



RESOURCE MANUAL

J-1 Exchange Students



Exchange Visitor Resource Manual for Students –The Center for Global Education encourages any student from one of our partner institutions to select Flagler College as their host institution for their semester abroad.

The purpose of this manual is to provide you with specific information regarding immigration compliance as a J-1 exchange visitor at Flagler College.

General Information

The Center for Global Education is excited to receive nominations for exchange visitor students. According to the U.S. Department of State, individuals interested in studying at Flagler College as a student must “study at a U.S. degree granting post-secondary accredited academic institution, participating in a degree, non-degree, or student internship program.” All students participating in an exchange with Flagler College are considered non-degree students.

Please be advised that interested candidates must meet the following criteria to be considered for enrollment.

Criteria: interested candidates must -

1. Be currently enrolled in and nominated by one of Flagler College’s tuition reciprocity exchange partners.
2. Possess sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in his or her program and to function on a day-to-day basis.
3. Possess adequate financial resources to participate in and complete the exchange visitor program.
4. Possess adequate financial resources to support oneself, and an accompanying spouse and dependents, if any.

If approved, exchange candidates will interact closely with an International Student Advisor to ensure they are successfully enrolled for their respective semester. This includes detailed information concerning the immigration process.

The Center for Global Education encourages interested students to reach out to their current institution to see if they are eligible for nomination.

Mandatory Orientation

Each semester, the Center for Global Education holds a mandatory orientation specifically catered to Exchange Visitor students. Students will receive specific information regarding the date, time, and place of the orientation prior to the start of the semester. Please be sure to reach out to the Center for Global Education at global@flagler.edu if you do not receive information about the mandatory orientation! Failure to attend orientation and to have your SEVIS record validated may result in future immigration complications.

Health Insurance

Health Insurance in the United States is very different from health insurance around the world. Unlike many countries, individuals are required to pay for health insurance. Having health insurance helps ensure that students do not have to pay exorbitant amounts of money in the event they fall ill, as it limits the amount of money required for treatment.

The U.S. Department of State has minimum J-1 health insurance requirements that exchange students' insurance plan must meet:

- Medical Benefits of at least \$100,000 per accident or illness
- Repatriation of Remains in the amount of \$25,000
- Expenses associated with the medical evacuation in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness
- A policy underwritten by an insurance carrier that meets one of the following ratings

Please note this applies to J-2 visa holders as well.

To help students find an insurance provider, the Center for Global Education has provided an abbreviated list of insurance companies that meet the Exchange Visitor Program requirements. Please contact the Center for more information.

Students are also advised to visit Flagler College's [Health Services](#) page to access important information like current immunization forms, medical insurance guide, and much more.

Maintaining Status

The Department of State mandates specific rules as to how J-1 students must maintain status in the U.S. It is important for current students to remember that they must adhere to these requirements throughout their time at Flagler College to ensure they maintain legal immigration status. The Flagler College Center for Global Education is willing and able to assist you and answer questions you have concerning your immigration status; however, it is your responsibility to maintain your immigration status in the United States.

Below is a comprehensive list of the responsibilities all J-1 students must follow while studying in the United States.

Maintain Immigration Documents –

- *Passport* – Be sure you keep your passport valid at all times. Your passport cannot expire while you are in the United States.
- *Visa* – It is important to check the expiration date on your J-1 visa. You will need to make the necessary arrangements to renew your visa if you plan to travel internationally and your visa is expired.
- *DS-2019* – Inform the Flagler College Center for Global Education immediately if you notice a discrepancy in information on your DS-2019. Additionally, please reach out to the Center to extend your DS-2019 prior to the program end date.
- *I-94* – Have a copy of your I-94 with you at all times.

Full Course Load –

In order to maintain your lawful status in the United States, students should be registered for full time during each semester they are present on campus. Full time enrollment for Flagler College is 12 credit hours.

Notifying Changes –

All J-1 students are required to notify the Center for Global Education of changes to their address, legal name(s), major, marital status, and email address within 10 days of the event. It is imperative that students remain diligent in keeping the Center for Global Education informed of major events such as those listed above.

Travel –

Students should meet with the Center for Global Education prior to travelling internationally so as to maintain status. Please see the **travel** section (link to travel section) for more information.

Employment (Academic Training) –

Students may not engage in unauthorized work. Students should consult with their International Student Advisor prior to engaging in a form of employment to ensure they are being compliant.

Travel

J-1 students are able to travel both domestically or internationally during their semesters on campus. However, please remember that different documents and procedures are required for domestic (within the U.S.) and international (outside of the U.S.) travel.

Travel within the U.S. –

Students preparing to travel within the U.S. should review the Domestic Travel Checklist below:

Domestic Travel Checklist

- ✓ Your valid **Passport** with an expiration date that is at least six months in the future of the date you are travelling
- ✓ Your most recent **Form DS-2019**.
- ✓ Any **State issued identification document** you have received while in the United States (i.e., Social security card, Florida driver's license, etc.)

Travel outside the U.S. –

Students preparing to travel outside of the U.S. should review the International Travel Checklist below:

International Travel Checklist

- ✓ Your valid **Passport** with an expiration date that is at least six months in the future of the date you are travelling
- ✓ Your valid **J-1 exchange visitor visa**
- ✓ **DS-2019 travel validation** for re-entry
 - Check the bottom right section of your Form DS-2019 for travel validation signatures from your International Student Advisor.
 - The DS-2019 travel validation signature is an important part of your international travel as it indicates to U.S. Immigration Officers that the Center for Global Education is aware of your international travel. Please note that the DS-2019 travel validation signature is shown during **RE-ENTRY** to the United States.

Academic Training (AT)

Exchange students interested in participating in an off-campus work experience may apply for Academic Training through the Center for Global Education. AT is meant to give students practical experience and must directly relate to their academic program of study. Students may request AT for internships, practicums, apprenticeships, and other types of practical experience gained through off-campus employment.

Eligibility –

- Students must meet the following requirements to be considered for AT:
 - Good academic standing
 - Maintaining J-1 status
 - Employment must directly relate to student's program of study
 - Must have an offer of employment

- Must have completed the Academic Training for Exchange Visitors (J-1) Request Form

Additional information –

- AT may be requested on a full-time or part-time basis.
- AT may be authorized during or after the completion of your program.
- Students must receive authorization from the Center for Global Education BEFORE beginning employment.

How to Apply?

1. Obtain a letter of offer from your potential employer. The letter should include:
 - a. Your job title
 - b. Description of responsibilities
 - c. Address of employer
 - d. Number of hours requested for your work (per week)
 - e. Supervisor’s information
 - i. Full name
 - ii. Email
 - iii. Phone number
 - f. Salary (if applicable)
2. Complete Academic Training for Exchange Visitors (J-1) Request Form
3. Submit items 1 & 2 to the Center for Global Education for approval

Your International Student Advisor will review your submitted materials; and contact you if there are any questions or discrepancies.

Center for Global Education Information
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Thank you for reading the Center for Global Education’s Resource Manual for J-1 Exchange Students. We hope you found it informative and helpful. If you still have questions, please do not hesitate to contact the Center for Global Education at Flagler College. We are more than happy to answer your questions!

Physical Location

Multicultural Center
Next to Ponce
Breezeway, just
below D-Hall

Mailing Address

Flagler College
107 King St
Suite D
Saint Augustine FL,
32084
USA

Contact

Email: global@flagler.edu
Phone: +1 (800) 304 4208