



J-1 PROGRAM HANDBOOK

This handbook is intended to provide exchange visitors with pre-arrival information about a variety of topics to ensure that they understand the nature, objectives, and requirements of their programs, to ease their arrival and help them derive the fullest benefit from their experience in the United States and at Rowan University.



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An Introduction to Rowan University

Rowan University, a comprehensive public research University, has three campuses in New Jersey. Its main campus is located in Glassboro, N.J., 20 minutes southeast of Philadelphia. Its Camden campus is within the city's University District, just a short distance from the Cooper Medical School of Rowan University. The Rowan University School of Osteopathic Medicine is located in Stratford, NJ.

Rowan University also offers courses on-site at area community colleges as well as online. Rowan University's enrollment is at 19,300 students this year, up from 11,000 five years ago. Rowan offers undergraduate and graduate programs through the following Colleges and Schools: College of Business, School of Biomedical Sciences, Graduate School of Biomedical Sciences, College of Communication & Creative Arts, Cooper Medical School of Rowan University, College of Education, College of Engineering, College of Humanities & Social Sciences, College of Performing Arts, Rowan University School of Osteopathic Medicine, and College of Science & Mathematics.

Purpose of the Exchange Visitor Program

The broad purpose of the exchange visitor program is to promote international educational and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. Exchange programs exist in a variety of formats and permit visitors to come to this country for a wide range of activities.

Rowan University's exchange visitor program provides opportunities for study and research.

Please read the enclosed information if you are not in the United States (or currently in the U.S. but will leave the US before you begin your experience at Rowan University) .

The enclosed information also contains additional information about paying the SEVIS I-901 fee before you go for your visa appointment.



Your visa arrival in the United States

Your Form DS-2019, "Certificate of Eligibility of Exchange Visitors (J-1) Status" is required to apply for a visa. If you are outside the United States, you should sign the bottom line of page 1. Next, present your form DS-2019 to an American embassy or consulate to apply for your J-1 exchange visitor visa. *Canadians do not need passports or visa stamps to enter the U.S., but they do have to show Form DS-2019 at the port of entry to obtain status as a J-1 exchange visitor.* The consular officer will return all pages to you, and you should present them again to an Immigration inspector at the port of your entry to the United States. That officer will stamp and return the Form DS-2019 to you. Keep Form DS-2019 with your passport. They are your only proof of J-1 status, and you will need them for such purposes as extending your permission to stay in the United States, work permission, and re-entry to the United States after temporary trips abroad during the period of validity of your Form DS-2019. If your J-1 visa has another institution noted on your visa page and it is not expired, your visa is still valid. This means you could use that current visa and your new Rowan University Form DS-2019, from Rowan University.

The Home-Country Physical-Preference Requirement [212(e)]

Some, but not all, exchange visitors are subject to this requirement. Its purpose is to have the home country benefit from the exchange visitor's experience in the United States. Exchange visitors come to the United States for a specific objective such as a program of study or a research project. This requirement is intended to prevent a participant who is subject from staying longer than necessary for the objective, and to ensure that he or she will spend at least two years in the home country before coming back to the United States for a long-term stay. For the terms of the requirement, please see item 1 (a) on page 2 of the DS-2019 and refer to information provided in the Rowan University DS-2019 Application. If you have questions about the requirement, including whether or not you will be subject to it, please raise them with the consular officer when you apply for your visa, or direct them to the International Center.

Information for Paying the SEVIS I-901 Fee

The U.S. Department of Homeland Security's SEVIS I-901 Fee is \$180 for J-1 students and scholars.

Who Has to Pay the SEVIS I-901 Fee

- You must pay the SEVIS I-901 fee if you are seeking an J-1 visa from an embassy or consulate abroad for initial attendance or initial participation in an exchange visitor program.
- You must pay the SEVIS I-901 fee if you have previously been enrolled at a U.S. school, but you are no longer enrolled and you have been outside the U.S. for more than five months.
- You must pay the SEVIS I-901 fee if you are a Canadian citizen, and are therefore exempt from the U.S. visa requirement, before you can enter the U.S.
- You must pay the SEVIS I-901 fee if you are already in the U.S. prior to submitting a change of non-immigrant status application to F-1 or J-1 Visa.

