Welcome to Oklahoma State University!

J-1 Exchange Visitor Orientation
The objective of the J-1 Exchange Visitor Program is “to increase mutual understanding between the people of the United States and people of other countries by means of educational and cultural exchanges.” [Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act of 1961)].

The Exchange Visitor program is often referred to as a “J-1 Program” because the “J-1” class of visa is issued to international professionals and students invited to the United States to participate in educational and cultural exchange activities.
All visiting international scholars, regardless of immigration status, must have official university appointments or academic affiliations with the University. Scholars may or may not be paid by the university.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Minimum Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Scholar</td>
<td>3 Weeks</td>
<td>5 Years</td>
</tr>
<tr>
<td>Professor</td>
<td>3 Weeks</td>
<td>5 Years</td>
</tr>
<tr>
<td>Short-Term Scholar</td>
<td>No minimum</td>
<td>6 Months</td>
</tr>
<tr>
<td>Intern</td>
<td>3 Weeks</td>
<td>12 Months</td>
</tr>
</tbody>
</table>

- As a J-1 exchange visitor you may be subject to either the 212-E Home Residency Requirement or the 2-Year Participation Bar. For more information, visit the ISS website [here](#) and click on “J-Scholar Participation Bar Regulation”.
Feeling a little overwhelmed, tense, and anxious by a new culture is a normal experience known as “culture shock.”

- "Plunge" into your host culture and wrestle with the differences.
- Keep an open mind; it is natural to have preconceived ideas and beliefs that come into question while abroad.
- Athletic activities like team sports or taking walks may be helpful.
- Get to know others at your host school or organization.
- Do not isolate yourself.
- Learn as much as you can about your host culture.

If these emotions are affecting your everyday life and interfering with your work and social life, find a local person with whom you can discuss your frustrations and encounters.
Some American customs may seem strange to people from other countries, but knowing about them may help you better adapt during your stay in the U.S.

Americans...

- like privacy and personal space.
- can be very direct and honest, even though it may seem rude to people from another culture.
- ask about how your day is going without expecting an answer.
- wait their turn in lines.
- value independent thinking.
- like to joke, smile and talk.
- like to dress and entertain informally.
- are very concerned with personal hygiene and cleanliness. They are very sensitive to smell and it is not uncommon for them to wear perfume/cologne or use candles and air fresheners.
**Being On Time is Important!**

<table>
<thead>
<tr>
<th>Work/Formal Events</th>
<th>Social/Informal Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>On time/5 minutes early</td>
<td>Time is a little more flexible</td>
</tr>
</tbody>
</table>

Examples: Work, Formal Dinner, Movie, Concert or Performance

Examples: Informal Dinner, “Come-and-Go” Event, Social Gathering

**NOTE:** You will find that some Americans are more punctual than others.
OSU-Tulsa and the OSU Center for Health Sciences are both located in Tulsa, Oklahoma. With a population of close to 400,000 citizens, Tulsa has many exciting attractions and is home to shops, restaurants, museums, theaters, art galleries, parks, golf courses, walking trails, bike trails, and the beautiful Arkansas River.

For more information about the city of Tulsa, visit: cityoftulsa.org
Local Community Resources

- Tulsa Bus System: [tulsatransit.org](http://tulsatransit.org)
- Tulsa City-County Library: [tulsalibrary.org](http://tulsalibrary.org)
- Banks
  - Bank of America: [bankofamerica.com](http://bankofamerica.com)
  - Bank of Oklahoma: [bankofoklahoma.com](http://bankofoklahoma.com)
  - Spirit Bank: [spiritbank.com](http://spiritbank.com)
  - Chase Bank: [chase.com](http://chase.com)
  - Arvest Bank: [arvest.com](http://arvest.com)
- Tulsa Public Schools: [tulsaschools.org](http://tulsaschools.org)
Healthcare & Emergency Assistance

- **OSU Medical Center:**
  - 744 W 9th Street
  - (918) 579-1000

- **Hillcrest Medical Center:**
  - 1120 S Utica Avenue
  - (918) 579-1000

- **Tulsa Co. Health Department**
  - 918-582-9355
  - [tulsa-health.org](http://tulsa-health.org)

- **Poison Control:**
  - 1-800-222-1222
  - [Website](http://tulsa-health.org)

- **OSU-Tulsa Police (Non-Emergency):**
  - 918-594-8123
  - [osu-tulsa.okstate.edu/police](http://osu-tulsa.okstate.edu/police)

- **OSU-Tulsa Campus Safety:**
  - [osu-tulsa.okstate.edu/safety](http://osu-tulsa.okstate.edu/safety)

- **Tulsa Police Dept. (Non-Emergency):**
  - (918) 596-9222
  - [tulsapolice.org](http://tulsapolice.org)

- Poison Control:
  - 1-800-222-1222
  - Website

- **Tulsa Police Dept. (Non-Emergency):**
  - (918) 596-9222
  - [tulsapolice.org](http://tulsapolice.org)
If you are coming to the United States to work, we are confident that you will have a pleasant and rewarding stay. If you should encounter any problems, however, know that you have rights and can get help. The pamphlet linked below informs you of your rights as a J-1 visa holder. The U.S. government created this pamphlet at the prompting of the William Wilberforce Trafficking Victims Protection Reauthorization Act (Public Law 110-457), which reaffirms and strengthens the U.S. government’s commitment to fight human trafficking and labor abuses in all their forms.

- Rights and Protections for Temporary Workers

(U.S. Department of State website)
Required Updates

Report any personal information changes to ISS within 10 days.

