Orientation for J-1 Student Interns

Harvard International Office
Today’s Agenda

• Harvard International Office (HIO)
• Immigration Regulations
• Settling-in Topics
• Resources
• Things to do in the Area
HIO Services

- Website  
  (hio.harvard.edu)
- Advising
- Orientations
- Events
- Tax Information & Software
Please register with the HIO as soon as possible after arrival by sending registration form via email!

https://www.hio.harvard.edu/hio-registration-form
HIO Social Media – Follow us!

Instagram - @hio.harvard

Twitter - @HarvardHIO
Contacting the HIO

• Daily Advisor-on-Call hours via Zoom
• Walk-in hours for travel signatures & document pick-up
• Make an appointment with your advisor
HIO Advisor-on-Call

- Advisor-on-Call via Zoom for quick questions
- Monday – Friday from 9:00 -10:00 am and 4:00 - 5:00 pm ET
- First-come, first-serve basis
- To access the waiting room click Meeting Link, Password: HIOZoom

HIO closed Saturdays and Sundays and official University holidays
HIO Walk-in Hours - Smith Campus Center

- Open Office Hour for document pick-up, travel signatures, free SIM cards
- Monday – Friday from 12:00 – 2:00 pm (except univ. holidays)
- HIO Office – Smith Campus Center, 8th floor, Suite 864
- First-come, first-serve basis, no appointment needed
- NOT for registrations or advising questions
Open Office Hours for document pick-up and travel signatures

Every other Wednesday from 1 – 3 pm (See HIO website for schedule)

HMS/HSDM Office for Postdoctoral Fellows – Gordon Hall 006

First-come, first-serve basis, no appointment needed

NOT for registrations or advising questions
Who is my HIO Advisor?

Who Is My Advisor?

- Students
- Scholars
- Student Interns
- Harvard Affiliated Hospital Scholars

https://www.hio.harvard.edu/talk-advisor
When to Contact Your Advisor?

- Possible changes in your internship
- Change in source and/or amount of your funding
- Urgent need to travel outside the U.S.
- Serious illness
Change of Address

• For Student Interns with Harvard ID: Report change of address to HIO using form on our website → https://www.hio.harvard.edu/report-change-address

• For Student Interns at the Harvard-affiliated hospitals: Report change of address via email to HIO → internationaloffice@harvard.edu

• Inform your internship site
Finding Fellow Citizens at Harvard

Send Email to:

internationaloffice@harvard.edu

• Your Name
• Country of Birth
• Date of Birth
Harvard Identification Card*

*Student Interns at Harvard-affiliated hospitals are not eligible for a Harvard ID

- ID Card Services Office, Smith Campus Center, 8th Floor: [https://www.campusservicecenter.harvard.edu/services/id-cards](https://www.campusservicecenter.harvard.edu/services/id-cards)
- Library Card
- Crimson Cash Card “Debit Card” to be used around campus for photocopy machines, soda/food vending machines, companies that accept Crimson Cash
Security
Harvard Police Department

Urgent calls Cambridge:  617-495-1212
Urgent calls Longwood:  617-432-1212

Business calls:  617-495-1215

911 is the emergency number throughout the U.S. and Canada for the fire department, ambulance and police.
Staying Safe

- Stay alert and aware of your surroundings
- Walk in groups in the dark when possible
- Know more than one way to get home
- Use GPS in apps for tracking bus/shuttle
- Blue lights/phones are located throughout the campus
Staying Safe

Student Interns with Harvard ID:

• Sign up for MessageMe – in case of emergency on campus: https://messageme.harvard.edu/

• Register your laptop and/or bicycle with HUPD

Student Interns at Harvard-affiliated hospitals:

• Check with internship site for emergency messaging service in Longwood Medical Area
Immigration
J-1 Exchange Visitors
U.S. Department of State

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

https://www.hio.harvard.edu/j-exchange-visitor-guide
Passport

Must be valid at least 6 months into the future
Visa Stamp

It is okay if it expires while you are inside the U.S.
J-1 Exchange Visitor Form DS-2019

Program end date

2-Year Home Residency

SEVIS Number

Travel Signature

HARVARD International Office
Check for J1; D/S for “Duration of Status”

**Most Recent I-94**

<table>
<thead>
<tr>
<th>Admission (I-94) Record Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Recent Date of Entry: 2018 July 10</td>
</tr>
<tr>
<td>Class of Admission: J1</td>
</tr>
<tr>
<td>Admit Until Date: D/S</td>
</tr>
<tr>
<td>Details provided on the I-94 Information form:</td>
</tr>
</tbody>
</table>

- Last/Surname:
- First (Given) Name:
- Birth Date:
- Passport Number:
- Country of Issuance:
Immigration authorities check for immigration documents 100 miles from the border.
Keep Electronic Copies of Immigration Documents

- Passport
- Visa
- DS-2019
- SEVIS Fee Payment Receipt
- Downloaded I-94 Records
12-Month Bar for J-1 Student Interns

1. If your internship is **6 months or longer**, the Dept. of State imposes a wait period of 12 months ("12-month bar") before you can return to the U.S. as a J-1 Research Scholar or Professor (common visa category for postdoctoral fellows).

