

MIDWEST UNIVERSITY

J-1 Exchange Visitor Handbook



**851 Parr Road
Wentzville, MO 63385**

PURPOSE OF THE EXCHANGE VISITOR PROGRAM

The broad purpose of the exchange visitor program is to promote international educational and cultural exchanges in order to develop mutual understanding between the people of the United States and other countries. Exchange programs permit visitors to come to the U.S. for a wide range of activities. Midwest exchange visitor program provides opportunities for teaching, observing, and research.

International Visitor Program Coordinator Responsible Officer

Dr. James Song

Alternate Responsible Officers

Kyong Seob Yeom

EV Activity Supervisor: Dr. Myeong Hwan Oh

Mailing address: (RO and ARO can be contacted by:)

Midwest University
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United States Department of State
Office of Exchange Coordination and Designation
301 4th Street, S.W 20547
Washington, D.C. 20547
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j-1visa.state.gov

The Exchange Visitor Program

Bureau of Educational and Cultural Affairs

Private Sector Exchange

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 pamphlet will help you understand the purpose of the Exchange Visitor Program and introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.

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 participants pre-arrival information, an orientation, and monitor their activities throughout their exchange program.

Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. Exchange visitors 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. Should you have any questions about the regulations or any aspect of your exchange program, your initial and primary contact is the 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 are dependents of the J-1 and 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 responsible officer will help you keep current of any change which may affect your J-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) and any dependents (J-2) for the duration of your program. Some sponsors provide the required insurance for their participants. 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: At least \$100,000 per accident/illness; \$25,000 for repatriation coverage; \$50,000 for medical evacuation coverage; and a deductible not to exceed \$500.

(b) Additional Terms – Insurance companies used must meet the required “A” rating (please ask RO/ARO for additional information)

(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 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). The regulations are generally available for review at the offices of your sponsor, universities, law schools, or large public libraries. They are also available on the Internet at: <http://exchanges.state.gov/education/jexchanges>

For Further Information – Additional requirements that may apply to you are set forth in the Exchange Visitor Program Regulations. Review a copy of the current regulations and consult with your responsible officer.

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). The Office of Designation and the Office of Exchange Coordination and Compliance are located at:

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

The office of Designation is organized under two divisions. The Academic and Government Programs Division, and the Private Sector Program Division. Contact information and the exchange categories for the divisions are identified below:

Academic and Government Programs Division (ECA/EC/AG)

Categories of exchange: Government Visitor, International Visitor, Professor, Research Scholar, Short-Term Scholar, Specialist, Student (College and University)
Telephone: 202 632-9310 Fax: 202 632-2701

Private Sector Program Division (ECA/EC/PS)

Categories of exchange: Alien Physician, Au Pair, Camp Counselor, Intern, Secondary Student, Summer Work Travel, Teacher, Trainee
Telephone: 202-632-2805 Fax: 202-632-2701

The Office of Exchange Coordination and Compliance is responsible for monitoring designated sponsors for regulatory compliance. Inquiries regarding sponsors and the Program can be emailed to Compliance by using JVisas@state.gov.

Description of Programs

1. Biblical Language Center Supervisor: Dr. Myeong Hwan Oh
The exchange visitor studies biblical languages such as Hebrew and Greek and analyzes original biblical texts.

2. English Language Center Supervisor: Dr. Joaan Kang
A professor or a research scholar from J1 Exchange Visitor Program will primarily conduct research in connection with a research in teaching/learning English as a Second Language. An individual will participate in educational and professional activities in the Center including seminars, workshops, conferences, and professional meetings.

3. Computer Science Program Supervisor: Dr. Hee Cheol Lee
J-1 visa participants in IT department of Midwest University have opportunities to participate in educational activities, to develop academic programs or to conduct research project in IT-related areas for a limited amount of time.

4. Leadership Research Program Supervisor: Dr. Youngsoo Park
J-1 visa participants in leadership program at Midwest University have opportunities to participate in educational activities during pre-assigned period of time. With approval and cooperation from the program director/supervisor, their work includes giving lectures, finding/developing leadership cases, and conducting qualitative/quantitative researches in leadership.

5. Business Administration Program Supervisor: Dr. Youngsoo Park

J-1 visa participants in Business Administration program at Midwest University have opportunities to participate in educational activities during pre-assigned period of time. With approval and cooperation from the program director/supervisor, their work includes giving lectures, finding/developing cases of business practices, and conducting qualitative/quantitative researches in management.

