Agenda

• Introduction
• Bill Howard – Career Center
• Student Visas – Josephine Vitta, International Student Services Office
• J-1 Visitors – Kelly Anderson, HR
• Department Updates
Student Immigration & Employment Basics

Josephine K. Vitta
International Student Services Office
International Center
• Education Abroad (EA)
• International Student Services (ISSO)
  • Intercultural Programs (ICP)
  • International Risk and Safety (RS)
• International Partnership Development
Categories of Non-Immigrant Classes

1. Tourism

2. Education
   - F: Students in academic or language programs
   - J: Exchange visitors
   - M: Students in vocational or other non-academic programs

3. Special or Family Related

4. Work or Business

5. Governmental or Quasi-Governmental

6. Miscellaneous
J-1 Student Status & Employment

• Study-based exchange visitor programs

• J-1 Students may engage in two kinds of employment: (1) academic training related to the course of study, and (2) other employment related to academic funding, on-campus work, or economic necessity.
U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

Applicant Name: [Redacted]
Address: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]

Program Name: The University of Texas at Dallas
Program Number: [Redacted]

J-1 Visa Type: Exchange Visitor Status

Degree Field: Electrical and Electronics Engineering

Date of Birth: 06-24-1964
Address: 405 N. Charnel Rd.
City: [Redacted] State: [Redacted] Zip: [Redacted]

Employer: [Redacted]
Address: 805 W. Campbell Rd.
City: [Redacted] State: [Redacted] Zip: [Redacted]

U.S. Department of State: [Redacted]
U.S. Department of State: [Redacted]

Signature: [Redacted]
Date: [Redacted]

This certificate is valid for the period specified above and may be renewed at the discretion of the U.S. Department of State.

Exchange Visitor Certification: [Redacted]
Date: [Redacted]
U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

1. Personal Information:
   - Given Name:
   - Surname:

2. Date of Birth:
   - Day:
   - Month:
   - Year:

3. Gender:
   - Male

4. Citizenship:
   - Country:

5. Permanent Residence Country Code:

6. Permanent Residence Country:

7. Legal Permanent Residence Country Code:

8. Legal Permanent Residence Country:

9. Position:
   - UNIVERSITY UNDERGRADUATE STUDENTS

10. Program Sponsor:
    - The University of Texas at Dallas
    - Program Number: P-1-03246

11. Program Description:
    - Participating Program Official Description:
      - PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERNS; STUDENT MASTERS; STUDENT NON-DEGREE

12. Purpose of this Form:
    - Begin new program, accompanied by number (0) of immediate family members.

13. Form Covers:

14. Exchange Visitor Category:
    - STUDENT NON-DEGREE

15. Subject Field Code:
    - 14.1001 Electrical and Electronics Engineering

16. Program Start Date:
    - 12-31-2015

17. Program End Date:

18. Total Funds Provided by the Exchange Visitor:
   - Current Program Sponsor Funds: $13,552.00
   - Personal Funds: $0.00
   - Total: $13,552.00

19. U.S. DEPARTMENT OF STATE / DIB USE OR CERTIFICATION BY:
   - Signature:
   - Date:

20. Alternate Responsible Person:
   - Signature:
   - Date:

21. Sponsor:

22. Certificate Number:

23. Approval Date:

24. Estimated Burden Time:
   - 45 minutes
"Full course of study" during every semester except during official school breaks, or unless approved under a specific exception, in advance, by the ISSO

- Degree seeking and limited non-degree seeking programs
- Credit Hours (ESL, Undergraduate, Graduate)
- Limits to Distance Education
F-1 Student Employment

“Employment”

On-Campus
- Student Employment (Non-Benefit Eligible)
- TA/RA

Off-Campus
- Practical Training
- Severe Economic Hardship
- Internship with Certain International Orgs

Curricular (CPT)
Optional (OPT)
On Campus Employment Locations

- Work on the school premises, employed by the I-20 issuing institution (Richardson Campus, Callier Center)

- Work on the school premises, employed by on-campus commercial firms, providing direct services to students (ie, bookstore, cafeteria, administrative services)

- Work done at off-campus educationally affiliated locations, but treated as on-campus (UTSW, certain contractual research locations)
On Campus Employment Start/End Dates

May begin 30 days prior to start date on I-20 (start of classes, first semester at UT Dallas)

Must end on the program end date on the I-20* (not fixed, changes), or

• When the student fails to maintain status
• When the student transfers from one school to another
• Student applies for graduation and/or OPT

