



F-1 STUDENT GUIDE

Office of International Affairs
Oregon Health & Science University
www.ohsu.edu/oia

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WELCOME & CONTACT INFORMATION

Thank you for choosing Oregon Health & Science University for your F-1 student experience! We look forward to welcoming you to Portland, Oregon and assisting you with your upcoming F-1 Program.

The Office of International Affairs (OIA) supports OHSU's international community, programs, and activities.

This F-1 Student Guide contains helpful information regarding immigration regulations and OHSU resources. Please read this guide carefully and let us know if you have any questions.

CONTACT INFORMATION

The Office of International Affairs

OHSU Auditorium Suite 311
3181 SW Sam Jackson Park Road
Portland, OR 97239-3098

E-mail: ويا@ohsu.edu

www.ohsu.edu/ويا

Office Hours:

By appointment only; please email ويا@ohsu.edu to schedule a time.

Please Note:

This document is for information purposes only and should not be construed as legal advice. It is your responsibility to know and abide by the immigration regulations that apply to you.

OHSU'S F-1 PROGRAM OFFICERS

Alison Roache Jones, J.D.
Principal Designated
School Official

Director
Office of International Affairs
roacheja@ohsu.edu, (503) 418-2632

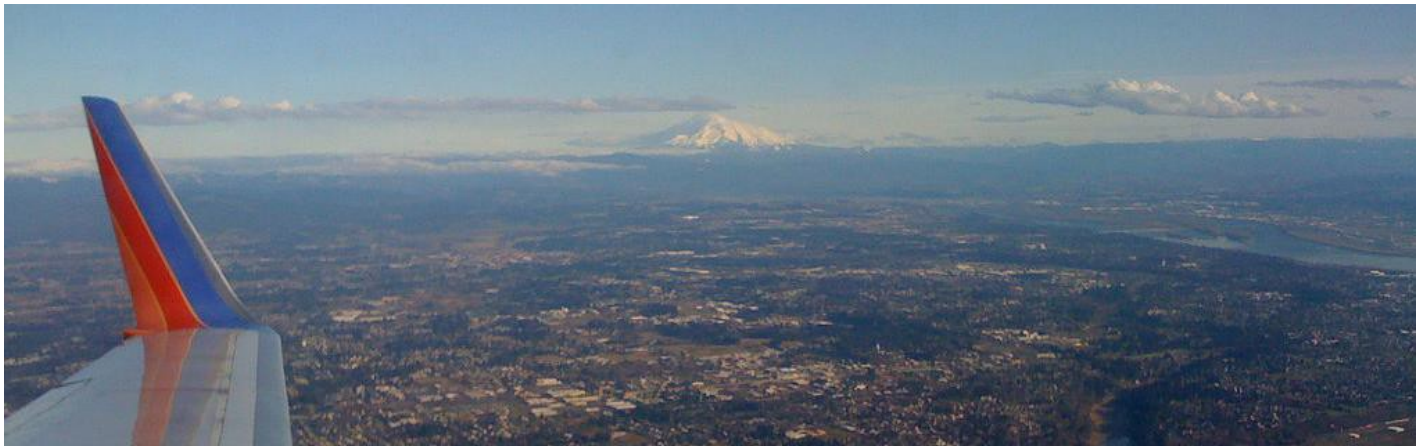
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Designated School Official

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If you have specific questions about your immigration status or if you need to obtain a new SEVIS I-20 or report an event, please contact the Department of International Affairs at oia@ohsu.edu.

PRE-ARRIVAL CHECKLIST

- Please read the enclosed information carefully and retain it for your reference. While you are in the U.S. in F-1 status, you have the responsibility to be aware of all pertinent regulations governing your nonimmigrant status.
- Verify that all the information on your I-20 is correct. Note the program start date and notify your academic department and the Office of International Affairs immediately if your travel plans have changed.
- Pay the SEVIS FEE online at www.fmjfee.com/i901fee.
- Apply for a F-1 Visa at the nearest U.S. Consulate or Embassy to your home residence.
- Arrange for your housing needs.
- Arrange for transportation from the Portland airport to your hotel or apartment.



PRE-ARRIVAL ESSENTIALS



Instructions

Please check the accuracy of the information on Form I-20. If there is an error, please contact the Office of International Affairs, specifying necessary corrections. If your plans change and you will not be participating in an F-1 program at OHSU, please inform the Office of International Affairs as soon as possible.

Expenses

Living expenses vary, depending on personal habits and lifestyles. You should expect to spend a minimum of \$1,342 per month, plus \$500 per month for each dependent. Housing in the Portland area is expensive so this assumes you are sharing housing with roommates.

Housing

OHSU has no on-campus housing, but there are many apartment complexes located by the Portland campus. Please visit our website at <http://www.ohsu.edu/xd/education/international-affairs/> for pre-departure information including housing under the Learning and Resources tab for housing in the Portland Metropolitan area. In addition to our website, you may wish to contact your academic department, who may be able to help locate housing for you. Plan to arrive at least two weeks in advance of your program's start date to allow time to search for a place and resolve the details, particularly if you are bringing school-age children with you.

The costs of the different areas of Portland can differ greatly. You may want to consider the following table when deciding which area of town to live in.

AREA OF PORTLAND	STUDIO	1 BR	2 BR
Northwest (e.g. Pearl District, Nob Hill)	\$1,099-1,513	\$1510-2,092	\$2,916-3,449
Southwest (e.g. South Waterfront, Southwest Hills)	\$1225	\$1,345	\$1,595
Downtown	\$1,150	\$1,737	\$2,838
North (e.g. St. Johns, Cathedral Park)	\$1,150-1,295	\$1,270-1,325	\$1,650-1,750
Inner East Side (e.g. Kerns, Lloyd)	\$1,098-1,376	\$1,310-1,442	\$1,700-2,140
Northeast (e.g. King, Boise, Irvington)	\$1,050-1,200	\$1,095-1,700	\$1,550-2,500
Southeast (e.g. Brooklyn, Woodstock, Montavilla)	\$650-995	\$1,095-1,700	\$1,520-1,959
East (e.g. Lents, Mill Park, Parkrose)	\$865	\$925-1,145	\$1,250-1,573

Information from September 2021

Transportation

You can find information on transportation options (public transportation, car rental services and car ownership) on our website at <http://www.ohsu.edu/xd/education/international-affairs/>. Tri-met is the Portland public transit system and the least expensive way to travel around the city.



APPLYING FOR A VISA



You should apply for an F-1 visa at the U.S. consulate or embassy with jurisdiction over your place of residence.

You must include the following documents with your application for an F-1 visa:

- **Form I-20**
- **Evidence of financial ability to meet expenses:** You must provide proof that you have enough funding to cover tuition, health insurance, and living expenses. If you have received a scholarship you must provide evidence of that scholarship through a scholarship award letter or something similar. If you are planning to use personal funds you must show that you have adequate funding for the entire course of study and that the money can be taken out of your home country. If a sponsor will be supporting your course of study you must provide proof that he/she has funds adequate to support you throughout your course of study, along with a letter or affidavit of support from your sponsor pledging his/her support.
- **Evidence of English proficiency and intention and ability to study:** You must provide proof that you have been unconditionally accepted into an academic program. You will need to take your I-20 form and your acceptance letter with you to the visa interview. You will also want to provide evidence that demonstrates that you have the skills necessary to successfully complete the course of study to which you have been admitted. The following types of documents can be used in demonstrating your skills: diplomas, transcripts showing the course you have taken, TOEFL score report and other score reports such as GRE and GMAT, etc.
- **Evidence of intent to depart the United States after completion of studies:** The main reason that prospective students are denied visas is because they fail to prove to the consulate officer that they will return to their home country once they have completed their courses of study. An F-1 visa is a



temporary visa, so you must prove that you intend to return to your home country when you have finished your course of study. This can be proved by showing ties to your home country. The following types of evidence can be used in showing your ties: evidence that shows you or your family own a business and/or property in your home country; evidence that a company in your home country will give you a job when you return; evidence that you have the skills necessary to succeed in the fields that are in demand in your home country.

