



**Michigan Tech**

# J-1 SCHOLAR

## ORIENTATION GUIDE

[www.mtu.edu/international](http://www.mtu.edu/international)

INTERNATIONAL PROGRAMS & SERVICES

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## WELCOME AND CONTACT INFORMATION

Welcome to Michigan Technological University! We are pleased that you chose Michigan Tech for your J-1 Exchange Visitor Program and hope that you will find your time in Houghton productive, rewarding and enjoyable. At International Program and Services (IPS), we are always willing to provide assistance to you during your program. Your hosting department will also serve as a valuable resource during your stay. Below is a short description of the purpose of the J-1 Exchange Visitor Program and contact information for International Program and Services.

### J-1 EXCHANGE VISITOR PROGRAM

The purpose of the J-1 Exchange Visitor Program is to foster the mutual exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching and research efforts. The exchange of research scholars and professors promotes interchange, mutual enrichment and linkages between research and educational institutions in the United States and those of other countries. If you have any questions about the J-1 Program, please feel free to contact us in IPS.

International Program and Services International  
Michigan Technological University  
1400 Townsend Drive, 200 Administration Building  
Houghton, MI 49931

[mtu.edu/international](http://mtu.edu/international)  
[www.facebook.com/MichiganTechIPS](https://www.facebook.com/MichiganTechIPS)  
Email: [ips@mtu.edu](mailto:ips@mtu.edu)  
Telephone: 906-487-1890

## ARRIVAL CHECKLIST

\_\_ Print and carry your Arrival Record, Form I-94 through <https://i94.cbp.dhs.gov/i94/request.html>. The I-94 form is the most important document indicating your lawful entry to the U.S. and is required for your legal stay in this country.

\_\_ Report your arrival to IPS. Please bring your passport, DS-2019, visa and your local address. If you have brought dependents with you, please bring all of their documents as well. Once you have completed the mandatory orientation, your SEVIS record will be validated within three days.

If you fail to report to IPS, your SEVIS record will automatically be invalidated by the SEVIS system. This means that you will not be allowed to continue your program at the University and must return home.

\_\_ Purchase insurance if you do not have adequate coverage for yourself and your J-2 dependents. See IPS for information.

\_\_ Get your Michigan Tech ID card.

\_\_ Make housing arrangements. For more information, visit the Michigan Tech housing website at <http://www.mtu.edu/housing/>.

\_\_ Report your local U.S. address online at [https://www.banweb.mtu.edu/pls/owa/twbkwbis.P\\_WWWLogin](https://www.banweb.mtu.edu/pls/owa/twbkwbis.P_WWWLogin) or at [ips@mtu.edu](mailto:ips@mtu.edu) if you do not have a Banweb account. Address changes must be reported within 10 days of any move.

\_\_ Make banking arrangements. There are several banks in the area that can assist you with your finances and have on-campus ATMs. The following banks are within Houghton/Hancock area: <http://www.mtu.edu/international/admissions/faq/banking/>.

\_\_ A Social Security Number (SSN) is required in order to be paid in the United States. If you have an SSN from a past visit to the U.S., you will use the same number for your entire lifetime. Instructions on the SSN application procedure are available at IPS.

\_\_ Contact IPS if you wish to obtain a Michigan Driver's License or a Michigan Photo ID Card.

## MAINTAINING YOUR J-1 IMMIGRATION STATUS

- Attend full program (refer to program start and end dates on DS-2019).
- Keep your documents current (passport and DS-2019).
- Engage in authorized employment only.
- Report early departure from your program to IPS
- If you decide to depart the United States more than 30 days prior to the completion date of your program (as indicated on your DS-2019), you must notify your department and IPS. Correctly recording your program completion date is important because it can affect the date on which you can return to the United States on a new J-1 program, or in another visa status.

## EMPLOYMENT

### AUTHORIZED EMPLOYMENT

Visiting scholars, post-doctoral researchers and international faculty in J-1 visa status are permitted to work as described on the Form DS-2019 and may accept additional employment as authorized by the sponsor. Unauthorized employment may result in the loss of valid J-1 status.

Please consult IPS regarding accepting employment, any changes in your official title, salary or department to be certain that you are authorized to engage in such employment under your current J-1 status.