SEVIS I-901 Fee Rules

- The SEVIS I-901 fee must be processed at least three (3) business days before the visa interview, unless you have a printed receipt from an Internet payment.
- The SEVIS I-901 fee cannot be paid at the embassy, the consulate, or at the U.S. border.
- The visa officer will not issue a visa unless he or she can verify that you have paid the SEVIS I-901 fee. However, you may schedule your visa interview prior to paying the SEVIS fee. The SEVIS fee is not refundable. If your visa application is denied, and you decide to re-apply for the same type of visa within 12 months of the initial denial, you do not have to pay the SEVIS fee again.

How to Pay the SEVIS I-901 Fee

Currently, there are three options for payment methods:

- a. Payment in U.S. dollars by credit or debit card over the Internet,
- b. Payment in any country's currency through Western Union "Quick Pay." There are agents in more than 130 countries world-wide,
- c. Payment in U.S. dollars by check, money order, or bank draft, drawn on a U.S. bank, and mailed to an address in the United States.

Payment of the SEVIS I-901 fee may be made by you or by any other individual, either in the United States or abroad, including family or friends. However, anyone paying the fee on your behalf will need to have a copy of your DS-2019 and information from your passport, or a completed copy of Form I-901.

Procedure for Paying the SEVIS I-901 Fee

1. Obtain form DS-2019 from Rowan University.
2. Access form I-901 on the internet at <http://www.fmjfee.com>
3. Complete form I-901, answering all questions (you must have a DS-2019 from Rowan University in order to complete form I-901). Be sure that you enter your personal information exactly as it appears on the DS-2019.
4. Pay the SEVIS I-901 fee according to one of the methods described here.

Note: To complete the form I-901, you must enter the Rowan University's Program Number of **P-1-10199**. You must enter your SEVIS ID number, which is printed on the top right of the DS-2019, first page. It starts with the letter "N".

Paying Online

Once you receive your DS-2019, you can make the fee payment by submitting form I-901 on-line using MasterCard, Visa, or American Express debit or credit cards. It does not matter if the card was issued in the United States or overseas. Follow the on-line instructions, include the required credit card information, and print out the payment screen to verify your payment. It is essential that you prepare your printer before starting the payment process. Do NOT exit the receipt page until you have successfully printed the receipt, because you will not be able to return to the receipt page.



Remember - the printed receipt should be presented at the visa interview or at the U.S. point of entry as proof of payment.

The web address is <http://www.fmjfee.com>.

Paying By Mail

Note: Payment by mail is no longer the recommended process for fee payment (from outside the U.S.), as it can take as long as four weeks from the day you mail in the fee to the day that you receive the required receipt by mail.

Courier service is faster.

Note: To pay by mail, **you** must download and print form I-901 from <http://www.fmjfee.com> or use the paper copy provided in your DS-2019, fill out the form and mail the form and your payment to:



By mail:

I-901 Student/Exchange Visitor Processing Fee

P.O. Box 970020

St. Louis, MO 63197-0020 USA

Your payment must be in **US dollars** by check, money order, or bank draft, drawn on a U.S. bank. This does not mean that only a U.S. bank can issue the document. Many foreign banks are able to issue checks or money orders drawn on a U.S. bank because they are chartered in the United States, or have arrangements with a U.S. bank to issue checks, money orders or foreign drafts that draw from a U.S. bank.

Your check, money order, or bank draft should be made payable to “I-901 Student/ Exchange Visitor Processing Fee.” Also, be sure to print your name and SEVIS ID number on the lower left-hand corner of the check, money order, or bank draft.

Once your form and fee are processed, a paper receipt will be mailed to you.