- **A valid passport**
- **Form DS-160** (Nonimmigrant Visa Application)
This form is available on the Department of State's website at <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html#howtoapply>
- **Photograph**
Must meet Department of State's requirements listed at <https://travel.state.gov/content/passports/en/passports/photos/photos.html>
- **Machine Readable Visa (MRV) surcharge fee**
- **Visa Reciprocity Fee** (if applicable)
- A listing of visa reciprocity fees is available on the Department of State's website at <https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>
- **SEVIS fee:** Pursuant to Department of Homeland Security regulations, a \$350 SEVIS fee must be paid prior to applying for a F-1 visa. This can be done online at www.fmjfee.com. You must take the receipt with you to the visa interview.

The website <https://www.usembassy.gov> will provide you with information on applying for a visa at U.S. consulates located around the world. You will want to be familiar with the rules and procedures of issuing visas before you apply for yours. Since visa procedures vary depending on what consulate you go to, it is recommended that you check the above website for the procedures and additional required documents at the U.S. consulate you plan on going to.

BRINGING DEPENDENTS TO THE U.S.

Bringing Dependents to the United States

Spouses or unmarried children may accompany an F-1 student to the United States or join the student at a later date in the United States. Dependent family members will be given F-2 status. If dependents will be accompanying the student to the United States they will receive their own dependent I-20 which will include information on the expenses for dependents and financial resources available to support the dependents. If the dependents will join the student at a later date in the United States new dependent I-20s must be obtained from the Office of International Affairs so his/her family members can apply for visas and enter the United States. A dependent of an F-1 student will need the following documents to apply for an F-2 visa:

- **Form 1-20** (as described above)
- **Evidence of financial ability to meet expenses**
- **Marriage certificate or birth certificate**
- **Evidence of intent to depart the U.S. after the F-1 completes his/her studies**
- **A valid passport**
- **Form DS-160** (Nonimmigrant Visa Application)
This form is available on the Department of State's website at <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html#howtoapply>
- **Photograph**
Must meet Department of State's requirements listed at <https://travel.state.gov/content/passports/en/passports/photos/photos.html>
- **Machine Readable Visa (MRV) surcharge fee**
- **Visa Reciprocity Fee** (if applicable)
A listing of visa reciprocity fees is available on the Department of State's website at <https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>

The website <https://www.usembassy.gov> will provide you with information on applying for a visa at U.S. consulates located around the world. You will want to be familiar with the rules and procedures of issuing visas before you apply for yours. Since visa procedures vary depending on what consulate you go to, it is recommended that you check the above website for the procedures at the U.S. consulate you plan on applying for your visa.

Form I-94

The Immigration Official will stamp the F-2 dependent's passport with the date of entry and status. The F-2 will then be able to go to the automated I-94 website to print their arrival and departure record with status information and expiration date (<https://i94.cbp.dhs.gov/I94/#/home>). The Immigration Official will also stamp the passport with an entry stamp and it should be marked F-2 D/S. If you notice that the entry stamp is incorrect, please ask the Immigration Official at the border to correct it. If you notice the mistake after going through Immigration, please contact the Office of International Affairs at OHSU so we can help you get it corrected.

Reentry into the United States

Before you leave the U.S. for a trip, you need to have the Department of Immigration Services sign your I-20 Form. You can arrange for a travel signature from our office by contacting us at oia@ohsu.edu. The travel signature—valid for one year only—confirms that the primary F-1 student is in valid status and will allow your reentry to the U.S. in F-2 status. **Please note: you will also need a current and unexpired F-2 visa in your passport (please see the travel section on page 21 for additional information on travel)**

Partners and Families

The OHSU Office of International Affairs welcomes all types of international families to Portland and offers resources and support to help family members and partners affiliated with OHSU employees, Postdoctoral Fellows, students, and visitors adjust to life in Portland, Oregon. Our website (www.ohsu.edu/oia) is designed to help you find the resources you need to feel more at home. You can contact us any time for 1:1 meetings, help with navigating resources, or even if you simply want someone to talk to.

Study as an F-2 spouse or child

A nonimmigrant spouse in F-2 status is allowed to engage in part-time study in any certified program at a SEVP-certified school on a part-time basis or full-time in a "vocational or recreational" program, such as hobbies. An F-2 child may only engage in full time study if the study is in an elementary or secondary school (kindergarten through twelfth grade). An F-2 dependent desiring to engage in full time study, other than study in an elementary or secondary school must apply for and obtain a change of nonimmigrant classification to F-1, J-1 or M-1 status. Enrolling in school full-time before the change of status is approved is a violation of nonimmigrant status.

Employment

F-2 dependents are not allowed to work in the U.S.

ENTERING THE U.S.

Upon Arrival in the U.S.

When you arrive at the U.S. port of entry, you must present the documents listed below to the Immigration official:

- **A valid passport**
- **A valid F-1 visa** (unless you are exempt from the visa requirement, e.g. Canadian citizens)
- **Evidence of financial support**
- **Form I-20**

Form I-94

The Immigration Official will stamp your passport with your date of entry and status. You will then be able to go to the automated I-94 website to print your arrival and departure record with your status information and expiration date (<https://i94.cbp.dhs.gov/I94/#/home>). The Form I-94 entry stamp should be marked F-1 D/S. If you notice that the I-94 or entry stamp is incorrect, please ask the Immigration Official at the border to correct it. If you notice the mistake after you have gone through Immigration, please contact the Office of International Affairs at OHSU so we can help you get it corrected.



Keep Form I-20 with your passport near the entry stamp. They are your only proof of F-1 status. You will need them to extend permission to stay in the U.S., for work permission, and reentry into the U.S. after temporary trips. Keep the copy of the I-20 permanently. You are also required to maintain a valid passport during your stay in the U.S.

Reentry into the United States

Before you leave the U.S. for a trip, you need to have the Office of International Affairs sign your I-20 form. You can arrange to obtain a signature from our office by contacting us at oia@ohsu.edu. The travel signature confirms that your affiliation with OHSU is current and will allow your reentry to the U.S. in F-1 status. **Please note: you will also need a current and unexpired F-1 visa in your passport (see the travel section on page 21 for additional travel information.)**

Please be aware that you are permitted to enter the U.S. no more than 30 days before the program beginning date indicated on your I-20 Form.



MAINTAINING F-1 STATUS

Maintaining F-1 Status

It is extremely important that you maintain F-1 status, since certain violations of status may be grounds for deportation under U.S. Immigration Law. This means that you must meet certain requirements of the U.S. Department of Homeland Security (DHS). Please note that it is your responsibility to make sure that your I-20 is valid during your course of study here.

Your I-94 record (created at the time of entry into the United States) will be marked D/S, Duration of Status by the immigration officer at the port of entry, but your status is controlled by program end date listed on your I-20.



What you need to do to maintain F-1 status:

- Have a passport that is kept valid at all times, unless exempt from the passport requirement.
- Attend the school you were authorized to attend.
- Maintain a full-course of in-person study each term (vacation period excluded). You are only allowed to take one 3-credit distance learning class per term towards your full-course of study requirement. A full-course of study is 12 credits for undergraduate students and 9 credits for graduate students.
- Apply for an extension in the 30-day period PRIOR TO the program end date on your I-20
- Obtain a new I-20 from the Office of International Affairs if you change departments or change from one degree level to another.
- Limit authorized on-campus employment to 20 hours a week while in school.
- Refrain from off-campus employment without authorization.
- Report a change of residence to the Office of International Affairs within 10 days of the change so it can be reported to DHS via SEVIS.
- Remain in the U.S. for no longer than 60 days after completing a full course of study, unless prior to that time you have followed procedures for applying for optional practical training, moving educational levels, school transfer or a change of immigration status.



