver's license, you must establish that your presence in the United States is legal, that you reside

in the state of California, and other eligibility criteria for the type of identification you are requesting visit the website below for more information:

<http://www.dmv.org/ca-california/apply-license.php>

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### Social Security Number

J-1 Exchange Visitors, employees are eligible for Social Security Numbers because those statuses authorize employment.

To apply for a Social Security Number, please wait at least 10 days from your entry into the United States. Then go to the nearest Social Security Administration (SSA) office to apply. In general, you need to have the following original documents and your Social Security application to submit in person.

- ☐ Passport
- ☐ U.S. visa
- ☐ I-94 print out
- ☐ DS-2019
- ☐ Letter of employment from department

The address of the Social Security Administration Office closest to UCSB is in downtown Santa Barbara, very close to the downtown Transit Center and easy to access via the 24x bus from UCSB:

Santa Barbara Social Security Administration  
122 W Figueroa St  
Santa Barbara, CA 93101  
(866) 695-6285

### UCSB Emergency Alerts

You can sign up to receive emergency alerts using your UCSB NetID and password.

**[alert.ucsb.edu](http://alert.ucsb.edu)**

This system will send a text message to your phone or email you to alert you to emergencies on or near campus.

You can register for community alerts from the County of Santa Barbara at [readysbc.org](http://readysbc.org)



## HOUSING

### Housing for Short-Term Visits

There are several options for J-1 Exchange Visitors who will be at Santa Barbara for short visits of several days to several weeks. Please visit the websites below and call to confirm pricing and availability):

West Campus Cottages

<http://www.conferences.ucsb.edu/west-cottages-rental>

Santa Ynez Apartment Summer Stays (from late June to early September only)

<http://www.conferences.ucsb.edu/apartment-rental>

The Club & Guest House (on campus hotel) <http://www.theclub.ucsb.edu/>

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### Housing for Long-Term Visits

J-1 Exchange Visitors do not have access to housing for enrolled students. Therefore you will need to find housing in the private market. The best resources for searching for available housing are:

Santa Barbara Craigslist (you can search the housing section and filter by location, cost, and other amenities)

[UCSB Community Housing Office](#) (can assist you in locating private accommodations off campus)

Note: Most rentals will require the first and last months' rent and a security deposit before you can move in. And most rentals in Isla Vista, Goleta, and Santa Barbara are unfurnished, so you may need to purchase basic furniture.

**Utilities:** Gas, electricity, and cable average \$100.00 per month for apartments. Water and trash service are usually included in the rent.

**Food:** Costs will vary depending on how often you cook or dine out. There are many options for markets or restaurants near campus. You should budget at least \$400/month for food.

**Internet:** The largest internet provider in the Santa Barbara area is Cox Communications. You may visit their website or speak with a representative in a local store to sign up for an internet plan.

Hourly permits can be purchased from nearby parking meters, and long-term parking permits can be purchased at UCSB's Transportation and Parking Services.

## TRANSPORTATION

**Bicycle:** Exchange Visitors living near campus typically walk or ride a bicycle. Relatively inexpensive bikes are sold in local bike shops and by private sellers on Craigslist. We recommend that you purchase a hard metal U-shaped lock to secure your bike.

**Bus:** MTD provides bus services for Santa Barbara and surrounding communities. [Santa Barbara Metropolitan Transit District \(MTD\)](#) has information about bus routes and schedules. Faculty or visiting scholars can purchase bus passes at the UCSB Bookstore, or at the Transit Center on Chapala Street.

**Car:** While it is possible to drive using a valid international driver's license, if you will be driving regularly we recommend that you obtain a California Driver's License. You will be required to register your vehicle and purchase liability insurance. Driver's license and registration is handled by the California Department of Motor Vehicles, which has offices in Goleta and Santa Barbara.

**Parking:** If you are thinking of bringing a car, keep in mind that there is a fee to park on campus. Hourly permits can be purchased from nearby parking meters. Information on long-term parking options can be found ([here](#)).