Make an Appointment at the U.S. Embassy

Apply for your visa as soon as possible! Please schedule an appointment at your local U.S. Embassy or Consulate in your home country to obtain your J-1 visa.

- Locate a U.S. Embassy at <https://www.usembassy.gov>
- Understand Visa appointment wait times at:
<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html>

Please read information about nonimmigrant visa application fees at:

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html>. Applicants must pay these fees as directed prior to their visa interview, and they must bring the receipt to their interview. Read through all information provided online by the U.S. Embassy or Consulate that you will be visiting prior to your interview at <https://www.usembassy.gov>. At your interview, you will need to provide the documents listed.



What to Bring to Your Embassy Appointment

- Acceptance Letter from Rowan University
- Supporting Financial Documentation, (i.e., Bank Statements, Scholarship Letters, etc.)
- DS-160 Confirmation Page
- I-901 SEVIS Fee Receipt
- Signed DS-2019
- A valid Passport that does not expire within the next six months
- Photo

Please read the details of required and additional documentation at:

<https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html#documentation>.

Additional Documentation may be Required

You may be asked to provide evidence of the following information:

- Transcripts, diplomas, degrees, or certificates from schools you attended, Standardized test scores required by your U.S. school (Students only).
- Your intent to depart the United States upon completion of the course of study/visit
- How you will pay all educational, if applies, living and travel costs

Note: Be sure to present the original documents, not copies. To better prepare for your visa interview, please read through the “10 Points to Remember When Applying for a US Visa” at the NAFSA website at:

<https://www.nafsa.org/findresources/Default.aspx?id=8643>.

Note: The earliest the embassy will issue your visa is 120 days before the start of your program (the date on your Form DS-2019). You must NOT use your student or scholar visa to enter the U.S. more than 30 days before the start of your program. Also, DO NOT enter the U.S. on a B-1 or B-2 status (tourist) as it is considered fraudulent entry.

Showing Proof for SEVIS I-901 Fee Payment at the Visa Interview

And/or the U.S. Port of Entry

You must be able to prove that the fee has been paid when you appear for your visa interview, and when you enter the U.S. This is done by presenting a printed receipt, either from the Internet if you made an on-line payment, or a mailed receipt if you paid by mail.

Visa officers and U.S. port-of-entry inspectors should be able to verify SEVIS I-901 fee payment electronically three business days after payment is processed, but in case of problems, have a printed receipt for fee payment.

A visa will not be issued unless verification of the SEVIS I-901 fee payment can be made.

For detailed information on the SEVIS I-901 fee payment process and for a list of frequently asked questions, visit:

<http://www.ice.gov/sevis/i901/index.html>

Maintaining Your Exchange Visitor (J-1) Status

Once an Exchange Visitor is admitted to the United States, s/he must meet the following obligations to maintain visa status:

- Must have a valid passport at all times, unless exempt for passport requirements.
- Must pursue the objective indicated on the Form DS-2019.
- Must complete a Program Transfer BEFORE transferring to another program sponsor.
- Must maintain health insurance that meets Department of State requirements.
- Must meet with an advisor in order to extend the Form DS-2019 if needed
- Must NOT TRAVEL outside the United States without the proper re-entry documents
- Must notify the Office of International Center of any change of address or any changes on the program.

Extensions of Program

An individual who enters the United States in Exchange Visitor (J-1) status in the category of research scholar or professor is permitted to remain in the U.S. for up to three years. If at the end of three years the individual and sponsoring department/institution decides that additional time is necessary to complete the original objective, an extension may be granted (total 5 years maximum) to complete teaching and research responsibilities. An application must include financial documentation and a letter from the department indicating why the extension is required in order to complete the original objective. The letter from the department head or supervisor should indicate the expected date of completion of the exchange program and provide a detailed description of the circumstances that warrant such an extension. Please contact [Mrs. Zahia Obeid](mailto:Jvisitor@rowan.edu) at Jvisitor@rowan.edu

Off Campus Housing

For Visiting Scholars, the International Center does not typically make arrangements for housing. Please work with your host professor to make housing arrangements.