### TAX INFORMATION

As in most countries, the tax laws in the U.S. are very complicated. Tax treaty benefits, Social Security taxes, and filing requirements depend on your visa status, the purpose of your visit, the number of days you will be in the U.S., and the history of prior visits.

U.S. source income is normally subject to federal and state tax withholding. If your country has a Tax Treaty with the U.S., a portion of your income is generally exempt from tax withholding for a certain period of time specified by the treaty. Exchange visitors in J-1 status who have been in the United States less than 5 calendar years are exempt from social security/Medicare taxes.

If you are in the U.S. for even a day in J1/J2 status, you will have tax filing responsibilities during the tax filing season (January through April). If you did not have any tax obligations are required still to complete and mail Form 8843. This form and instructions can be found online at <http://www.irs.gov/pub/irs-pdf/f8843.pdf>.

For those of you that are required to file, general tax return information can be found on the Financial Services and Operations website which outlines documents needed to file your taxes. Michigan Tech has licensed GLACIER Tax Prep (GTP) for you to use to assist in preparing your U.S. federal income tax return. The software provides you with a step-by-step guide for completing your federal tax documents. IPS will announce scheduled workshops to help visitors and students with using the software.

NOTE: The workshop is just to teach you how to use the software. We will not provide any tax advice. If you need help with understanding tax laws, you should consult a professional.

## [ CHANGE OF STATUS, TRANSFERS AND 30-DAY GRACE PERIOD

### TRANSFERS

You may transfer your J-1 sponsorship from the Michigan Tech University to another institution. This involves transferring your SEVIS record to the new institution and must be done before you move from Michigan Tech to your new program sponsor. Make sure you communicate directly with both IPS staff and the international office at the new institution to determine the exact date of the transfer.

### 30-DAY GRACE PERIOD

Upon completion of your program, you and your J-2 dependents are allowed a 30-day grace period to depart the United States. It is critical that you depart the United States on time, prior to the end of your grace period. You are not authorized to work during the grace period.

### THE TWO-YEAR HOME-COUNTRY PHYSICAL-PRESENCE REQUIREMENT

Not all Exchange Visitors are subject to this requirement. Those who are, must return to their home country and spend at least two years there before being able to return. Both your Form DS-2019 and your visa stamp should indicate whether you are subject to this requirement.

### EXTENSION OF STAY

It is your responsibility to be aware of the expiration date of your DS-2019, which indicates the period of authorized legal stay in the United States. Consult IPS to see if you are eligible.

## J-2 DEPENDENTS

Contact IPS if you plan to bring immediate family members (spouse and children under the age of 21). They will need a J-2 I-20 for the visa interview and to enter the United States.

### EMPLOYMENT

J-2 dependents may apply for employment authorization through U.S. Citizenship & Immigration Services (USCIS) after arriving in the United States. Applications require a fee and take approximately 90 days to be processed by USCIS. For application procedures, please visit IPS for assistance of your J-2 dependent application procedure.

### STUDY/RESEARCH

J-2 dependents may enroll in full-time or part-time study, engage in research, or volunteer for the duration of your J-1 program. In order to be paid for any activity, your dependent must have prior employment authorization from USCIS.

## TRAVEL

### TRAVEL WITHIN THE UNITED STATES

Every time you leave your Houghton home, you should carry copies of your passport expiration page, DS-2019 and I-94 card. If you are traveling outside the U.S., you should take your original passport, DS-2019 and I-94 card.

### TRAVEL OUTSIDE OF THE UNITED STATES

To enter the United States after a temporary trip abroad, you will need your:

- Passport (valid for 6 months or longer upon entry)
- Valid visa (Canadian citizens are exempt from the visa requirement)
- DD-2019 signed for travel within the last 12 months

If you are traveling to a country that is not your country of citizenship, please consult that country's consulate to determine if you require an entry visa. For a list of foreign consulates in the United States, see

<http://travel.state.gov/content/visas/english/general/find-a-u-s--embassy-or-consulate.html>.

### J-1 VISA RENEWAL

If your J-1 visa has expired, you must renew your expired visa at a U.S. Consulate or Embassy before you return to the United States.

