

Orientation for J-1 Student Interns

Harvard International Office



HARVARD
International Office

Today's Agenda

- Harvard International Office (HIO)
- Immigration Regulations
- Settling-in Topics
- Resources
- Things to do in the Area



HIO Services

- Website
(hio.harvard.edu)
- Advising
- Orientations
- Events
- Tax Information & Software



Please register with the HIO
as soon as possible after arrival by sending
registration form via email!



<https://www.hio.harvard.edu/hio-registration-form>



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HIO Social Media – Follow us!



Instagram -
@hio.harvard



Twitter - @HarvardHIO



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Contacting the HIO

- Daily Advisor-on-Call hours via Zoom
- Walk-in hours for travel signatures & document pick-up
- Make an appointment with your advisor



HIO Advisor-on-Call



- Advisor-on-Call via Zoom for quick questions
- Monday – Friday from 9:00 -10:00 am and 4:00 - 5:00 pm ET
- First-come, first-serve basis
- To access the waiting room click [Meeting Link](#), Password: **HIOZoom**

HIO closed Saturdays and Sundays and official University holidays



HIO Walk-in Hours - Smith Campus Center



Open Office Hour for document pick-up,
travel signatures, free SIM cards



Monday – Friday from 12:00 – 2:00 pm
(except univ. holidays)



HIO Office – Smith Campus Center, 8th
floor, Suite 864



First-come, first-serve basis, no
appointment needed



NOT for registrations or advising
questions



HIO Walk-in Hours – Longwood Medical Area



Open Office Hours for document pick-up and travel signatures



Every other Wednesday from 1 – 3 pm
(See [HIO website](#) for schedule)



HMS/HSDM Office for Postdoctoral Fellows – Gordon Hall 006



First-come, first-serve basis, no appointment needed



NOT for registrations or advising questions



Who is my HIO Advisor?

Who Is My Advisor?

- > **Students**
- > **Scholars**
- > **Student Interns**
- > **Harvard Affiliated Hospital Scholars**

<https://www.hio.harvard.edu/talk-advisor>



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When to Contact Your Advisor?

- Possible changes in your internship
- Change in source and/or amount of your funding
- Urgent need to travel outside the U.S.
- Serious illness



Change of Address

- **For Student Interns with Harvard ID:** Report change of address to HIO using form on our website → <https://www.hio.harvard.edu/report-change-address>
- **For Student Interns at the Harvard-affiliated hospitals:** Report change of address via email to HIO → internationaloffice@harvard.edu
- Inform your internship site



The screenshot shows the Harvard International Office website with the 'Report Change of Address' form. The form includes a sidebar with links like 'Change of Address Form', 'HIO Department Get Help', 'HIO Registration Form', 'Visa Appointment and Approval Reporting Form', and 'Visa Document Request Form'. The main content area is titled 'Report Change of Address' and contains instructions for reporting address changes, a warning about the EEOC, and a selection of links for further information. The form is designed to help students report their address changes to the HIO.



Finding Fellow Citizens at Harvard

Send Email to:

internationaloffice@harvard.edu

- Your Name
- Country of Birth
- Date of Birth



Harvard Identification Card*



*Student Interns at Harvard-affiliated hospitals are not eligible for a Harvard ID

- ID Card Services Office, Smith Campus Center, 8th Floor:
<https://www.campusservicecenter.harvard.edu/services/id-cards>
- Library Card
- Crimson Cash Card “Debit Card” to be used around campus for photocopy machines, soda/food vending machines, companies that accept Crimson Cash



Security



Harvard Police Department



Urgent calls Cambridge: 617-495-1212

Urgent calls Longwood: 617-432-1212

Business calls: 617-495-1215

911 is the emergency number throughout the U.S. and Canada for the fire department, ambulance and police.



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Staying Safe



- Stay alert and aware of your surroundings
- Walk in groups in the dark when possible
- Know more than one way to get home
- Use GPS in apps for tracking bus/shuttle
- Blue lights/phones are located throughout the campus



Staying Safe

Student Interns with Harvard ID:

- Sign up for MessageMe – in case of emergency on campus:
<https://messageme.harvard.edu/>
- Register your [laptop](#) and/or [bicycle](#) with HUPD

Student Interns at Harvard-affiliated hospitals:

- Check with internship site for emergency messaging service in Longwood Medical Area



Immigration



J-1 Exchange Visitors

U.S. Department of State



U.S. Department of State
Office of Designation - Academic and
Government Programs Division
ECA/EC/AG – SA-5, Floor C2
2200 C Street, NW
Washington, DC 20522-0582
Telephone: 202-203-7131
Fax: 202-632-2701
Web address:
<http://j1visa.state.gov/participants/>
Email address: Jvisas@state.gov

<https://www.hio.harvard.edu/j-exchange-visitor-guide>



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Passport

Must be valid at least
6 months into the
future



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Visa Stamp



It is okay if it expires while
you are inside the U.S.