Changing majors or educational levels

You are admitted to the United States to work towards the attainment of a specific educational or professional objective. The subject matter and level of education you are seeking is indicated in the program of study section on your I-20. If you change departments or educational levels you must obtain a new I-20 from the Office of International Affairs.

Extending your I-20

If you will not complete your program by the program end date indicated on your current I-20, you must comply with DHS procedures for an extension. Applications for an extension must be made to the Office of International Affairs PRIOR to the expiration date on your I-20.

You are eligible for a program extension if:

- You have continually maintained status
- The delay in completion is "caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses."
- You ARE NOT eligible for an extension because of "delays caused by academic probation or suspension."
- If you fail to complete your program within the time prescribed on your I-20 and cannot meet the eligibility criteria for program extension you are considered to be out of status and must apply for reinstatement to student status with the DHS.

Transferring Schools

If you are maintaining your F-1 status, you may transfer from one DHS approved school to another by following the transfer procedures below. If you have not maintained your F-1 status you are NOT eligible for a school transfer and must apply for reinstatement.

Transferring Procedures:

- Inform the Office of International Affairs of your intention to transfer and obtain verification that you have been maintaining status and are eligible for a transfer. This is usually done by using a transfer form from the school you are planning on transferring to.
- Obtain a new I-20 from the school you are transferring to.
- Enroll in the new school in the first term after leaving OHSU or the first term after vacation. The start date at the transfer-in school must be within 5 months following the release date set by OHSU, or within 5 months of the

program completion date in SEVIS, whichever date is earlier. For students on optional practical training following completion of a course of study, a transfer can be done only if the student can begin studying at the new school within 5 months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier. Students on OPT following completion of studies are eligible for transfer through the end of the 60-day grace period after completion of OPT.

- Check in with the office that works with F-1 students at your new school within 15 days of beginning attendance at the new school.

EMPLOYMENT FOR F-1 STUDENTS

On-campus employment

An F-1 student who is currently maintaining F-1 status may engage in part-time on-campus employment while attending school. An F-1 student may engage in full-time on-campus employment during official school breaks and during the student's annual vacation quarter. An F-1 student IS NOT permitted to engage in on-campus employment after completing his/her course of study unless she/he has another form of work authorization. (Part-time employment is defined as less than 20 hours per week while school is in session. Full-time employment is defined as more than 20 hours per week.)

Optional Practical Training (OPT)

OPT is available for up to 12 months to F-1 students after the completion of 1 academic year (9 consecutive months of full-time study), with the approval of the Office of International Affairs and with authorization from the Department of Homeland Security.

Eligibility criteria

- Completion of 1 academic year (3 quarters of full-time study) as an F-1 student or in a different nonimmigrant category that allows studies such as H-4, etc. However, you must be in F-1 status at the time you apply for OPT.
- Employment taken under OPT must be directly related to your course of study.
- A student is ineligible for OPT if he/she has used full-time curricular practical training for one year or more. The use of part-time curricular practical training does not affect the eligibility for OPT.
- You must apply for OPT no later than 60-days after your program completion date.
- A student is only allowed a total of 12 months of OPT after each level of degree completed. For example, a student is eligible for 12 months after the completion of a master's degree and another 12 months after the completion of a Ph.D. degree.

Categories of Optional Practical Training

- Pre-completion Optional Practical Training: OPT is permissible full-time (more than 20 hours a week) during a student's annual vacation quarter and part-time (less than 20 hours a week) while school is in session.
- Post-completion Optional Practical Training: Available full-time after the completion of a student's course of study and is also available to Ph.D. and Thesis master's students after completion of all the course requirements for the degree excluding the thesis or dissertation.

Application Procedures

In order to apply for OPT you must contact the Office of International Affairs for an OPT Application Packet.

OPT STEM Extension

A 24-month OPT extension is available for F-1 students who have graduated with a bachelor's, master's or doctoral degree in a specified STEM (science, technology, engineering, mathematics) field and are working for an E-verify employer. View a list of designated STEM fields on the DHS website at

<https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/eligible-cip-codes-for-the-stem-opt-extension> .

For information on STEM eligibility criteria, reporting requirements, etc. please visit the Department of Homeland Security's Study in the States STEM OPT Hub website at <https://studyinthestates.dhs.gov/stem-opt-hub>.

Application procedures:

In order to apply for the OPT STEM Extension you must complete the OPT STEM packet and return it to the Office of International Affairs.

Curricular Practical Training (CPT)

CPT is employment in an internship position which is an integral part of your study.

Eligibility criteria:

- Completion of 1 academic year (3 quarters of full-time study) as an F-1 student or in a different nonimmigrant category that allows studies such as H-4, etc. However, you must be in F-1 status at the time you apply for CPT.
- CPT is only available before you complete your program of study.
- The employment must be an internship position which is an integral part of your course of study.
- You must have an offer of employment from an employer offering work that qualifies as CPT. CPT can only be authorized for a specific employer.
- Approval from your academic advisor who is required to supervise your CPT.



Application procedures:

Contact the Office of International Affairs for a CPT Application Packet and to complete the application procedures.

Important information about CPT:

- You will not be eligible for optional practical training if you accumulate 12 months or more of full-time CPT. Participation in part-time CPT does not effect your eligibility for optional practical training.

- You are only authorized to work for the employer, the period of time, and the number of hours per week typed on the back of your I-20 by the Office of International Affairs. Any deviation in employment from what is typed on your I-20 will be considered unauthorized employment and a status violation.

SEVIS

What is SEVIS?

SEVIS is an internet-based system that allows schools and the Department of Homeland Security (DHS) to exchange data on the immigration status of international students. Accurate and current information is transmitted electronically throughout an F-1 student's academic career in the United States. U.S. embassies and consulates also have access to SEVIS.

How does SEVIS work?

- OHSU transmits an admitted student's information to the DHS via SEVIS. DHS then approves OHSU's request to issue an I-20 and a new bar-coded I-20 form is printed and sent to the student.
- The student submits the I-20 to the immigration officer at the port of entry. The immigration officer then reports in SEVIS that the student has arrived in the United States.
- When the student arrives on campus he/she reports to the Office of International Affairs, and OHSU confirms the student's enrollment through SEVIS.
- OHSU will continue to provide regular electronic reports to DHS throughout the student's academic career.

What data does SEVIS collect?

OHSU must report the following information:

- Whether a student has enrolled at the school, dropped below a full course of study without prior authorization by the DSO, or failed to enroll.
- The current address of each enrolled student.
- The start date of the student's next quarter.
- Any student who has failed to maintain status or complete his or her program.
- A change of the student's or dependent's legal name or address.
- Any student who has graduated early or prior to the program end date noted on the I-20.
- Any disciplinary action taken by the school against the student as a result of the student being convicted of a crime.
- Program extensions, school transfers, changes in level or program of study, employment authorizations, reinstatement, etc.
- Any other notification request made by SEVIS with respect to the current status of the student

If you have specific questions about your immigration status or if you need to obtain a new SEVIS I-20 or report an event please contact the Office of International Affairs at oia@ohsu.edu.



TRAVEL

Immigration regulations require that you carry your immigration paperwork on you at all times. It is highly recommended that you carry the following documents with you when you travel domestically or internationally:

- Your current I-20 signed on the back by the Office of International Affairs within the last 12 months
- Valid passport
- A valid visa (if reentering from abroad, unless traveling to Canada, Mexico or adjacent islands for less than 30 days)
- Your I-94 record (if reentering the United States from a trip abroad you will receive a new I-94 record, unless you are reentering from Canada, Mexico or an adjacent island after a trip of less than 30 days)

Trips to Canada, Mexico and adjacent islands

You may reenter the United States without a valid visa after a trip of less than 30 days to Canada, Mexico or adjacent islands. In order to take advantage of this provision you must be maintaining valid F-1 status, have a valid passport (unless exempt from passport requirements), have a current I-20 endorsed for travel by the Office of International Affairs, and have a valid I-94 record.