### AUTOMATIC VISA REVALIDATION (AVR)

Travel with an expired visa using Automatic Visa Revalidation (AVR) is permitted when you travel to a contiguous territory (Canada, Mexico, and certain Caribbean Islands) for 30 days or less and do not apply for a U.S. visa during your travel.

## INSURANCE REQUIREMENTS

U.S. Department of State regulations require all J-1 Exchange Visitors to have medical, evacuation and repatriation insurance for themselves and any accompanying J-2 dependents for the entire duration of the J-1 program (as indicated on the DS-2019).

Your insurance must meet the following minimum requirements:

Medical benefits:	\$100,000 per accident or illness
Deductible not to exceed:	\$500 per accident or illness
Co-insurance payment not to exceed:	25% per accident or illness
Medical evacuation:	\$10,000
Repatriation of remains:	\$ 7,500

Fulfilling this requirement is essential, not only because medical treatment in the United States is very expensive, but also because you and your family members are considered to be in violation of J-1/J-2 status if you do not have sufficient insurance. IPS is not able to provide J-1 program benefits such as work authorization, travel signatures and extensions to anyone who is not maintaining valid status.

It is your responsibility to notify IPS of dependents who are currently in the United States or who arrive subsequently and present evidence of appropriate insurance coverage for them.

## UNIVERSITY ID CARD

### HUSKYCARD IDENTIFICATION CARD

The Official Michigan Tech photo identification for: meal plan, building access, library use and more! If you do not submit your photo online, you can get your photo taken and obtain your Tech ID card at the Tech Express Service Center.

Bring passport and your identification number (M number) to IT Service Center, on the first floor of the Van Pelt and Opie Library

<b>Fall and Spring</b>	<b>Summer and Breaks</b>
<b>Mon – Fri: 8am-5pm</b>	<b>Mon – Fri: 8am-4pm</b>

### LIBRARY ACCESS

The University has a wealth of resources available online and in the campus library. Your ID card will serve as your library card.

The J. Robert Van Pelt and John and Ruanne Opie Library is the University's main library. To learn more about the electronic information resources and services offered, visit <http://www.mtu.edu/library/>.

## TRANSPORTATION

Michigan Tech Transportation Services is responsible for parking and vehicle registration for the entire University Community. They provide assistance dealing with vehicle problems and can be contacted at 487-1441 for help during normal office hours. They will also provide assistance with flat tires, running out of gas, and dead car batteries at no charge.

Transportation Services operates a free shuttle service from the Memorial union to the SDC and through both Lower and Upper Daniell Heights. View the Shuttle Service Route and Schedule on page #15. For questions or concerns, please feel free to contact us at 7-3288. All individuals who are associated with the university must have a permit to park on any university owned or leased property.

Michigan Tech has partnered with Zipcar to bring self-service, on-demand car sharing to the area. To use Zipcars, simply register as a member, reserve a car online or by phone, use your Zipcard to enter the car, and drive away. When you're done, return the car to the reserved Zipcar parking space in front of the Memorial Union Building or in Lot 15W at the front of Wadsworth Hall.

The Transportation Services office is located in the Administration Building Room 100 and is open Monday through Friday, 8 AM to 5 PM (Summer hours are 8 AM to 4 PM).

The City of Houghton offers a local bus service for transportation of local residents and visitors. For more information about their bus service, please call (906) 482-6092 or visit their website at: <http://www.cityofhoughton.com/info-transit.php>.

## MICHIGAN DRIVER'S LICENSE AND PHOTO ID CARD

### MICHIGAN DRIVER'S LICENSE

In order to get a Michigan driver's license, you must pass a written test, a road sign test, a vision test, and a driving test. You will be issued a limited-term license valid for only as long as you are authorized to be in the country.

### MICHIGAN PHOTO ID CARD

Visiting Scholars and their dependent family members who will not drive in Michigan are advised to apply for a Michigan Photo ID Card at a Secretary of State Office by presenting a passport, DS-2019 and I-94 card. This card does not give you permission to drive but is used for identification purposes.