J-1 Exchange Visitor Form DS-2019

SEVIS
Number

Program end date

2-Year
Home
Residency

Travel
Signature

Download/Save a copy of I-94 Record after every entry to the U.S.!



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number :
Most Recent Date of Entry: 2018 July 10
Class of Admission : J1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname :
First (Given) Name :
Birth Date :
Passport Number :
Country of Issuance :

Check for J1;
D/S for "Duration of
Status"



Immigration authorities check for immigration documents 100 miles from the border



Keep Electronic Copies of Immigration Documents



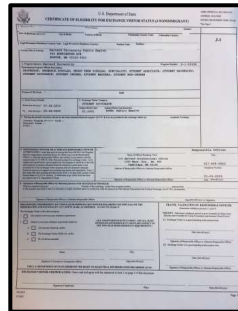
Passport



Visa



Downloaded
I-94 Records



DS-2019



SEVIS Fee
Payment
Receipt



12-Month Bar for J-1 Student Interns

1. If your internship is **6 months or longer**, the Dept. of State imposes a wait period of 12 months (“12-month bar”) before you can return to the U.S. as a J-1 Research Scholar or Professor (common visa category for postdoctoral fellows).
2. J-1 Student Interns may return to the U.S. on a different kind of visa during the 12-month bar period, such as B1/B2 tourist visa or J-1 or F-1 student visa.
3. The J-1 Student Intern visa is limited to 12 months per degree program and eligible students must be enrolled in a degree program outside the U.S.



2-Year Home Residence Requirement

- If you are subject to 212(e), you are ineligible for a long-term visa in the U.S., e.g., H-1B work visa or Permanent Residency/Green Card, until you have fulfilled or waived the requirement
- **Always consult with your HIO Advisor before applying for a waiver of the 212(e)**



Evaluation Requirements for J-1 Student Interns

- Immigration regulations require submission of evaluations to the HIO – completed by both student intern & supervisor
- If your internship duration is 6 months or less, only a **Final Evaluation** is required
- If your internship duration is longer than 6 months, a **Midpoint Evaluation** and a **Final Evaluation** are required
- Evaluation form on HIO website:
<https://www.hio.harvard.edu/j-1-student-intern-evaluation-form>



Extensions for J-1 Student Interns

- J-1 Student Intern status can only be granted for up to 12 months
 - Extensions beyond 12 months not possible
- Student interns must remain enrolled in degree program abroad for full length of internship, including extension
- If your internship is extended, for ex. from 6 to 12 months, your department needs to be in touch with the HIO before your DS-2019 end date



Avoid Unlawful Presence

- Always conduct full-time research activities as outlined in DS-7002 Training and Internship Plan
- Never accept any employment or additional internship without checking with the HIO first; don't work without authorization
- Do not let your DS-2019 expire
- Understand that laws are different between state and federal, e.g., marijuana (legal in Massachusetts but not legal at the federal level)
- Federal laws govern all airports in the U.S.!



Social Security Number



Why do you need a Social Security Number (SSN)?

- Required if you are receiving stipend/payment from your internship site
- However, you may be asked for it in other non-work related situations.

When can you apply?

- No earlier than 10 days after registering with the HIO and once you have the required documents



What do you need?

- Online Application form
- Passport
- Visa stamp
- DS-2019
- HIO authorization letter

Check HIO website:

[https://www.hio.harvard.edu/
social-security-numbers](https://www.hio.harvard.edu/social-security-numbers)

(request HIO authorization letter
under SSN Application
Instructions)



What to do?

Gather required documents, including HIO authorization letter

Complete the [Online Social Security Number Application](#) on the Social Security Administration (SSA) website

Visit local SSA office within 45 days to complete application process

Card is not given immediately – should arrive in the mail within 14 business days (approximately 3 weeks)

Leave SSA office with a confirmation letter

Show the letter to the administrator at your internship site (if you are receiving stipend/payment)



Where do you complete the application process?