Please be aware that if you travel to Canada or Mexico to apply for a new visa you will not be able to reenter the U.S. under the revalidation provisions stated above if your visa application is denied for any reason.

Citizens or nationals of Iran, Syria, and Sudan are also not eligible for the revalidation provisions and must have a valid visa to reenter the U.S. after a trip to Canada, Mexico or adjacent islands.

Anyone who has been an overstay under INA 222(g) is also not eligible for the revalidation provisions and must obtain a new visa in his/her home country to reenter the U.S.

Entry requirements for Canada

Canada now requires all Canadian visa-exempt foreign nationals to obtain an Electronic Travel Authorization (ETA) to fly or transit through Canada. Exceptions

include U.S. citizens and travelers with a valid Canadian visa. Please make sure you apply for an ETA before you book your flight to Canada. Most applicants get approved within minutes. However, some applications can take several days to process, so do not wait until the last minute. Please also make sure that you check to see if you need a visa to enter Canada.

Find out more information on Canadian entry requirements:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada.html>

Airport transit visa requirements for countries in the European Union

France, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden are now requiring that nationals from several countries including India obtain "airport transit visas" for connecting flights. If you are from one of the designated countries you are required to obtain the airport transit visa even if you will not be leaving the airport under certain circumstances.

Get more information about the airport transit visa requirements:

<https://www.immihelp.com/transit-schengen-visa/>

Please check with the embassies of the countries you will be landing in before you leave the U.S. to determine whether or not you will need an airport transit visa.

View a list of embassies around the world: <https://www.embassyworld.org/>

ADDITIONAL RESOURCES

OHSU Office of International Affairs Website

Please visit our website for information on immigration services, pre-departure and getting settled, export controls, partner and family resources, travel information and much more:

<http://www.ohsu.edu/xd/education/international-affairs/>

U.S. Immigration and Customs Enforcement (ICE)

Detailed web page on SEVIS:

<http://www.ice.gov/sevis/index.htm>

U.S. Department of Homeland Security's Study in the State Website

Visit the Study in the State's website for rules and resources that govern the F-1 student process in the United States.

<https://studyinthestates.dhs.gov/>

U.S. Department of State's Website

Visit the Department of State's Website for Information and forms for applying for visas, travel information and links to U.S. embassies and consulates.

<https://www.state.gov/visas/>

OBTAINING A SOCIAL SECURITY NUMBER

If you will be getting paid by Oregon Health & Science University, you must apply for and obtain a Social Security Number (SSN) from the Social Security Administration (SSA).

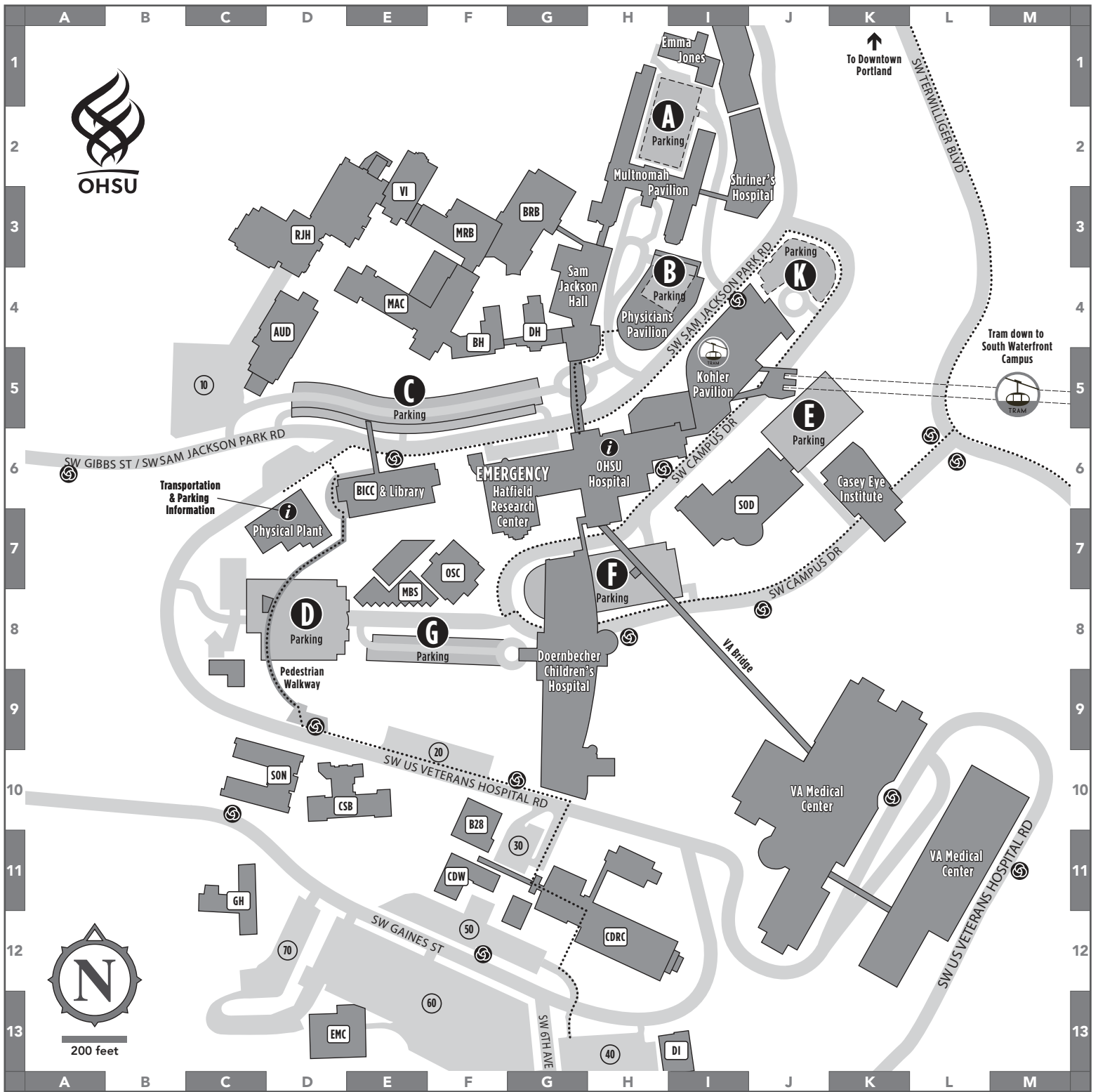
You must check in with the Office of International Affairs and have your SEVIS record validated 48 hours prior to going to the SSA to apply for an SSN.

Please note: In order to obtain an SSN, you must be receiving a salary from an U.S. source.

You should be in the U.S. for more than 10 days before going to the SSA to apply for an SSN. This allows arrival data from the port of entry to be entered in the primary system SSA uses for authorization validation.

You must also wait until the start date on your I-20 form before applying for an SSN.

Please contact the Office of International Affairs to obtain the information you will need to apply for an SSN. You can contact the Office of International Affairs at ويا@ohsu.edu. Note: You do not need an SSN to obtain a driver's license or Oregon ID.



