Maintaining Legal Status as a J-1 Visiting Professor

Like all other countries of the world, the United States has laws and regulations governing foreigners who are temporarily within its boundaries. These regulations are often complex, and they change periodically. You are responsible for knowing the regulations regarding your particular immigration status. Violating any of these regulations will result in your falling out of status and can have serious short-term and long-term consequences. Listed below are essential rules by which J-1 professors are responsible for abiding with respect to U.S. immigration law and regulations:

- **SEVIS Registration:** Following the visiting professor’s initial entry to the US, he/she should report to the ISSS Office (Royce Hall 111B) with his/her immigration documents.
- **Address or Source of Funding:** Report any change in address or source of funding to ISSS by emailing isss@uwplatt.edu. J-1 professors are required to report change of address or funding to ISSS within 10 days of the change.
- **Passport:** Keep the passport valid. In most cases, passports can be renewed by the J-1 professor's home country consulate without leaving the U.S. The DOS maintains a complete list of Foreign Embassies in the US.
- **I-94:** Print 2 copies of your Form I-94 from [https://i94.cbp.dhs.gov/I94](https://i94.cbp.dhs.gov/I94) each time you re-enter the U.S. from overseas and bring one copy to the ISSS Office in Royce Hall. It is important to note that if you leave and re-enter the U.S. during your authorized program, your previous Form I-94 will be overwritten and a new automated record will be created. If your I-94 record contains any errors or if you cannot find your I-94 record online, immediately notify the ISSS Office.
- **Health Insurance:** Comply with Department of State federal health insurance requirements for J-1 professors and their families. Failure to secure or maintain adequate health insurance will result in termination of the J-1 program participation.
- **Travel Signatures:** J-1 professors who plan on traveling outside of the U.S anytime during their stay in the U.S must have a valid travel signature by a UW-Platteville official on their DS-2019 and they must take it along to be re-admitted to the USA. Travel signatures for a DS-2019 (page 1) are valid for 6 months.
- **Employment:** Do not accept unauthorized employment. The only activity the J-1 professor is permitted to do is the one described in section 4 of the DS-2019 form at the pre-determined site(s) of activity in SEVIS. If the J-1 professor’s approved activity and site(s) of J-1 activity is unclear, contact ISSS. The J-1 professor must consult an ISSS advisor in advance if s/he wishes to take up any other work during the stay.
- **Transfer:** If offered a comparable position at another college or university, discuss plans with an ISSS advisor in advance to make sure that the required J-1 transfer procedure can be accomplished.
- **Program End Date/Extension:** Be aware of program end date on the DS-2019. This is **not** the J-1 visa expiration date. If the J-1 professor’s appointment at UW-Platteville is being extended, the hosting department must contact ISSS to have the DS-2019 form extended at least six weeks prior to the current DS-2019 end date.
- **Departure from the U.S.:** After the end date listed on their DS-2019, J-1 professors have a 30 day grace period to prepare for departure from the U.S.
- **Taxes:** All international students and scholars are expected to complete and file tax forms with the U.S. federal government, whether or not they had earned income during the tax year.