Social Security Office Cambridge
10 Fawcett Street, Cambridge
#74 or #75 Bus from Harvard
Square

Social Security Office Boston
O'Neill Federal Building
10 Causeway Street
Green line North Station Stop

- Social Security Administration offices offer walk-in services
- Staffing is reduced and social distancing protocols are in place so be prepared to wait (possibly outside)



Harvard Resources and Traditions



Harvard University Library Privileges for those not eligible for a Harvard ID

- **Widener Library (main campus):**

- Harvard faculty member can sponsor a Library Borrowing Card – faculty must submit [Harvard Library Proxy Application Form](#)
- Free, expires after 1 year or with end of role

- **Countway Library (HMS):**

- Harvard faculty member can sponsor a Library Proxy account:
<https://countway.harvard.edu/about/research-assistants>



Harvard Athletics



Harvard Gym Membership

(check with membership office for
eligibility & cost)

<https://recreation.gocrimson.com>



Harvard Spectator Sports

<https://gocrimson.com>



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Harvard Language Exchange

A promotional graphic for Harvard Language Exchange. It features a background image of two young women sitting at a wooden table outdoors, engaged in conversation. The woman on the left has dark curly hair and is wearing a light-colored shirt. The woman on the right has blonde hair and is wearing a blue denim jacket. They are sitting in front of a brick wall with some greenery. Overlaid on the image is the text 'Harvard Language Exchange' in a large, white, sans-serif font. Below this, in a smaller white font, are four bullet points: 'Informal language practice open to all Harvard affiliates.', 'Exchange conversation in your own language for conversation in your target language.', 'Match with prospective partners online.', and 'Meet virtually or in person.' In the top right corner, there is a logo for 'The Language Center at Harvard University' which includes a small globe icon. At the bottom of the graphic, there is a red banner containing a QR code on the left, the text 'Visit languageexchange.fas.harvard.edu to sign up.' in white, and the Harvard crest on the right.

Harvard Language Exchange

The Language Center
at Harvard University

Informal language practice open to all Harvard affiliates.

Exchange conversation in your own language for conversation in your target language.

Match with prospective partners online.

Meet virtually or in person.

Visit languageexchange.fas.harvard.edu to sign up.



<https://language.fas.harvard.edu/language-exchange-harvard-language-center>



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Office for Equity, Diversity, Inclusion & Belonging

Events Calendar:

<https://calendar.college.harvard.edu/edib>

Newsletter:

<http://dib.harvard.edu/subscribe>



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OFFICE FOR EQUITY, DIVERSITY,
INCLUSION & BELONGING



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Hasty Pudding Theatrical Club

Est. 1795 by twenty-one Juniors from Harvard College



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Harvard ARTS FIRST Festival

End of April every year

Includes Harvard students, faculty, staff and affiliates



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Taxes



Taxes

**“... In this world nothing is
certain but death and
taxes.”**

**Benjamin Franklin,
American Scientist, Publisher, Diplomat**

- Sprintax (software)
- HIO emails information and password in mid-February
- If you receive funding from your internship site, you will receive a tax reporting document from them
- Make sure to update your contact info. when departing U.S.



Housing



Housing Resources



- Harvard-owned Housing (student interns at hospitals not eligible)
- Off-campus Housing
- Sublets, Roommates
- Check with your internship site for other resources

<https://www.huhousing.harvard.edu>

(Click tab for Housing Services – Other Housing Options for additional options)



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Renting an Apartment

You are typically expected to pay:

- First month's rent
- Last month's rent
- Security deposit
- Realtor's fee or "Broker's Fee"

A lease is a binding agreement



Banking



Bank Account

- No fee to open a bank account
- Need a U.S. address, passport and some money
- Social Security Number not needed for most banks
- ATM (Automatic Teller Machine)/Debit Card
- FDIC Sticker (FDIC-insured)



ID Theft/Scams

- U.S. government agencies, and most private entities, will never request sensitive personal information such as a Social Security Number via phone or email. They also would never threaten people or request gift cards or cash in order to avoid penalties.
- Do not answer phone calls from numbers that you do not know even if the number appears to be an official one such as the police or immigration officials.
- Consider removing personal contact information from social media (LinkedIn, etc.) to protect your identity.
- Report suspicious emails – forward to phishing@harvard.edu.
- Ask Questions/Get Advice
 - » Contact your HIO Advisor
 - » Call HUPD's non-emergency line