- Dependents entering/leaving the U.S.
- Local residential address
- Email address
- Place (office/lab) where research is conducted

NOTE: Failure to report these changes could result in termination of your SEVIS record.
Scholars must maintain medical insurance (for themselves and J-2 dependents, if any) that meets the Dept. of State requirements:

- Major medical coverage: $100,000
- Medical Evacuation: $50,000
- Repatriation of Remains: $25,000
- Deductible not to exceed $500

Proof of medical insurance must be submitted to the ISS Office within **10 days** of arrival.

*Failure to submit proof of valid insurance will result in termination of your SEVIS record!*
I-94 is a record of your entry to the U.S.

- Passport information is required to access I-94
- I-94 can be printed out as many times as necessary
- You will have a new I-94 record for each entry into the U.S.
- D/S = Duration of Status
- Travel History can also be accessed

I-94 can be found here: i94.cbp.dhs.gov
ID Can Be Used For

- Building/Lab Access

- Laptop computers and books check-out at library

IMPORTANT!

- OSU affiliations are tied to the expiration date on the DS-2019. If you receive a program extension, notify the ISS Office so we can request an extension of the OSU ID (please allow 3-5 days for processing).

- Affiliations are only valid for one calendar year. If you are at OSU for longer than 1 year, the ISS Office must request an extension.

- You will receive an email from ID services before your affiliation expires. Please notify the ISS Office at this time if you plan to extend your program.
Activate O-Key Account - okey.okstate.edu

For questions regarding your O-Key Account, please contact IT Services in Main Hall 2302 (918-594-8200, tulsa.helpdesk@okstate.edu).
Traveling Out of US

- Check with Supervisor for permission
- Bring your DS-2019 and Passport to the ISS Office
- Complete Travel Validation Form
- Receive a travel signature on your DS-2019
- Travel with valid passport, visa, and DS-2019
- Dependents must go with you if your trip is longer than 3 weeks

**NOTE:** Travelling outside the US within the 30 day grace period after your DS-2019 has expired is not allowed.
For travel within the U.S. you **do not** need a signature on your DS-2019

- Exception: Cruises, and Alaska or Hawaii – re-entry into U.S. may be at international port. ISS recommends receiving a travel signature before leaving.
Cultural Exchange is a required component of the J-1 Program. You are required to report participation at the completion of your program.

- International Student Organization: [orgs.okstate.edu/iso](http://orgs.okstate.edu/iso)
- OSU-Tulsa Events Calendar: [osu-tulsa.okstate.edu/news](http://osu-tulsa.okstate.edu/news)
- OSU Sports Events: [okstate.com](http://okstate.com)
- *The Current*: [osu-tulsa.okstate.edu/thecurrent](http://osu-tulsa.okstate.edu/thecurrent)
The Listserv is an email that is sent weekly from the ISS Office.

- The Listserv includes:
  - Cultural Events on Campus
  - Workshops
  - OSU Campus Events
  - Stillwater, Oklahoma City, Tulsa Community Events
  - Weather related information

To sign up for the ISS Listserv visit the ISS website here: iss.okstate.edu/listserv
30 days prior to your program end date you will receive an email notification. Your options include:

- Program Completion
- Extension
- Transfer

**NOTE:** Please notify ISS as soon as possible with your decision. Once your record has expired, the ISS will not be able to make any changes to your program.
If your department wishes to extend your program it must be processed **before** the DS-2019 expiration date.

- Department fills out DS-2019 extension request
- ISS will need:
  - Invitation letter from dept.
  - Financial support (if not paid by OSU)
  - Proof of extended health insurance
If you wish to transfer to another institute or university within the U.S.:

- Complete Transfer-Out Form from ISS
- Offer letter from a new university/institution
- Contact International Office at new university/institution for transfer acceptance
- Process must be completed **before** DS-2019 expires
Prior to your departure:

- Supervisor and Scholar fill out Program Completion Form and return to ISS Office (2 separate forms)
- Submit cultural activities on the ISS website
- Clear your bursar account
- Cancel housing contract

30-day grace period after DS-2019 expires. Must leave U.S. by 30th day.
Office of Designation
Academic and Government Programs Division

Mailing Address:
U.S. Department of State Office of Designation
Academic and Government Programs Division
ECA/EC/AG – SA-5
Floor C22200 CStreet
NW Washington, DC 20522-0582

Street Address (couriers):
U.S. Department of State Office of Designation
Academic and Government Programs Division
ECA/EC/AG – SA-5
Floor C22200 CStreet
NW Washington, DC 20037

Fax Number: 202-632-2701
Email Address: jvisas@state.gov

Bureau of Educational and Cultural Affairs Website: eca.state.gov
J-1 Exchange Visitor Program Website: j1visa.state.gov
International Students and Scholars
Contact Information

J-1 Exchange Visitor Program Staff

- Regina Henry – Coordinator of Immigration, RO
  - regina.henry@okstate.edu
- Elaina Mullins – Senior Administrative Assistant
  - emmulli@okstate.edu
- Linda Garmy – Tax Coordinator
  - linda.dunbar@okstate.edu
- Trisha Chaparala Iyonsi – ARO
  - trisha.iyonsi@okstate.edu
- Karen Sebring – ARO
  - karen.sebring@okstate.edu
- Tim Huff – ISS Manager
  - tim.huff@okstate.edu

Telephone: 405-744-5459
Fax: 405-744-8120
Website: iss.okstate.edu