

Welcome

OTIS

College of Art and Design



Purpose of J-1 Orientation

- To help you become acquainted with the structure of your new Campus so you can ***Get Connected***
- To help you understand specific immigration regulations and Otis policies and procedures so that you ***Know The Process***
- To make you aware of campus offices and services so you can ***Use Your Resources***

CENTER FOR INTERNATIONAL EDUCATION- FUNCTIONS

The Center provides the following services to all international students once they have been formally admitted to Otis:

- **Ensure that students comply with the laws and regulations of the U.S. Citizenship and Immigration Services (USCIS) and the Department of State (DoS)**
- **Refer students to the appropriate departments for academic advising**

FUNCTIONS- CONTINUED

In addition to providing immigration advisement services, the Center coordinates cultural and social events so that international visitors have the opportunity to share their national heritage with the campus e community.

CONTACT INFORMATION

Address:	9045 Lincoln Boulevard Los Angeles, California 90045
Telephone:	(310) 665-6800
Website:	http://otis.edu/
Location:	Goldsmith Campus (Main Campus)

HOURS OF OPERATION

Office Hours

Monday-Friday, 8:00am-5:00pm

Office Number

310-665-6994

MEET THE STAFF



OTIS DEPARTMENTS

Department	Person to Contact	Email/Phone Number	
Academic Computing	Felipe Gutierrez	310-665-2551	Otislabs@otis.edu
Architecture/Landscape/Interiors	Linda Pollari	310-665-6868	pollari@otis.edu
Communication Arts	Kali Nikitas	310-665-6841	knikitas@otis.edu
Digital Media	Harry Mott	310-665-6984	hmott@otis.edu
Fashion Design	Rose Brantley	310-665-6876	rbrantley@otis.edu
Fine Arts	Meg Cranston	310-665-6938	mcranston@otis.edu
Graduate Programs	Roy Dowell	310-665-6893	rdowell@otis.edu
Grad Graphic Design	Kali Nikitas	310-665-6841	knikitas@otis.edu
Grad – Public Practice	Suzanne Lacy	310-665-2611	slacy@otis.edu
Grad Writing	Paul Vangelisti	310-665-6891	pvangeli@otis.edu

STUDENT SERVICES

- Health Center.....
- Career Center.....
- Counseling Center.....
- Parking.....
- Safety and Police Services.....
- Transportation.....
- Etc.

WHAT IS SEVIS?

Student and Exchange Visitor Information System

SEVIS is an online database that allows United States Citizenship and Immigration Services (USCIS) and the Department of Homeland Security (DHS) to track all international students. Otis communicates with immigration through SEVIS.

J-1 VISA

A visa is a stamp or sticker that is placed in your passport at a U.S. consulate or embassy outside the U.S. Students need a valid J1 visa to enter the United States.

- You may remain in the U.S. with an expired visa, as long as you have a valid DS-2019 and you are otherwise maintaining your J1 status.
- If you travel outside the U.S., you must make sure that your J1 visa is valid for your entry or re-entry to the U.S.

TWO-YEAR HOME COUNTRY PHYSICAL PRESENCE REQUIREMENT

- Also known as 212(e)
- The intent of the requirement is to have the home country benefit from the exchange visitor's experience in the United States.

WHAT DOES SUBJECT TO 212(E) MEAN?

- Not eligible to change status from J to any other nonimmigrant status within the U.S., except A (Diplomatic) or G (Employee of an International Organization) status.
- Not eligible for lawful permanent resident status.
- Not eligible to obtain an H (Temporary worker) or L (Intra-company Transferee) until the two-year home residency requirement has been completed or a waiver is granted.

WAIVER OF 212 (E)

All waiver requests are initiated with the Waiver Review Division of the Bureau of Consular Affairs of the Department of State. Details about the waiver eligibility and application process are at:

http://travel.state.gov/visa/temp/info/info_1296.html

IMMIGRATION DOCUMENTS

ALL EXCHANGE STUDENTS ARE REQUIRED TO HAVE THE FOLLOWING DOCUMENTS WHILE THEY ARE STUDYING AT OTIS:

- VALID PASSPORT
- FORM DS-2019
- J-1 VISA OR VISA STAMP
- I-94
- PROOF OF HEALTH INSURANCE

PASSPORT

- Maintain a valid passport at all times.
- Renew your passport at least six months prior to the expiration date.
- Your passport can be renewed within the United States at your country's consulate office or embassy (Please contact your country's consulate office for instructions on how to renew your passport).
- Submit a copy of the passport ID and expiration page to the Center for International Education.

