



EAST-WEST CENTER

RESPONSIBILITIES OF AN EWC J-1 SCHOLAR/SPECIALIST

Scholars in J-1 status are responsible for understanding and complying with U.S. federal laws and regulations governing the J visa. Failure to do so will violate the scholar's legal status in the U.S. Responsibilities include but may not be limited to the following:

☐ Report Address Changes to the East-West Center Visa Office

U.S. federal regulations require all J-1 scholars to report a change of address *within 10 days* (of the address change) to the Visa Office at the EWC wongv@eastwestcenter.org. The EWC Visa Office is required to provide this and other scholar data to the federal government electronically. Scholars who are subject to the Department of Homeland Security (DHS) Special Registration Procedures must also report their address change within 10 days to the DHS as per instructions received at the Port of Entry.

☐ Report Early Departure Date and Reason to the East-West Center Visa Office

Periodically, scholars leave the EWC early or unexpectedly due to a variety of reasons. U.S. federal regulations require J-1 scholars to notify the East-West Center Visa Office if they plan to leave the EWC before the expiration date of their DS-2019 form as well as the reason for doing so.

☐ Report Changes in Program to the East-West Center Visa Office

Scholars must notify the East-West Center Visa Office whenever there is a change in their academic program or program dates.

☐ Abide by Employment Regulations

J-1 scholars may conduct research or teach only at the East-West Center unless specifically authorized ahead of time by the East-West Center Visa Office to give a lecture or consult at another institution. Scholars must contact the East-West Center Visa Office if invited to speak or consult at another institution.

☐ Maintain Adequate Health/Repatriation-Medical Evacuation Insurance

J-1 scholars must maintain adequate health insurance for themselves and any dependents in J-2 status throughout their stay in the U.S.

☐ Apply for an Extension Prior to the DS-2019 Expiration

Scholars must apply for an extension before their DS-2019 form expires if they intend to stay at the EWC. Scholars in the Research Scholar category currently have a maximum of five years to complete their J-1 program. Short-term scholars have 6 months, and Specialists have one year.

☐ Receive Transfer Authorization Prior to Leaving the East-West Center

Scholars must receive authorization from the East-West Center Visa Office before leaving the EWC in order to transfer to another institution.

☐ Depart the U.S. within 30 Day Grace Period

Scholars must depart the U.S. within 30 days of DS-2019 expiration date or program end date, whichever is earlier, unless they have applied for a change of status with the INS. They should inform the EWC Visa Officer of their Date of Departure, U.S. Port of Departure, Airline/Flight No. *before* leaving.

☐ Obtain Travel Signature Prior to Departing the U.S.

Scholars should obtain the EWC Visa Officer's signature on their DS-2019 form prior to traveling outside the U.S.

I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to the EWC Visa Office. <http://www.eastwestcenter.org/j1visitor>

Signature

Printed name

Date

US Address/Residence Hall/No.: _____ Tel: No. _____

E-Mail Address: _____ SEVIS Validation: _____