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# Contact OGS

We invite you to contact the Office of Global Services in any of the following ways:

**Web:** [http://internationalservices.georgetown.edu](http://internationalservices.georgetown.edu)

**Phone:** 202.687.5867

**In Person:** Car Barn Suite 210, 3520 Prospect St. NW

**Walk-in hours** for travel signatures only: MTRF, 1-3 PM. Walk-in hours during the summer may vary. Call 202.687.5867 to confirm

**Appointments:**
[https://internationalservices.georgetown.edu/online-appointments](https://internationalservices.georgetown.edu/online-appointments)

**E-mail your IS Advisor:**
[https://internationalservices.georgetown.edu/about/staff](https://internationalservices.georgetown.edu/about/staff)

**Facebook:** [https://www.facebook.com/gtowninternational](https://www.facebook.com/gtowninternational)

**After-Hours Emergency:**
[http://internationalservices.georgetown.edu/closed](http://internationalservices.georgetown.edu/closed)

**Emergency Notifications:**
[https://emergencymanagement.georgetown.edu/HOYAlert](https://emergencymanagement.georgetown.edu/HOYAlert)
INTERNATIONAL SCHOLAR ARRIVAL CHECKLIST

- **If you will be paid by a U.S. source**, apply for a Social Security Number 1-2 days after you have attended the J-1 orientation or check-in appointment.

- **If you will be paid by Georgetown**, complete the I-9 Employment Eligibility Verification Form on your 1st day of work with your Department HR Contact (Medical Center, Law Center or University Services) or with the I-9 Office (*Main Campus*).

- **If you will be paid by Georgetown**, once you have your SSN and are in the GMS Human Resources system, set up your tax withholding by completing the *Nonresident Alien Tax Request Form* and following their instructions for submitting "employee tax documents for non US persons". E-mail any questions to taxdepartment@georgetown.edu.

- **If you will be paid by Georgetown** and are eligible for GU health insurance, [attend a benefits orientation](#). You must sign up for health insurance within the first 60 days.

- **If you are not paid by the University and are a Visiting Researcher on the Main Campus**: Check in at the Office of the Provost (3307 M Street, NW Suite 202). Please bring a copy of your Visiting Researcher letter and a valid photo ID.

- **If you are not paid by the University and are a Visiting Researcher at the Law Center**: Check in with Mariah Strauch-Nelson.

- **If you are not paid by the University and are an Affiliated Researcher, Medical Center Researcher or Student Intern**: Check in with your Department Administrator.

- Obtain your GOCard after your information has been entered into the University system. Take your passport and invitation/appointment letter to the *GOCard office* (Inside campus bookstore in the Leavey Center). (Law Center Visiting Researchers check in at the Law Center.)

- Set up your e-mail account. To obtain your NetID, enter your information at [https://contact.georgetown.edu/](https://contact.georgetown.edu/)

- Check the [Office of Transportation Management website](#) for the shuttle bus schedule and information about parking on campus.

- Visit [Yates Field House](#) for information on recreational and sports facilities. Find out about GU Wellness Program activities at [http://wellness.georgetown.edu/](http://wellness.georgetown.edu/)

- If you need assistance in finding housing for your stay, visit the Office of Neighborhood Life (1300 36th St.). [Housing listings are also available on their website](#).

- Sign up for Hoya Alert, Georgetown’s emergency alert notification system.

- Once you obtain a U.S. phone number and a more permanent address, email your updated information to your International Scholar Advisor.
Understanding Your Immigration Documents

Use your documents to travel and establish your legal status

The U.S. Government requires that your immigration documents accurately reflect your Georgetown program, the length of time you anticipate being in the program, and the manner in which you are financially supported throughout your stay. Your documents help establish your ability to enter the United States legally, what you can legally do while you are here, and the duration of your authorized stay. Please be in touch with OGS regarding any changes.

IDENTITY DOCUMENT

The Passport

This document establishes your identity. When completing U.S. Government forms, you should put your name exactly as it appears in your passport.

Passport Requirements

You must maintain a valid passport for the duration of your program at Georgetown. Passports can be renewed or replaced through your home country’s embassy. For some countries, the U.S. Government has passport agreements which recognize the validity of a passport for an extra six months.

TRAVEL DOCUMENTS

The Visa

This document is used as an entry document and is useful to you only when entering the United States. Once you leave the United States, you must present a valid visa in order to return in J status.

Your visa indicates: (1) The immigration classification in which you may apply for entry into the United States; (2) the timeframe during which you may apply for entry; (3) how many times you may enter with that visa; and (4) any applicable restrictions/conditions that apply to you.
**Visa Exempt Countries**
Citizens of Canada and Bermuda must be in possession of a valid passport and valid DS-2019 Form, but they do not need a visa to enter the United States in J status.

**PROOF OF LEGAL STATUS**
Upon entry to the United States, your passport is stamped by U.S. Customs and Border Protection. This establishes: your legal entry into the United States, your immigration status and how long you are authorized to stay in the United States.