## INTERCULTURAL PROGRAMS AND EVENTS

### EXCURSIONS

Each semester, IPS offers international scholars, students, and their families several opportunities to explore the local area. You are welcome to bring your family and friends.

#### September

Parade of Nations

#### October

Football & Hockey 101

Check your Michigan Tech e-mail regularly to receive information from IPS about regulation changes and event details.

## PUBLIC SCHOOLS AND CHILDCARE

### WORKLIFE CONNECTIONS

Michigan Tech understands that the different areas of your life are interconnected—work, home, learning and community. The mission of WorkLife Connections at Michigan Tech is to help create an effective and supportive work environment that also develops healthy and productive employees, while being considerate of their personal life obligations. For information on WorkLife Connections resources:  
<http://www.mtu.edu/worklife/>

### CHILDCARE

Little Huskies Child Development Center: <http://www.mtu.edu/childcare/>  
Provides childcare and preschool for children ages 0-6.

Great Start Regional Child Care Resource Center: <http://greatstarttoquality.org/>  
Helping parents find licensed child care and supporting caregivers of young children

Michigan Tech Preschool: <http://www.mtupreschool.org/>  
Non-profit, cooperative preschool serving children ages 3-5. It is a fully-licensed preschool, and the teachers meet all state certification requirements for early-childhood educators. MTU Preschool is open to all interested families.

BHK Child Development: <http://bhkfirst.org/> offers a diverse programs for children and families in Baraga, Houghton, and Keweenaw counties.

### PUBLIC SCHOOLS

The School of Choice programs provide students with additional enrollment opportunities, which range from allowing students to determine which school they will enroll, to allowing non-resident students to enroll in a district other than their own. Be sure to inquire about timelines and if you have to re-apply each year. Michigan parents have the right to home school their children. For more information about home school and children with disabilities, see:

[http://www.michigan.gov/documents/home\\_schools\\_122555\\_7.pdf](http://www.michigan.gov/documents/home_schools_122555_7.pdf).

## ENGLISH AS A SECOND LANGUAGE

### Michigan Tech English as a Second Language Program

The program is open to all faculty, scholars and spouses and highlights conversational partners, community connections and local culture. For information please contact Carrie Richards at [carrie@mtu.edu](mailto:carrie@mtu.edu).

The Canterbury House offers many programs for students and spouses. It is a great place to receive help with English language reading and writing, watch movies, play games, have a meal and make new friends. They host an ethnic dinner every Wednesday that is prepared by international students and anyone is welcome to attend. The yellow house is located across from the Michigan Tech Administration Building and you can find them on facebook: <https://www.facebook.com/canterburymtu>

### Elaine Bacon Literacy Program

The program provides a private one-to-one tutor at no cost to the student. Those needing help with the basic literacy or with English as a second language are welcome. If you would like to have a tutor, please contact Andra Haughe-Bacon at [abacon@ccisd.k12.mi.us](mailto:abacon@ccisd.k12.mi.us)

### International Neighbors Program

A social group which welcomed spouses and families of international students and faculty, please visit: <https://www.facebook.com/pages/International-Neighbors/243196016412>

## FITNESS AND SPORTS

A variety of recreational sports facilities are available during your program at the University. Michigan Tech's Student Development Complex (SDC) provides four seasons of recreation and fitness activities for students, faculty, staff, and the community. The SDC features a variety of high-quality facilities/amenities, including youth and adult classes, plus regularly scheduled fitness and recreational opportunities.

The Michigan Tech Outdoor Adventure Program (OAP) offers outdoor adventures, such as kayaking, canoeing, backpacking, and climbing. The OAP strives to get students, faculty, staff, and community members outside and active! For rates and information, <http://www.mtu.edu/student-activities/oap-wellness/theoap/>

A spouse/designated partner and/or dependents would have some similar benefits under the Michigan Tech Student Spouse and/or Dependent ID card program. You can find information on the Student Spouse-Dependent at: <http://www.mtu.edu/aux/pdf/spouse-dependent-benefits.pdf>