2. J-1 Student Interns may return to the U.S. on a different kind of visa during the 12-month bar period, such as B1/B2 tourist visa or J-1 or F-1 student visa.

3. The J-1 Student Intern visa is limited to 12 months per degree program and eligible students must be enrolled in a degree program outside the U.S.
2-Year Home Residence Requirement

• If you are subject to 212(e), you are ineligible for a long-term visa in the U.S., e.g., H-1B work visa or Permanent Residency/Green Card, until you have fulfilled or waived the requirement.

• Always consult with your HIO Advisor before applying for a waiver of the 212(e).
Evaluation Requirements for J-1 Student Interns

- Immigration regulations require submission of evaluations to the HIO – completed by both student intern & supervisor

- If your internship duration is 6 months or less, only a **Final Evaluation** is required

- If your internship duration is longer than 6 months, a **Midpoint Evaluation** and a **Final Evaluation** are required

- Evaluation form on HIO website: [https://www.hio.harvard.edu/j-1-student-intern-evaluation-form](https://www.hio.harvard.edu/j-1-student-intern-evaluation-form)
Extensions for J-1 Student Interns

• J-1 Student Intern status can only be granted for up to 12 months
  ➢ Extensions beyond 12 months not possible

• Student interns must remain enrolled in degree program abroad for full length of internship, including extension

• If your internship is extended, for ex. from 6 to 12 months, your department needs to be in touch with the HIO before your DS-2019 end date
Avoid Unlawful Presence

- Always conduct full-time research activities as outlined in DS-7002 Training and Internship Plan
- Never accept any employment or additional internship without checking with the HIO first; don’t work without authorization
- Do not let your DS-2019 expire
- Understand that laws are different between state and federal, e.g., marijuana (legal in Massachusetts but not legal at the federal level)
- Federal laws govern all airports in the U.S.!
Social Security Number
Why do you need a Social Security Number (SSN)?

• Required if you are receiving stipend/payment from your internship site

• However, you may be asked for it in other non-work related situations.

When can you apply?

• No earlier than 10 days after registering with the HIO and once you have the required documents
What do you need?

- Online Application form
- Passport
- Visa stamp
- DS-2019
- HIO authorization letter

Check HIO website:
https://www.hio.harvard.edu/social-security-numbers
(request HIO authorization letter under SSN Application Instructions)
What to do?

- Gather required documents, including HIO authorization letter
- Complete the Online Social Security Number Application on the Social Security Administration (SSA) website
- Visit local SSA office within 45 days to complete application process
- Card is not given immediately – should arrive in the mail within 14 business days (approximately 3 weeks)
- Leave SSA office with a confirmation letter
- Show the letter to the administrator at your internship site (if you are receiving stipend/payment)
Where do you complete the application process?

Social Security Office Cambridge
10 Fawcett Street, Cambridge
#74 or #75 Bus from Harvard Square

Social Security Office Boston
O’Neill Federal Building
10 Causeway Street
Green line North Station Stop

- Social Security Administration offices offer walk-in services
- Staffing is reduced and social distancing protocols are in place so be prepared to wait (possibly outside)
Harvard Resources and Traditions
Harvard University Library Privileges for those not eligible for a Harvard ID

- **Widener Library (main campus):**
  - Harvard faculty member can sponsor a Library Borrowing Card – faculty must submit [Harvard Library Proxy Application Form](https://harvardlibraryproxy.org)
  - Free, expires after 1 year or with end of role

- **Countway Library (HMS):**
  - Harvard faculty member can sponsor a Library Proxy account: [https://countway.harvard.edu/about/research-assistants](https://countway.harvard.edu/about/research-assistants)
Harvard Athletics

Harvard Gym Membership
(check with membership office for eligibility & cost)
https://recreation.gocrimson.com

Harvard Spectator Sports
https://gocrimson.com
Harvard Language Exchange

Informal language practice open to all Harvard affiliates.
Exchange conversation in your own language for conversation in your target language.
Match with prospective partners online.
Meet virtually or in person.

Visit languageexchange.fas.harvard.edu to sign up.

https://language.fas.harvard.edu/language-exchange-harvard-language-center
Office for Equity, Diversity, Inclusion & Belonging

Events Calendar:  
https://calendar.college.harvard.edu/edib

Newsletter:  
http://dib.harvard.edu/subscribe
Hasty Pudding Theatrical Club

Est. 1795 by twenty-one Juniors from Harvard College
Harvard ARTS FIRST Festival

End of April every year

Includes Harvard students, faculty, staff and affiliates
Taxes
Taxes

“... In this world nothing is certain but death and taxes.”