**I-94 record**
The I-94 record is the Arrival/Departure Record issued by U.S. Customs and Border Protection. Passengers arriving by air or sea can visit [www.cbp.gov/I94/#/home](http://www.cbp.gov/I94/#/home) to print it out. Those arriving by land must schedule and pay the fee for an online Form I-94 in advance which can be done here: [www.cbp.gov/I94/#/home](http://www.cbp.gov/I94/#/home)

**Duration of Status (D/S)**
The stamp in your passport and the I-94 record should be annotated D/S, which stands for “duration of status,” in lieu of a specific ending date. This means your ending date is defined on the Form DS-2019. D/S means that you can legally remain in the United States as long as you are maintaining your J status and have a valid Form DS-2019 or are in the 30 day grace period following its expiration.
PROOF OF PROGRAM AND LENGTH OF STAY: THE FORM DS-2019

The Form DS-2019 defines the nature of your program, the length of your program and how you are financing your stay. It is your responsibility to notify OGS of any changes that affect the accuracy of your immigration document.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Maximum Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 Student Intern</td>
<td>1 year</td>
</tr>
<tr>
<td>J-1 Short-Term Scholar</td>
<td>6 months</td>
</tr>
<tr>
<td>J-1 Specialist</td>
<td>1 year</td>
</tr>
<tr>
<td>J-1 Professor or Research Scholar</td>
<td>5 years, cumulative. May transfer sponsors during that time. After completing your current program, there is a 24-month waiting period to begin a new J-1 Professor or Research Scholar program.</td>
</tr>
</tbody>
</table>

Grace Period

At the successful conclusion of your program, you may remain in the United States for 30 days after your Form DS-2019 expires. If you are extending your J-1 status however, you must extend before the expiration of the Form DS-2019.

Early Departure

If you plan to leave more than 15 days before the end date of your Form DS-2019, please notify OGS.
Maintaining Your Immigration Status
Understand how immigration regulations affect your program

Maintaining your status can be a simple matter if you understand the regulations that govern your status. The U.S. Government places on your shoulders the sole responsibility for maintaining your legal status. Failure to comply with the regulations governing your status could jeopardize your legal status and have long-reaching consequences for future U.S. immigration-related applications.

For more information: internationalservices.georgetown.edu

MAINTAINING STATUS
J-1 Exchange Visitors are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing J visa status. Responsibilities include, but may not be limited to, the following:

Report Address, Telephone or E-mail Address Changes to OGS within 10 Days
Updates can be made by e-mail to their IS advisor or online at internationalservices.georgetown.edu. Updating addresses in GMS is not enough; it must be directly reported to OGS.

Abide by Employment Regulations
Scholars should consult with their IS Advisor in advance of any changes to their position or work. J-1 scholars may conduct research or teach only at Georgetown University unless specifically authorized ahead of time by OGS to give a lecture or consult at another institution. Scholars must contact their IS Advisor if invited to speak or consult at another institution prior to completing any work. J-1 Student Interns may only work at the internship described on the DS-2019 and T/IPP Forms. Please refer to the Employment chapter of this handbook for more information on this topic.

Depart the United States within 30 Day Grace Period
J-1 Exchange Visitors must depart the United States within 30 days of the expiration of the Form DS-2019 or program end date, whichever is earlier, unless they have applied for a change of status.

Report Departure Date and Reason to OGS
J-1 Exchange Visitors are required to inform their IS Advisor if they plan to leave the University more than 15 days before the expiration date of the Form DS-2019.

Report J-2 Dependent’s Departure Date to OGS
J-1 Exchange Visitors are required to notify their IS Advisor if their J-2 dependents return home before the expiration of the Form DS-2019.

Understand the 24-Month Bar on Repeat Participation in the J-1 Professor and Research Scholar Categories
Scholars in the Research Scholar or Professor categories are subject to a 24-month bar on repeat participation in these categories, which
is different from being subject to the two-year home residency requirement. If scholars plan to come back to the United States in J-1 status in the future, they should discuss their plans with their IS Advisor. This does not apply to Short-term Scholars, Specialists or Student Interns.

**Participate Fully in the Academic Program**
You are required to actively engage in the program described on your Form DS-2019. J-1 Research Scholars and Professors should work with their sponsoring professor to determine the nature of participation. J-1 Student Interns must work at least 32 hours per week at their internship.

**Report Changes to Program to OGS**
J-1 Exchange Visitors must notify their IS Advisor whenever there is a change in the academic program or program dates. Any change in the focus of work, the location(s) of work, payment or an early departure should be reported.

**Understand the Two Year Home Residency Requirement**
J-1 Exchange Visitors who have been marked subject to the two year home residency requirement are not eligible for a change of status inside the United States or for the H-1B/K/L-1 visas or Permanent Residency until they have spent two years in their home country following the completion of their J-1 program or have received a waiver of this requirement from the U.S. Department of State/U.S. Citizenship & Immigration Services. Please consult with your IS Advisor prior to applying for a waiver to discuss J-1 status implications. Once a waiver has been received from the U.S. DOS, the Exchange Visitor is no longer eligible for an extension of their J-1 program.

**Obtain Travel Signature Prior to Departing the United States**
J-1 Exchange Visitors should obtain a signature from their IS Advisor on the Form DS-2019 prior to traveling outside the United States. A scholar must have a valid travel signature in order to reenter the United States in J-1 status. This signature is valid for one year or until the expiration date of the Form DS-2019, whichever is earlier.

**Request Timely Extensions**
J-1 Exchange Visitors must apply for an extension before the Form DS-2019 expires if they intend to remain at Georgetown. Extensions of stay must be requested at least 30 days before the Form DS-2019 expires. **Extensions cannot be granted in the 30 day grace period.**

**Request Timely Transfer**
J-1 Exchange Visitors must receive authorization from OGS before leaving Georgetown and before the end date on the Form DS-2019 if they wish to transfer to another institution.

**Health Insurance**
J-1 Exchange Visitors must obtain adequate health insurance for themselves and any dependents in J-2 status and maintain it throughout their stay in the United States. This insurance must meet the requirements set forth by the Department of State. Minimum requirements for coverage:

- $100,000 per accident or illness,
- Medical evacuation at a minimum of $50,000,
- Repatriation of remains at a $25,000 minimum, and
- Maximum deductible may not exceed $500 per accident or illness.

https://internationalservices.georgetown.edu/j1scholars/healthinsurance
Dependents

Bring family to the United States and help them manage their immigration status

MAINTENANCE OF J-2 STATUS

Your dependents' J-2 status is contingent on your presence in the United States and on your continued participation in your J-1 program at Georgetown.