Baird Hall	BH F-4	CDRC Child Development & Rehabilitation Center West	CDW F-11	Kohler Pavilion	I-5	Physicians Pavilion	H-4
BICC Biomedical Information & Communication Center & Library	BICC E-6	Dillehunt Hall	DH G-4	Mackenzie Hall	MAC E-4	Richard T. Jones Hall	RJH D-3
Biomedical Research Building	BRB G-3	Doernbecher Children's Hospital	G-8	Medical Research Building	MRB F-3	Sam Jackson Hall	G-4
Building 28	B28 F-10	Dotter Institute	DI H-13	Modular Office Building	MBS E-7	School of Dentistry	SOD I-6
Campus Services Building	CSB E-10	Emma Jones Hall	I-1	Multnomah Pavilion	H-3	School of Nursing	SON D-10
Casey Eye Institute	K-6	Energy Management Center	EMC E-13	OHSU Auditorium	AUD D-4	Shriners Hospital for Children	J-2
CDRC Child Development & Rehabilitation Center	CDRC H-12	EMERGENCY	F-6	OHSU Hospital	i H-6	Transportation & Parking	i D-7
		Gaines Hall	GH C-11	OHSU Student Center	OSC F-7	VA Medical Center	J-10
		Hatfield Research Center	F-6	Physical Plant	D-7	Vollum Institute	VI E-3

MARQUAM HILL CAMPUS



DRIVING DIRECTIONS TO MARQUAM HILL

OHSU interactive map: www.ohsu.edu/map

From Lake Oswego/Sellwood Bridge area

- Travel north on S.W. Macadam Ave.
- Turn left onto S.W. Boundary St.
- Proceed one block and turn right onto S.W. Corbett Ave.
- Turn left onto S.W. Hamilton St.
- Turn right onto S.W. Barbur Blvd. and continue for approximately 2.5 miles.
- Make a sharp left onto S.W. Caruthers St.
- Turn left at the second light onto S.W. 6th Ave.

From the west

- Travel east on Hwy. 26/Sunset Hwy.
- Stay in the right lane and follow the signs to I-405 (Salem/The Dalles).
- After passing through the Vista Ridge tunnel, stay to the right as the freeway branches.
- Take the 6th Ave. exit.
- Turn right onto S.W. 6th Ave., following signs to OHSU.

From the east

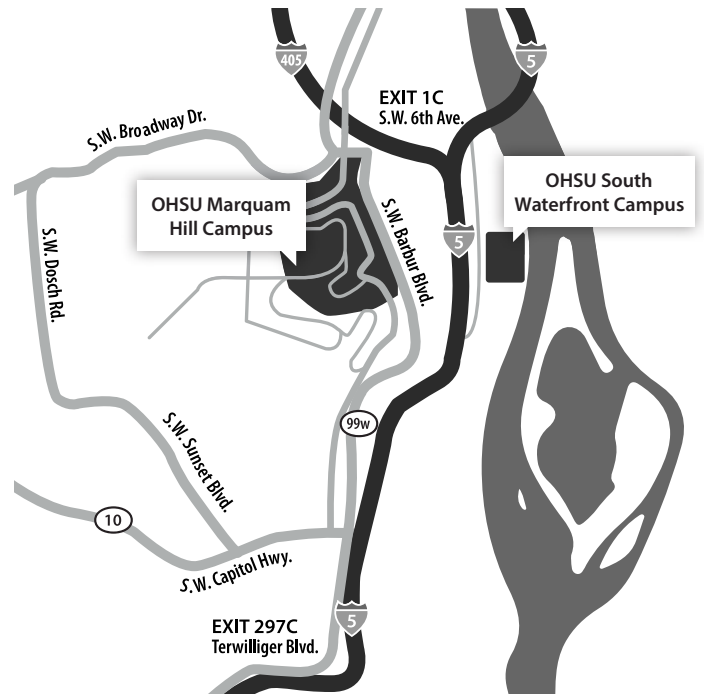
- Travel west on I-84. Follow signs to I-5 south (Salem).
- Cross the Marquam Bridge and merge into one of the two left lanes to City Center/Beaverton.
- Take the S.W. 6th Ave. exit. Immediately move to the left lane and turn onto S.W. College St. (or the next street that allows a left turn).
- Turn left onto S.W. Broadway Ave. and move to the right lane.
- Bear right onto S.W. 6th Ave., following signs to OHSU.

From the south via I-5

- Travel north on I-5.
- Take exit 297 (Terwilliger Blvd).
- Turn left at stop light onto S.W. Terwilliger Blvd.
- Turn right onto S.W. Barbur Blvd. and continue for approximately 3 miles.
- Make a sharp left onto S.W. Caruthers St.
- Turn left at the second light onto S.W. 6th Ave.

From the south using S.W. Barbur Blvd.

- Travel north on S.W. Barbur Blvd.
- Make a sharp left onto S.W. Caruthers St.
- Turn left at the second light onto S.W. 6th Ave.



From the southeast

- Travel west on S.E. Powell Blvd.
- Cross the Ross Island Bridge and take the City Center exit.
- Stay in the left lane and merge onto S.W. Kelly, which will turn into S.W. Arthur.
- After crossing S.W. Barbur Blvd., bear left onto S.W. Caruthers.
- Turn left onto S.W. 6th Ave.

From the north

- Travel south on I-5 toward Salem.
- Cross the Marquam Bridge and merge into one of the two left lanes to City Center/Beaverton.
- Take the S.W. 6th Ave exit. Immediately move to the left lane and turn onto S.W. College St.
- (or the next street that allows a left turn).
- Turn left onto S.W. Broadway Ave. and move to the right lane.
- Bear right onto S.W. 6th Ave, following signs to OHSU.

From OHSU South Waterfront Campus

- Travel north on S.W. Moody Ave.
- Turn left onto S.W. River Pkwy.
- Continue onto S.W. Harrison St.
- Turn left at S.W. 5th Ave.
- Turn slightly left to stay on S.W. 5th Ave.
- Turn right at first cross-street onto S.W. Caruthers St.
- Turn left on S.W. 6th Ave.
- Follow signs to OHSU.

US-VISIT, Biometrics and You

The U.S. Department of Homeland Security's US-VISIT program provides U.S. visa-issuing posts and ports of entry with the biometric technology that enables the U.S. government to establish and verify your identity when you visit the United States. Immigration officials use this information to help them make visa-issuance and admission decisions.

Additionally, your biometrics—digital fingerprints and photographs—are collected to help protect your identity in the event your travel documents are lost or stolen. Unlike names and dates of birth, which can be changed, your biometrics are unique and are virtually impossible to forge. Collecting biometrics also helps the U.S. government prevent people from using fraudulent documents to enter the country illegally.

The use of biometrics helps US-VISIT achieve these equally important goals:

- Enhance the security of our citizens and visitors
- Facilitate legitimate travel and trade
- Ensure the integrity of the immigration system
- Protect the privacy of our visitors

Protecting Your Privacy

US-VISIT upholds the privacy of individuals while helping protect our national borders and immigration system. Personal information collected by US-VISIT will be used only for the purposes for which it was collected, unless specifically authorized or mandated by law.

Questions relating to personal information and the US-VISIT program may be directed to the Department of Homeland Security's Traveler Redress Inquiry Program (DHS TRIP) at www.dhs.gov/trip.

You may also direct similar inquiries to the US-VISIT Privacy Officer, US-VISIT Program, Department of Homeland Security, Washington, DC 20528 or at usvisitprivacy@dhs.gov.

US-VISIT

Keeping America's Doors Open and Our Nation Secure



**Homeland
Security**



www.dhs.gov/us-visit

What to Expect When Visiting the United States

The United States is a nation where diversity is celebrated and people from all over the world are welcome. The information below will help guide you through the biometric collection process as it is used at U.S. visa-issuing posts and U.S. airports and seaports.

Biometric procedures—the collection of digital fingerprints and photographs—apply to international travelers holding a non-U.S. passport or visa.

Upon Applying for a Visa

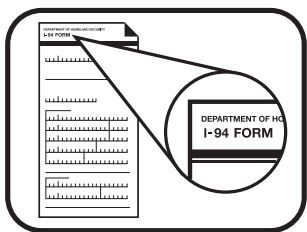


If you need a visa, you must go to your closest U.S. visa-issuing post for an interview as part of the application process. During this interview, you can expect a Department of State consular officer to:

- Review your visa application and supporting documents
- Collect your biometrics (up to 10 digital fingerprints and a digital photograph)

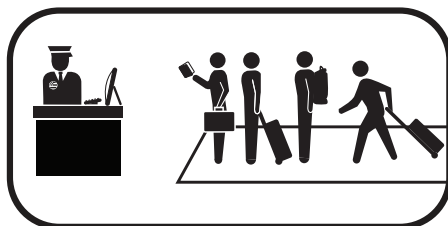
For the complete visa application process, visit www.UnitedStatesVisas.gov.