TO DO CHECKLIST

THINGS TO DO BEFORE YOU ARRIVE IN THE UNITED STATES:

- ✓ Obtain J-1 Visa. For more information about obtaining a visa, see page 5.
- ✓ Photocopy passport, J-1 visa, and DS-2019 (front & back)
- ✓ Make flight reservations. Inform the International Office of your arrival date or change in travel plans.
- ✓ Research available housing in the United States.
- ✓ Make temporary housing arrangements.
- ✓ Research options and purchase health insurance

THINGS TO DO AFTER YOU ARRIVE IN THE UNITED STATES:

- ✓ Report to the International Office and bring your passport, DS-2019, and I-94. We are required to report your arrival no later than 30 days from the start date on your DS-2019.
- ✓ Purchase medical insurance and/or show proof of purchase within the first week of your arrival. J-1 exchange visitors **MUST** show proof of health insurance coverage within one week of their arrival in the U.S. All medical insurance ***must*** meet the following minimum standards:
 - Medical benefits of at least \$100,000.00 U.S. dollars per accident or illness;
 - Repatriation of remains in the amount of \$25, 00.00 US dollars;
 - Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$50,000.00 US dollars;
 - The deductible must not exceed \$500.00 US dollars per accident or illness;
 - The policy must be underwritten by an insurance company having:
 - an A.M. Best rating of “A-“ or above,
 - an Insurance Solvency International, Ltd. (ISI) rating of “A-i” or above
 - a Standard & Poor’s Claims-paying Ability rating of “A-“ or above,
 - a Weiss Research, Inc. rating of B+ or above; or

Do NOT purchase health insurance until you have verified that the policy meets the minimum requirements described above. Upon arrival, you will be required to show proof of health insurance in English that meets the requirements stated above. If you do not have adequate health insurance, you will be required to buy additional insurance. **You and your dependents will be considered out of status if you do not have adequate health insurance.**
- ✓ Apply for your Social Security Number (SSN). To apply: You will need your passport, visa, I-94, and DS-2019. **IMPORTANT:** Ten (10) days BEFORE you apply for a Social Security Card, you **MUST** contact the International Office so that we can update your SEVIS record. **NOTE:** An SSN does NOT give you permission to work.

APPLYING FOR A U.S. VISA:

BEFORE applying for a J-1 visa at a United States consulate or embassy, the Department of Homeland Security requires payment to support its Student and Exchange Visitor Information System.

- The fee may be paid electronically, by completing Form I-901 online and using Visa, MasterCard, or American Express, whether issued in the US or overseas. This is the quickest method. IMPORTANT: IF YOU PAY THE FEE ONLINE, PRINT A COPY OF THE RECEIPT BEFORE LEAVING THE WEBSITE

<http://www.ice.gov/sevis/i901/>

For additional information regarding the SEVIS fee, go to: http://www.ice.gov/sevis/factsheet/090104_fs.htm

Three (3) days after you have paid the SEVIS fee, you can apply for a J-1 visa at the nearest U.S. embassy or consulate in your home country using the DS-2019 that Midwest University mailed you. If your dependent(s) will accompany you, they will also need DS-2019 forms so that they can apply for the J-2 visa. Check with the U.S. embassy or consulate near your home to learn about their specific procedures and policies regarding J-1 visa applications as well as to determine exactly what supporting documentation is required. Some U.S. embassies and consulates operate on a walk-in basis while others require that you make an appointment in advance. Be sure to take the following:

- Valid DS-2019 Form. Be sure to sign the bottom of the form.
- Valid passport.
- Passport-type pictures
- SEVIS fee receipt
- Financial documentation from your sponsor
- Proof of a permanent residence outside the U.S.
- Visa application.

Additional material may be requested to prove your eligibility for a J-1 visa. These may include:

- Evidence of English proficiency
- Employment records
- Additional ties to your home country. Overall, you must be able to show that your reasons for returning home are stronger than those for remaining in the United States. You must demonstrate sufficient economic, family and social ties to your place of residence to ensure that your stay in the United States will be temporary. Economic ties include your family's economic position, property you may own or stand to inherit, and your own economic potential when you return home.

J-1 ELIGIBILITY:

- Research Scholars and professors may not be candidates for tenure or tenure-track positions
- 12-Month Bar: Time spent in the United States in any J status for any part of the 12 month period preceding the prospective professor or research scholar's program start date may affect the individual's eligibility to participate as a professor or research scholar. This bar is waived if the exchange visitor was present in the U.S. for no more than six (6) months or will be participating in the Short-term Scholar category.
- Individuals who participate in the Exchange Visitor Program as a Professor or Research Scholar may not participate again for 24-months in those categories.

DOCUMENTS TO BRING TO THE UNITED STATES

You should bring any important documents that relate to your academic, employment, medical, and legal history, including:

- 1) DS-2019. This is the document Midwest University prepared and sent to you. Sign the form and make a photocopy. You will need this document when you arrive in the United States. Keep the DS-2019 with you at all times when traveling. Do NOT put it in your luggage to be checked at the airport.
 - 2) Financial support documents. This is the documentation you sent Midwest University as evidence of the financial arrangements in place to cover the cost of your first year of school. You may need these documents at the United States port of entry, so carry them with you while traveling.
 - 3) Passport (must be valid for at least 6 additional months when you arrive in the U.S.). Keep your passport with you at all times when traveling. Do NOT put it in your luggage to be checked at the airport. Make a photocopy of the ID page.
 - 4) Visa. Make a photocopy.
 - 5) Form I-94 (arrival/departure record) - this is a small white card stapled in the passport by the USCIS at the port of entry. The I-94 is your permission to remain in the United States. **DO NOT LOSE!**
 - 6) SEVIS fee receipt.
 - 7) Official transcripts from secondary schools, colleges, or universities (if you plan to enroll in classes)
 - 8) Health Insurance Policies. All J-1 program participants are expected to carry medical insurance that covers them and their dependents for sickness and accidents. Without it, any hospitalization or health care is extremely expensive. If you have an existing policy, make sure that it provides coverage while you are in the U.S. All medical insurance **must** meet the following minimum standards:
 - Medical benefits of at least \$100,000.00 U.S. dollars per accident or illness;
 - Repatriation of remains in the amount of \$25, 00.00 US dollars;
 - Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$50,000.00 US dollars;
 - The deductible must not exceed \$500.00 US dollars per accident or illness;
 - The policy must be underwritten by an insurance company having:
 - an A.M. Best rating of “A-“ or above,
 - an Insurance Solvency International, Ltd. (ISI) rating of “A-i” or above
 - a Standard & Poor’s Claims-paying Ability rating of “A-“ or above,
 - a Weiss Research, Inc. rating of B+ or above; or
- Do NOT purchase health insurance until you have verified that the policy meets the minimum requirements described above.** Upon arrival, you will be required to show proof of health insurance in English that meets the requirements stated above. If you do not have adequate health insurance, you will be required to buy additional insurance. **You and your dependents will be considered out of status if you do not have adequate health insurance.**
- 10) Employment records
 - 11) Medical and dental records, including certificates of immunization and vaccinations (especially important for young children)
 - 12) Information about medical conditions or treatments, prescriptions for medication (including the generic and brand names) and eyeglasses.
 - 13) Marriage/Birth certificates
 - 14) International driver's license and/or license from your home country

Obtain English translations of these documents and have the translations certified by a United States educational advising center or a United States Consulate or Embassy. Make photocopies.

MAINTAINING LEGAL STATUS

It is YOUR responsibility to know the regulations as they pertain to maintaining J visa status. To maintain J visa status, you MUST:

- ✓ Report to the International Office within one week of your arrival in the U.S.
- ✓ Maintain a valid DS-2019 and passport
- ✓ Engage in approved activities at the location as stated on your DS-2019
- ✓ Obtain written authorization from the International Center for all employment
 - Dependents of exchange visitors are also eligible to apply for employment authorization, but the purpose of such employment must not be to support the J-1 visitor. For more information, contact the International Office.
- ✓ Inform the International Office of any local address change within 10 days
- ✓ Maintain health insurance for you **and** your J-2 dependents which meeting the minimum requirements.

Duration of Stay: Regulations allow you to arrive up to 30 days prior to the start of your program and leave 30 days after the end of your program provided you do not engage in employment or any exchange activities during that time and have maintained your J visa status. Your program dates are indicated in Item 3 of your DS-2019.

TWO YEAR HOME COUNTRY PHYSICAL PRESENCE REQUIREMENT (212E):

Certain exchange visitors and their dependents are subject to the two year home country physical presence requirement (212E) if:

- Their field is included on the Exchange Visitors Skills List;
- They received US government funding; or
- They received home government funding.

Exchange visitors who are subject to the requirement must be physically present in their country of nationality or last legal permanent residence for two years following their departure from the U.S. Those subject to 212(e) are not eligible for H1-B status or for permanent residency unless they fulfill the requirement or receive a waiver. Also, J-1 exchange visitors may NOT change their status to another immigration status in the U.S.

Housing in the United States

Temporary Housing:

After you arrive in the United States, you will need to find somewhere to stay until you can find more permanent housing.

Rooms are available on-campus. Contact ARO for more details.

Permanent Housing:

The International Office cannot make arrangements for your housing, so you should plan to arrive before the beginning date of your program. Visiting J-1 professors and research scholars may want to seek the assistance of their academic departments in locating appropriate housing.

Off-Campus

It is strongly recommended that you look at your options using online apartment finder tools. Doing so will give you an idea of the availability, price range, and distance from the university to make your search easier once you arrive.

Telephone Service

You will need to have your own telephone – cellular or land-based. Many people rely solely on their cell phones for service. Telephones may be purchased at most department stores in the area as well as phone cards. These cards may provide cheaper international rates. When choosing a calling card, be sure to read the fine print. Many phone cards charge an initial connection fee which can be quite high. Also, some offer better rates than others. So, shop around!

Land-based phone (not cellular): To place a long distance call, dial “1”, followed by the area code of the city you are calling, then dial the seven-digit phone number of the person you are calling. If you are calling within your same area code, you do not need to dial the area code.

English Language Programs

Midwest University does have ESL programs for EV visitors. Please contact ARO.

Midwest University - Wentzville Campus

EMERGENCY PLAN/ CONTACTS

Midwest University has a prescribed emergency evacuation plan to clear the buildings in case of fire or other emergencies. Each student should review the evacuation plan at the beginning of each semester (emergency plan/handout discussed at orientation in Student Handbook). The student should note the building layout chart of the classroom, dormitory, etc., so that he/she knows the route for evacuation.

In case of a medical emergency, the situation should be reported immediately to the university business office. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

Visitors Should:

Upon discovering an emergency, or potential emergency, immediately leave the area and call 911 and campus security. During business hours, call the Midwest Office, 636-327-4645. Give the Midwest Office as much information as possible regarding the emergency.

Midwest Office Will:

- Identify the nature and scope of the emergency.
- Establish priorities and coordinate crisis response efforts.
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community.