Reporting Requirements
J-1 Exchange Visitors are required to notify their IS Advisor of any change in their J-2 spouse’s e-mail address and if their J-2 dependents return home before the expiration of the Form DS-2019.

Health Insurance
J-2 dependents must have health insurance that meets the J-1 insurance minimum requirements throughout the time they are in the United States in J-2 status. Not maintaining insurance is considered a violation of their immigration status.

BENEFITS OF J-2 STATUS

Employment
J-2 dependents may apply to USCIS for work authorization, provided they can establish that the income they earn is not used to financially support the J-1 visa holder. Processing can take up to 90 days.

For information on the application process:
http://internationalservices.georgetown.edu/scholars/j-1/j-2work/

If they obtain a work permit, they may also obtain a Social Security Number.

Study in the United States
J-2 dependents may engage in full-time or part-time study.

DEPENDENTS ARRIVING LATER

If your dependents will come to the United States later, and they have not already been issued DS-2019 Forms, you can request the DS-2019 Forms via the J-2 Request Form available online.

J-2 Request Form: http://internationalservices.georgetown.edu/forms/

Georgetown International Partners & Families Association
https://www.facebook.com/groups/1487972241514168/
Travel
What you need to know about travel during your stay

TRAVEL WITHIN THE UNITED STATES
J-1 Exchange Visitors may travel freely within the United States. No special permission is required. However, we suggest that all Exchange Visitors travel with their original passport, as it remains the primary source of identification while residing in the United States.

INTERNATIONAL TRAVEL
When you travel outside the United States, the following documents are required for re-entry to the United States:

- Valid passport
- Unexpired J-1 visa
- Valid Form DS-2019
- Travel signature on your Form DS-2019 within the last year

Travel Signatures
Your Form DS-2019 must contain a travel signature that is less than 12 months old at the time of reentry to the United States. Signatures are available from any of the international advisors in OGS either by appointment or during walk-in hours.

Visas to Enter Foreign Countries
We recommend that you determine whether you need to obtain a visa to enter the country you plan to visit. Check with the consulate of the country you wish to visit.

Lengthy Absences from the University
If you plan to be away from Georgetown for a lengthy period of time, you should consult with an international advisor to see how your absence might affect your immigration status.

RENEWING THE VISA
You must have an unexpired visa to enter the United States (refer to the section on Travel to Canada and Mexico for the exception to this rule). U.S. visas cannot be renewed in the United States. Citizens of all countries except Canada and Bermuda are required to have an unexpired visa stamp in their passport to enter the United States. We advise you to contact the consulate where you will submit your visa application for the most recent application procedures (scheduling an appointment, submitting required forms and supporting documents, paying all fees, etc.).

Bring the following to the interview:

- Financial documents showing how you will cover the costs of your program
- Current Form DS-2019 endorsed with a travel signature
- Valid passport
- Any other documents requested by the consulate
TRAVEL TO CANADA, MEXICO & ADJACENT ISLANDS

Canada, Mexico and the adjacent islands are often popular travel destinations. Consider the following before finalizing travel plans and confirm whether you need a visa to enter the country. If your J-1 visa is expired you will need to apply for a Mexican visa.


**Mexico D.C. Consulate:**

**Automatic Visa Revalidation**

If you have an expired J-1 visa in your passport, you may travel to Canada, Mexico or the adjacent islands (except Cuba) for less than 30 days and reenter the United States without applying for a visa renewal. This provision is known as “automatic visa revalidation”.

The following people are not eligible for automatic visa revalidation:
- Anyone who has overstayed a previous visa
- Citizens of Iran, Syria, Sudan, and Cuba
- Anyone who will apply for a U.S. entry visa while in Canada, Mexico or the adjacent islands

**Visa Renewal**

You may travel to either Canada or Mexico to apply to renew your expired visa. However, if you have successfully changed your non-immigrant status in the United States and you wish to apply for a new visa stamp in your passport, you may only apply to do this in Canada, not in Mexico.

Please check with the embassy where you plan to renew your visa to make sure they will accept applications from Third-Country Nationals.

[internationalservices.georgetown.edu/scholars/travel#CA_MX](http://internationalservices.georgetown.edu/scholars/travel#CA_MX)
Health Insurance

Understanding the requirement and your options

INSURANCE REQUIREMENT

U.S. laws require J-1 Exchange Visitors and their J-2 dependents to maintain health insurance for the entire period of J-1 status in the United States. Federal Regulations require the following:

1. That the J-1 Exchange Visitor and any dependents in J-2 status have health insurance for the entire period of stay;

2. The minimum requirement for health insurance coverage is $100,000 per accident or illness;

3. Insurance coverage for medical evacuation is required at a minimum of $50,000. This is used in the unlikely event that you or your family member must be evacuated to your home country for medical treatment;

4. Insurance coverage for repatriation of remains is required at a $25,000 minimum. This is used in the unlikely event that you or a family should die in the United States and the remains must be returned to your home country; and

5. The maximum deductible on the health insurance may not exceed $500 per accident or illness.

PENALTIES

Federal regulations require Georgetown to terminate your J-1 program if:

- You willfully fail to obtain or maintain health insurance as set forth above;
- You misrepresent your insurance coverage; and/or
- You fail to maintain coverage for your J-2 dependents.

Therefore, Georgetown must refuse to issue any DS-2019 Forms for J-1 or J-2 visa holders who do not comply with the health insurance requirements.