En Route to the United States by Air and Sea



Airline or ship representatives will give you a white Form I-94 (if you are a visa holder) or green Form I-94W (if you are a Visa Waiver Program traveler) to fill out before you arrive in the United States.

Upon Arrival



A Customs and Border Protection officer will guide you through the inspection process. Have your travel documents ready, such as your passport and Form I-94 or Form I-94W.



The officer will review your travel documents and ask you questions, such as why you are visiting and how long you will stay.



The officer will scan up to 10 of your fingerprints and take your photograph with a digital camera.



The officer will tell you when you have completed the process.

Upon Departure



When you leave the country, you should return your Form I-94 or Form I-94W to an airline or ship representative. By returning your form, you have completed the U.S. entry-exit process.



You do not currently have to check out at a biometric exit kiosk as DHS has completed the pilot test of biometric exit procedures. However, at a date to be announced in the future, you will be required to provide biometrics when departing the United States.

To Learn More...

- Visit www.dhs.gov/us-visit for more about US-VISIT
- Send an e-mail to subscribeusvisit@dhs.gov to receive electronic updates about US-VISIT
- Visit www.cbp.gov for more about U.S. Customs and Border Protection
- Visit www.travel.state.gov for more about the U.S. Department of State



The Exchange Visitor Program

WELCOME BROCHURE

Bureau of Educational and Cultural Affairs
United States Department of State

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. As an Exchange Visitor Program participant, you will acquire an experience in the United States, and as an ambassador of your country you will help educate the American people about your home country and culture.

This brochure will help you understand the purpose of the Exchange Visitor Program, provide you with information on contacting the Department of State, and introduce you to some of the major requirements of the Exchange Visitor Program regulations.

THE EXCHANGE VISITOR PROGRAM

THE U.S. DEPARTMENT OF STATE administers the Exchange Visitor Program under the provisions of the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals opportunities to participate in exchange programs in the United States with the expectation that on completion of their exchange program, they will return home to share their experiences.

Sponsors – The U.S. Department of State designates U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations to administer exchange visitor programs. These organizations are known as sponsors. Sponsors screen and select exchange visitors to participate in their programs based on the regulations governing the exchange activity and stated in 22 CFR Part 62. Sponsors provide exchange visitors pre-arrival information, an orientation, and monitor activities throughout their exchange program. Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. You are encouraged to participate in activities that provide them with an opportunity to share their language, culture, and history with Americans.

Responsible Officers – Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificate of Eligibility (Form DS-2019), and conduct official communications with the Department of State and the Department of Homeland Security (DHS) on your behalf. Your sponsor's role is to help you manage your program. If problems arise or you have questions, your sponsor is there to help you. Should you have any questions about the regulations or any aspect of your exchange program, your initial and primary contact is your sponsor. Unless provided specific contact information by your sponsor you should contact the person whose name and telephone number can be found on your Form DS-2019.

Exchange Visitor – An exchange visitor is a foreign national selected by a sponsor to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

Spouse and dependents - Some categories of the Exchange Visitor Program permit a spouse and/or unmarried children, under 21 years of age, to accompany an exchange visitor to the United States. These individuals may apply for J-2 visas with the permission of your sponsor.

REGULATIONS – RULES

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your sponsor will help you keep current with any change which may affect your J-1 visa status. Some requirements of the Federal regulations and where to find them are indicated below.

Register with your sponsor – Your Form DS-2019 was created in a computerized system known as the Student and Exchange Visitor Information System (SEVIS). This System is administered by the Department of Homeland Security and is used to collect and maintain information on the current status of non-immigrants and their dependents in the sponsor's program during their stay in the United States.

When you arrive in the United States, you must contact your sponsor to ensure that your data in SEVIS is accurate and updated. Failing to maintain your status could result in serious consequences and may affect your ability to remain in or return to the United States.

Activities and Program Provisions – You entered the United States in a specific program category, and are required to engage in that category and the activity listed on your Form DS-2019. You must comply with the specific program provisions of the regulations relating to your exchange category.

Insurance – You are required to have medical insurance in effect for yourself (J-1), your spouse and any dependents (J-2) for the duration of your program. Some sponsors provide the required insurance for their exchange visitors. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

(a) Minimum Insurance Coverage – Insurance shall cover: (1) medical benefits of at least \$100,000 per person per accident or illness; (2) repatriation of remains in the amount of \$25,000; and (3) expenses associated with medical evacuation in the amount of \$50,000.

(b) Additional Terms – A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

(c) Maintenance of Insurance – **Willful failure on your part to maintain the required insurance throughout your stay in the United States will result in the termination of your exchange program.**

Maintenance of Valid Program Status – You are required to have a valid and unexpired Form DS-2019. Sponsors may terminate an exchange visitor's program for violating U.S. laws, Exchange Visitor Program regulations, or the sponsor's rules governing their particular program.

Required Notifications to Sponsors – You must immediately inform your sponsor if you change your address (residence) or telephone number, or complete or withdraw from your exchange visitor program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State and the Department of Homeland Security. Failure to keep your sponsor informed could result in the termination of your program status.

Current Regulations – The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62) and can be found at the J-1 Visa website: <http://j1visa.state.gov/sponsors/current/regulations-compliance/>.

Contacting the Department of State – The Exchange Visitor Program is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of Educational and Cultural Affairs (ECA).

Bureau of Educational and Cultural Affairs
U.S. Department of State
State Annex SA-5, Fifth Floor
Washington, DC 20522-0505

Report Abuse or Exploitation – If you are mistreated and/or your rights are violated, and your sponsor is not providing the help you need, contact the Department of State for assistance:

J-1 Visa Emergency Hotline: 1-866-283-9090.*

This line is for use by exchange visitors and third parties in the case of urgent situations. *A Department of State representative is available 24 hours a day.

Regular Communications or questions: jvisas@state.gov.

This e-mail address is to communicate non-emergency issues, questions, and concerns.

KNOW YOUR RIGHTS

An information pamphlet describing your rights
while working in the United States.

National Human Trafficking Hotline
1-888-373-7888





KNOW YOUR RIGHTS

We are confident that you will have a rewarding stay in the United States. However, if bad situations happen, you have rights and you can get help!

You Have the Right to:

- Be paid fairly
- Be free from discrimination
- Be free from sexual harassment and sexual exploitation
- Have a healthy and safe workplace
- Request help from union, immigrant, and labor rights groups
- Leave an abusive employment situation

**IF YOU ARE MISTREATED, CONTACT THE NATIONAL HUMAN
TRAFFICKING RESOURCE CENTER HOTLINE AT
1-888-373-7888, TEXT "HELP" TO 233733 (BEFREE) OR EMAIL
NHTRC@POLARISPROJECT.ORG.**

**TRAINED SPECIALISTS ARE ALWAYS AVAILABLE TO HELP IN MORE
THAN 200 LANGUAGES. YOU DO NOT HAVE TO GIVE YOUR NAME
OR IDENTIFY YOURSELF. LEARN MORE AT
WWW.TRAFFICKINGRESOURCECENTER.ORG.**

If you are in immediate danger, call the police at 911. Tell them the emergency, your location and the phone number from which you are calling. Ask for an interpreter if you do not speak English. When the police arrive, you can show them this pamphlet and tell them about the abuse you have suffered.

If you receive an A-3, G-5, H, J, NATO-7, or B-1 domestic worker nonimmigrant visa, you should receive this pamphlet during your visa interview. A consular officer must verify that you have received, read, and understood the contents of this pamphlet before you receive a visa. If you have not, the consular officer should provide the pamphlet and discuss it with you. In addition, the consular officer should answer any questions you have about the information in the pamphlet.

YOUR RIGHTS REGARDLESS OF VISA STATUS

If you believe that your rights have been violated, report it to a government agency, union, non-governmental organization, or other organization that can assist you. If you do not speak English, ask for an interpreter.