Health Insurance



J-Visa Health Insurance Requirement

Medical benefits of at least \$100,000 per accident or illness

Payment for **repatriation** (preparation and transportation of remains to home country) in case of death in the amount of \$25,000

Payment for **medical evacuation** (transportation to home country on advice of attending physician) in the amount of \$50,000

A **deductible** not to exceed \$500 per accident or illness

Coverage of **pre-existing conditions** after a reasonable waiting period

Payment by the insurance company of at least 75% of the costs of medical care (the patient must not be required to pay more than 25% of medical care costs)

Dependents must have coverage



Health Insurance For Your Internship – Options to Consider



Insurance from home country – contact *before* the internship to clarify:

- Does the plan cover all J-1 visa health insurance requirements?
- Are there restrictions on which doctors/clinics I can visit in the Boston/Cambridge area?
- Who do I contact if I have a health emergency?
- How do I file an insurance claim and/or receive reimbursement for medical costs while in the U.S.?

Insurance plans outside Harvard specific to international students and scholars:

<https://www.hio.harvard.edu/health-care-scholars>



Mobile Phone

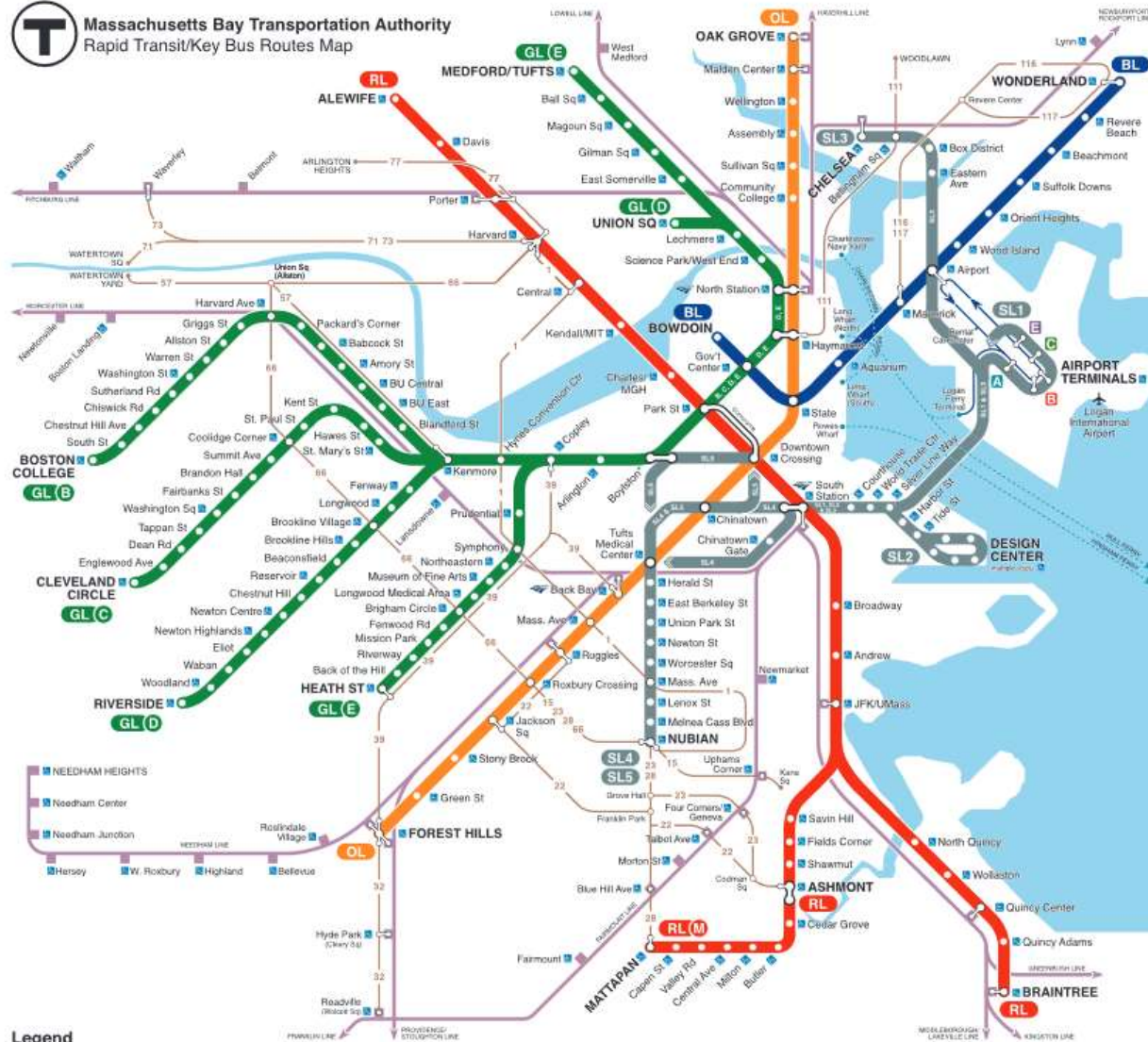


Transportation





Massachusetts Bay Transportation Authority Rapid Transit/Key Bus Routes Map



Legend

- RL** RED LINE
- OL** ORANGE LINE
- GL** GREEN LINE and branches
- BL** BLUE LINE
- SL** SILVER LINE and branches
- M** MATTAPAN LINE
- Key Bus Route** Frequent service
- Commuter Rail**
- FERRY**
- Accessible station** All MBTA and Newport bus and ferry services are accessible
- Rapid Transit transfer station**