Affordable Care Act Requirements

The Affordable Care Act mandates that all individuals who are considered U.S. residents for tax purposes (as defined by the IRS) carry adequate health insurance coverage. Most J-1 Exchange Visitors are considered nonresidents and are not subject to the mandate. In general, J-1 Exchange Visitors are considered nonresidents if they have been in the United States for less than 2 calendar years. It is the responsibility of the Exchange Visitor to determine whether or not they are subject to the mandate. Georgetown University health insurance offered to employees satisfies the Affordable Care Act minimum coverage requirements.
UNDERSTANDING YOUR OPTIONS

All J-1 Scholars and Student Interns are required to complete and sign the J-1 Health Insurance Compliance Form, confirming they have obtained the required insurance for themselves and their dependents and will maintain insurance coverage for the full length of their J-1 program.

Georgetown University Health Insurance
The Georgetown University insurance plans offered to paid, full-time employees meet the J-1 requirements (except the CareFirst BlueChoice Advantage CDHP with HSA plan and the Kaiser HDHP 3 Signature plan). If you are paid by Georgetown and are eligible for Georgetown insurance, you should attend a benefits orientation in Human Resources to hear about the options, make your elections in GMS.

Insurance from your Home Country
Many J-1 Exchange Visitors coming to Georgetown bring their health insurance from their home country. This is a good option if your insurance meets all the J-1 requirements.

Insurance from another U.S. Company
Many companies offer insurance that meets the J-1 requirements. Below are some of the options. If you purchase insurance from a U.S. company, you must do so immediately after arrival.

<table>
<thead>
<tr>
<th>Insurance Company</th>
<th>Website (in no particular order – please research carefully before purchasing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Insurance</td>
<td><a href="http://www.internationalstudentinsurance.com/">http://www.internationalstudentinsurance.com/</a></td>
</tr>
<tr>
<td>Gateway</td>
<td><a href="http://www.gatewayplans.com/">http://www.gatewayplans.com/</a></td>
</tr>
<tr>
<td>The Harbour Group</td>
<td><a href="http://www.hginsurance.com/">http://www.hginsurance.com/</a></td>
</tr>
<tr>
<td>Compass Benefits Group</td>
<td><a href="http://www.compassbenefits.com/">http://www.compassbenefits.com/</a></td>
</tr>
<tr>
<td>Seven Corners</td>
<td><a href="http://www.sevencorners.com/">http://www.sevencorners.com/</a></td>
</tr>
</tbody>
</table>

TIPS FOR SELECTING A HEALTH INSURANCE PROVIDER
There are many health insurance providers available and the options can be overwhelming. When selecting an insurance plan, you should choose a plan that meets your individual needs. A plan that works for one person may not be the best option for another.

You should carefully review the details of any insurance plan you are considering. Some plans provide coverage for basic or specialized medical needs while others may charge additional fees or will not cover certain medical needs such as prescriptions, dental, vision, maternity or other pre-existing conditions.
Understanding the U.S. Health Care System
Understanding the terms and your options

THE COST OF U.S. HEALTH CARE
Your health insurance may not cover the full cost of your doctor’s visit, hospitalization or medication. Please review the rules related to the plan you choose to understand fully what is covered. Here are some of the terms defined:

**Premium**
The amount you pay to your insurance company for your insurance policy. This is paid on a monthly or a yearly basis, depending upon your insurance plan.

**Co-Pay**
The co-pay, or co-payment, is the amount you are expected to pay directly to the health care provider at the time you receive medical treatment. This is usually a small amount and varies depending on your insurance plan.

**Deductible**
The deductible is a part of the medical bill that you are expected to pay in addition to the co-pay. Insurance plans usually specify the amount of a medical bill they cover and the amount you must pay. The deductible is usually described as a flat amount or as a percentage, depending upon the policy. Generally, higher premiums have lower deductibles while lower premiums have higher deductibles.

In many cases, the doctor’s office or hospital where you seek treatment may not bill your insurance directly. They may require you to pay them directly and be reimbursed by your health insurance company.

TYPES OF HEALTH CARE CENTERS

**Minute Clinic**
These are walk-in medical clinics that can provide many basic services such as diagnoses and treatment of common illnesses, vaccinations, treatment of minor wounds, and physicals. They accept cash, credit card, and insurance payment. For more information and for a location near you, please visit: [http://www.minuteclinic.com/](http://www.minuteclinic.com/)

**Urgent Care Center**
These centers treat patients who need immediate care but whose injury or illness is not serious enough to go to the emergency room.
Local Urgent Care Centers:

<table>
<thead>
<tr>
<th>Virginia Hospital Center Urgent Care Center</th>
<th>Minute Clinic at CVS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 703-717-7000</td>
<td></td>
</tr>
<tr>
<td>Hours: Open 24hrs/day</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alexandria Immediate Care</th>
<th>INOVA Urgent Care Center-North Arlington</th>
</tr>
</thead>
<tbody>
<tr>
<td>571-308-6776</td>
<td></td>
</tr>
<tr>
<td>6020 Richmond Highway, #102</td>
<td>4600-C, 4600 Lee Hwy, Arlington, VA 22207</td>
</tr>
<tr>
<td>Alexandria, VA 22303</td>
<td>Telephone: 571-492-3080</td>
</tr>
<tr>
<td>Monday to Sunday, 9am to 8pm</td>
<td>Hours of Operation: Monday - Friday 8:00am-8:00pm, Saturday and Sunday (holidays) 9:00am-4:00pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DC Immediate and Primary Care Silver Spring</th>
<th>DC Immediate and Primary Care Cleveland Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>8484 Georgia Ave Ste. 100 Silver Spring, MD 20910</td>
<td>2902 Porter Street NW Washington DC 20008</td>
</tr>
<tr>
<td>Phone: (301) 755-6655</td>
<td>Telephone: 202-525-5287</td>
</tr>
<tr>
<td>Hours: M-F 8-8, S 8-4, S: Closed</td>
<td>Hours: M-F 8am-8 pm</td>
</tr>
<tr>
<td></td>
<td>Sat/Sun 8am-6pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INOVA Urgent Care Center-Vienna</th>
<th>DC Immediate and Primary Care NOMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>180 Maple Avenue West Vienna, VA 22180</td>
<td>220 L St NE Washington, DC 20002</td>
</tr>
<tr>
<td>Telephone: 703-938-5300</td>
<td>Phone: (202) 544-7580</td>
</tr>
<tr>
<td>Hours of Operation: Monday - Friday 8:00am-8:00pm, Saturday and Sunday (holidays) 9:00am-4:00pm</td>
<td>Hours: M-F 8-8, S-S 8-6</td>
</tr>
</tbody>
</table>