Most apartments within walking distance of the campus are rented long before the academic year begins. Others may necessitate the use of a bicycle, bus, or automobile. Some are available with furniture; others are rented without furniture. All require one month rent in advance and another month's rent as damage deposit.

<https://www.places4students.com/Places/School.aspx?SchoolID=xQ33VYRoVYc>.

Fees payable to Rowan University

Exchange visitor students or their financial sponsors are required to pay tuition and fees to Rowan University, unless there is a formal, written exchange agreement modifying the requirement (University, Government funding etc.).

Currently, Rowan University does not charge a fee to International Visiting Scholars.

Other Likely Costs

Fees payable to Rowan University do not include books and supplies, health insurance, room and board, or miscellaneous expenses. For basic living expenses, an exchange visitor should expect to spend a minimum of \$2,000 per month, plus approximately \$600 per month for an accompanying spouse, and approximately \$500 a month per each child.

Health Insurance

Exchange visitors are required, as a condition of their J-1 status in the United States, to carry health insurance for themselves and each accompanying J-2 dependent. Medical insurance coverage must cover the entire period of participation in the Exchange Visitor program. If you and/or your dependents fail to maintain the mandatory health insurance coverage, you and/or your dependents will be in violation of federal immigration regulations. You will be terminated as an Exchange Visitor participant and must leave the U.S. immediately. Exchange visitor professors and research scholars who are employed by Rowan University may qualify for the health insurance offered by the University. Others will be required to purchase insurance from an independent carrier immediately upon arrival to the U.S.

By government regulation, minimum coverage must provide; \$100,000 for accident or illness; \$25,000 repatriation and remains; \$50,000 for medical evacuation to the home country, and a deductible not to exceed \$500 per accident or illness. Co-insurance may not exceed 25 percent payable by the exchange visitor or sponsor. Acceptable coverage may not exclude risk inherent in the activities in your exchange visitor program. The company providing the insurance must have an A.M. Best rating “A-” or above, an Insurance Solvency International, Ltd. (ISI) rating of “A-1” or above, a Standard and Poor’s Claims paying ability rating of “A-” or above, or a Weiss Research, Inc., rating of “B+” or above.

In the United States, certain kinds of elective medical care, such as eyeglasses or dentistry, are ordinarily not covered by insurance and they are very expensive. To the extent possible, exchange visitors should take care of those needs before leaving home.

Rules That Exchange Students are Required to Follow

Exchange Students are subject to the same rules, responsibilities, and rights as other Rowan students. This information is contained in the Student Handbook and is available at:

http://www.rowan.edu/studentaffairs/registrar/forms/04_05_Student_Handbook.pdf.

A copy of the handbook will be provided to all Exchange Students during orientation.

In addition to Rowan’s institutional rules, all Exchange Visitors are subject to certain rules established by the U.S. Department of State, outlined within the following pages.



Items to Bring on the Plane

- DS-2019 for Rowan University (keep it with your passport)
- I-901 Receipt (keep it with your passport)
- Valid passport
- U.S. visa for Rowan University
- Admission letter from Rowan University
- Financial support documents
- Immunization records (with English translations)
- Medical records regarding chronic medical conditions (with English translations)
- Prescription(s) for medication(s)
- Airplane ticket(s)
- Cash, traveler's checks, or any international bankcard (ATM or debit card). We recommend carrying \$300-\$500 in U.S. currency for travel emergencies (such as problems with flight connections – you might need to spend the night in a hotel, for example).
- Directions to the International Center:

201 Mullica Hill Road, Hawthorn Hall, Third Floor

Glassboro, NJ 08028

- Contact information for family/friends at home (telephone numbers and email addresses)
- Contact information for family/friends in the U.S. (telephone numbers and email addresses)
- Contact information for the International Center: **Phone: 856-256-4292; Email: jvisitor@rowan.edu**

Extension of Program

Exchange students(*) and scholars who intend to extend their program must begin the extension process before the expiration date of your current Form DS-2019. You should make certain to apply well in advance if you need to extend your stay.