## RESTAURANTS AND STORES

### WITHIN WALKING DISTANCE

- Jimmy John's (sandwiches) jimmyjohns.com
- Subway (sandwiches) 487-9524 subway.com
- JJ's Wok N Grill (Chinese) 483-4868
- Rodeo Mexican Kitchen (Mexican) 523-5565 burritordeo.com
- Domino's Pizza 482-6060 dominos.com
- Shelden Grill (American) 487-1700 ext. 76
- Suomi (authentic Finnish dishes) 482-3220
- Armando's Restaurant (American, Italian) 482-2003
- Hunan Garden (Chinese) 482-8588
- Joey's Seafood & Grill (seafood, burgers, ribs, etc.) 483-0500 joeys-grill.com
- Library Restaurant (American, Mexican, Indian) 487-5882
- Ambassador Restaurant (pizza & sandwiches) 482-5054 theambassadorhoughton.com

### RESTAURANTS THAT DELIVER

- Jimmy John's (sandwiches) call or order online 483-0768
- Pizza Hut 482-0978 pizzahut.com
- Domino's Pizza 482-6060 dominos.com
- Jim's Pizza 482-9293 jimspizzaofhancock.tripod.com

### GROCERY STORES WITHIN WALKING DISTANCE

- Jim's Foodmart 482-4080

### DEPARTMENT STORES

- JCPenney, stores.jcpenny.com Copper Country Mall, Houghton, MI.
- Shopko, www.shopko.com 900 Memorial Rd, Houghton, MI.
- Sears Hometown Store, www.searshometownstores.com, 910 Evergreen Dr., Houghton, MI.
- Walmart Supercenter, <http://www.walmart.com/>, 995 Razorback Dr, Houghton, MI 49931.

### THRIFT STORES/FURNITURE STORES

Furniture and household items are available at thrift stores and used furniture dealers:

- Goodwill Industries 911 Razorback Dr, Houghton, MI 49931, Phone: (906) 482-3680
- Salvation Army 435 Hancock St, Hancock, MI 49930, Phone: (906) 482-4596
- Society of St Vincent de Paul, 204 Quincy St Hancock, MI 49930, Phone: (906) 482-7705

- Angel Mission Free Store in Calumet offers food, usable items at no cost, 12 Fifth Street in Calumet, M
- Keweenaw Consignment, [www.keweenawconsignment.com/](http://www.keweenawconsignment.com/), 20895, Royce Rd, Hancock, MI 49930, Phone: (906) 482-4550
- Urban Rustics, 1107 Ridge Rd Houghton, MI 49931, Phone: (906) 370-7931

New furniture and other items are available at many stores including:

- Gartners Gallery, [www.gartnersgallery.com](http://www.gartnersgallery.com) , 115 Hancock St, Hancock, MI  
Phone: (906) 482-4000
- Kirkish Furniture, Inc., [www.kirkishfurn.com](http://www.kirkishfurn.com), 1200 W Memorial Dr., Houghton, MI  
Phone: (906) 482-0700  
Wal-Mart (South), 5015 S. IH-35, 512-443-6601

## DEPARTURE CHECKLIST

\_\_\_ Early exit: Email IPS if you are leaving the United States more than 30 days prior to the end date on your Form DS-2019.

\_\_\_ Update your forwarding address on [https://www.banweb.mtu.edu/pls/owa/twbkwbis.P\\_WWWLogin](https://www.banweb.mtu.edu/pls/owa/twbkwbis.P_WWWLogin) or at [ips@mtu.edu](mailto:ips@mtu.edu) if you do not have a Banweb account. Also, make certain that your hosting department has your current home country address.

\_\_\_ Pay your University fees, if applicable. This includes any outstanding fees that you may have accrued on campus for services such as your parking, printing and remote internet access.

\_\_\_ Save all of your immigration documents (all DS-2019s, passports, visas) even after they expire. They may be helpful when arranging your future trips to the United States. Also be sure to keep your Social Security Card, Michigan Driver's License and Michigan Tech ID.