Emergency Room (ER)
The ER provides care to individuals needing immediate medical attention that cannot wait for a doctor’s appointment. They are open 24 hours a day. Visits to the ER are expensive and will have higher costs than a regular visit to your doctor.

ON-CAMPUS HEALTH CARE SERVICES

Georgetown University Hospital Physician Referral Service
Tel: 202.342.2400
[https://www.medstarhealth.org/georgetown/Pages/Contact-Us/Healthcare-Referrals.aspx](https://www.medstarhealth.org/georgetown/Pages/Contact-Us/Healthcare-Referrals.aspx)

For non-urgent health matters, J-1 Exchange Visitors can contact this service to be referred to a doctor at Georgetown University Hospital.

Wellness Program
Office of Faculty and Staff Benefits
Web: [http://wellness.georgetown.edu](http://wellness.georgetown.edu)

This program is tasked with creating a culture of wellness at Georgetown which is free to the GU community.
Employment
Understand employment regulations and basic tax information

WORK AUTHORIZATION
Your ability to work legally in the United States is determined by your immigration status. It is your responsibility to know the limits of your ability to work and what you must do to obtain work permission.

Please note: You must have work authorization in place before you begin employment. Contact your IS Advisor if you have any doubts or questions about whether you have work authorization.

J-1 Student Intern
Work is limited to that described on the Training Internship Placement Plan and funding listed on the Form DS-2019.

J-1 Professor, Research or Short-term Scholar
Employment is limited to on-campus work approved at the time of DS-2019 issuance, evidenced by funding on the Form DS-2019. These scholars can also be authorized to accept payment for occasional lectures or short-term consultations, if approved in advance by OGS.

J-1 Specialist
Employment is limited to on-campus work approved at the time of DS-2019 issuance, evidenced by funding on the Form DS-2019.

Georgetown’s IS Advisors are required by law to report to the Government any periods of unauthorized employment about which they have concrete knowledge. As a result, you are encouraged to discuss any potential employment opportunities in advance with your IS Advisor.

OCCASIONAL LECTURE OR SHORT-TERM CONSULTATION
Professors, Research Scholars and Short-term Scholars may participate in occasional lectures and short-term consultations in their field outside of Georgetown University, if authorized by a Responsible Officer of the J-1 program at Georgetown.

Such lectures and consultations must be incidental to the primary program activities and must be authorized prior to the activity. If the J-1 receives payment for a lecture or consultation, s/he must be classified as an independent contractor for tax purposes.

To request approval for a lecture or short-term consultation, J-1 scholars should provide their IS Advisor with:

- **A letter from the employer** (on letterhead and signed) which outlines the terms of the proposed lecture or consultation including the dates of employment, a brief description of the activities involved, and the amount of payment offered.
- **A letter from the GU host faculty member or Chair** (on Georgetown letterhead and signed). This letter should:
  - Recommend the proposed employment as relevant to the scholar’s objectives,
  - State that the employment is considered within the field of teaching or research for which the scholar came to the United States, and
  - State that it will not delay the departure date originally proposed or interrupt the original objective.
Please submit these documents to OGS at least one week prior to the start date of your lecture or consultation to allow enough time for processing.

If work authorization is requested after the work is performed, employment authorization will be denied, and the scholar will not be able to receive lawful payments. Participation in the activity may begin only after authorization is received in writing from the IS Advisor.

**VOLUNTEERING**

Volunteering is a time honored tradition in the United States and you may engage in volunteer activities. However, it is important to know that the label of “volunteer” is sometimes incorrectly used for any situation in which someone is not paid for services. U.S. labor law, not immigration law, determines whether the U.S. Government would classify a situation as “employment” rather than “volunteer.” Generally speaking, any situation in which an employer normally pays someone to do the proposed duties is an employment situation, and you should not “volunteer” for it.

**WHAT YOU NEED TO KNOW IF YOU WORK**

When you begin employment:

- You will be required to prove your legal ability to work.
- You will be required to obtain a Social Security Number.
- You must complete specific tax forms.
- You will be required to file a tax return with the Internal Revenue Service by April of the year following your employment.

**STEP 1:**
Complete an I-9 Employment Eligibility Verification Form on your 1st day of work.

**Main Campus:** Complete it in Human Resources
[https://hr.georgetown.edu/employment_services/i9maincampus.html](https://hr.georgetown.edu/employment_services/i9maincampus.html)

**Medical Center:** Complete it with your Department Administrator.

**Law Center:** Complete it in the Payroll Office.

**STEP 2:**
Apply for a Social Security Number after attending J-1 scholar orientation.

**STEP 3:**
E-mail the Tax Department ([taxdepartment@georgetown.edu](mailto:taxdepartment@georgetown.edu)) to set up your tax withholding or tax treaty benefits.

**DETERMINING TAX EXEMPTIONS**

Some individuals who hold J-1 status are able to reduce the amount of taxes the U.S. Government takes out of their paycheck.