1. Your Right to Be Paid Fairly

- You have the right to be paid for all work you do.
- You have the right to earn at least the federal legal minimum wage for most jobs. See www.dol.gov/whd/minimumwage.htm for the current federal minimum.
- You may be entitled to earn more than the federal minimum wage if:
 - You work in a state, city, or county that has a higher minimum wage.
 - Your employment contract/visa program requires a higher amount.
- You may be entitled to overtime pay of one and a half times the amount of your hourly wage for any hours worked over 40 hours per week. For example, if your regular wage rate is \$10 per hour, your employer may be required to pay you \$15 for each hour you work above 40 hours in a single week.
- If your employer takes money from your paycheck, this is called a deduction. Your employer must clearly identify for you each deduction taken from your paycheck.
- Deductions may be illegal if you are left with less than the legally required wage rate after the deduction. An employer usually may not deduct for the cost of uniforms, safety equipment, required tools, supplies, equipment or recruitment fees. For some visa categories, housing must be provided free of charge.
- Lawful deductions include those you choose, such as health insurance, union dues, or wage advances, as well as deductions an employer must make due to court-ordered withholdings for child support or alimony, or bankruptcy proceedings. With few exceptions, nonimmigrant visa holders working in the United States

TIP: Bring this pamphlet with you to the United States for future reference.



TIP: Depending on your length of stay, you may be required to have health insurance while in the United States. You may also qualify for financial help to lower the cost of health insurance.

are subject to federal and state income and employment taxes. You and your employer may agree to have income tax withheld directly from your paycheck. Your employer will generally withhold employment taxes, including Social Security and Medicare taxes, directly from your paycheck.

2. Your Right to Be Free from Discrimination

- It is unlawful for your employer to treat you differently or badly at work because of your age (if you are 40 or older), gender or sex, race, national origin and ethnicity, color, religion, genetic information (including family medical history), or disability.
- Your employer may not treat you differently because you are a woman or because you are pregnant, nursing, or may become pregnant.

3. Your Rights to Be Free from Sexual Harassment and Sexual Exploitation

- It is unlawful for your employer to sexually harass you. Your employer should not make any offensive sexual or gender-based comments.
- It is unlawful for your employer to sexually exploit you, including:
 - Demanding that you perform any sex act;
 - Touching you in a sexual manner;
 - Forcing, tricking or coercing you to perform any sex act.

4. Your Right to a Healthy and Safe Workplace

As a worker in the United States, you have a right to safe, healthy work conditions including:

- **Medical Treatment:** You have the right to report work-related injuries and illnesses to your employer. If you are injured or get sick at work, you may seek medical treatment. In most cases, for work related

TIP: Before leaving for the United States, get advice from migrant worker organizations or former migrant workers. They can give you names and numbers of persons or organizations you can contact if you have problems or questions when you are in the United States.



injuries or illnesses, your employer should provide free medical treatment and part of the wages lost while injured. You may have to file for workers' compensation in the state where you work.

- **Protective equipment:** If you work with or around pesticides or dangerous chemicals, your employer must pay for and provide protective equipment required for the job (such as a respirator or gloves).
- **Training:** You have the right to receive information and training about hazards, methods to prevent harm, and the safety and health standards that apply to your workplace. The training must be in a language and vocabulary you can understand.
- **Housing:** If your employer provides housing, it should be clean and safe. You must be allowed to leave your housing during non-working hours.
- **Bathrooms:** Bathrooms should be clean and accessible. Your employer should grant you access to bathroom facilities as needed.
- **Potable Water:** You have the right to receive clean drinking water.
- **Soap and Clean Water:** You have the right to wash your hands as needed with soap and water especially after handling pesticides/chemicals, including vegetables or fruit treated with pesticides/chemicals.
- **Medical Emergencies:** Your expenses may be paid for, so you should tell your employer about your injury or illness as soon as possible so the employer can file the necessary paperwork. When you are at the doctor, clinic, or hospital, ask for copies of the paperwork regarding your illness or injury.



If you are working with or around pesticides or dangerous chemicals:

- You have a right to know and understand the chemicals you are working with, and your employer must provide you with paid training on workplace chemicals.
- Your employer must tell you where and when pesticides were sprayed and when it is safe to re-enter a treated area to avoid accidental exposure. Do not be in an area where pesticides are being applied.

5. Your Right to Request Help from Union, Immigrant, and Labor Rights Groups

- With few exceptions, you have the right to join together with your coworkers to ask your employer to improve your wages or working conditions. Most workers also have the right to form, join, and support a union in your workplace.
- When you are not working, you can attend public speeches, rallies and demonstrations supporting higher wages or better working conditions at your workplace.
- You have this right regardless of your immigration status. Your employer cannot take action against you for asserting your rights.

6. Your Right to Leave an Abusive Employment Situation

- The most important thing is for you to seek safety if you are being abused. You do not have to stay in your job if your employer is abusing you.
- Though your visa status will no longer be valid if you leave your employer, you may be able to change your visa status or employer. You may need to leave the United States to do so. Even if your visa status is not valid, help is available once you leave your abusive employer.
- You may make a formal complaint or file a lawsuit against your employer while you are working or after you leave your employer. If your employer takes action (or retaliates) against you for doing so, they are violating the law.

TIP: Legal advice from your employer, contractor, or recruiter may be biased. Seek advice from an independent attorney.

ADDITIONAL RIGHTS BASED ON YOUR NONIMMIGRANT STATUS

A-3, G-5, NATO-7, and B-1 Domestic Employees

- Your employer must provide you with an employment contract that complies with U.S. law.
- The contract must state the hourly wage to be paid to the domestic employee. The hourly wage must be the greatest of the minimum wage under U.S. Federal, state, or local law.
- Employers must provide you with a contract in a language that you understand. Make sure that you know the terms of the contract and do not sign a document if you do not know what it says.

Additional Requirements for A-3, G-5, and NATO-7 Domestic Workers

At a minimum, the contract must include the following provisions:

- An agreement by your employer to abide by all laws in the United States;
- Information on the frequency and form of payment, work duties, weekly work hours, holidays, sick days, and vacation days; and
- An agreement by your employer not to keep your passport, employment contract, or other personal property from you.

H-2A Temporary Agricultural Worker Visas

- You should never have to pay fees to a labor recruiter.
- You must receive a written work contract in a language you understand. It must contain detailed information about the wages, work duration, hours, benefits (including transportation, housing and meals or cooking facilities), and any deductions from your paycheck.
- You have the right to be paid fairly even if you are paid at a piece rate.
- Your employer must either provide or pay for inbound transportation and daily subsistence from the place from which you have come to work for the employer to the place of employment, or reimburse you for reasonable costs once you complete half of your work contract. Once you complete the work contract, your employer must provide or pay for your return transportation and daily subsistence from the place of employment to the place from which you departed to work for the employer. Your employer may be required to reimburse your inbound travel and visa costs in the first workweek if your wages minus your

expenses are less than the U.S. minimum wage. Your employer must also provide transportation from your employer-provided housing to the worksite at no charge.

- You are exempt from U.S. Social Security and Medicare taxes on compensation paid for services performed in connection with your H-2A visa.
- Generally, your employer must offer you employment for a total number of hours equal to at least 3/4 of the workdays in the contract period.

H-2B Temporary Non-Agricultural Worker Visas

- You should never have to pay fees to a labor recruiter.
- You must receive a written job order in a language you understand. It must contain detailed information about the wages, work duration, hours, benefits (including transportation, housing and meals or cooking facilities), and any deductions from your paycheck.
- Generally, your employer must offer you employment for a total number of hours equal to at least 3/4 of the workdays in each 12-week period.
- You have the right to be paid fairly even if you are paid at a piece rate.
- Your employer must either provide or reimburse you for inbound transportation and subsistence from overseas by the time you complete half of the contract period. Additionally, your employer must pay costs for your transportation home, including subsistence, if you complete the period of employment or are dismissed by your employer for any reason before the end of your authorized period of employment. Your employer may also be required to reimburse your inbound travel and visa costs in the first workweek if your wages minus your expenses are less than the U.S. minimum wage.