FORM DS-2019

A DS-2019 is the official immigration document that is issued to the exchange student once s/he has been formally admitted to a university.

- Students must have a DS-2019 from the school they wish to attend for the J1 visa interview.
- Students may enter the U.S. up to 30 days prior to the program start date that is printed on ITEM #3 (see 'from date') of DS-2019.
- Must have a valid DS-2019 at all times when studying in the U.S. as a J1 student.
- Status expires on the date that is printed on ITEM #3 (see 'To date') of DS-2019.
- If your DS-2019 gets lost, stolen or damaged, you must request a replacement DS-2019 at the Center.

I-94 ARRIVAL/ DEPARTURE CARD

- A white arrival/departure card is given to you when you enter the U.S.
- The immigration officer at the port of entry must stamp this card with the date of arrival and a stamp indicating D/S which means "Duration of Status."
- ❑ This means that you can stay until the end date in section 3 of your DS-2019, plus 30 days for your preparation to depart the United States.
- Student must surrender this card whenever s/he departs the U.S.

MAINTAINING YOUR J-1 STATUS

To maintain your exchange student status, you must comply with immigration regulations and OTIS policies by:

- Reporting to the Center for International Education within 30 days of the DS-2019 start date;
- Keeping your immigration documents VALID and CURRENT;
- Updating your U.S. address within 10 days of moving;
- Maintaining the Health Insurance required for J1 exchange students;
- Registering in a full course of study;
- NEVER working without PRIOR authorization;
- Making SURE to have the proper re-entry documentation when travelling outside the U.S.;
- Notifying the Center when you leave the U.S. permanently.

UPDATE YOUR U.S. ADDRESS AND PERSONAL INFORMATION

Exchange students must update their U.S. address, telephone number and emergency contact by contacting the Director of International Education in person or through email. Once we have your new address and contact information, we will report the changes in SEVIS.

Please note: The Center cannot check you in properly or register you if we do not have a U.S. address for you. Please make sure you update your U.S. address upon your arrival to the U.S.

MANDATORY HEALTH INSURANCE

The U.S. immigration regulations require that all J-1 exchange students and their J-1 dependents maintain a specified level of health and accident insurance.

Program participants and their dependents are required to have medical insurance coverage with the following minimum benefits:

- Medical benefits of at least \$50,000 per accident or illness
- Repatriation of remains in the amount of \$7,500
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000
- A deductible not to exceed \$500 per accident or illness.

HEALTH INSURANCE - CONTINUED

Proof of health insurance must include:

- ✓ Student's first and last name clearly stated on the proof of coverage;
- ✓ Students should be covered for the entire academic year or at the very least, the entire semester. The effective coverage start and end dates must be clearly indicated on the proof of coverage;
- ✓ Policies purchased in countries other than the United States must be officially translated in English;
- ✓ All relevant amounts must be shown in U.S. dollars.

FULL-COURSE OF STUDY

- Undergraduate students must be enrolled in at least **12 units** each semester.
- Graduate students must be enrolled in at least **9 units** each semester.

MAKING NORMAL ACADEMIC PROGRESS

Otis requires that all students pass their classes and maintain a certain grade point average throughout their academic program.

GRADE POINT AVERAGE (GPA)

- UNDERGRADUATE STUDENTS MUST MAINTAIN A MINIMUM GPA OF 2.0 EVERY SEMESTER.
- GRADUATE STUDENTS MUST MAINTAIN A MINIMUM GPA OF AT LEAST 3.0 EVERY SEMESTER.

TRAVELING OUTSIDE THE U.S.

Exchange Visitors must obtain a travel signature on their DS-2019 from the Center when traveling outside the borders of the U.S.

- Travel signatures are granted to exchange visitors who are eligible to continue in their program upon their return to the U.S.
- Each travel signature is valid for one year provided the student continues to maintain legal immigration status.
- Students who need to travel during the semester will need to notify all of their professors and/or departments to inform them of their absences.
- Students are responsible for making arrangements with their professors for any missed assignments/exams.

Please check the following website for any country specific travel warnings:

<http://travel.state.gov>

TRAVELING OUTSIDE THE U.S. CONTINUED

To re-enter the U.S., you need to have the following documents:

- Valid passport
- Valid J-1 visa stamp and J-2 visa stamp for any dependent
- Current DS-2019 with a valid signature (see DS-2019 endorsement)
- Students who need to travel during the semester will need to notify all of their professors via email to inform them of their absences. Students are responsible for making arrangements with their professors for any missed assignments/exams.