**Tax Treaties**

The U.S. Government has negotiated tax treaties with some countries that exempt certain types of income for teachers/researchers from U.S. taxes. The terms of these tax treaties vary from country to country.


**KNOW YOUR RIGHTS**

You can view the Wilberforce Pamphlet on the Rights and Protections for Temporary Workers at [http://travel.state.gov/content/visas/english/general/rights-protections-temporary-workers.html](http://travel.state.gov/content/visas/english/general/rights-protections-temporary-workers.html).
Social Security Numbers
Understand the purpose of a Social Security Number and how to apply for one

If you will work in the United States and receive U.S.-source income, you must obtain a Social Security Number (SSN). This is your unique taxpayer identification number. J-1 Exchange Visitors who will not receive U.S.-source income may also find it helpful to obtain an SSN, but it is not required. It may facilitate the issuance of a driver’s license and other logistical matters.

APPLICATION PROCEDURE
What You Need to Apply
All J-1 Exchange Visitors applicants must present:
• A completed application for a Social Security Card (SS-5 Form), available at http://www.ssa.gov/online/ss-5.pdf or at the SSA office (Under #5, Citizenship, mark that you are a Legal Alien Allowed to Work.)
• An unexpired passport *If your passport is less than one year old, it is advisable to bring another piece of identification with you (identification card issued in your home country, driver’s license, old passport, etc.). The Social Security Administration (SSA) will not issue an SSN if the passport is less than one year old without another document to prove your legal age and identity.
• J-1 stamp in passport or I-94 record (printed from www.cbp.gov/I94/#/home)
• Form DS-2019

Where to Apply
Social Security Administration (SSA)*
1300 D St. SW, Washington, D.C., 20024.

For directions and more detailed information about these or other local SSA offices, please see the SSA website.

When to Apply
Your IS advisor must register your SEVIS record before you apply. This registration occurs on the day that you attend orientation. Wait 2 days after orientation before applying

Processing Time
It normally takes the SSA about two weeks to process the application. The actual card will be sent to the address listed on your application form. However, you will immediately be given a receipt showing that you have applied for a Social Security Card.

Once SSN Is Received
Once you receive your SSN and if you will be paid by GU, please go to the I-9 Office to report your SSN.
Be sure to keep your SSN in a safe place and never send the number via e-mail or give it to anyone who calls you on the phone. Once you receive your SSN, it is your number for life, so you can use it in future visits to the United States as well.

J-2 Dependents

J-2 Dependents are not eligible for an SSN unless they obtain a work permit from U.S. Citizenship & Immigration Services. If your dependent requires a written confirmation that s/he is not eligible for an SSN (most commonly needed for a driver’s license), s/he should apply for an SSN by completing the SS-5 Form and request written confirmation when that application is denied.

*Note:* The SSN should not be confused with the Georgetown Identification Number on your GO Card. These numbers are not SSNs and should not be used as such.

Taxes

Understand what you need to file and when

Everyone in the United States in J status must file a tax form even if you do not earn any income in the United States. Which form you will need to file depends on your own unique situation and may not be the same as what another person may be required to file.

Tax Season

January 30 through the middle of April is known as tax season in the United States. During this time U.S. companies and organizations send out documents that individuals need to prepare and file their tax forms for the previous calendar year. If you entered the United States before December 31, you are required to file tax documents during the next tax season.

OGS will e-mail you about your filing requirements in early February, even if you have already returned home. If you earn U.S.-source income during your time in J status, OGS will also give you access to a tax preparation software called Glacier Tax Prep, designed specifically for international visitors, to help you with your tax filing requirements at that time.
If you are paid by Georgetown, please make sure you have completed the Tax Department’s Tax Withholding Paperwork. Email the Tax Department at taxdepartment@georgetown.edu for instructions.

Please visit OGS’s Tax website for detailed information.

http://internationalservices.georgetown.edu/tax.htm

Note: IS advisors are not tax experts and have not been trained in international tax law. They can provide only limited support in these matters. This chapter is intended to inform you of your obligations and to steer you to resources.

Cultural Adjustment

Some General Cultural Values of the United States

**Individualism:** The individual person is highly valued. Individual needs are usually more important than those of the group. Everyone needs a certain amount of privacy.

**Self-reliance:** The individual should take care of her/himself. If she/he needs help, she/he should try to figure things out independently. If an individual needs help or assistance from others, then they should reach out and ask for help instead of waiting for others to reach out to them.

**Control of time:** Being on time, and following a schedule, is very important. Wasting time is a seen as negative, and to be avoided.

**Directness:** When speaking to a person, it is important to speak honestly and directly, even when saying something unpleasant.

**Informality:** Informality, in many cases, is not seen as rude or disrespectful.
Change: Change indicates progress, development, and growth, all of which are highly valued. Tradition is respected and important, yet progress and change are desirable qualities.

Competition: Competition brings out the best in those competing (individuals, teams, businesses.) It furthers progress.

Equality: Ideally, all people should have equal opportunities, regardless of their race, sex, religion, or nationality.

Future: People tend to spend a great deal of time thinking about and planning for the future. The past and present are less important in comparison.

Surface Friendliness: Americans tend to be very open, talkative and friendly on the surface. However, Americans also tend to be fairly private in their social spheres and this surface friendliness can be misleading as it can take time to develop deep friendships. Don't be offended or discouraged by this. The best way to meet and become friends with Americans is by getting to know them through a common interest. Meetup.com is a great way to meet Americans with common interests in DC.

You may observe that these particular traits apply to Americans in general and vary depending on the individual. This guide is intended to lend insight into your interactions with others while in the U.S. You are encouraged to make light of these cultural differences and engage in an open dialogue about them with your American counterparts. You will find that most Americans are willing to go out of their way to help you if you indicate (in a culturally appropriate way), that you need it.