- Commuter Rail transfer station**
- Free Logan Airport shuttle bus**
- Amtrak service** Back Bay, North & South Stations
- Customer Communications & Travel Info** 617-222-3200, 800-382-6100, TTY 617-222-5145, www.mbta.com
- MBTA Transit Police** 911, TTY 617-222-1200
- Elevator/Escalator availability:** 617-222-2828

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Not to scale



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Public Transportation - MBTA

Charlie Card or Ticket

- \$2.40 per subway ride
- \$1.70 per bus ride
- Monthly Link Pass (subway & bus) \$90.00
- Monthly Bus Pass \$55.00
- No automatic discount for university students



Where to Get a Charlie Card?



Major subway stations:

- Harvard Square
- Park Street
- Downtown Crossing

Longwood Medical Area:

- Kenmore Square T Station
- Star Market
- 7-Eleven store



MBTA Ticket Machines



- Add money to your Charlie Card
- Monthly LinkPass - Purchase on or After the 15th Day of the Previous Month





MBTA Bus



MBTA Silver Line Part of the subway system



Ride Shares/Taxis



- Tip 15-20%
- Luggage extra tip



Bicycles



- Observe traffic laws
- Police can issue tickets
- Wear a protective helmet
- Always lock your bike to a permanent fixture
- Bike share: Bluebikes (<https://www.bluebikes.com>)



Harvard University and LMA Shuttles

Student Interns with Harvard ID:

- Can use the Harvard shuttles as well as M2 shuttle between Cambridge and Longwood campus for free with Harvard ID

Student Interns at Harvard-affiliated hospitals:

- Can use the Boston Children's (BCH) and Longwood Medical Area (LMA) shuttles locally for free with hospital ID
- Can purchase discounted tickets for the M2 shuttle to Cambridge – ask internship site



Where to Pick Up the Longwood Medical Area Shuttle (M-2)?