*regardless of payroll deadlines
On Campus Employment Hours

**Part time:** When school in session. No more than 20 hours a **week**. *

**Full time:** When school is not in session (summer, winter break, spring break, etc).

*Consequences of exceeding these limits are significant.*
On Campus Employment Documents
# SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>SCHOOL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Texas at Dallas</td>
<td>800 West Campbell Rd., Richardson, TX 75080</td>
</tr>
<tr>
<td>The University of Texas at Dallas</td>
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</tr>
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<table>
<thead>
<tr>
<th>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</th>
<th>SCHOOL CODE AND APPROVAL DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Ochoa Int'l Student Advisor</td>
<td>DAL214F00379000 06 FEBRUARY 2003</td>
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# PROGRAM OF STUDY

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<thead>
<tr>
<th>EDUCATION LEVEL</th>
<th>MAJOR 1</th>
<th>MAJOR 2</th>
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<tr>
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<th>PROGRAM ENGLISH PROFICIENCY</th>
<th>ENGLISH PROFICIENCY NOTES</th>
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<tbody>
<tr>
<td>36 Months</td>
<td>Required</td>
<td>Student is proficient</td>
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<th>PROGRAM START DATE</th>
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<tr>
<td>21 JANUARY 2014</td>
<td>11 MAY 2015</td>
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Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
omb No. 1653-0038

SEVIS ID: N0

SURNAME/PRIMARY NAME
PREFERRED NAME
COUNTRY OF BIRTH
DATE OF BIRTH
FORM ISSUE REASON
CONTINUED ATTENDANCE

GIVEN NAME
PASSPORT NAME
COUNTRY OF CITIZENSHIP
ADMISSION NUMBER
LEGACY NAME

CLASS
ACADEMIC AND LANGUAGE

F-1
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“When may our student employee/TA/RA start working?”

- Change of Status (COS)
- Transfer In
Special Cases

“When should our student employee/TA/RA stop working?”

Program End/Completion Date
• Change due to OPT
• Dissertation Completion
• Transfer Out
• Failure to maintain status
Thank you!

Questions?
J-1 Visas

Research Scholars
Professors
Short-Term Scholar
What is the purpose of a J-1 visa?

The J-1 classification (exchange visitors) is authorized for those who intend to participate in an approved program for the purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, receiving training, or to receive graduate medical education or training.
What are UTD’s Responsibilities?

• The State Department-designated sponsors are responsible for all aspects of the exchange program, including screening and selecting of foreign national participants and monitoring the participants throughout their exchange visitor program in the United States.
  – UTD is responsible for:
    • The screening & selection of program participants.
    • Requiring that all exchange visitors maintain the required medical health insurance during the time of their visit.
    • Providing an orientation to the J-1 visitor regarding the life & customs in the US, local community resources, available healthcare options, a description of the program, rules that the exchange visitor are required to follow under the sponsor’s program, address of the sponsor, the name, and phone number of the Responsible Officer.
What are UTD’s Responsibilities?

- Monitoring of participants welfare and progress to the extent appropriate for the category and ensuring that their activities are consistent with the category indicated on the Form DS-2019.
- Requiring that exchange visitors provide current address and phone numbers.
- Opportunities for cultural experiences.
What are the J-1 Categories that UTD supports?

• J-1 Students. Contact the International Student Services Office, ISSO, at ISSOCurrent@utdallas.edu for information about this.

• Professor: Teaching, lecturing, observing or consulting. A professor may also conduct research.

• Research Scholar: Conducting research, observing or consulting in connection with a research project. The research scholar may also teach or lecture in his or her field if the opportunity arises.

• Short-Term Scholar: A professor or research scholar coming on a short-term visit (no longer than 6 months) for the purpose researching, lecturing, observing, training or demonstrating skills.
What are the requirements?

- A J-1 Research Scholar must have the minimum of a Bachelor’s degree.
- The Professor category requires a doctorates degree.
- A J-1 Short-Term scholar must have a minimum of a Bachelor’s degree.
- The English Language Requirement.
What is the English Language Requirement?

• The exchange visitor must be able to participate in his or her program and to function on a day-to-day basis in English. Suggested objective measurements of English Language Proficiency as per U.S. Department of State [22 CFR 62.11(a)(2)]
How to apply for J-1 Visa

• Obtain a Form DS-2019 from UT Dallas.
• Apply for an exchange visitor J-1 visa at the nearest US embassy or consulate in your country of residence.
  – Before going to the US embassy or consulate, the visitor will need to pay the SEVIS fee, complete a form DS-160 that can be found online at the consulate website, and gather the necessary documents. They will need to take a passport, the Form DS-2019, funding verification documentation, the original invitation letter, fee receipt of payment of the SEVIS fee, a 2x2 photograph of the visitor, and any other documents specified by the consulate website.
What is a DS-2019?

• A DS-2019 is a Certificate of Eligibility for Exchange Visitor (J-1) Status is a Department of State controlled document that can only be produced through the Student and Exchange Visitor Information System (SEVIS).

