

2019-2020

J-1 Exchange Visitor Guide



Center for Global Education & Field Study
Colorado College

Welcome to Colorado College

The staff of the Center for Global Education & Field Study would like to welcome you to our international community! Colorado College (CC) has never been more diverse than at the present time. We hope that you will take advantage of the opportunities CC offers and that your interactions with each other, as well as with the rest of the community, will be stimulating, enjoyable, and productive. You will find that the Colorado Springs area offers the cultural and educational opportunities of a large city, while still being easy to navigate.

Please read this guide carefully. It gives important information on the J-1 Exchange Program, your visa application process, your rights and responsibilities as a J-1 Scholar and practical resources to help you get settled at Colorado College.

Our staff has many years of experience advising students and scholars on immigration matters, and we are a valuable resource for information on settling into this area. We look forward to being a helpful part of your CC experience. Our best wishes for a successful and enjoyable stay!

J-1 EXCHANGE VISITOR PROGRAM OVERVIEW

The J-1 Exchange Visitor Program is a Federal program administered by the Department of State which implements the Mutual Educational and Cultural Exchange Act of 1961. This Act promotes mutual understanding between the peoples of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides eligible foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

The J-1 Exchange Visitor Program is organized into a number of different categories. The Center for Global Education at Colorado College has been designated to sponsor the following categories: Student, Professor, Research scholar, Short-term scholar and Specialist. Our advisors are trained officers who can help you understand applicable federal, state and university regulations and policies.

It is important to remember that the Exchange Visitor Program at Colorado College is not an expedient means of employing foreign nationals (or- from the scholar's point of view - for working in the US), but is intended to further the educational, cultural, and research interests of the foreign student or scholar as much as the needs of the faculty sponsor, grant program, or College.

The Office of Designation

The U.S. Department of State's Office of Designation designates, monitors and partners with U.S. organizations to administer the Exchange Visitor Program, including government agencies, academic institutions, educational and cultural organizations, and corporations. In compliance with 22 CFR (Code of Federal Regulations) Part 62, following is the Office of Designation's address:

Address:

U.S. Department of State
Office of Designation - Academic and Government Programs Division
ECA/EC/AG – SA-5, Floor C2
2200 C Street, NW
Washington, DC 20522-0582

Telephone: 202-203-7131

Fax: 202-632-2701

Web address: <http://j1visa.state.gov/participants/>

Email address: Jvisas@state.gov

[Exchange Visitor Program Participant Welcome Brochure \(PDF\)](#)

[William Wilberforce Pamphlet on the Rights and Protections for Temporary Workers \(PDF\)](#)

To safeguard the health, safety and welfare of all exchange visitors, the Department of State has an Exchange Visitor Program (EVP) Emergency Hotline – 1-866-283-9090 – a 24/7 toll-free telephone number that allows exchange visitors to directly contact the Department in emergency and urgent situations. A Department representative is available 24 hours a day.

Responsible Officer (RO) and Alternate Responsible Officers (AROs)

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PRE-ARRIVAL INFORMATION

Applying for the J-1 Visa at the U.S. Consulate/Embassy:

Step 1: Check your documents; make sure you check the form DS-2019 carefully to ensure the information is correct. If you believe there is an error, please contact our office directly (ISSS@coloradocollege.edu). Your passport needs to be valid at least 6 months into the future at all times (during the visa application process and your stay in the U.S.).

Step 2: Pay the SEVIS fee (\$220) with Form I-901. Make sure to print the confirmation of payment of this fee; you will need this for your visa application. For more information and how to pay, please visit: <https://www.fmjfee.com/i901fee/>

Step 3: Apply for the J-1 visa with the nearest U.S. Consulate/Embassy. Please refer to [their website](#) for detailed information on which documents to bring, and when to visit them for your visa interview. For a list of all Embassies, please visit: <http://www.usembassy.gov/> ***Note: Canadian citizens do not need a visa to enter the U.S.** **Family members (J-2 status) will have to apply for their own visa and pay applicable visa fees. They do not have to pay the SEVIS fee as your fee covers the entire family.

Step 4: Review the health insurance requirements for you and dependents that are traveling to the U.S. All J-1 Scholars and dependents MUST have valid health insurance throughout the duration of their DS-2019.

HEALTH INSURANCE

The Department of State (DOS) requires all participants of the J-1 Exchange Visitor Program to have and maintain health insurance which covers the exchange visitor and all accompanying family members for the entire duration of their DS-2019, even if the dependents (J-2) are arriving in the U.S. at a later date of the principal (J-1). **All J-1 exchange visitors must purchase a pre-screened plan (see insurance information on our website [here](#)) and provide proof of enrollment upon check-in that covers the duration of your exchange program.**

Please note that failure to maintain adequate health insurance for the principal and dependents throughout the duration of your DS-2019 is considered to be a violation of the Exchange Visitor Program regulations, which will result in termination from the program.