911 FOR EMERGENCY ONLY

Fire – Rescue (All Areas of St. Charles County)	911 or 1-888-636-0911
To report a Fire or Emergency	
Ambulance (All Areas of St. Charles County)	911 or 1-888-636-0911
• For an Ambulance	
Law Enforcement	
• St. Charles County Sheriff’s Office	911 or 1-800-822-8017
• Wentzville Police	911 or 1-636-327-5105
SSM, St. Joseph’s Health Centers	1-636-327-1000
• 24-Hour Emergency Room	
• Full-Service Acute Care Hospital	1-636-327-1100
• Physician Referral Service	1-636-327-1017
• Psychiatric Counseling	
* St. Joseph Hospital West - 100 Medical Plaza Lake St. Louis, MO 63367	1-636-625-5200
• Emergency services	1-636-625-5300
• To call a patient	1-636-625+5+Room Number
• Toll Free Information	1-800-362-2993

- * St. Joseph Health Center - 300 First Capitol Drive 1-636-947-1000
- * St. Charles, MO
 - To call a patient 1-636-25+5+Room Number
 - Trauma Center 1-636-947-5111
 - Psychiatric Counseling 1-636-947-7475
 - Physician Referral 1-636-947-7475
- * Volunteers in Medicine (Monday and Wednesday afternoons) free service for low-income families. 1-636-724-4848

OTHER IMPORTANT NUMBERS

- Highway Patrol
 - Emergency Only 1-800-525-5555
 - Information 1-314-340-4000
 - General Headquarters 1-573-751-3313
- Poison Information Center (for Children – Statewide) 1-800-366-8888
- Road Conditions Report (Statewide) 1-800-222-6400

Travel and Re-entry in J-1 Status

While you are in J-1 status, you are permitted to leave the U.S. and re-enter in J-1 status provided you present the required documentation. If you intend to re-enter the U.S. and continue your full-time course of study/ position, you must always be admitted to the U.S. in J-1 status.

Documents Required for Re-entry in J-1 Status

You are required to carry the following documents with you to re-enter the U.S. as a J-1 student. We encourage you to use this section as a checklist to ensure that you have everything you need to successfully re-enter the U.S. in J-1 status.

1. Passport valid for at least 6 months into the future: Some countries have the expiration dates of the passports automatically extended for 6 months based on an agreement with the U.S. If your country of citizenship is on this list, you may enter the U.S. using your passport until its actual expiration date. Canadian citizens do not require an entry visa to enter the U.S. from Canada, but DO require a DS-2019. All Canadian citizens are required to show a passport to enter the United States.
2. Unexpired J-1 visa valid for further entries: You should always be aware of the expiration date and the number of entries allowed on your visa. Most visas have "M" written under entries. This means that there is no limit on the number of entries for which you can use your visa. If your visa is expired or you have already used the number of entries you are allowed, you will need to apply for a new J-1 visa in order to re-enter the U.S.
3. Valid DS-2019 recertified within 12 months of the date of entry: Recertifications (the signatures in the bottom right-hand corner of your DS-2019) tell the immigration inspector at the port of entry that you are maintaining valid J-1 status. The signatures are valid for 12 months from the date of signature, although you may have the DS-2019 signed more frequently if you wish.
4. The RO or ARO can only sign your DS-2019 for travel if you are maintaining valid J-1 status and can show that you have the financial resources to cover all expenses for one year. Continuing students may be required to show updated funding documentation to have their DS-2019 recertified. You must plan ahead to get your DS-2019 signed before you leave the country. Request recertification of your DS-2019 at least five business days prior to your departure.

We also recommend that you carry the following documents with you. It is possible that an immigration officer could ask you for these documents.

* Receipt of SEVIS I-901 Fee (if applicable).

* Current financial documentation issued within the last 3 months.

Automobiles

If you are getting a license, learner's permit, or an ID card for the first time in North Carolina, you will need to provide proof of your identity and your date of birth. You will also need to provide proof of your residence by providing utility bills, school registration, or a letter from the registrar stating you are a full-time student. Proof of automobile liability insurance will also be required if you will be driving a personal vehicle.

Missouri Department of Revenue – St. Charles

2499 RAYMOND DRIVE
ST CHARLES, MO 63301-0000

Take US-54 E.Merge onto I-70 E.Take the ZUMBEHL RD exit- EXIT 227.Turn LEFT onto ZUMBEHL RD.Turn RIGHT onto W CLAY ST.Turn LEFT onto S DUCHESNE DR.Turn RIGHT onto RAYMOND DR.

Telephone: 636-946-4456

Fax: 636-946-1211

OFFICE HOURS

Monday - Friday 9:00 - 5:00

Saturday 9:00 -1:00

REMARKS: The office will remain open until 6:00 p.m. on the 1st & last 2 weekdays of the month.

Documents needed to receive a Driver's License:

- Passport
- I-94
- I-20
- Letter from Midwest University (International Office)
- Letter from Social Security Administration explaining your Social Security Status

ONE OF THE FOLLOWING:

- Utility Bill (Water, Electric, Gas, Telephone, etc.)
- Housing Rental Contract (Apartment Contract, etc.)
- Bank Statement with U.S. Address.