You are eligible to apply for an extension of stay if you are:

- Working toward the objective shown on your most recent Form DS-2019
- Maintaining your status as a J-1 Exchange Visitor
- Able to demonstrate adequate funding for the period of the proposed extension
- Not going to extend beyond five years as a J-1 Visiting Professor or Research Scholar

(*)Exchange students from partner institutions will need to check with their home institution before deciding to extend their program. Program extension may not be allowed in the partnership terms of agreement.

In compliance with the Health Insurance requirement, your sponsoring department must contact the International Center to request your extension and document a renewal of your affiliation with Rowan University. You must document past and future health insurance coverage and adequate funding for the period of the extension. Please

note that the next time that you depart the US and wish to return, you will need to apply for a new visa if your current one has expired.

Change of Address

It is important to be able to stay in touch with you if you are not living on campus, and Exchange Visitors are required by law to notify the government of address changes. This can be accomplished by giving this information to the International Center.

Social Security Number

If you will be paid for your activities as an Exchange Visitor at Rowan University, you must obtain a Social Security number. You will be required the following items when applying:

- Passport with US visa stamp
- DS-2019
- I-94 Admission/Departure Record
- A letter from the International Center verifying your immigration status and employment.
- Social Security applications can take between two and eight weeks to be processed.

Taxes

All non-US citizens who work in the U.S. are classified as either residents or non-residents for income tax purposes. All visitors on the J visa will be considered non-residents for income tax purposes unless they have been in the U.S. previously. Visitors who earn income in the U.S. may be responsible for some income tax, but tax treaties may mitigate some of the tax liabilities. Non-residents are exempt from Social Security and Medicare taxes. ALL persons with J-1 visas must file a form 1040NR and a personal tax statement even if the source of funding is personal or from an overseas source.

Federal Aid Prohibition

As a holder of a non-immigrant visa, J-1 Scholars and their dependents are not allowed to accept Medicaid, food stamps or other U.S. Federal Government welfare benefits. Those with children born in the U.S. who receive public welfare and assistance may be barred from re-entering the United States on the basis of becoming a public charge (someone who is dependent on government assistance).

Travel Documents

You should make photocopies of your travel documents and keep the copies and originals in a safe place. Be sure to keep copies of the following:

- The personal/ biographic pages of your passport
- The passport page containing the U.S. visa
- Both sides of your Form I-94
- Both sides of your Form DS-2019

Renewing Your Passport

Consult your country's consulate or embassy in the U.S. to renew your passport.

Please visit the web at <http://www.embassy.org>.

Renewing Your Visa

If you or your dependents need to renew your visas in order to re-enter the U.S, you must apply in person to an U.S. Embassy or Consulate abroad. Applicants are normally required to submit the following documentation:

- Valid passport
- Valid Form DS-2019
- Proof of financial support
- Original Appointment letter from your Hosting Department at Rowan University
- A letter from your department at Rowan stating that you are working towards completing your objective at Rowan University.

Travel to Canada or Mexico

Before traveling to **Canada or Mexico**, check visa requirements and download a Canadian/ Mexican visitor visa application if one is required. Re-entry to the U.S. from Canada/Mexico does not require a valid visa if your visit is for less than 30 days. However, your Form DS-2019 must be signed for reentry. If you apply for a visa at the US Consulate and are denied a visa you will not be able to reenter the US. Please check with our office before you leave the United States.

Ground Transportation

Options from the Philadelphia International Airport to Rowan University – Prior to each semester, the International Center will make arrangements for airport pick-ups during pre-determined times. We will communicate the specifics of these arrangements in the weeks prior to the semester. Outside of this timeline, there are two ways to travel to Rowan University from the Philadelphia International Airport. See below to view both options:

Option 1: RAPID ROVER

- an airport shuttle service
- <http://www.rapidrover.com/>
- (856) 428-1500

Cost

The trip, from the Philadelphia International Airport to Rowan University, costs \$45 per person.