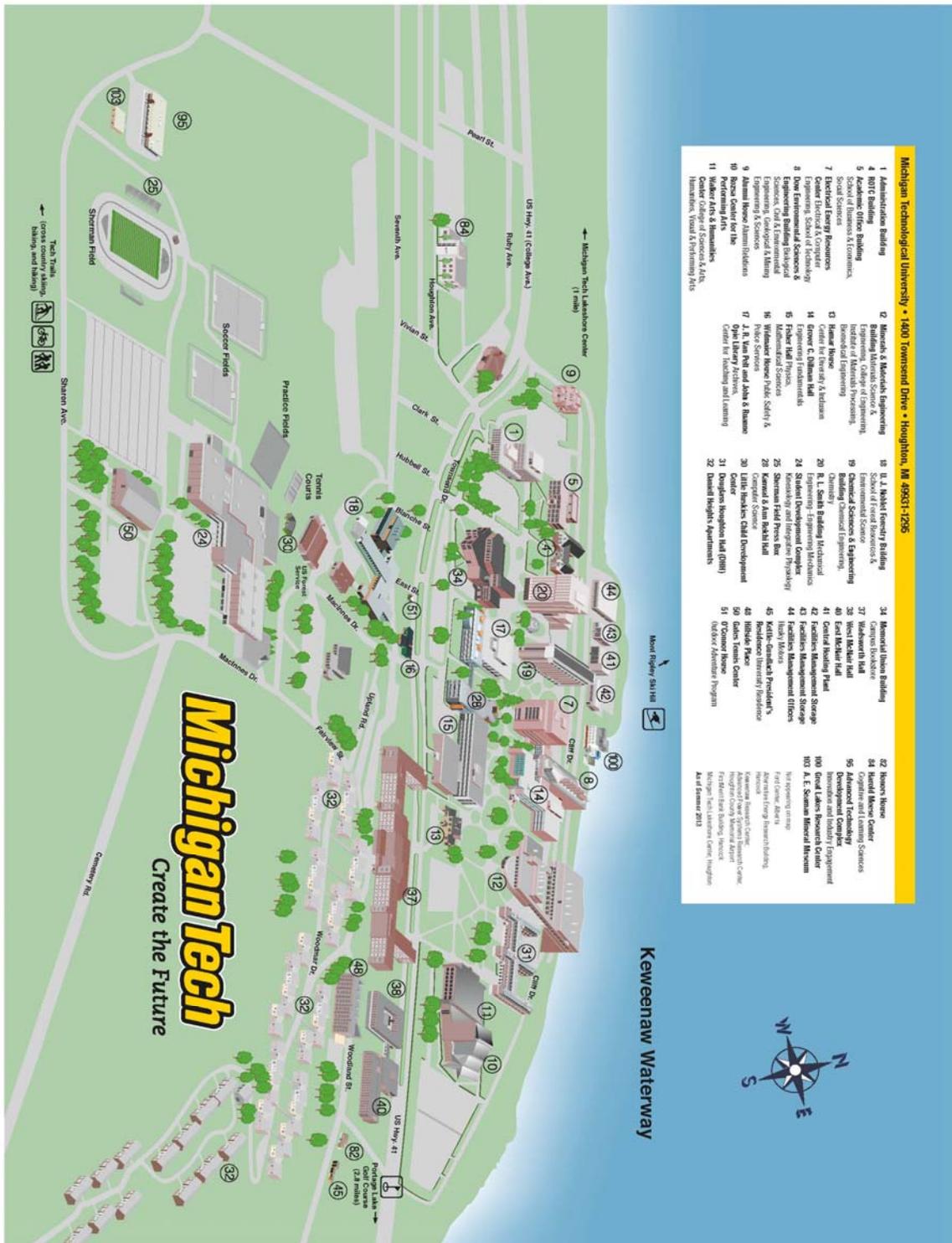
\_\_\_ File your tax return or mark your calendar for tax filing season, if applicable.

\_\_\_ Request the return of your apartment deposit from your apartment complex or landlord. You will need to have a walk-through in the apartment with the apartment complex manager or landlord to make sure that you are eligible to receive your deposit back. Note: 30- or 60-day notice of move out may be required by your lease.

\_\_\_ Close your bank account if you do not intend to return to the United States.



# CAMPUS MAP



## MICHIGAN TECH PUBLIC SAFETY AND POLICE SERVICES

For all emergencies call 911, 24 hours per day / 7 days per week. Michigan Tech Public Safety Office Phone Number: (906)-487-2216, 24 hours per day / 7 days per week.