WHAT TO BRING

With a mild climate, the Colorado Springs average temperature information provided here gives an accurate picture of seasonal temperature changes throughout the year. Information is given by month. Do not bring too many items from home that can easily be bought in the U.S. Be sure to bring enough toiletries with you to last several days upon arrival. You do not know how soon you may be able to go to a store to buy the basic necessities. Colorado Springs has many large shopping centers as well as ethnic grocery stores. Many foods from your country can be bought in Colorado Springs too!

Clothing

Check with your department regarding specific dress code. A good raincoat or umbrella is necessary. You will also want heavy winter clothing and a coat/gloves/hat for those cold winter months.

Electrical Items

The U.S. uses 110v electrical current. Many small electrical items like hair dryers and electric razors are inexpensive in the U.S. and you may wish to purchase those items when you arrive. If you bring a computer, or other electrical items, you may buy a simple plug adaptor in the U.S.

Linens and Towels

Bed linens, pillows, blankets and towels can be purchased inexpensively. Past Scholars have suggested bringing one set of linens and towels for the first days you are here then purchasing more if you need.

Medical Items

Make sure that any prescription medications you bring with you are labeled and are in their original containers. Make sure the name on the containers matches the name on your passport to avoid any problems when you are entering the U. S. Please bring a copy of any prescriptions you will need using the generic name of the medication in English.

Money

Make sure your ATM card will work in the U.S. before you leave! The Cirrus, Plus, Mastercard and Visa systems are the most widely accepted. We recommend you have access to enough funds to cover immediate expenses. We recommend you have at least \$1,000 in hard currency, travellers checks or pre-paid cards in case you need quick access to cash when you first arrive. You can change your money at a local bank. There may be a conversion fee, but it will probably be less than the fee at the airport.

High °F	Low °F		High °C	Low °C
43	18	January	6	-8
45	20	February	7	-7
52	26	March	11	-3
60	33	April	15	1
69	43	May	21	6
79	51	June	26	11
85	57	July	29	14
82	56	August	28	13
75	47	September	24	9
63	36	October	17	2
51	25	November	11	-4
42	18	December	6	-8
62	36	Year	17	2

Average Colorado Springs temperatures

IMPORTANT: You should enter the U.S. no more than 30 days prior to the start date on your DS-2019 form. If you are unable to enter the U.S. within 7 days after the start date on your DS-2019, you should notify your host department as well as ISSS of your expected arrival date.

At the Airport

You will be asked to show your documents in the first city you arrive in in the U.S. to be given permission to enter the country.

Please carry with you (in your carry-on bag, NOT in your checked baggage):

- Passport with J-1 visa stamp
- Original DS-2019 form
- the supporting documentation that you showed to the United States Embassy to obtain the visa.

Customs and Border Protection (CBP) will issue you an electronic I-94 record when you enter the U.S. After you arrive you will need to print your I-94 yourself by visiting the [CBP I-94 Retrieval web page](#). Make sure this form shows your admission class as "J-1" and admit until date as "D/S". Your dependents should show J-2 as the class of admission. Please print your new I-94 prior to attending the OIP Check-In. We will need a copy of your I-94 to complete your check-in process.

The Center for Global Education is located in Armstrong Hall, 2nd floor (west side of the building just above the Registrar's Office). Our office hours are 8:00am -5:00pm, Monday - Friday only.

TO-DO LIST AT CC

┌ **Meet with Department:** Meet with your supervisor in your host department to become familiar with your work place and complete any necessary paperwork with the personnel representative of the department. You will receive your Campus ID number from the personnel representative.

┌ **Immigration Check-in:** Check-in is mandatory. Bring the following documents/information to your appointment: passport, visa, DS-2019, I-94, proof of health insurance for principal and dependents and U.S. address.

┌ **Campus ID Card:** Obtain a Campus Gold Card at the Worner Desk open from Monday through Friday, from 8am to 5pm. You will need to get your Campus ID number from your department to retrieve your Gold card.

┌ **SSN Application:** If you are going to receive payment from CC you will need to apply for a Social Security number (SSN). You should apply for the SS # at your earliest convenience, however, no sooner than 10 days after your arrival and 5 days after your OIP check in.

┌ **Taxes:** If you receive payment from CC, you must meet with the Tax and Compliance Manager to set up your Glacier account. Their office is located in the Spencer Center, 2nd floor.

┌ **Open a U.S. Bank Account:** We recommend that you open a bank account with one of the banks located close to campus. Bring all your immigration documents with you to open an account.

┌ **Be Safe:** Make note of the CC safety procedures and the services available for you through Campus Police. More information is available here: www.coloradocollege.edu/offices/campussafety/



In Colorado Springs, there is something for everyone. Thanks to our beautiful weather and blue skies, you can enjoy our many [parks & trails](#) year-round. Catch Colorado Springs on a rainy day? Go to one of the [great museums](#) in the area. Use websites, newspapers and talk to other faculty and staff to learn about what's going on. Here are some helpful sites:

Colorado Springs newspaper – <http://gazette.com/>
Colorado Springs Independent newspaper - <http://www.csindy.com/> Weekly guide to local art, music, and events - <http://www.peakradar.com/> Tourist website -- www.visitcos.com

Restaurants

There are so many great restaurants in Colorado Springs; you will not find the time to try them all! Use these websites to find your way to great restaurants: www.visitcos.com/colorado-springs-restaurants

If you want personal recommendations, ask someone in our office – we would love to tell you where we like to eat!

