Your DS-2019 was issued to you by ISSS after you signed this Statement of Responsibilities. This copy is for your records. You are responsible for understanding the information included. Please contact a ISSS if you have any questions.

1. **Maintain accurate visa documents.** Your official government documents must be accurate and valid at all times. Contact ISSS to update any information on your DS-2019 (i.e. funding).

   **Name consistency:** Your name should appear exactly the same as it is on your passport and should be consistent on all of your official documents in the U.S. The documents are:
   - Immigration documents (DS-2019, I-94 Arrival/Departure card or record)
   - Payroll documents - if applicable (U.S. Social Security card, U of M Payroll I-9 Form)
   - Other identification documents - if applicable (Minnesota driver’s license or state I.D. card)

2. **Report your arrival and residential address:** You must arrive and report to ISSS within 25 days of your DS-2019 start date. At that time you will also need to report your U.S. residential address. You must report subsequent residential address changes within 10 days of moving while you are in J-1 status. You must alert your hosting department and ISSS if you are unable to meet the reporting requirement.

3. **Report your e-mail address:** You must always have an active e-mail address that the University can use to contact you. Keep your hosting department and ISSS updated with your email information.

4. **Health Insurance Requirement:** If the length of your program is 31 days or more, U of M requires that you (and any eligible J-2 dependents) purchase the U of M health insurance. J-1 scholars are required to have either the University Employee Benefits Health Insurance, if employed by the U of M, or the University Student Health Benefit Plan (SHBP), if not employed by the U of M. For more information, visit the Office of Student Health Benefits website: [http://www.shb.umn.edu/twincities/international-scholars/index.htm](http://www.shb.umn.edu/twincities/international-scholars/index.htm).

   If you do not purchase the U of M insurance for yourself and your dependent(s), for the entire length of your J program, you will not be eligible for ISSS services after you arrive. These services include:
   - Travel/Reentry Signature
   - DS-2019 Extension
   - Dependent DS-2019 Request
   - Financial Update
   - Occasional Lecture and Short-term Consultation Authorization

   Failure to purchase any health insurance for the duration of your J program will result in ISSS terminating your J status, because J-1 Exchange Visitors and their dependents are required by the U.S. Department of State to carry health insurance in order to maintain their status. For more information, visit our J Health Insurance page: [http://isss.umn.edu/j/insurance.html](http://isss.umn.edu/j/insurance.html).

5. **Engage in appropriate activities:** You may participate in the specific program or purpose for which your department invited you. Other activities (including enrolling in classes) must be approved by your faculty mentor in your hosting U of M department and by an ISSS J-1 adviser. You must have the approval from your hosting department to audit any courses. You are **only authorized to be enrolled in classes part-time**, and only as long as they do not interfere in with your J-1 program. You must maintain full-time focus on the scholar activities you were invited to do.

6. **Work only with appropriate authorization:** You are only authorized to work in your U of M hosting department for the activities you have been invited to do. Other employment or payment either at the U of M or off-campus must be authorized by your faculty mentor and ISSS.

7. **Have and maintain your funding:** You are required to have and maintain enough funding to cover the minimum expenses as outlined in the ISSS scholar application for yourself and any J-2 dependents for the duration of your J program. ISSS applications’ minimum cost of living is very low. Scholars’ and their family’s actual expenses can vary quite a bit depending on where you decide to live, whether you make your own meals or not, transportation costs, etc. It is strongly advised that you plan your finances accordingly to have access to more funding than the minimums stated on the application.

Updated Sept. 2015
8. Request ISSS authorization to transfer: You must receive approval from ISSS to change from your current U of M hosting department to another department within the University, or to transfer to another institution within the U.S.

9. End of Program: Your J SEVIS record will automatically complete after the end date on your DS-2019. If you will complete your program with us as expected, there are no additional steps for you to take regarding your visa status. However, if you will be unable or do not intend to return home within the allotted Grace Period (see below), you must discuss your plans with an ISSS adviser to ensure that you maintain legal status in the U.S. Also, if you complete or end your program more than 15 days before the end date of your DS-2019, you must notify ISSS.

10. Comply with the 30 Day Grace Period: J-1 visa holders are given a 30 day "grace period" after the end date of their J-1 program to prepare for departure and/or to travel within the U.S. The program end date is usually the end date on your DS-2019. However, if you do not continue your original J-1 program until the DS-2019 end date, your program (U of MN J-1 status) ends on the date you complete your J-1 original activity, transfer to another J-1 sponsor, or change your visa type.

11. J-2 Dependents:
- Report your J-2 dependents' email addresses (if applicable) upon their arrival in the U.S.
- J-2’s may enroll for courses without additional authorization.
- They may work only after receiving employment authorization from the USCIS. J-2 income cannot become the primary source of funding for J-1s or J-2s.
- J-2s are not allowed to remain in the U.S. after you have completed your J-1 program and have left the U.S.
- Report to ISSS if a J-2 dependent will not use a DS-2019 they were issued
- If your J-2 dependents leave permanently before your end date, report their departure to ISSS to end their J-2 SEVIS record

For more information: http://isss.umn.edu/j/j2visa.html

12. Release of Information: Release of Information: ISSS cannot release information about you to anyone unless you give written permission. ISSS is required by law, however, to report to USCIS information regarding your presence in the U.S. and your student status at the University (if applicable). In addition, other U.S. government agencies may be designated to request information about you.

13. Use of Public Funding: As a nonimmigrant, you are not eligible to use any type of public funding during your stay in the U.S.

14. You must file a U.S. Income Tax form: by April 15 each year, even if you have not earned any income in the U.S. ISSS provides resources for tax assistance but does not offer any tax advising.

15. Travel: If you are travelling outside of the U.S., you must ensure you have the proper documents needed to re-enter: valid passport, valid entry visa stamp in your passport, valid DS-2019 with a valid ISSS re-entry signature (lower right corner), proof of funding indicated on your DS-2019, and proof of health insurance. For more information: http://www.isss.umn.edu/j/Jtravel.html.