• This is a form that is issued by the Department of State composed of information that is provided by UT Dallas.

• The Form DS-2019 is the basic document required to support an application for an exchange visitor visa (J-1).

• It is a 2-page document. Foreign nationals are required to sign page one of the form agreeing to the instructions and certification language relating to participation in the exchange program found on page two.
- There is a SEVIS fee of $180 that is typically paid for by the visitor. They are provided instructions on how to pay this online.
- If the department wishes, they can pay this fee also.
What is needed to have a DS-2019 created?

To create a DS-2019, the inviting department will need to submit the following to HR:

- J-1 Request Form is filled in by the foreign national and the department.
- Department provides the following to HR:
  - Copy of offer letter and a signed acceptance. This can be included on the same letter.
- J-1 Request Form signed by the dean.
- Funding verification the amount of $2000 a month for the visitor and an additional $500 a month for each dependent. One of the following will need to be submitted to HR:
  - UTD Employment
  - Letter from supporting institution stating amount of pay and length of time.
  - If support is from personal funds, foreign national must provide a copy of bank statement showing adequate funds.
What is needed to have a DS-2019 created?

- English Language Requirement documentation:
  - A recognized English Language Test; (International English Language Test System (IELTS) speaking score of 5, Test of English as a Foreign Language internet based test (TOEFL iBT) speaking score of at least 18-25, or Test of English for International Communication (TOEIC) speaking score of at least 6.
  - Signed documentation from an academic institution or English Language School; or
  - A documented interview conducted by the sponsor either in-person or by video conference, or by telephone if video conference is not a viable option. The sponsor is the inviting professor or a member of the HR team if needed.
What if UTD will be compensating the visitor?

- If UTD will be sponsoring the individual in a benefits eligible position, the position will need to have a PRR submitted, it may need to be posted & the visitor will need to apply for the position.

- Please contact your HR Employment Specialist to determine what process is needed for you based on the title which the exchange visitor will be employed.
What is the visitor required to do?

- Once the J-1 visa has been issued, the visitor will need to do the following:
  - If the program dates change for any reason (travel, family emergency, etc.), please notify Kelly Anderson @ kellyanderson@utdallas.edu. The program dates will be revised, a new DS-2019 will be issued, and it will need to be sent to the visitor for travel purposes.
  - Once the visitor has arrived, they will need to schedule an appointment to check in with the Human Resources office. To schedule an appointment, please email kellyanderson@utdallas.edu.
  - The visitor is required to maintain health insurance for themselves and their dependents during their entire stay in the US. Health insurance is a mandatory requirement for J-1 scholars and their dependents. Failure to maintain coverage can be grounds for termination of legal status.
Health Insurance

• The US Department of State regulations require all J-1 exchange visitors to have medical insurance for themselves and any accompanying J-2 family members for the duration of their program.

• J-1 exchange visitors and their J-2 dependents may be subject to the requirements of the Affordable Care Act.

• Health Insurance Requirements:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Medical Benefits</td>
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<tr>
<td>Medical Evacuation</td>
<td>$50,000</td>
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<tr>
<td>Repatriation of Remains</td>
<td>$25,000</td>
</tr>
<tr>
<td>Maximum Deductible per accident or illness</td>
<td>$500</td>
</tr>
</tbody>
</table>
• Accepted insurance options are provided to the exchange visitor in an informational packet along with the DS-2019.

• Exchange visitor status allows individuals to stay up to five years for research and/or teaching (six-month limit for short-term scholars).

• If a J-1 exchange visitor is paid by UTD, they will need to meet with the Tax Compliance office. Please contact taxcompliance@utdallas.edu for more information.

• J-1 exchange visitors are allowed to apply for a social security number. HR will only provide a verification letter to exchange visitors who are employed at UTD.
• SEVIS – Student and Exchange Visitor Information System
• DOS – Department of State
• Exchange Visitors – a foreign national selected by the sponsor to participate in an exchange program, and is issued a DS-2019 to apply for a J-1 visa. An accompanying spouse or unmarried child(ren) under the age of 21 are J-2 visa holders.
• RO & ARO – Responsible Officers and Alternate Responsible Officers who advise and assist Exchange Visitors. They have the authority to issue DS-2019s to exchange visitors and communicate with the DOS.
Division Update

BENEFITS
Benefits Update

• Weekly Processing of Absence starts Nov. 1 - Benefits will be hosting a training session on October 26 at TI Auditorium and CVL for Time Admins to address the transition to weekly processing and discuss FMLA questions/issues including coordination with paid time off

• Reminder to review your October 1 paycheck and inform HR of clerical errors by October 30

• Airrosti – Free Treatment through end of October
Wellness Update

- Introducing the Retirement Expressway – Your Roadway to a Healthy Financial Future
- Financial Wellness Lunch and Learn – Oct. 8
  Discover Your Future Financial Wellness
- Retirement Expressway Interactive Sessions
  Oct. 22 & 23: 12-1 p.m. and 1:30-2:30 p.m.
  Arlington Lab, GR. 3.206; Registration required.
- Flu Clinics & Health Screenings
  – October 29 - Student Union - Gemini & Phoenix
  – October 30 - Callier Center
  – November 2 - Facility, Founders & ROC
Division Update

EMPLOYMENT SERVICES
January 22, 2016...

is the deadline for submitting requests to HR for a staff reclassification, promotion, market/equity adjustments or one-time merit with a March 1, 2016 effective date.