A spouse, or child, of a currently enrolled student at Midwest University may also receive a Driver's License. All of the previous documentation is required.

Remember, you must have insurance for your car, at least Liability Insurance!

Missouri Driver's License Process: Students may drive on an international driver's for the duration of their stay, but the international license MUST be accompanied by your home country driver's license. Both driver's licenses must not expire. Once you apply for a Missouri Driver's license, your international license, your international license becomes invalid. Visitors may choose to get a driver's license at any time, please see ARO for details on the process of getting one.

Social Security Cards

To work on or off campus, you will need to apply for a Social Security Number (SSN) at the local Social Security Office. You cannot be paid for your work until you have an SSN. Some businesses like cell phone companies require an SSN for identification purposes.

To apply, you will need your DS-2019, passport, visa, and I-94. This card does NOT give you permission to work.

Additional Information for Visitors

Local Schools

The school district nearest to University's main campus is Wentzville R-IV School District in Wentzville, MO, USA. The fastest-growing district in the state has two High schools, three Middle schools, and ten Elementary schools. Timberland High School has been named to the U.S. News and World Report's Best High Schools Ranking for the second time. The district is one of only six districts in the U.S. to appear on the AP Honor Role for 5 consecutive years.

St Charles City-County and academic/research libraries

The main campus is in St. Charles City-County Public Library District. There are three regional branches, four general branches, two express branches, and three mini branches. Additionally, there are forty-three universities and colleges in the region with academic libraries.

Parks/ Recreation

The City of Wentzville Parks and Recreation Department maintains 9 parks providing many opportunities for people of all ages. Programs offered include fitness, sports leagues, cultural arts and enrichment classes, as well as seasonal activities.

Banks

There are several commercial banks near the campus that offer full banking services. Bank of America, and US Bank have offices throughout the area, in addition to many smaller regional banks and credit unions.

Attractions

Located just 40 minutes from downtown St Louis and the Gateway Arch, the area offers numerous attractions. St Louis' Forest Park is home to the Art Museum, The St Louis Zoo, the History Museum, the Muny, and the St Louis Science Center, just to name a few.

For the sports enthusiasts, St Louis is home to the St Louis Cardinals, the St Louis Rams and the St Louis Blues. St Charles County is host to the baseball Frontier League's River City Rascals and the indoor arena football team The River City Rage.

Wentzville is located just 20 minutes from the many wineries at Augusta, MO. History buffs can visit Daniel Boone's home in Defiance or the Lewis & Clark Boathouse in St Charles. The St Charles County Family Arena is host to a variety of events. The St Louis Symphony performs at Powell Symphony Hall.

****For more detailed information regarding the above, or if you have any questions, or should need assistance in any matter, contact the Responsible Officer or Alternate Responsible Officer.**

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.

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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.



Are You Coming To The United States Temporarily To Work Or Study?

We Are Confident That You Will Have An Interesting And Rewarding Stay. However, If You Should Encounter Any Problems, You Have Rights And You Can Get Help!

You Have the Right to:

- Be treated and paid fairly;
- Not be held in a job against your will;
- Keep your passport and other identification documents in your possession;
- Report abuse without retaliation;
- Request help from unions, immigrant and labor rights groups and other groups; and
- Seek justice in U.S. courts.

✂ These rights, and others, are explained in this pamphlet.

If you are mistreated or your rights are violated, call these toll-free numbers:

National Human Trafficking Resource Center's
24 Hour Toll-Free Hotline

1-888-373-7888

(Run by a non-governmental organization)

Trafficking in Persons and Worker Exploitation
Task Force Complaint Line

(Monday – Friday, 9am-5pm Eastern Time)

1-888-428-7581

(Run by the U.S. Department of Justice)

If you are in immediate physical danger, Call **911**



For more on your rights to be treated and paid fairly at work, see page 5

For more on your right not to be held in a job against your will, see page 7

This pamphlet was created as a result of a U.S. Federal law, Public Law 110-457.

The U.S. Government has issued this pamphlet to honor the rule of law and uphold the dignity of all who come to this country. The U.S. Government is committed to combating human trafficking and labor rights violations.



REMEMBER!!

There Are Ways to Protect Yourself

- Keep your passport in a safe, easily accessible place at all times;
- Keep copies of your passport, visa, and employment contract in your home country with relatives or friends;
- Always have the phone number of your home country's embassy;
- Keep this pamphlet handy so that you can refer to it once you are in the United States;
- Keep a record of all the days and hours that you work, and the amount and date of each payment that you receive; and
- **Call the National Human Trafficking Resource Center Hotline at 1-888-373-7888 (24 hours) or the Trafficking in Persons and Worker Exploitation Task Force Complaint Line at 1-888-428-7581 (weekdays 9am-5pm Eastern Standard Time) if you need help.**

An Overview of the Nonimmigrant Visa Process

What is a nonimmigrant visa?

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; for example, to work or to study.

The nonimmigrant visa process involves two important steps:

1. Applying for the visa at the appropriate U.S. embassy or consulate abroad; and
2. Presenting the visa to an immigration inspector at a U.S. port of entry.