J-1 Exchange Visitor Visas

- Your approved DS-2019 explains your program dates, category of exchange, the name of your sponsor, and the hosting entity where your exchange program will take place.
- Your sponsor must accurately explain all costs, conditions, and restrictions on your exchange program.



TIP: Your employer must pay you on time. It is a common practice in the United States for employees to be paid once every two weeks.

Summer Work Travel

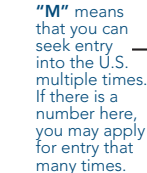
- If you do not have pre-placed employment, your sponsor must assist you in locating employment once you arrive in the United States.

Intern or Trainee

- Your sponsor must interview you in person, by telephone, or by web camera.
- Your sponsor must give you an intern or trainee placement plan (DS-7002) that includes a written statement of any income you will receive and a summary of the training objectives of the program. You must be given at least 32 hours of work per week.
- Your sponsor must give you a written statement of the costs and fees you will have to pay and an estimate of living expenses in the United States.
- Your sponsor must ensure that you have medical insurance coverage, though your sponsor does not need to provide or pay for this coverage.

Au Pair:

- Your host-family must help you enroll in and attend classes at a post-secondary institution and pay up to \$500 in costs for those classes.
- You are not required to work more than 10 hours per day or 45 hours per week.
- Your counselor should regularly maintain contact with you and your host family.



A nonimmigrant visa is a U.S. government document that permits individuals who travel to the United States to request entry for a particular purpose, including to work, study, or participate in a cultural exchange program. You must apply for a visa at a U.S. embassy or consulate abroad. Once you obtain a nonimmigrant visa, you can travel to the United States and present it to a U.S. immigration official for admission. If your visa expires, you need to obtain a new visa before you reenter the United States.

ADMIRALTY SECURITY U.S. CUSTOMS AND BORDER PROTECTION
ADMITTED
WAS
JUL 15 2014
BI
CLASS
UNCL
15 JULY 2015



TIP: Once you arrive in the United States, keep your passport and other travel documents in a safe place where you can access them at all times. It is illegal for your employer to take your passport.

HUMAN TRAFFICKING

Victims of human trafficking are entitled to protections and services, and may be eligible for some public benefits. Human trafficking is a crime involving the exploitation of children for commercial sex, of adults for commercial sex through the use of force, fraud or coercion, and of any individual for compelled labor. Perpetrators of such exploitation, which can include labor traffickers, pimps and buyers of commercial sex, can be prosecuted under federal and state anti-trafficking laws. Labor traffickers and sex traffickers may be prosecuted criminally and may face civil liability as well. The following are some warning signs that may indicate human trafficking.

Threats and Fear

Traffickers, and people who help them, may use threats and other intimidating acts to make you or others feel too afraid to try to leave. For example:

- Beatings, physical abuse, or sexual abuse;
- Threats of beatings, physical abuse, or sexual abuse;
- Locking in or preventing a worker from leaving the workplace or housing;
- Threats to harm you or your family if you try to leave, complain of mistreatment, report the situation to authorities, or seek help;
- Threats you could be deported or arrested for seeking help; or
- Threats or harm toward other workers who have tried to leave, complain, report the situation or seek help, or threats that anyone who tries to escape will be found and brought back.

Debt

Traffickers, and people who help them, may demand that you perform labor, services or commercial sex acts (prostitution) to repay a debt. In some instances the debt is created and imposed by the trafficker. It is against the law to use a debt to compel you to continue providing labor, services or commercial sex acts, or to prevent you from leaving. Traffickers may manipulate your debt to make it harder to pay off and may cause you to believe that you must remain in the trafficker's service until the debt is paid. Examples of manipulating debts include:

- Imposing a debt that is difficult or impossible to pay off in a reasonable time and that is out of proportion to what you will earn;
- Imposing a debt that you did not agree to in advance or is greater than the debt agreed to;
- Refusing to apply your earnings toward the payment of the debt;
- Refusing to define how long you would have to stay in the trafficker's service to repay the debt;
- Adding fees for transportation, housing, food, and charges to the debt that you did not agree to in advance; and
- Adding charges, fines or penalties for breaking rules, for not earning enough, or for not performing enough labor, services or commercial sex acts.

Rules and Controls

Traffickers, and people who help them, may use rules and controls to make it harder for you and others to leave, complain, or seek help. For example:

- Rules against leaving the workplace, or strict rules about where you can go when not working;
- Rules against keeping your own passport, visa, birth certificate, or other identification documents;
- Denial of access to adequate food, sleep, or medical care; or
- Preventing, restricting or monitoring communications with your family, other workers, customers, or other persons outside the workplace, such as legal or social service outreach workers.

Deception and Lies

Traffickers, and people who help them, may use deception and lies. For example:

- False promises about the type of work, working hours, working or living conditions, or pay;

TIP: Keep a detailed record of any inappropriate comment and/or action your employer takes against you and write down the names and phone numbers of any witnesses.

- Promising a good job and then requiring you to work significantly longer hours, under harsher conditions, or for less pay than promised; or
- Promising a good job and then making you perform another type of labor, services, or commercial sex acts; this could include promising a job as a nursing professor, then compelling you to work as staff in a nursing home, or promising work as a nanny and then compelling you to engage in exotic dancing or commercial sex acts (prostitution).
- Telling you that you have no rights;
- Telling you that you will not be believed or will be deported if you try to seek help; or
- Instructing you to lie about the identity of a trafficker.

Will You Be Deported if You Report the Abuse?

There are programs to protect people who report abuse. You should not be afraid to seek help even if you have immigration concerns. You should consult with an immigration attorney who does not work for your employer.

If you believe you are a victim of human trafficking or of another serious crime, including rape or sexual assault, you may be eligible for a different nonimmigrant status, such as “T” (for trafficking victims) or “U” (for victims of trafficking or other serious crimes) nonimmigrant status or otherwise be permitted to remain temporarily in the United States. These nonimmigrant classifications were created to protect victims. Many people in the United States are unfamiliar with T or U nonimmigrant status and you may need to tell the people assisting you about them.

What Services are Available for Victims of Human Trafficking?

Trafficking victims in the United States may be eligible for benefits, services and immigration relief under federal or state programs. Many organizations can help you access these services, which include medical/dental care, mental health care, housing, legal help for immigration, and other legal needs, employment assistance, and public benefits.

VISIT THESE WEBSITES FOR MORE INFORMATION ABOUT:

- The visa application process and your U.S. visa: usvisas.state.gov.
- Human trafficking: www.state.gov/j/tip.
- The J-1 visa exchange program: j1visa.state.gov.
- Equality, and your rights to be free from discrimination at work because of your race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information, and to file a discrimination charge: www.eeoc.gov.
- Your workplace safety rights, or if you think your job is unsafe and you want to request an inspection: www.osha.gov.
- How to get unpaid wages from your employer: webapps.dol.gov/wow.
- Your rights to be paid fairly, including how to file a wage complaint: www.dol.gov/WHD/immigration.
- Your right not to face discrimination because of your citizenship status and to file a discrimination complaint: www.justice.gov/crt/filing-charge.
- Your right to join with other workers to improve your pay or working conditions, including how to file a charge: www.nlr.gov.
- Your rights, obligations and exemptions to health insurance: localhelp.healthcare.gov (English) and ayudalocal.cuidadodesalud.gov (Spanish).

TIP: It's a good idea to keep a written record of all the time that you work. Get a notebook and write down all of the days and hours that you worked, how much you were paid, the dates you received a payment, any deductions taken from your paycheck, and the reasons for those deductions.

SAMPLE WEEKLY WORK LOG

Employee:		Supervisor:	
Date	Activities	Hours	Payment
		In: _____ Out: _____ Total: _____	
		In: _____ Out: _____ Total: _____	

This pamphlet was created pursuant to section 202 of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008, Public Law 110-457.



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