The March 1 date is reserved to reward exceptional performance or extraordinary circumstances.

To submit a request, please complete a PRR and include justification for the action.

If requesting a promotion, the Staff Promotion Assessment form and all applicable documents must also be attached.

If requesting a reclassification, please contact Betty Burns (betty.burns@utdallas.edu / 972.883.4632.)

Please refer to our Compensation Standards & Practices for additional information.
Classified Temporary Positions

- Must be requested via PRR
- CBC must be completed prior to offer for employment

<table>
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<tr>
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<th>C09997</th>
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<tr>
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<td>Semi-monthly, hourly</td>
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<td>Benefits</td>
<td>Non-Benefits eligible</td>
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<tr>
<td>Term</td>
<td>Less than 4 ½ months, for up to 40 hours/workweek OR Greater than or equal to 4 ½ month, for less than 20 hours/workweek</td>
<td>Greater than or equal to 4 ½ months (but less than 12 months), for up to 40 hours/workweek</td>
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<tr>
<td>FLSA</td>
<td>Non-Exempt</td>
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<td>Schedule</td>
<td>Regular and Irregular hours</td>
<td>Regular hours</td>
</tr>
<tr>
<td>Extension of Term</td>
<td>If hours remain below 20 hours/workweek. If the regular work schedule exceeds 20 hours, job code must be changed to C09997.</td>
<td>If assignment extends beyond 12 months, extension must be approved by Associate VP HR.</td>
</tr>
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</table>

- A policy for temporary positions is coming soon
When to use a PDQ?

• To describe a NEW job (does not currently exit at UTD)

• To describe a currently existing job, that is “owned” by your division, that has had a significant change and requires a job description change or reclassification.
PA7 Tips & Tricks

- If your department does not require you to route your posting, you can send them directly to HR.
- Be sure to complete the Budget Summary section

![Budget Summary Form](image)

- PRR# is a new field
- Be sure the position # is correct.
- HR will complete ePAR for staff NEW hires and rehires. This does not include individuals who are currently an active employee at UTD.
Veteran Preference

• Employment Application Process> Employment Preference:
  – Outlines eligibility for veteran preference
  – Defines definition of a veteran
  – Information for declaring preference

• Department Resources> Hiring Guide> Posting a position:
  – “Veterans’ Preference in Employment Position: You may designate a new or replacement position as a veterans’ position and only accept applications for that position from individuals who are entitled to a veterans’ employment preference. In certain instances, these positions do not have to be announced or advertised.

• Department Resources>Hiring Guide>Interviewing
  – “When interviewing individuals qualified for a veterans’ employment preference, follow the guidelines below:
    • If the total number of individuals interviewed is 6 or fewer, at least 1 interview must be with a qualified veteran eligible to claim the veterans’ preference.
    • If the total number of individuals interviewed is more than 6, at least 20% of the total number of interviews must be with qualified veterans’ eligible to claim the veterans’ preference.
    • If no applications are received from individuals who qualify for a veterans’ employment preference, there is no interviewing requirement.
Employment Verification

• Employment Services> Employment Verification & Records:
  – HR will no longer provide employment verification information over the phone, to third-parties, without prior authorization from the employee.
    • For the protection of our employees and the security of information regarding our employees
    • If the employee has previously provided employment information to a third-party, OHR will verify the information by responding “yes” or “no,”
    • Only providing information that is already publicly available.
## Employment Verification

<table>
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<tr>
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<th>HR will not verify</th>
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<tbody>
<tr>
<td>Job title</td>
<td>Addresses (current or previous)</td>
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<tr>
<td>Dates of employment</td>
<td>Information relating to timesheet, work schedule, attendance or leave</td>
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<tr>
<td>Length(s) of employment</td>
<td>Salary breakdown (net, benefit cost, etc...)</td>
</tr>
<tr>
<td>Employment status (full/part-time, perm/temp)</td>
<td>Job duties **</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>Performance or personnel information</td>
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- To ensure compliance with FERPA, current student employed in a position requiring student status, must provide authorization before ANY employment information is released or verified.
Q & A