What are the important parts of my documentation?

1. The visa. It is located in your passport and shows your picture and visa expiration date. If your visa expires, you cannot reenter the United States on that visa until it is renewed.
 - If you have an employment-based visa, the visa will include the name of the employer who is sponsoring you to work in the United States.
 - Your temporary work visa **does not give you permission** to work for **any** employer that you choose—it is permission to work **only** for the employer listed on your visa application. In rare cases, it may be possible to change employers.
 - This does not mean you have to continue to work for your employer if the employer is abusing or exploiting you.
2. The I-94 Card. This is a white card provided to you when you enter the United States. Your I-94 card shows the period of time that you are allowed to remain in the United States.
Do not lose this card!

TIP

Before you travel to the United States, **make two copies** of all important documentation, especially your passport (with visa), your contract, and your identity documents. Give one set of these copies to someone you trust in your home country. When you arrive in the United States and receive an I-94, make one copy of the I-94 in case you lose the original. Keep these documents in a safe place.

TIP

Once you arrive in the U.S., **keep your passport and other travel documents in a safe place where you can access it at all times!** It is illegal for your employer to take your passport away from you!



Your Workplace Rights in the United States

There are several protections that are specific to the type of visa you receive. These are outlined below by visa category.

A-3, G-5, and B-1 domestic employee visas

- If you work for a diplomat (A-3 visa) or a representative of an international organization (G-5 visa), or if you are a domestic employee holding a B-1 visa, your employer must provide you with an employment contract that complies with U.S. law.
- The contract must include the following provisions:
 - An agreement by your employer not to keep your passport, employment contract, or other personal property from you;
 - An agreement by your employer to abide by all laws in the United States;
 - An explanation of how much you will be paid for your work, as well as how frequently you will be paid; and
 - A description of your work duties, weekly work hours, holidays, sick days, and vacation days.
- Make sure that you understand the terms of the contract. If you cannot understand the language in which the contract is written, ask someone you trust to read the contract to you in a language that you understand. **Do not sign anything that you do not understand!**
- When you apply for the visa, a U.S. Consular Officer will meet with you and confirm that your contract complies with U.S. law. Do not hesitate to ask the U.S. Consular Officer any questions. Your employer is not supposed to be present when you meet with the Consular Officer.
- If you sign a contract that violates your rights, or if your employer does not do what the contract says, call the hotlines listed in this pamphlet immediately. They can help you find a lawyer who can help explain your rights in this situation.

H-1B and H-1B1 visas for performing services in specialty occupations

- If you are coming to the United States to perform services in a specialty occupation or as a fashion model, please refer to www.Travel.State.gov for more information regarding your rights and ability to change employers.

H-2A temporary agricultural worker visas

- If you are a temporary agricultural worker, you must receive a written description of the terms of your employment no later than the first day of work. This document must contain detailed information about the benefits, wages, housing, work duration, and transportation benefits that your employer will



provide.


- You are entitled to payment at or above a wage that is set by the government. This rate applies whether you are paid hourly or by piece rate.
- You do not have to pay either U.S. social security taxes or fees to a labor recruiter in your home country.
- Your employer must provide clean and safe housing at no charge.
- Your employer must reimburse you for transportation costs from your country to your place of employment, but only after you complete half the contract period; and your employer must pay for your return transportation costs for your trip home after completion of the contract.
- You are entitled to guaranteed work for at least 3/4 of the number of workdays stated as the contract period unless you are displaced by a U.S. worker during the first half of the contract period.

H-2B temporary non-agricultural worker visas

- If you are a temporary non-agricultural worker, you are entitled to payment at or above the prevailing wage, which will be at least the federal, state, or local legal minimum wage, but may be higher. This rate applies whether you are paid hourly or by piece rate.
- Your employer must provide return transportation costs for your trip home if your work ends or you are dismissed for business reasons unrelated to job performance before the end of your contract.
- You are usually entitled to terms and conditions of employment that are normal for similarly employed U.S. workers in the area.
- You should never have to pay fees to a labor recruiter in your home country.

J-1 exchange visitor visas

- Unless your exchange program is sponsored by the Federal government, the program must be a minimum of three weeks duration. The Form DS-2019, the basic document required to apply for a J visa, reflects the category of exchange and the program dates. Depending on the category of exchange, there may be other documents and/or contracts which cover the terms of your exchange program.
- Your sponsor's advertisements must be accurate and explain all costs, conditions, and restrictions of the exchange program. Your sponsor must also give you an orientation and provide you with information about:
 - the J-1 program and a description of the specific program in which you are participating and its rules;

