Office of Global Engagement

Responsibilities of a J-1 Student or Scholar

Students and Scholars in J-1 status are responsible for learning, understanding, and complying with U.S. Federal Laws and Regulations governing the J visa. Failure to do so will violate the student’s/scholar’s legal status in the U.S. Responsibilities include, but are not limited to the following list.

Report address changes to the International Student & Scholars (ISS) office
U.S. Federal regulations require all J-1 scholars to report a change of address to the ISS within 10 days of the address change. The U.S. Federal government requires students and scholars to report directly to the ISS. The ISS is required to provide this and other data to the federal government electronically via the SEVIS system. *Updating your information in BANNER only will not automatically update your information in our database.* No other university office is authorized by the Federal government to process this data. Students and scholars who are subject to the USCIS Special Registration Procedures must also report their address change within 10 days to the USCIS. See: [http://www.immigration.gov/graphics/shared/lawenfor/specialreg](http://www.immigration.gov/graphics/shared/lawenfor/specialreg).

Report Departure Date and Reason to ISS
Periodically, students and scholars leave the university early or unexpectedly for a variety of reasons. U.S. Federal Regulations require J-1 scholars to inform the ISS if they plan to leave the university before the expiration date of their DS-2019 form as well as the reason for doing so.

Report Changes in Program to ISS
Students must notify the ISS whenever there is a change in their academic program or program dates.

Abide by Employment Regulations
J-1 scholars may conduct research or teach only at Utah State University unless specifically authorized ahead of time by the ISS to give a lecture or consult at another institution. Scholars must contact the ISS if invited to speak or consult at another institution, before participating in such activities.

Maintain Adequate Health Insurance
J-1 students and scholars must maintain adequate health insurance for themselves and any dependents in J-2 status throughout their stay in the US.

Apply for an extension prior to the DS-2019 expiration
Students and scholars must apply for an extension before their DS-2019 form expires if they intend to stay at Utah State past their program expiration/end date. Scholars in Research Scholar or Professor categories currently have a maximum of five years to complete their J-1 program. Short-term scholars have six months and specialists have one year, with no possibility of extension. Students may stay in J-1 status for the duration of their academic program or “duration of status” (D/S).

Distance Education Limits
No more than the equivalent of one on-line/distance education class of 3 credits per sessions may count towards the “full course of study” requirement. If the student’s course of study is in a language study program, no on-line or distance education classes may be counted toward the full course of study requirement.
If a student needs only one course to finish his or her program of study, it cannot be taken through online/distance education. There must be a physical presence requirement for the course. If a student remains in the United States without reporting to any class, it becomes a security issue and cannot be allowed.

**J-1 Scholar Employment**

Scholars are to be employed by and receive pay for the work indicated on the DS-2019 form, which should be listed as stated by his/her employer. **Note:** Scholars are not allowed on or off campus employment which is not directly related to their program objectives. Scholars may occasionally give lectures or consultations in areas related to their program objectives, but they must be approved in advance and in writing from the Alternate/Responsible Officer of the J-1 program who is sponsoring the scholar.

**Obtain travel signature(s) prior to departing the US**

Students and scholars should obtain their international advisor’s signature on their DS-2019 prior to traveling outside the US, back to student’s/scholar’s home country or other country.

**Receive Transfer Authorization prior to leaving Utah State University**

Students and scholars must receive authorization from the ISS before leaving Utah State in order to transfer to another institution.

**Depart the US within a 30-day grace period**

Students and scholars must depart the US within 30 days of the DS-2019 expiration date or program end date, whichever is earlier, unless they have applied for a change of status with the USCIS.

*I also give the office of Global Engagement permission to use any photos taken of my at any USU event or international club event, for any purpose or need of the Global Engagement Office.*

**Initial**

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**STUDENT AGREEMENT**

*I have read the information above and understand the responsibilities explained. I understand that the information on this form is not exhaustive and is subject to change without notice. I further understand that the OISS is available to assist me in obtaining up-to-date information on U.S. immigration laws and OISS policies, but that it is my sole responsibility to stay informed of such laws and policies. If at any time I have questions or concerns pertaining to my legal status, I understand that I may contact the OISS or visit the OISS website (information below).*

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Signature