To Harvard Square



Corner of Avenue Louis Pasteur
and Longwood Avenue

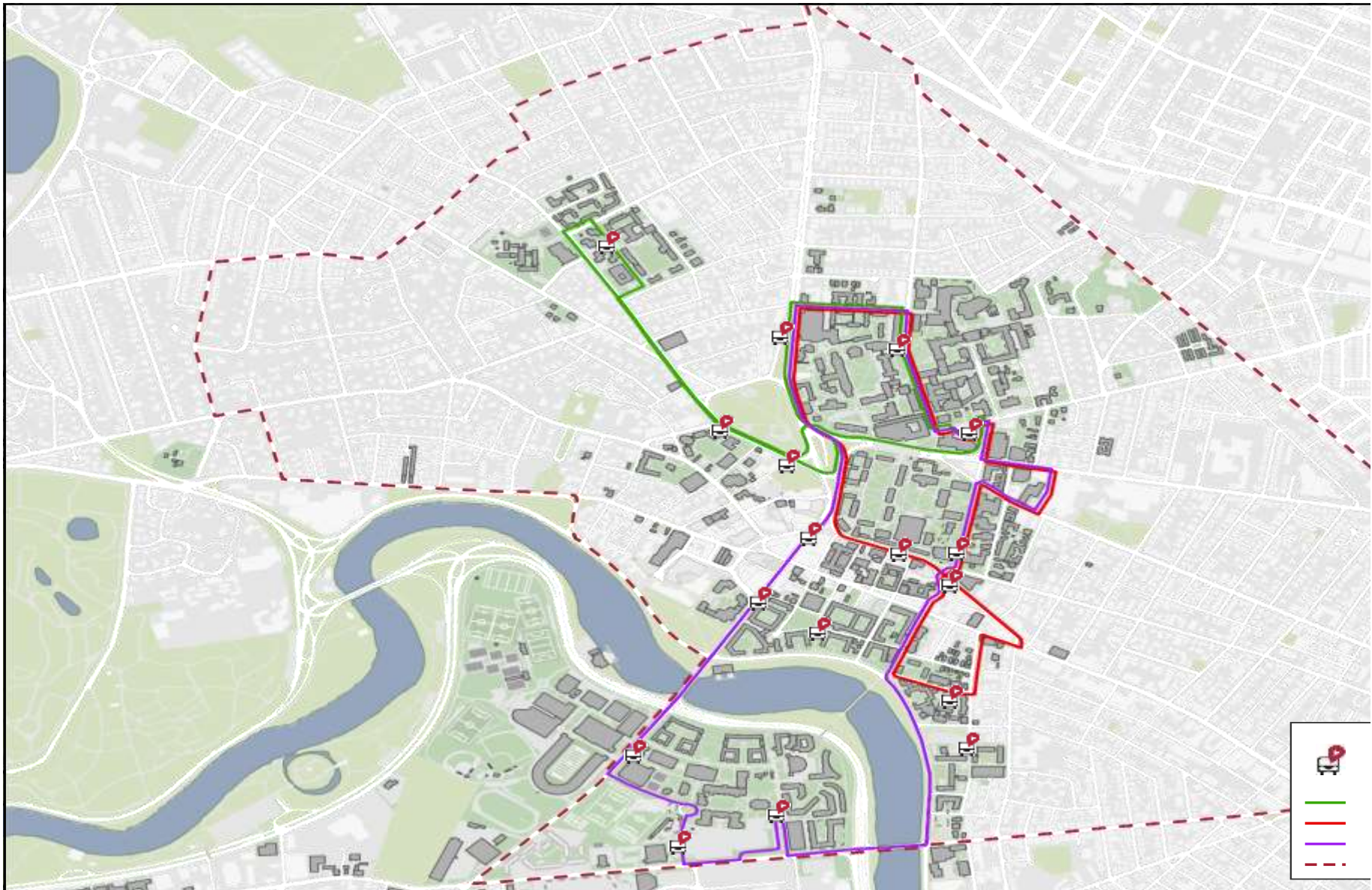
To Longwood Medical Area



15 Quincy Street by Lamont
Library



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Grocery Stores and Markets



Grocery Stores



Order Online with Delivery

Peapod®



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Haymarket



Farmers' Markets



Things to do in the Area



South Boston Beaches



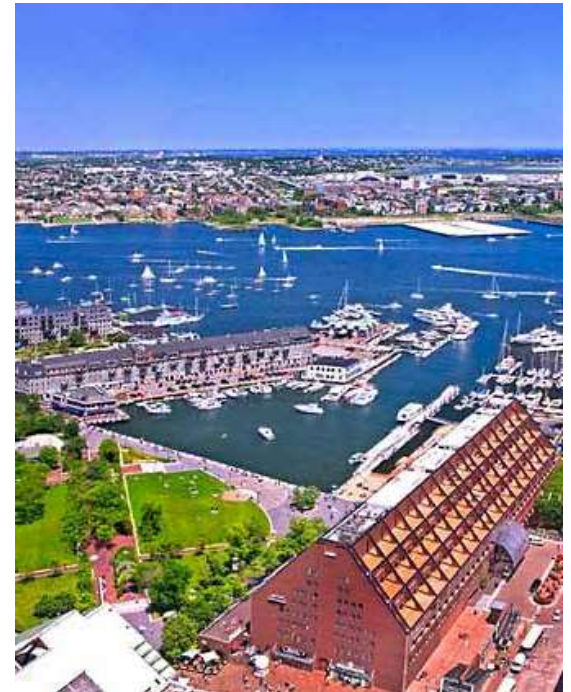
From Harvard Square take the Red Line to
Broadway Station and then get either the
#9 or #11 bus.