Characteristics of the Stages of Cultural Adjustment

Honeymoon: Just upon entering a new culture, you tend to be filled with anticipation. It is an exhilarating time, and you are likely fascinated by the novelty of the experience. During this stage, you may find yourself eager to please others, and showing a spirit of cooperation and active interest in your interactions with others – even if you are not understanding all that is said.

Hostility: As the novelty of the experience begins to diminish, you may become frustrated with dealing with the foreign university system, and may long for familiar foods, sights, smells, sounds, and most of all, faces. You may find that your stress level rises, and you have difficulty keeping to a normal sleeping schedule, or feeling physically at your best. You may discover that although you have studied this language intensively, that you are having difficulty using or understanding it. Frequently, visitors react to this frustration by rejecting and blaming the new culture. They may have second thoughts about staying, or may have more intense emotions of anger, mistrust, and fear. You may show your hostility through apathy, lack of motivation, lateness, and withdrawal. People can spend anywhere from several weeks to several months in this stage. And, you may find that you may move in and out of this stage a number of times.
Humor: After passing through a stage of hostility, you may be able to realize how intense your reactions to former frustrations were – those situations which caused you frustration may now be comical. Being able to review your experience from a distance allows you to learn more about yourself. Your sense of humor returns to you! When you have reached this stage, you are more relaxed, more able to make friends, and can understand and use the language with greater ease.

Home: When most people reach the home stage, they are adjusted to the point of being able to retain allegiance to their own culture while being able to “feel at home” in the new culture.

Getting to Know Washington

What you need to know about your new city

TRANSPORTATION
There are many ways to explore the Washington area.

Georgetown University Transportation Shuttle (GUTS)
GUTS buses run on five routes, connecting the campus to the Law Center, to University offices on Wisconsin Avenue, to Metro stations at Rosslyn and DuPont Circle and to stops in North Arlington, VA. Free to Georgetown community.
http://otm.georgetown.edu/guts/

Metro Bus & Metro Rail
http://www.wmata.com/

DC Circulator
http://www.dccirculator.com/

Capital Bikeshare
www.capitalbikeshare.com
Zipcar
Car sharing program
http://auxiliary.georgetown.edu/zipcar

Car2Go
Car sharing program
http://auxiliary.georgetown.edu/auxiliary.georgetown.edu/car2go

BANKING
What you need to know about the banking system in the United States

Opening a bank account is one of the many things you need to do as you begin your life in Washington. As you search for a bank, take note of your priorities: location, interest rates, minimum balance requirement, wire transfer costs, etc.

There is a PNC Bank branch in the Leavey Center, and many banks have branches on Wisconsin Avenue in Georgetown.

Documents Needed to Open a Bank Account:

At the time you open your bank account, you should take the following documents with you:

- Unexpired passport
- J-1 stamp in your passport or I-94 record (printed from www.cbp.gov/I94/#/home)
- Form DS-2019
- Any secondary form of identification you may have

Here are some options on or near campus:

PNC Bank
Leavey Center
Phone: 202.687.6201
Branch & ATMs on campus
http://auxiliary.georgetown.edu/pncbank

1201 Wisconsin Avenue, NW
Washington, D.C. 20007
Phone: 202.835.5581
www.pncbank.com/

Bank of America
1339 Wisconsin Avenue, NW
Washington, D.C. 20007
Phone: 202.624.4465
www.bankofamerica.com

Wells Fargo
2901 M St., NW
Washington, D.C. 20007
Phone: 202.637.2502
www.wellsfargo.com

Citibank
1901 Wisconsin Ave NW
Washington, DC 20007
Phone: 202.800.2460
www.citibank.com

Capital One Bank
1545 Wisconsin AVE, NW
Washington, DC 20007
Phone: 202.337.4540
www.capitalone.com
CELL PHONES
Most cell phone companies require either a well-established credit history in the United States or a large security deposit. Some providers offer pre-paid options which require neither a SSN nor a deposit since you pay for service in advance.

Contracts
Most cell phone companies charge for all calls, outgoing and incoming, though many have free calling within their network. Some plans give you a set number of minutes per month. Overage minutes are charged at a much higher rate. Check your plan to see if weekend and nighttime minutes are free. If you don’t have a US Social Security Number, expect to pay a deposit which should be returned at the end of the contract. Text messaging typically carries an additional charge if not included in a plan. Ask about adding texting to your plan.

For most companies, you must have a compatible phone. Ask specifically if you want to use one you currently have. Once a contract is signed, you will be obligated to pay for the entire contract period. Expect to pay a high fee if you break a contract. Contracts generally last 1-2 years.

Prepaid
If you intend to make calls to your home country, ensure this is possible with your specific plan. You may have month-to-month subscriptions or add minutes as you go. No deposit is required. Usually they are cheaper phones—generally basic features such as texting and calling. The cost ranges from minimal to comparable to contract services.

Major Providers
When subscribing, ask the representative about their international calling plans. Here are some options in the area:

Verizon Wireless
1100 S Hayes Street
Arlington, VA 22202
703.415.1101
www.verizonwireless.com

AT&T
1057 Wisconsin Ave NW
Washington, DC 20007
202.333.3373
www.att.com

T-Mobile
1330 Connecticut Ave. NW
Washington, DC 20036
202.429.0715
www.t-mobile.com

Sprint
1208 18th Street, NW
Washington, DC 20036
202.496.9400
www.sprint.com
Prepaid Providers
CampusSIMS: www.campussims.com
**CampusSIMS free SIM cards available in the OGS Welcome Center year-round – just pick one up then register it online to get started immediately.
Virgin Mobile: www.virginmobileusa.com
Straight talk: www.straighttalk.com
AT&T GoPhone: www.att.com/shop/wireless/gophone
Net10: www.net10wireless.com
US Mobile: www.gousmobile.com
GSM Nation: www.gsmnation.com

Driver’s Licenses
Information about driving in the Washington, D.C. area

J-1 Exchange Visitors who wish to acquire a U.S. Driver’s License must apply to the Department of Motor Vehicles (DMV) in the state where they reside. Out-of-country licenses and international driver’s licenses may not be used beyond the first 30 days of residence in the District of Columbia or the first 60 days in Virginia and Maryland. Licensed drivers in the United States must be insured and able to provide proof of insurance at all times. All motor vehicles must be registered with the DMV in the state of residence.