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## Campus Safety

- UCSB Police Department – (805) 893-3446
  - Lost and Found
- IV Foot Patrol – (805) 681-4179
- UCSB Community Service Organization (CSO) Program
  - Early morning and evening safety escorts – (805) 893-2000
  - Bicycle Registration
- CARE Program (Campus Advocacy Resources and Education) – (805) 893-4613
  - Stalking, dating violence, and sexual assault
- General Emergencies – 911 for OFF campus; 9-911 for ON campus
- UCSB Alert System – You can register online to receive emergency notifications



## IMPORTANT DOCUMENTS

**DS-2019** - The Form DS-2019 or “Certificate of Eligibility for Exchange Visitor (J-1) Status” is what establishes the Who, What, When, Where, and How of immigration for J-1 Exchange Visitors. It lists the biographical data of the individual, the activities they will be undertaking, the location of that activity, the dates of that activity, the category of exchange and the immigration sponsor which permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States. The DS-2019 form may be issued by UCSB; in that case, OISS is the office that is responsible for the administration of the visitor’s J-1 program. However, sometimes we have J-1 Exchange Visitors who have been sponsored by other J-1 program sponsors, typically because their activities are funded by outside sources that contract with organizations to administer the immigration sponsorship (e.g., Fulbright scholars). In that case, OISS may assist with general information and support, but we are not able to sign DS-2019 forms or to authorize any benefits pursuant to your status because UCSB is not the J-1 program sponsor.

**DS-160** - The DS-160, Online Nonimmigrant Visa Application Form, is the document used to apply for your J-1 Visa. Form DS-160 is submitted electronically to the Department of State via the Internet. Consular Officers use the information entered on the DS-160 to process the visa application and, combined with a personal interview, determine an applicant’s eligibility for a nonimmigrant visa. You must have your SEVIS number (located on the upper right hand corner of your DS-2019) and other information stated on your DS-2019 to complete the Online Nonimmigrant Visa Application form.

**DS-7002 (T/IPP)** - The Trainee/Internship Placement Plan, also known as the Form DS-7002, is required when applying for a J-1 visa at a U.S. embassy or consulate under the Student Intern category. The DS-7002 outlines the proposed internship. It demonstrates that the Student Intern and the hosting university department have agreed on the educational research objectives that will be pursued during the internship program. This document also explains how the Student Intern will be supervised throughout the internship. In addition, an evaluation form must be completed prior to the end date of the student intern’s program.

**I-94** - An individual’s immigration status is what controls their ability to stay in the U.S. as well as the types of activities they are permitted to engage in while in the United States. Immigration status is summarized on your I-94. You can access your I-94 information on-line at <http://www.cbp.gov/i94>. Individuals who are admitted in J-1 status will have I-94 information that reads “J-1 D/S.” D/S stands for Duration of Status. This means that a J-1 is legally present in the U.S. provided they have a valid passport, a valid DS-2019 form, and continue to engage in the activities that are consistent with their immigration status.

**Passport** - The passport is the document issued by the government of your country of citizenship to establish your identity for purposes of international travel. The important thing to remember is that all individuals in the U.S. in non-immigrant statuses must hold a valid passport at all times. If your passport is expiring, please contact the embassy of your country of citizenship to find out how to renew/extend your passport. The websites of foreign embassies in the U.S. can be found at <http://www.embassy.org>.

**Visa** - A visa is a foil that is placed in a passport by a U.S. consular official. Visas serve only one purpose – they allow an individual to travel to the United States border to request (re)admission into the U.S. in a particular immigration status. Visas have no bearing on the length or validity of a person’s stay in the U.S. However, a valid visa is required to reenter the U.S. after international travel, with a few exceptions. Citizens of Canada and the British Overseas Territory of Bermuda are exempt from visa requirements though they still hold immigration status and are subject to the same laws which govern their immigration status. The entry stamp, different from the visa, is what is provided by the officers at the port of entry. The entry stamp indicates your class of admission and the date you entered the U.S.