Boston Harbor Walk





New England Aquarium



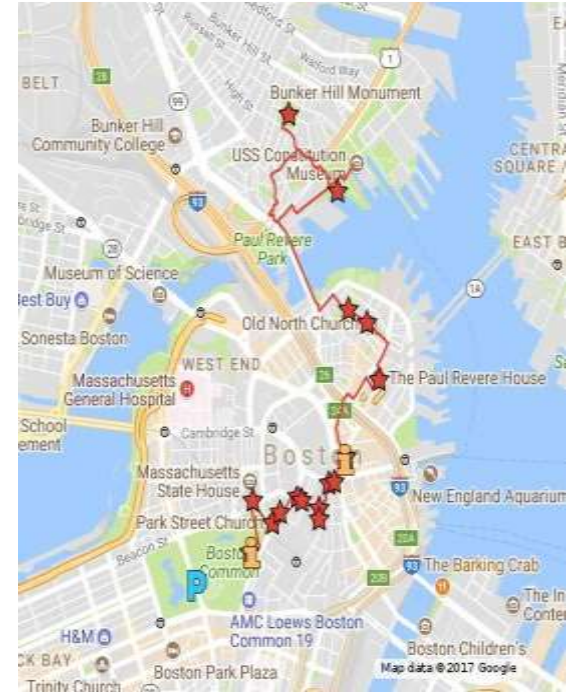
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Boston Harbor Islands

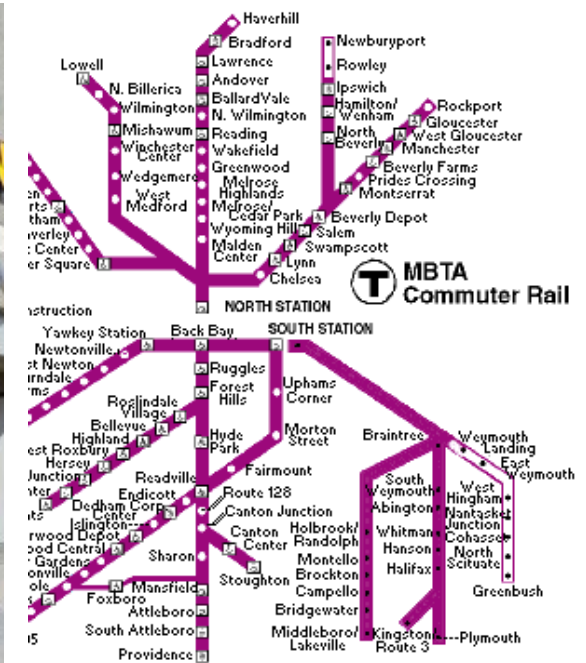


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The Freedom Trail



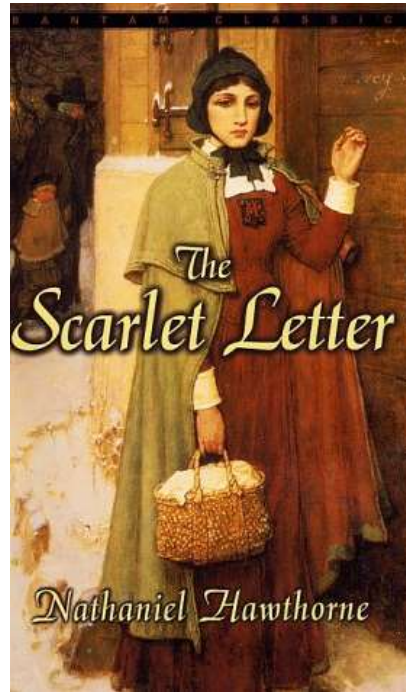


Commuter Rail

(discounted pass for unlimited weekend travel - \$10)



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Day Trip to Salem



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Cape Cod and the Islands

CapeFLYER Train (2.5 hours)

- Boston to Hyannis
- \$40.00 Round-trip (\$20 on Sundays)
- Only on weekends in summer
- Once a day in each direction

Peter Pan Bus (1 hour 35 min)

- Boston to Woods Hole or Hyannis
- \$42.00 Round-trip

Provincetown Ferry (1.5 hours)

- \$108 - \$118 Round-trip for Fast Ferry
- Mid-May to mid-October and weekends mid-October to early Dec.



Enjoy the Seasons!



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Make the Most of Your Stay in Boston/Cambridge!



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