

University of Notre Dame Office for Postdoctoral Scholars

EXCHANGE VISITOR PROGRAM (J-1 Visa) INFORMATION FOR INTERNATIONAL SENIOR RESEARCH ASSOCIATES, POSTDOCTORAL RESEARCH ASSOCIATES, RESEARCH ASSOCIATES, TEACHING SCHOLARS, AND VISITING SCHOLARS

1. Purpose of the Exchange Visitor Program

The broad purpose of the Exchange Visitor program is to promote international educational and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. Exchange Visitor programs exist in a variety of formats and permit visitors to come to this country for a wide range of activities. The Exchange Visitor program at the University of Notre Dame provides opportunities for study and research.

2. Exchange Visitors Program Home-country Physical-presence Requirement

Some, but not all Exchange Visitors (J-1 visa holders), are subject to the Exchange Visitor Program's two-year home country physical presence requirement (212e). The purpose of the requirement is to enable the home country benefit from the Exchange Visitor's experience in the United States. Exchange Visitors come to the United States for a specific objective such as a program of study or a research project. The requirement is intended to prevent a participant who is subject to the 212e (two-year home presence requirement) from staying longer than the time necessary to complete the program objective, and to ensure that he or she will spend at least two years in the home country before coming back to the United States for a long-term stay. For the terms of the requirement, please see item #2 on page 2, of the enclosed Form DS-2019. If you have questions about the requirement, including whether or not you will be subject to it, please raise them with a Consular Officer when you apply for your visa, or direct them to the Office for Postdoctoral Scholars at Notre Dame.

3. J-1 Visa Application; Arrival in the United States

There are two enclosures with this Exchange Visitor Program (J-1 visa) information on international scholars holding research appointments: The first is an original Form DS-2019, which should enable you to obtain the appropriate visa. This form should be presented to a U.S. Consulate or Embassy when you apply for the J-1 visa. Any accompanying dependents should have their own Form DS-2019. You must read page 2 of Form DS-2019 and complete and sign

at the bottom of page 1 prior to submitting the form with your visa application. The second enclosure contains information on an administrative fee required of applicants for a J-1 visa -- Form I-901, which must accompany payment of this fee -- and an instruction sheet describing how to fill out Form I-901. The fee must be paid prior to applying for the visa, and proof of payment (receipt) must be presented at the time of application.

On the day you arrive at Notre Dame (your first day), please call Lisa Ellam in the Office for Postdoctoral Scholars. Her telephone number is 631-8208. You will set up an appointment for that day and meet Lisa Ellam in 502 Main Building. She will check your immigration documents and provide additional information on fringe benefits and services for J-1 research appointees. You will need to bring your DS-2019, passport, and I-94 (small white card you will receive when you enter the United States). Even if you are not receiving a stipend from Notre Dame, you must provide the Office for Postdoctoral Scholars with this information. Failure to complete this step can result in your visa being voided. After you have presented your documents to Lisa Ellam, you will be directed to Human Resources (2nd floor Grace Hall) for additional information concerning health insurance and University identification card. Human Resources will offer a further information session for those receiving a stipend through Notre Dame. Guidance will be provided on how and when to apply for a United States Social Security card.

4. Housing at the University of Notre Dame

The University does not provide housing for Research Associates, Teaching Scholars, Visiting Scholars and Research Visitors, and it cannot ordinarily make arrangements for such housing. Therefore, plan to arrive at Notre Dame two to four days before the beginning date of your program to obtain appropriate housing in the surrounding community. (The department in which you are working may be able to assist you.) Many apartments within walking distance of the campus are rented long before the academic year begins. Others may necessitate the use of a bicycle, bus, or automobile. Some are available with furniture; others are rented without furniture. All require payment of the one month's rent in advance and payment of a second month's rent in advance as a damage deposit. Researchers need to be prepared to pay these expenses on day one. The University does not provide stipend advances.

5. Living Expenses, Insurance, Miscellaneous Expenses.

Living expenses in the community surrounding Notre Dame are among the most reasonable in the United States. Nevertheless, scholars visiting from abroad should be aware of cost estimates in the following major areas:

1. Housing (per month)
 - a. apartment rent \$500 - \$1,650
 - b. house rent \$850 - \$2,000
2. Food (per month)
 - a. adult \$450
 - b. child \$350
3. Medical Insurance (per month)
 - a. single adult \$528 - \$606

- b. individual + 1 \$1,055 - \$1,211
 - c. family (all members) \$1,583 - \$1,818
- 4. Recreation, Local Transportation and Miscellaneous Expenses (per month)
 - a. adult \$200 - \$400
 - b. child \$100 - \$300
- 5. Public School Fees
 - \$250 - \$600 per year per child (approximate)

6. Medical Insurance at the University of Notre Dame

Exchange Visitors are required, as a condition of their J-1 status in the United States, to carry medical (health) insurance for themselves and their accompanying family members (J2 visa holders). By Federal Regulation, minimum coverage must provide: up to \$50,000 per accident or illness; up to \$7,500 for repatriation of remains; up to \$10,000 for medical evacuation to the home country; and a deductible not to exceed \$500 per accident or illness. Co-insurance may not exceed 25% payable by the Exchange Visitor or sponsor. Acceptable coverage may not exclude risks inherent in the activities of your Exchange Visitor program. The company providing the insurance must have 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, or a Weiss Research, Inc. rating of B+ or above; or backed by the full faith and credit of the government of the exchange visitor's home country; or offered through or underwritten by a Federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP) as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services.

