

# J-1 ORIENTATION WELCOME!

Welcome to the Jefferson Lab Exchange Visitor Program.

We are glad you are here and trust both you and the Laboratory will find your visit to be a mutually beneficial experience. If you have any questions or concerns during your stay at the Lab, please contact the International Services Office and the staff will make every effort to provide the necessary information and/or assistance.

# Responsible Officers

- Sue Ewing – Responsible Officer
  - (757) 269-7687
  - [ewing@jlab.org](mailto:ewing@jlab.org)
- Tara Wilkerson – Alternate Responsible Officer
  - (757) 269-6119
  - [wilkerso@jlab.org](mailto:wilkerso@jlab.org)

Business Address:

628 Hofstadter Rd. Suite 2  
Newport News, VA 23606

**\*\*Please direct any J-1 questions to one of the  
Responsible Officers\*\***

# Description of program

- The purpose of the Exchange Visitor Program is to promote international education and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. Exchange programs permit visitors to come to this country for a wide range of activities. The Exchange Visitor Program at JSA/Jefferson Lab provides opportunities for research
- Special Conditions
  - Research Scholar: 5 years
  - Short-term Scholar: 6 months; no extensions
  - Specialist: 1 year; no extensions

# Rules & Requirements

- Know and abide by all legal regulations that govern your stay in the U.S.
- Maintain a valid passport - valid for 6 months beyond planned stay
- Notify International Services of any changes to employment (position change, change in work assignment, leave of absences, etc.)

Notify International Services when traveling abroad, and when you travel within the U.S. while you are participating in our J-1 program

- Request extensions in a timely manner
  - Please see your host first – International Services will need an extended invitation letter before Form DS-2019 can be changed
- Maintain approved work authorization documents

# Home Country Physical Presence

## INA 212(e)

- The purpose of this requirement is to make it possible for the “home country” to benefit from the Exchange Visitors’ experience in the United States.
- Exchange Visitors, whose programs are financed in whole or in part, directly or indirectly by either their government or the U.S. government, are required to reside in their home-country for 2 years following completion of their program before they are eligible for immigrant status. Likewise, if exchange visitors are acquiring a skill that is in short supply in their home country they will be subject to the same two-year home residence requirement. The U.S. Department of State reserves the right to make the final determination regarding 212 (e). If you have additional questions regarding this requirement please raise them with the Consular Officer when you apply for your visa, or if you believe your DS-2019 was marked in error please see one of the responsible officers.

# Home Country Presence & 24 – Month Bar

<u>HOME COUNTRY PHYSICAL PRESENCE</u> <u>212(e)</u>	<u>24 – MONTH BAR</u>
Must return to home country for the two-year period	Do not have to return to home country for the two-year period
Program financed by U.S. government	Research Scholar category
Program financed by foreign government	Cannot be in this J category for a two-year period before becoming eligible for another Research Scholar category
Skills are listed on the State Department skills list	
Received graduate medical education or training	

## 12 – Month Bar

- For individuals applying to begin an exchange visitor program in the Research Scholar or Professor categories
  - Not eligible to begin an exchange program as a Professor or Research Scholar if
    - Individual has been in the U.S. for more than six months in the previous year in ANY J status (including J-2 status).

# Insurance

- J-1 and J-2 dependents are required to have medical insurance for the entire duration of their program
  - JSA offers a Medical Insurance plan for J-1 visa holders - ACE
  - J-1 Employees are eligible to join JSA/Jefferson Lab's employee health plans
  - J-1's must provide a medical plan for all J-2 dependents. The Lab will not pay for dependents medical coverage.

**\*\*MEDICAL PLAN MUST MEET J-1 REGULATIONS\*\***

# Insurance Requirements

<u>J-1 Regulations</u>	<u>Jefferson Lab's policy</u>
Medical benefits of at least \$50,000 per person for each accident or illness	\$100,000
Provide at least \$7,500 in benefits to send your remains to your home country for burial	Full Amount
Sent home on advice of doctor the policy must pay up to \$10,000 for the expenses of your travel	Full Amount
Waiting period before covering pre-existing conditions	No waiting period
Deductible limit to \$500 per accident or illness	\$175
Insurance company must pay at least 75% of covered medical expenses	85%

The policy must be backed by the full faith credit of your home country government or the company providing the insurance must meet minimum rating requirements

# Short trips out of U.S.

**\*\*Before leaving you must inform a responsible officer\*\***

- To re-enter the U.S. in J-1 status you will need:
  - Form DS-2019 endorsed by a responsible officer
    - Confirming affiliation with JSA/Jefferson Lab
    - Confirming financial support
  - Valid visa stamp to re-enter country
    - If visa stamp has expired, you will have to apply for a new one at a U.S. consulate abroad

# Extensions

- Your permission to stay in the United States and Jlab expires on the date shown in Item #3 of your Form DS-2019
  - Please contact your Jlab host to start the extension process
    - Extensions must be requested 30 days before expiration date
    - JRIS will need an extended invitation letter before changes can be made to the Form DS-2019

# Transfer to another program

- Please contact one of the responsible officers to start this process
  - Approval is needed from
    - Sponsoring program
    - Future program
    - Exchange visitor

# Safety Toolbox

- Jefferson Lab considers no activity to be so urgent or important that we will compromise our standards for environmental protection, safety or health
  - Each person is responsible for establishing and maintaining a knowledgeable control of the hazards he/she encounters.
  - **YOU are responsible to know and practice safety procedures in the area you are working**
- Read & follow all ESH&Q responsibilities
- Know what to do & who to contact if injured on the job

# Integrated Safety Management (ISM)

- Know & understand the Core Functions
  - Define the scope of work
  - Analyze the hazards
  - Develop and implement hazard control
  - Perform work within controls
  - Provide feedback and continuous improvement

# Emergency contact numbers

Emergency Responders : 911

Guard shack/Security: (757) 269-5822

Medical Services: (757) 269-7539

Crew Chief: (757) 630-7050

Facilities Mangement: (757) 269-7400

EH&S Reporting Manager: (757) 876-1750

RadCon: (757) 269-1743

# Accident/injury reporting

- If you have an accident/injury that occurs during normal business hours, you must report it **immediately** to your Jlab staff host **and** to Medical Services Office at ext. 7539
- If you have an accident/injury that occurs outside of normal business hours (8am-5pm) and you feel you need medical care, then you should go to an Urgent Care facility or to Port Warwick Emergency Care (open 24 hours)

**WHEN IN DOUBT REPORT IT!!**



- J-1 Exchange Visitor Program requires that participants must possess sufficient proficiency in the English language
- Free online Language course for JLab community
- Mango courses can be accessed on or off site at the following URL with a JLab computer account and email address

<http://libraries.mangolanguages.com/jlab/login?u=876080>

**Please see additional handout for information on:**

- Life & Customs in the United States
- Local Community Resources

**? Questions ?**

**Please direct any questions/concerns regarding the J-1 program to one of the Responsible Officers.**