- 
- travel and entry into the United States;
 - housing;
 - fees, and costs, including living expenses, healthcare, and insurance costs;
 - life and customs in the United States;
 - local resources;
 - your sponsor’s address and the name and phone number of the person responsible for you in the United States;
 - contact information for the Exchange Visitor Program Services of the Department of State; and
 - The Department of State’s Exchange Visitor Program brochure;
- If you are entering on a Summer Work Travel program and do not have pre-placed employment, your sponsor must assist you in locating employment if you have not found employment within the first week following your arrival, and insure that you receive pay and benefits commensurate with those offered to your American counterparts.
 - If your J-1 visa is for a training and internship program:
 - Your sponsor must interview you in person, by telephone or by web camera;
 - Your sponsor must have a Training/Internship Placement Plan (Form DS-7002) in place before your visa paperwork is submitted. This Form includes a written statement of any stipend you will be paid, and a summary of the training objectives of the program.
 - 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 training/internship must be at least 32 hours per week; and
 - If your training/internship is in agriculture, your working conditions and wages must meet strict federal requirements for agricultural workers.
 - Your sponsor must assure that you have medical insurance coverage, though your sponsor need not provide or pay for this coverage.
 - If you work in the United States, you should apply for and receive your own Social Security number, and your employer must report all tax withholdings using this number.
 - If you are bringing your spouse or minor children with you on a J-2 visa, they may apply for work authorization only if the income is not necessary to support you.

For more information on visa categories and U.S. entry procedures, see the Web site of the U.S. Department of State:

www.Travel.State.gov

Your Rights Regardless of Visa Status

There are also many **rights you have regardless of your visa status**. If any of these rights are violated, you can report the violations to a government enforcement agency. In most cases, you can also bring a lawsuit to attempt to recover your losses, without fear of being punished.

1. Your Right Not to Be Retaliated Against

- It is unlawful for your employer to try to punish you, for example, by threatening to report you to immigration or the police if you try to enforce your rights! If your employer threatens you at any time, **seek help immediately**. **Remember, your safety comes first!**

2. The Right to Be Paid

- You have the right to get paid for **all work you do, in the same manner as U.S. workers**.
- You have the right to earn at least the federal legal minimum wage, \$7.25 per hour, in the same manner as U.S. workers. Also check
 - The minimum wage for the **state** in which you work. If that wage is higher, you have the right to be paid the higher amount.
 - Your employment contract, which may obligate your employer to pay a higher amount.
- Most workers in the United States are entitled to overtime pay of one and a half times the amount of their 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. Many deductions are illegal if they diminish your legal wage rate. For example, an employer usually may not deduct for housing (with some visa classifications, housing must be provided free of charge), most uniforms, safety equipment, or recruitment fees.

TIP

Make sure 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 days you received a payment, any deductions taken from your paycheck, and the reasons for those deductions.

3. Your Right Not to be Discriminated Against

- As an employee, you have the right to not be treated differently or badly at work because of your gender, race, national origin, color, religion, or disability.

- Your employer should pay the same amount to each worker for the same work and offer each worker the same job opportunities no matter what the worker's gender, race, national origin, color, religion, or disability.
- Your employer can't make you speak only in English at work unless there is an important business reason to require English.

4. Your Rights as a Woman Worker

- Your employer **MAY NOT** treat you differently or badly because you are a woman or you are pregnant - this is sex discrimination. Whether you are a woman or a man, your employer **MAY NOT** sexually harass you. Your employer should never:
 - Demand that you perform sex acts;
 - Touch you in a sexual manner; or
 - Say or yell sexual or offensive comments.



5. Your Right to a Healthy and Safe Workplace

- All employees have a right to safe and clean working conditions:
 - **Housing:** If your employer provides housing, it should be clean, safe, and in a sturdy structure.
 - **Bathrooms:** Bathrooms should be clean and accessible.
 - **Potable Water:** If you work in agriculture, in most cases, you have the right to receive clean water to drink and to wash your hands.
 - **Illness or Injury on the Job:** If you are injured or get sick at work you may seek medical treatment. In most cases, you will receive free medical treatment and part of the wages lost while injured.
- If you are working with or around **pesticides or dangerous chemicals:**
 - You have a right to wash your hands in clean water after handling the pesticides/chemicals. You are entitled to training on pesticide safety during the first 5 days of work.
 - Your employer must tell you where and when pesticides were sprayed to avoid accidental exposures. Workers and others must not be in an area where pesticides are being applied.
 - If you mix or apply pesticides that require you to use protective equipment (like coveralls or a mask or respirator), your employer must give you

CAUTION!

Your employer cannot force you to do something or go somewhere, even back to your home country, by withholding your pay.



equipment that is clean and in good condition.

- **Medical Emergencies:** In the case of an emergency, call **911** and ask for an ambulance.
 - Your expenses may be paid for, so you should tell your employer as soon as possible so the employer can file the necessary paperwork.
 - When you are at the doctor or clinic, ask for copies of the paperwork regarding your illness or injury.

6. Your Right to Join a Union and Bargain Collectively

- With few exceptions, all workers in the United States have a right to form and join a union, regardless of their immigration status under federal law. Your employer cannot take action against you for doing so. This means you can:
 - Join with other workers to improve wages and working conditions;
 - Attend public speeches, rallies, and demonstrations; and
 - Join a union or other worker organization.

7. Your Right to More Protections Under State Law

- Call the hotlines listed in this pamphlet for a referral to organizations that can tell you about your rights in the state where you are working.