Benjamin Franklin, American Scientist, Publisher, Diplomat

- Sprintax (software)
- HIO emails information and password in mid-February
- If you receive funding from your internship site, you will receive a tax reporting document from them
- Make sure to update your contact info. when departing U.S.
Housing
Housing Resources

- Harvard-owned Housing (student interns at hospitals not eligible)
- Off-campus Housing
- Sublets, Roommates
- Check with your internship site for other resources

https://www.huhousing.harvard.edu

(Click tab for Housing Services – Other Housing Options for additional options)
Renting an Apartment

You are typically expected to pay:

- First month’s rent
- Last month’s rent
- Security deposit
- Realtor’s fee or “Broker’s Fee”

A lease is a binding agreement
Banking
Bank Account

- No fee to open a bank account
- Need a U.S. address, passport and some money
- Social Security Number not needed for most banks
- ATM (Automatic Teller Machine)/Debit Card
- FDIC Sticker (FDIC-insured)
ID Theft/Scams

• U.S. government agencies, and most private entities, will never request sensitive personal information such as a Social Security Number via phone or email. They also would never threaten people or request gift cards or cash in order to avoid penalties.

• Do not answer phone calls from numbers that you do not know even if the number appears to be an official one such as the police or immigration officials.

• Consider removing personal contact information from social media (LinkedIn, etc.) to protect your identity.

• Report suspicious emails – forward to phishing@harvard.edu.

• Ask Questions/Get Advice
  » Contact your HIO Advisor
  » Call HUPD’s non-emergency line
Health
Insurance
J-Visa Health Insurance Requirement

- **Medical benefits** of at least $100,000 per accident or illness
- **A deductible** not to exceed $500 per accident or illness
- **Dependents** must have coverage
- **Payment for repatriation** (preparation and transportation of remains to home country) in case of death in the amount of $25,000
- **Payment for medical evacuation** (transportation to home country on advice of attending physician) in the amount of $50,000
- **Coverage of pre-existing conditions** after a reasonable waiting period
- **Payment by the insurance company of at least 75%** of the costs of medical care (the patient must not be required to pay more than 25% of medical care costs)
Health Insurance For Your Internship – Options to Consider

Insurance from home country – contact *before* the internship to clarify:

- Does the plan cover all J-1 visa health insurance requirements?
- Are there restrictions on which doctors/clinics I can visit in the Boston/Cambridge area?
- Who do I contact if I have a health emergency?
- How do I file an insurance claim and/or receive reimbursement for medical costs while in the U.S.?

Insurance plans outside Harvard specific to international students and scholars:
https://www.hio.harvard.edu/health-care-scholars
Mobile Phone
Transportation
Public Transportation - MBTA

Charlie Card or Ticket

- $2.40 per subway ride
- $1.70 per bus ride

- Monthly Link Pass (subway & bus) $90.00
- Monthly Bus Pass $55.00

- No automatic discount for university students
Where to Get a Charlie Card?

Major subway stations:
- Harvard Square
- Park Street
- Downtown Crossing

Longwood Medical Area:
- Kenmore Square T Station
- Star Market
- 7-Eleven store
MBTA Ticket Machines

• Add money to your Charlie Card

• Monthly LinkPass - Purchase on or After the 15th Day of the Previous Month
MBTA Bus

MBTA Silver Line
Part of the subway system
Ride Shares/Taxis

- Tip 15-20%
- Luggage extra tip
Bicycles

- Observe traffic laws
- Police can issue tickets
- Wear a protective helmet
- Always lock your bike to a permanent fixture
- Bike share: Bluebikes (https://www.bluebikes.com)
Harvard University and LMA Shuttles

**Student Interns with Harvard ID:**

- Can use the Harvard shuttles as well as M2 shuttle between Cambridge and Longwood campus for free with Harvard ID

**Student Interns at Harvard-affiliated hospitals:**

- Can use the Boston Children’s (BCH) and Longwood Medical Area (LMA) shuttles locally for free with hospital ID
- Can purchase discounted tickets for the M2 shuttle to Cambridge – ask internship site
Where to Pick Up the Longwood Medical Area Shuttle (M-2)?

To Harvard Square

Corner of Avenue Louis Pasteur and Longwood Avenue

To Longwood Medical Area

15 Quincy Street by Lamont Library
Grocery Stores and Markets
Grocery Stores
Order Online with Delivery
Haymarket
Farmers’ Markets
Things to do in the Area
South Boston Beaches

From Harvard Square take the Red Line to Broadway Station and then get either the #9 or #11 bus.
Boston Harbor Walk
New England Aquarium
Boston Harbor Islands
The Freedom Trail
Commuter Rail
(discounted pass for unlimited weekend travel - $10)
Day Trip to Salem
Cape Cod and the Islands

CapeFLYER Train (2.5 hours)
- Boston to Hyannis
- $40.00 Round-trip ($20 on Sundays)
- Only on weekends in summer
- Once a day in each direction

Peter Pan Bus (1 hour 35 min)
- Boston to Woods Hole or Hyannis
- $42.00 Round-trip

Provincetown Ferry (1.5 hours)
- $108 - $118 Round-trip for Fast Ferry
- Mid-May to mid-October and weekends mid-October to early Dec.
Enjoy the Seasons!
Make the Most of Your Stay in Boston/Cambridge!