

## CEUS Visitor “To Do” LIST - *WHEN CHANGES OCCUR*

### **If you change your address while in the US...**

Give your new home address to CEUS staff so department and records can be updated. Also go to <https://one.iu.edu> to update your Bloomington home address and telephone number in Employee Center > Personal Details.

**IMPORTANT!** Immigration regulations require all foreign nationals to *promptly* report changes of address. The IU Office of International Services asks all visitors to report the change of address within 10 days of moving to stay in compliance with federal law. This rule applies to F-visa and J-visa scholars, faculty and students, dependents, and H-1B, TN and permanent resident workers and their non-citizen dependents.

**J-1 scholars can submit change of address updates through i-Start <http://istart.iu.edu> to update the university system and SEVIS. See <http://ois.indiana.edu> for information. Failure to comply with this reporting requirement may result in termination of your visa.**

### **If you are a visa visitor and will travel outside the US...**

If you are a J-visa visitor and will leave the US for a brief period, it is important to contact IU International Services for a travel signature on your DS-2019 form so you can re-enter the US. This can be requested electronically at <http://istart.iu.edu/>. Allow at least three weeks before travel. Travel signatures are valid for one calendar year or until completion of your program, whichever comes first. Visitors from some countries should ask their IU department for a letter describing your IU status and the expectation you will return to IU after travelling outside the US. Show this letter at the US border only if there are questions when you reenter the US.

If you travel outside the US and the visa stamp in your passport has expired or will expire before you will return to the US, you must apply for a new visa stamp at a US embassy or consulate while you are abroad. Seek advice from the IU Office of International Services before you go. You will not pay the \$180 SEVIS fee again. Carry a department letter to help answer possible questions from border officials when you reenter the US.

If your program start/stop dates changed while at IU due to visa extension or other reasons, your DS-2019 dates won't match the visa stamp in your passport. The visa stamp must be updated before you reenter the US. Contact IU International Services for instructions before travelling outside the US.

When you return to the US, bring to your department a copy of your new I-94 form. Also show the department and IU International Services any new US visa stamp in your passport.

NOTE: If you have extended your visa to stay longer at IU and your SEVIS information is accurate, it's okay if the visa stamp in your passport has expired. You will need a new visa stamp *only* if you travel outside the US

### **If you are a visa visitor and will not renew your visa to continue at IU**

Tell your department and IU Office of International Services the date you plan to leave the US if it differs from the departure date on your DS-2019.

J-visa visitors can stay in the US up to 30 days beyond their DS-2019 end date for pleasure, including US travel, but cannot work after the DS-2019 end date. Short Term J-visa visitors can stay up to 30 days beyond their DS-2019 end date only if they don't exceed their 6 month limit.

Avoid scheduling return flights for your last legal day in the US. An unanticipated flight change or cancellation could delay your departure from the US and create complications. If an unavoidable flight delay such as weather or a mechanical problem will cause your departure from the US to exceed the 30 day J-visa limit, clearly explain your visa situation to your travel agent or to airline representatives in the US and ask them to check your itinerary and help you arrange alternate flights if necessary. This is imperative because international airports in some countries (France, England, etc.) restrict passenger arrival or transit within their airports if the US visa status is no longer valid - for example, arrival at the London or Paris airport after the 30-day US J-visa grace period. In that situation, some countries require you to apply for an airport transit visa through their embassy or consulate in the US. That takes time you won't have if you've already stayed 30 days beyond your US J-visa end date.

**If you are a visa visitor and want to extend your visa to continue at IU at your own expense...**

If you need more time in the US to complete your research project, talk to your department and to International Services about a visa extension at least one month before your current visa expires. Your department must submit a visa extension request through IU iStart – and processing takes time.

**Visiting Scholars seeking extension of their CEUS appointment must provide the department with:**

- dates of extension, not to exceed 12 months per request (Visa visitors are also subject to US limits for the visa type; Short-Term J-1 visas cannot exceed 6 months total);
- demonstration of research progress and the need for continued access to IU resources;
- a new letter of invitation from the IU department chair approving extension and the new departure date;
- passport, current I-94 form, and current DS-2019 or other visa document;
- current US residential address;
- estimated dates of departure and re-entry to the US if you expect to travel outside the US during the period of visa extension;
- proof of sufficient personal financial support for the requested period;
- promise to extend medical insurance at your own expense;
- IU prefers to receive a letter from the visitor's home institution approving the extension of stay. If you are no longer employed by the institution listed when you applied for your current visa, provide a statement of current status such as "I am an independent researcher."

If extension is approved and you receive new visa documents, show the new visa document to CEUS staff and request an Administrative Post edoc be submitted to extend your IU appointment. That will also extend your IU e-mail and library access.

► **Visa visitors who receive payment from IU must show documents to the department each time they receive a new I-94, visa stamp, passport, DS-2019 or other visa form.**

► **Reminder: Scholars are expected to maintain regular contact with their IU faculty sponsor and their IU department.**