## IMPORTANT ACRONYMS

U.S. immigration requirements are complex. The goal of the Office of International Students and Scholars is to assist you by providing general information and detailed, case-specific advising services. We encourage you to contact OISS should you have questions or concerns. Like your academic fields, U.S. immigration law uses jargon which is designed to convey meaning. The following is a list of terms commonly used by OISS; familiarizing yourself with them will make communicating with our office more effective and efficient.

**DHS** (Department of Homeland Security) - This is the U.S. government agency charged with protecting the borders of the United States and its territories. USCIS is a component of DHS.

**DOS** (Department of State) - This is the U.S. Government agency that runs U.S. embassies and consulates abroad and administers the J1 Exchange Visitor program. It is commonly referred to as the State Department.

**DS-2019** (Certificate of Eligibility for Exchange Visitor Status (J Nonimmigrant)) - The DS-2019 form is the document that the scholar must present when applying for the J-1 visa status (or J-2 visa status for family members).

**ISD** (International Scholar Dossier) - This is a web-based system that OISS uses to manage scholar information for issuing DS-2019 forms and processing certain J-1 requests. It is the tool through which scholars maintain communication with OISS by managing their contact information and submitting copies of their immigration documents.

**OISS** (Office of International Students & Scholars) - This is the main office at UCSB that supports international students and scholars. OISS manages the J-1 Exchange Visitor Program.

**SEVIS** (Student and Exchange Visitor Information System) - This is a web-based application for tracking and reporting international students and exchange visitors in the United States. All institutions that welcome international students, scholars/researchers are required by the U.S. Government to monitor and report electronically about those individuals. Using the SEVIS database, the University of California, Santa Barbara is required to report basic information about international students and scholars.

**UCSB** (University of California, Santa Barbara) - The University of California, Santa Barbara community refers to the campus as UCSB, or sometimes UC Santa Barbara.

**USCIS** (United States Citizenship and Immigration Services) - This is the U.S. Government Agency that handles immigration. It was formerly known as the Immigration and Naturalization Service (INS).

OISS is located on the third floor of the Student Resource Building.

Parking lot 22 is directly across from our building. You can purchase a parking permit from one of the stations in the parking lot.

↑  
To  
US 101



## Transportation & Parking Services

# UNIVERSITY OF CALIFORNIA, SANTA BARBARA MAP & DIRECTORY

### UCSB parking permit must be displayed on vehicle at all times.

Permit dispensers throughout campus sell short-term permits at all times. The Parking Sales Office in Building 381 off Stadium Road sells permits during business hours. Payment by credit card and cash is accepted.

A short-term permit entitles you to Visitor parking status. Please ensure that you park in a space or lot allowed by your permit type as parking violations are subject to citation. Do not park in spaces marked "RESTRICTED at All Times", "Reserved" or "Restricted" without an appropriate permit.

### What do the lot colors mean?

**Yellow** Student parking allowed at all times. Visitor parking is restricted Friday-Saturday from Midnight to 5:00 am

**Green** No visitor or student parking Monday to Friday between 7:30 AM and 5:00 PM. Visitor and student parking allowed at other times. Individual spaces within lots may have restrictions.

**Blue/White Stripes** No staff, visitor or student parking in 15 Parking Monday to Friday between 7:30 AM and 5:00 PM.

**Light Blue** No visitor or student parking (except Disabled) at any time.

**Orange** Residence Hall student parking at all times. Each location requires its own H permit.

## Storke Campus

## Main Campus

### PARKING DESIGNATIONS

Permit required at all times.

- C** Commuting Student & Visitor
- Bus Stop
- Coastal Access Point
- Coastal Visitor Parking
- Disabled Parking
- EV Charging Station
- Motorcycles
- Parking
- Parking Meters (available to general public)
- Permit Dispensers
- University Housing
- Traffic Light
- UCSB Boundary

Please Observe  
Posted  
Speed Limits

# J-1 Scholar Program Handbook