THREE DIFFERENT JURISDICTIONS
Your home address will determine where you will apply for a driver’s license or state identification card. Each jurisdiction has its own policies and procedures. Refer to each state’s website for the most current information on application procedures and requirements.

District of Columbia
www.dmv.dc.gov
Maryland
www.mva.maryland.gov
Virginia
www.dmv.state.va.us
**DOCUMENTS NEEDED TO APPLY**

- Proof of identity (name/date of birth)
- Proof of legal presence
- Proof of local address
- Social Security Number (SSN) or letter from Social Security Administration indicating you are not eligible for one
- Driver’s license from your home country (with certified translation) or a U.S. driver’s license

**Please note:**

- Wait at least 2 days after attending scholar orientation before going to the DMV so that your SEVIS record is in active status.

**TESTS THAT MAY BE REQUIRED**

- Vision screening
- Knowledge exam to test your understanding of traffic rules in the state. A Driver’s Handbook is available for free from the DMV or online at their website.
- Road skills test to evaluate how you drive

**On- and Off-Campus Resources**

**SOCIAL NETWORKS**

**Facebook**
Get involved with the Georgetown international student and scholar community on Facebook:
[https://www.facebook.com/gtowninternational](https://www.facebook.com/gtowninternational)

**LinkedIn**
Connect with current and former international students and scholars on LinkedIn: [https://www.linkedin.com/pub/georgetown-international-students/84/b1a/598](https://www.linkedin.com/pub/georgetown-international-students/84/b1a/598)

**LANGUAGE**

**Language Exchange Program (LEP)**
The Language Exchange Program (LEP) is a free conversation partner program through OGS designed to give you an opportunity to improve your English skills while giving your partner a chance to practice your native language in an informal setting.

[internationalservices.georgetown.edu/lep/](internationalservices.georgetown.edu/lep/)
Resources for Improving English Skills
If you want to take an English class, you may want to try one of the following options.

English as a Foreign Language
http://cledsp.georgetown.edu/continuing-studies-english
Phone: 202.687.4592

English Now!
http://www.english-now.com/
Phone: 301.718.3575

Berlitz
http://www.berlitz.com
Phone: 202.775.5863

International Center for Language Study
http://www.icls.com
Phone: 202.639.8800

International Language Institute
http://www.transemantics.com
Phone: 202.362.2505

Comprehensive Language Center, Inc.
http://www.comlang.com
Phone: 703.247.0700

Inlingua
http://inlinguaenglish.edu/
Phone: 703.527.7888

LADO International Institute
http://www.lado.edu
Phone: 703.524.1100 or 202.223.0023

Washington English Center
http://www.washingtonenglish.org/
Phone: 202.387.2222

Northern Virginia Community College
http://www.nvcc.edu/future-students/esl/acli/index.html

COMPUTER RESOURCES

University Information Services (UIS) Help Desk
Bookstore, Leavey Center
202.687.4949

University Information Services oversees the University's Infrastructure for voice, data, and video networks at Georgetown. They also provide assistance to members of the Georgetown Community with computer and software issues.

SaxaNet Secure Wireless Network
SaxaNet is Georgetown University's secure wireless network, which means any data you transmit over wireless will be encrypted between the computer and the wireless connection. Current Georgetown students, faculty, staff, and other affiliates can connect to SaxaNet. To connect to SaxaNet, you will need to authenticate with your NetID and password.
LIBRARIES

You have access to various libraries during your stay at Georgetown.

**Lauinger Library**
202.687-7607
[www.library.georgetown.edu](http://www.library.georgetown.edu)

**Blommer Science Library**
302 Reiss Science Building
202.687.5687
[www.library.georgetown.edu/blommer](http://www.library.georgetown.edu/blommer)

**Dahlgren Medical Library**
202.687.1448
[http://dml.georgetown.edu](http://dml.georgetown.edu)

**Kennedy Institute of Ethics Library**
202.687.3885
[http://bioethics.georgetown.edu](http://bioethics.georgetown.edu)

**Georgetown Law Library**
111 G St., NW
202.662.9131
[http://www.law.georgetown.edu/library/](http://www.law.georgetown.edu/library/)

**Woodstock Theological Library**
Lauinger Library, lower level
202.687.7513
[http://library.georgetown.edu/woodstock](http://library.georgetown.edu/woodstock)

**The U.S. Library of Congress**
(Does not belong to Georgetown, but is open to the public. Books must be read on site.)
101 Independence Ave., SE
202.707.5000
[www.loc.gov](http://www.loc.gov)

SPORTS FACILITIES

**Yates Field House**
202.687.2400
[http://recreation.georgetown.edu/yates](http://recreation.georgetown.edu/yates)

The Yates Field House serves the athletic and recreational needs of GU students, faculty, staff, and alumni. Yates has tennis, basketball, squash, and racquetball courts, a 25-meter swimming pool, an indoor jogging track, and a volleyball court. It also has a dance/exercise room, a sauna in each locker room, and several weight-training stations. A diverse range of group exercise classes are also available.