NOTE: Failure to maintain medical insurance which meets the above requirements for you and your dependents will lead to the termination of your appointment.

Senior Research Associates, Postdoctoral Research Associates, Research Associates and Teaching Scholars will need to purchase insurance, for themselves and their dependents, for the period before the University insurance benefit begins. The University insurance benefit begins on the first day of the month following the beginning of employment.

For example: if your appointment begins January 6 then you would pay the entire pro-rated premium (amount) for the period January 6 through January 31. On February 1, the department or center will cover the major portion of the monthly premium.

Visiting Scholars and Research Visitors will need to purchase insurance for themselves and their dependents, for the entire term of their appointment.

Notre Dame will provide information on (but not pay for) three insurance plans which meet the Federal required coverage. The following are the costs of the Notre Dame plan:

A. Senior Research Associates/Postdoctoral Research Associates/Research Associates
/Teaching Scholars

- first month of appointment

If your appointment does not begin on the first of the month, you will need to purchase insurance from the first day of your appointment to the end of the first month. The cost will be figured pro-rated. (See example on page 3.)

MONTHLY COST

<u>PLAN</u>	<u>INDIVIDUAL</u>	<u>INDIVIDUAL +1</u>	<u>FAMILY</u>
Meritain PPO	\$606.00	\$1,211.00	\$1,818.00
Meritain CHA HMO	\$601.00	\$1,200.00	\$1,801.00
Meritain Select HMO	\$528.00	\$1,055.00	\$1,583.00

- second and subsequent months of appointment

(Starts the first **full** month of appointment.) (Example, January 1, February 1, March 1, etc.)

MONTHLY COST

<u>PLAN</u>	<u>INDIVIDUAL</u>	<u>INDIVIDUAL +1</u>	<u>FAMILY</u>
Meritain PPO	\$72.00	\$216.00	\$267.00
Meritain CHA HMO	\$75.00	\$224.00	\$278.00
Meritain Select HMO	\$55.00	\$160.00	\$200.00

B. Visiting Scholars/Research Visitors (J1 appointees)

Visiting Scholars and Research Visitors may purchase a Notre Dame medical plan. The policy cost is at the self-pay rate and is the full amount per month. This cost per month applies for the entire length of the appointment.

MONTHLY COST

<u>PLAN</u>	<u>INDIVIDUAL</u>	<u>INDIVIDUAL +1</u>	<u>FAMILY</u>
Meritain PPO	\$606.00	\$1,211.00	\$1,818.00
Meritain CHA HMO	\$601.00	\$1,200.00	\$1,801.00
Meritain Select HMO	\$528.00	\$1,055.00	\$1,583.00

Exchange Visitors who do not obtain their own insurance before arriving in the United States should have the funds available to purchase health insurance, for themselves and their dependents, no later than the day they arrive on campus. Proof of required insurance must be

presented to the Notre Dame Human Resources no later than **five business days** after arrival. Health insurance not purchased through Notre Dame must meet the Federal requirements on page 3. The appointee is responsible for providing Human Resources with proof that this insurance provides the mandated coverage.

NOTE: If a foreign policy is purchased, the appointee is responsible for providing Human Resources with an **English translation** from the insuring company. This also must be done within five business days after arrival. **Failure to present such proof will lead to termination of the research appointment.**

In the United States certain kinds of **elective** medical care, such as eyeglasses or dentistry, are ordinarily not covered by insurance, and they are very expensive. To the extent possible, Exchange Visitors should take care of those needs before leaving home.

7. Dental Insurance at the University of Notre Dame

Senior Research Associates, Postdoctoral Research Associates, Research Associates and Teaching Scholars are eligible to purchase dental insurance for themselves and their dependents. The following are the monthly costs of the Notre Dame plan:

- all months of appointment

	MONTHLY COST		
<u>PLAN</u>	<u>INDIVIDUAL</u>	<u>INDIVIDUAL +1</u>	<u>FAMILY</u>
Delta Premier - 2013	\$16.02	\$30.26	\$52.60
Delta Preferred POS - 2013	\$20.68	\$37.00	\$66.32

(*A 2 year commitment for Delta is required.)

Participation is optional.

Visiting Scholars and Research Visitors are not eligible to purchase the Notre Dame dental plan.

8. Vision Care Plan at the University of Notre Dame

Senior Research Associates, Postdoctoral Research Associates, Research Associates and Teaching Scholars are eligible to purchase vision care insurance for themselves and their dependents. The following are the monthly costs of the Notre Dame plan:

- all months of appointment

VISION CARE PLAN MONTHLY COST			
<u>PLAN</u>	<u>INDIVIDUAL</u>	<u>INDIVIDUAL +1</u>	<u>FAMILY</u>
EyeMed	\$8.32	\$15.72	\$23.04

Visiting Scholars and Research Visitors are not eligible to purchase the Notre Dame vision care plan.