8. Your Right to Leave an Abusive Employment Situation

- You do not have to stay in your job if your employer is abusing you.
- But, if you came to the United States on an employment-based visa and you leave your employer, your visa status will no longer be valid. However, depending on the type of visa you have, you may be able to change visa categories or employers. You may also be able to remain in the United States legally to pursue a legal claim.
- You may also make a formal complaint or file a lawsuit against your employer while you are still working. There are severe penalties for an employer who tries to punish workers because they pursue their rights.
- If you are experiencing problems with your current employer, contact the hotlines listed in this pamphlet. They will be able to connect you with a local organization that can speak with you about your options.

TIP

You have rights in the United States and no one can take those rights away from you. There are hundreds of organizations that can help. Don't be afraid to ask for help to protect your rights.

Human Trafficking



1. What is human trafficking?

Human trafficking is among the most terrible workplace abuses that an individual in the United States could encounter. Human trafficking occurs whenever a person is recruited, transported, or kept against his or her will for purposes of exploitation. For a full definition of human trafficking, please see www.state.gov/j/tip (see Legislation—Trafficking Victims Protection Act). The following are some warning signs that may indicate human trafficking:

Threats and Fear:

Employers, and people who help employers, may use threats and other intimidating acts to make you and other workers 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 restraining a worker;
- Threats of harm to the worker or the worker's family if the worker tries to leave, complain of mistreatment, report the situation to authorities, or seek help;
- Threats of being deported or arrested, or of being turned over to police for trying to leave, complain, report, or seek help for the worker's situation;
- The employer, or someone working with the employer, has harmed or threatened other workers who have tried to leave, complain, report, or seek help; or makes threats that any worker who tries to escape will be found and brought back.

Rules and Controls:

Employers, and people who help them, may use rules and controls to make it harder for you and other workers to leave, complain about mistreatment, or seek help. For example:

- Rules against leaving the workplace, or strict rules about where you can go when not working;
- Rules against holding onto your own passport, visa, birth certification, or other identification documents;
- Denial of adequate food, sleep, or medical care; or
- Preventing or restricting you from communicating freely with family, other workers, or others outside the workplace.

Deception and Lies:

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

- False promises about working conditions, living conditions, or pay;
- Telling you that you have no rights;

- Telling you that you will not be believed if you try to seek help; and
- Instructing you to lie about their identity.

2. What should I do if these things are happening to me?

- If any one of these things is happening to you or you are in a dangerous situation, **get help immediately** by calling 911, the National Human Trafficking Resource Center (1-888-373-7888), or the Trafficking in Persons and Worker Exploitation Task Force Complaint Line (1-888-428-7581). They can help refer you to a local organization that help victims of human trafficking in your area.
- If you are in physical danger, you should call **911** to reach the Police. If you call the police, show them this pamphlet and tell them about the abuse that you have suffered.

3. Will I be deported if I 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. The hotline can help you find someone to consult.

- If you believe you may be a victim of human trafficking or of another serious crime, including rape or sexual assault, you may be entitled to a different nonimmigrant visa, like a T visa (for trafficking victims) or a U visa (for victims of other serious crimes). These visas were created to provide protection for certain crime victims worried about their immigration status. Many people are unfamiliar with these visas and you may need to tell people assisting you about them.

4. What services are available for victims of human trafficking?

- If you are a victim of trafficking in the United States, you may be eligible for benefits, services, and immigration remedies under federal or state programs.
- Many organizations can help you access these services, which include medical care, mental health care, housing, dental care, legal advocacy for immigration and other legal needs, employment assistance, and public benefits.

TIP

Before leaving for the United States, talk with migrant worker organizations or former migrant workers for names and numbers of persons or organizations you can contact if you have problems or questions when you are in the United States.



Know Your Rights

Call one of the hotlines listed in this pamphlet if you need help

You are receiving this pamphlet because you have applied for a nonimmigrant visa to work or study temporarily in the United States. The purpose of this pamphlet is to help you understand your rights when you arrive in the United States. Even though you will be living in the United States only temporarily, you will still have many of the basic workplace rights that U.S. citizens and residents have.

This pamphlet gives an overview of your basic workplace rights. Understanding your rights will help you to protect yourself from abuse. Keep this pamphlet with you in the United States in case you need to reach someone for help.

This pamphlet was also created to help you protect yourself against the most serious abuses, such as human trafficking. Human trafficking is a form of modern-day slavery where an employer or other individual, through physical or psychological abuse, causes an individual to feel that he or she is not free to leave the situation. **Recognizing that you are in an abusive employment situation is the first step toward getting help.**

If you arrive in the United States and have problems at work, you should seek help immediately. Do not believe your employer if he or she says that you do not have legal rights in the United States. Do not accept legal advice from your employer, contractor, or recruiter. Only an attorney representing you should give you legal advice.

If you believe your rights are being violated, the hotlines listed in this pamphlet can help you reach local organizations that can provide further assistance. **Do not be afraid to contact these organizations! They are here to help you.**

This pamphlet is not a substitute for legal advice. There are many different types of temporary work and educational visas, and you should not be afraid to ask for more information about your visa.

IF YOUR RIGHTS ARE VIOLATED, CALL THESE TOLL-FREE NUMBERS:

National Human Trafficking Resource Center
1-888-373-7888
(24 hours)

Trafficking in Persons and Worker Exploitation Task Force Complaint Line
1-888-428-7581
(Monday – Friday, 9am-5pm Eastern Time)