Rapid Rover allows two pieces of luggage plus one carry-on item per person. One or two extra pieces would result in an additional charge of \$2.00 each.

Payment is made to the driver at point of service. Your driver will accept cash, travelers checks, Visa, MasterCard, American Express or Discover Card.

Option 2: PHL TAXI SERVICE

- <http://www.phltaxi.net/reservations.php>
- (215) 232-2000

Cost

The trip, from the Philadelphia International Airport to Rowan University, costs approximately \$70 (plus tolls).

Payment is made to the driver at point of service. Your driver will accept cash, Visa, MasterCard, American Express or Discover Card.

NOTE: In the United States, for both taxi services and Rapid Rover, it is customary to tip the driver 10- 15% of the bill and an extra \$1 to \$2 for help with your bags, especially if the service was good.

Other Information

Climate

Temperatures in southern New Jersey vary from winter lows of 10 degrees F. (-10 degrees C.) which may last from November to March, to 90+ degrees F. (30degrees C.) in the summer. Students are advised to bring heavy winter clothing, including a warm overcoat, in addition to lightweight clothes. Although the weather is generally clear, it does rain throughout the year and there is snow in the winter.

Banks

There are two banks located close to the University. The International Center will assist you in opening a bank account by providing you with a verification of your immigration status. There is an ATM located in the Student Center at the University.

Driver's License

Security regulations make it difficult to obtain a New Jersey driver's license if you will be in the United States for less than one year. It is a good idea to obtain an International Driver's License in your home country before coming to the United States. This document is valid for one year and will allow you to drive in the United States.

Information about Public Transportation

New Jersey Transit operates bus and train systems throughout the State with links to Pennsylvania and New York. New Jersey transit currently has two bus routes that pass through the University area. Routes 408 & 412 have bus stops located in front of the Library, adjacent to the Glassboro High School (across from parking lot D) and on Main street across from the Landmark restaurant. For more information about bus and rail lines, visit the New Jersey Transit web site at www.njtransit.com

Greyhound Bus Lines

If you want to travel to other cities in the U. S. and you do not wish to take an airplane, there is an inter-city Greyhound bus service which is located at 1001 Filbert Street in Philadelphia (behind the Gallery Shopping Mall). They have scheduled routes to most cities and towns in the country, and their rates are competitive.

Philadelphia International Airport is the closest major airport to the University.

Safety

Please remember when using any form of public transportation in any metropolitan area, you need to be careful to safeguard both yourself and your property. Do not leave your bags or luggage unattended for even a moment. Be careful where you place your handbag when using the restroom. Do not hang your handbag on the door of the toilet stall or place it on the floor. Someone could reach under or over and grab it. Stay in areas where there are other people and a lot of light. Do not wander off down empty corridors. If you are confused or lost, ask a transportation employee. Unfortunately, it is not always wise to ask strangers for information.

Goods & Services Located Near Rowan

The following list are stores, eateries and services located in the Glassboro area along Delsea Drive (Rt. 47) and are within walking distance to university housing. The university has no direct affiliation with any of the companies listed on this page.

Collegetown Shopping Center

Kmart
Radio Shack
Pep Boys
Chinese Buffet
Hallmark Store
Dollar Tree
Payless Shoes

Double Tree Shopping Center

Hallmark Store
Good Will Store
Gino's Pizzeria
Commerce Bank
Hair Cuttery
H&R Block
Ry's Bagels
Laundromat 101
Pizza Hut
Italian Affair Restaurant

Other Businesses Along Delsea Drive

SEARS Hardware
McDonald's
Burger King
Wendy's
Dunkin Donut
Big Lot's
Save-A-Lot Food Store
ShopRite
Brunswick Bowling
Scott Pizza
PB's Restaurant Diner
Mandarin Court Restaurant
Taco Bell
Nick's Pizza
Kentucky Fried Chicken
CVS Pharmacy
Smashburger