Dining on Campus

There are many dining options throughout campus. Please visit www.coloradocollege.edu/lifeatcc/housing/whereweeat/ for a detailed list.

Cell phones

There are many cell phone companies so do some research to determine which plans are most advantageous for your calling destination. Some companies include: Verizon, AT&T, Sprint and T-Mobile. Most companies want you to sign a 1-2 year contract (especially if you want a free/cheap phone) and want you to have a Social Security number. If you don't want to sign a contract or don't have a Social Security number, you can buy "pre-paid" phone plans and pay for the phone. Our office also has SIM cards available through CampusSIMS

Transportation

CCAT Service: Colorado College Alternative Transportation Service is a shuttle service that runs Wednesday thru Saturday evening from 9pm to 2am.

Shopping and Resources in the CC Area

There are several stores within biking/walking within walking distance of campus, and many a short bus ride away.

Shopping and Resources in the CC Area:

Wal-Mart @ Eighth Street. This discount superstore has everything from housing items to clothing and footwear.

Citadel Mall @ Academy & Platte: This shopping mall has a wide range of retail stores and a great place to buff up your winter wardrobe. Easily accessible by bus.

Tejon Street in downtown Colorado Springs: Tejon Street is the main thoroughfare through downtown Colorado Springs. Many retail establishments and numerous restaurants. Come with energy and comfy shoes!

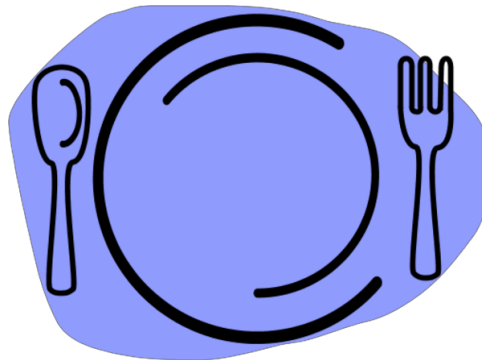
Craigslist on the Internet: Craigslist is a one stop site for apartments, housing, and used items ranging from furniture to cars. Definitely recommended, but use caution when purchasing items through individual sellers. There are many fraudulent listings on this site. Never pay for something in advance or meet someone alone.

Grocery Shopping Near CC:

King Soopers @ Uintah Gardens: a large grocery store with groceries as well as hygiene and basic household items. 1.8 miles (3km) from campus.

Trader Joe's @ University Village: a medium sized store with affordable specialty items and gourmet natural foods.

Safeway @ Wahsatch & Jackson: a large grocery store comparable to King Soopers. 1.6 miles (2.5km) from campus.



CAMPUS RESOURCES

Computer Access

Your CC email account and password are established as soon as your host department completes your hiring process as an Exchange Visitor at CC. Check with your department to determine when you will receive your CC ID and password. Contact the Office of Information Technology Services (719-389-6449) to identify your password or if you have any problems accessing your email.

Library Services

CC's main library is Tutt library. There are several other specialized libraries located on campus. You can access their websites from the main Library webpage. You will automatically have access with your campus Gold Card: you can check out books and use their computer labs and other services.

Campus Recreation

CC has a very elaborate Recreation Center: The El Pomar Sports Center is open to all Colorado College students, faculty and staff and includes a fully equipped gymnasium, swimming pools, outdoor sporting facilities, and a variety of classes (yoga, indoor and outdoor club sports, fitness, etc.) You must have a valid Gold Card available in order to access the facility.

Campus Safety

The Colorado College Department of Campus Safety is committed to providing a high quality of service and shall maintain the highest standards of personal integrity and ethics. We hope your time here at CC is safe and productive. The Colorado College Department of Campus Safety is here to assist you and provide a safe learning environment for students, faculty/staff and guests of the College. Concerned with the protection of life and property, the Campus Safety Officers enforce both the laws of the State of Colorado and regulations of the College. Emergency blue light telephones have been placed about campus for your safety. These phones are distinctly marked with a yellow phone box attached to a white pole with a blue-lighted bulb on top. When activated, you will be in immediate voice contact with a Campus Safety Officer.

Safe Ride Service: We encourage all members of the campus community to use common sense and practice good personal safety techniques at all times. Students and employees alike are encouraged to walk in groups of three or more, especially during the hours of darkness. However, when this is not possible, please use the College's Safe Ride Service. Colorado College community members may call the Safe Ride Service and receive an escort up to 5 blocks away from campus. To contact the Safe Ride Service call extension 6340 or Campus Safety Dispatch at extension 6707. Provide the Service with your name, current location, where you wish to go and a contact number. Please remain in the building lobby or your car until the arrival of the Safe Ride vehicle.

Safe Ride hours of operation:

Monday through Sunday 5 PM to 2 AM.