

## ISSO Scholar Services at BU Medical Campus

The ISSO is pleased to announce that **beginning Thursday, February, 2009** , we will hold weekly office hours at Boston University Medical Campus for administrators and international scholars. Weekly walk-in hours and a new J-1 scholar orientation program will be held at the BUMC Human Resources Office:

### **BU Medical Campus Office of Human Resources**

801 Massachusetts Avenue (Crosstown Center), Suite 400  
Boston , MA 02118

Our schedule of Medical Campus services is as follows:

#### **Thursdays 9:00-10:00 a.m. – Walk-In Hours for Scholars and Administrators**

During this time, new and extending international employees can complete I-9 Forms and ask general questions about immigration benefits and travel. Administrators may also drop off ISSO request packets.

Scholars in J-1 immigration status may bring in their DS-2019 documents for a travel validation signature, provided they contact the ISSO in advance. Travel signatures will not be given without prior arrangement.

#### **Thursdays 11:00 a.m. – 12:30 p.m. – New J-1 Scholar Orientation**

*\* Note: Effective April 7, 2011, the New J-1 Scholar Orientation at Boston University Medical Campus will begin Thursdays at 11:00 a.m.*

All new arriving scholars sponsored by Boston University in J-1 immigration status (J-1 Professor, Research Scholar, Short-Term Scholar or Specialist) are required to report to the ISSO and attend a New J-1 Scholar Orientation Session within 30 days of their start date as specified on their SEVIS DS-2019 immigration document. No prior reservation is needed to attend the orientation.

The ISSO is grateful to the staff of the Boston University Medical Campus Office of Human Resources for providing a venue for our Medical Campus services.

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### **Walk-In Hour for Scholars and BU Administrators**

**Thursdays 9:00-10:00**

The ISSO Scholar Services Team holds a walk-in hour each Thursday morning from 9:00-10:00 on the Boston University Medical Campus. During this time an ISSO Scholar Services staff member will be available to meet with BU scholars and administrators.

Services provided will include:

- Completion of Form I-9 Employment Eligibility Verification
- DS-2019 Travel Signatures (**Please note:** Travel signatures are available *only* by prior arrangement with the ISSO, since review of the scholar file is required.)
- “Quick questions” on travel, visa renewal, immigration status and benefits
- Questions about filling out Form A and Form B requests for immigration sponsorship or extension
- Drop-off of requests for processing (**Please note:** While these requests can be dropped off during this time, processing for these requests cannot be completed on the spot.):
  - Sponsorship Requests for New and Extending Scholars
  - Application to Add Dependent
  - Request Recommendation for J-1 Occasional Lectures
  - J-1 Transfer Out Request

- J-1 Scholar Notification of Departure
- End of Employment Notification
- H-1B Change in Employment Form

**Individual appointments at the ISSO (888 Commonwealth Avenue, 2nd Floor) with the appropriate scholar advisor or administrator would be required for:**

- Advice on J-1 waivers
- J-2 dependent employment
- Change of Immigration Status
- Reinstatement/Immigration status violations
- Complex travel/visa renewal questions
- Discussion of long-term immigration strategy
- Any questions related to Lawful Permanent Residence (“green card”) sponsorship

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## **New J-1 Scholar Orientation**

**Thursdays 11:00-12:30**

All scholars sponsored by Boston University in J-1 classification (as a Professor, Research Scholar, Short-Term Scholar or Specialist) are required by U.S. Department of State regulation to report the ISSO and attend a New Scholar Orientation upon arrival in the U.S.

While no registration is required to attend New Scholar Orientation, scholars should bring all pertinent immigration documents (Form DS-2019, passport, visa, I-94) for themselves and any dependent family members to an orientation session. Scholars should also bring information about their health insurance coverage in order to complete the required ISSO check-in.

During the orientation session ISSO staff will provide information regarding:

- Immigration rights and responsibilities of J-1 scholar status
- Mandatory insurance coverage
- Obtaining BU identification card and email
- Nonimmigrant taxation responsibilities
- Immigration documents required for travel
- Dependent spouses and children
- Arrival and adjustment to the Boston area

For scholars who are employed by Boston University, ISSO staff will also complete the [Form I-9](#) Employment Eligibility Verification and discuss the procedure for obtaining a Social Security Number.

Scholars should attend orientation as soon as possible after entering the U.S. and **no later than 30 days after the start date specified on their SEVIS Form DS-2019**. Information collected from scholars during New Scholar Orientation enables ISSO staff to “validate” their program participation in their electronic immigration record, which is maintained through the Student and Exchange Visitor Information System (SEVIS). Failure to report to the ISSO and complete SEVIS validation within 30 days of the expected program start date, causes the SEVIS immigration record to become inactive and automatically reports a violation of status to the USCIS and US Department of State.

The ISSO offers two New J-1 Scholar Orientation sessions weekly:

**Mondays at 11:00 a.m. — ISSO, 888 Commonwealth Avenue, 2nd Floor**

**Thursdays at 11:00 a.m. — MED Campus Office of Human Resources,  
801 Massachusetts Ave, Suite 400**

Scholars in J-1 status who are not able to attend the orientation session offered at the Medical Campus, may wish to attend the Monday morning session at the ISSO.