Orientation to Dallas and UT Southwestern

Prepared by the Office of International Affairs

University of Texas Southwestern Medical Center

6000 Harry Hines Blvd., NL 3.252

Dallas, TX 75390-9011

Telephone: 214-633-0010

Fax: 214-648-4150

Web Site: www.utsouthwestern.edu/international

AGENDA

Getting Settled in Dallas

Introductions	Banking and Credit
Visa information & Employment Rules	Apartment Leases
Getting a Social Security number (SSN)	Health Insurance and Finding a Doctor
Driver's Licenses	Personal Safety
How to buy a car	What about my family members?
Getting Around Dallas	Where and how to get help

Who Are We?

- The Office of International Affairs is a UT Southwestern service provided for you!
- ✓ We provide visa services
- ✓ We offer seminars and programs
- ✓ We provide information on English as a Second Language (ESL) programs
- ✓ We are here to help you make your way at UT Southwestern and in Dallas

Friends, Colleagues, and Mentors are



Friends, Colleagues and Mentors are <u>Not</u> Good For:



- •Immigration law changes frequently!
- •Your visa situation rarely "just like" someone else's!

The UT Southwestern International Office *is* Good for:

- Visa Advice, and...
- Help getting settled in Dallas
- Answering your questions
- Putting you in touch with the right people or offices to help you with:
 - Mentor, lab mate, or employment difficulties
 - Personal or family difficulties
 - Health and medical concerns

Visa Information

 It is <u>your</u> responsibility to make sure your visa documents are valid and you don't violate your immigration status

- The International Office can help by:
 - Educating you about your visa documents
 - Sending you reminders when it is time to renew your visa status

J-1 Visa Holders

Know Your Visa Documents!

(See following slides)

J-1 Visa Document Basics: Keep your DS-2019 valid



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

OMB APPROVAL NO.1403-0119 EXPIRES: 07-31-2011 ESTIMATED BURDEN TIME: 45 min

*See Page 2

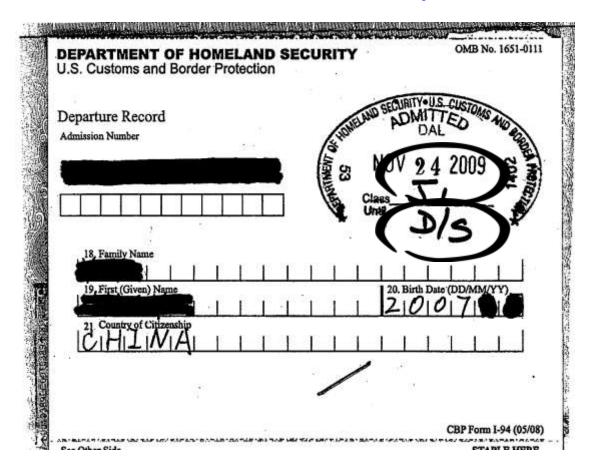
1. Family Name:	First Name:	Middle Name:	Gender: MALE	N0006763665
Date of Birth(mm-dd-yyyy): City of 09-19-19	Birth: Country of Birth:	Citizenship Country Code:	Citizenship Country:	J-1
Legal Permanent Residence Country Code: Leg	gal Permanent Residence Country:	Position Code: Position: 213 UNIVERSITY TEA	CHING STAFF INCLUDING	
Primary Site of Activity: 5323 Harry H Dallas, TX 7			SEARCHERS	5-2 (F)
L Program Sponsor: University of Texas Southwestern Medical Center-Dallas Exchange Visitor Program Number: P-1-05925				
PROFESSOR; RESEARCH SCHOL STUDENT DOCTORATE; STUDEN	AR; SHORT-TERM SCHOLAR; T INTERN; STUDENT MASTER	SPECIALIST; STUDENT ASSOCIAT RS; STUDENT NON-DEGREE	a, b. obat. bioinade	
Purpose of this form: Begin new pro	gram; accompanied by num	aber (0) of immediate family	members.	
3. Form Covers Period:	4. Exchange Visitor Category: PROPESSOR	0		700-000
From $(mm-dd-v) = 0.1 = 2.01$	Subject/Field Code: Subject/Field Code Remarks:			
To (mm-d-yyyy): 07-31-2011	Subject/Field Code: Su 0102 C	bject/Field Code Remarks: conducting biomedical researc	h	

J-1 Visa Document Basics: Get DS-2019 Signed Before traveling outside of the U.S.

Signature of Responsible Officer or Alternate Responsible	e Officer	Date(mm-dd-yyyy) of Signature
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRAT MMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AN The Exchange Visitor in the above program: Not subject to the two-year residence requirement. Subject to two-year residence requirement based on: A. Government financing and/or B. The Exchange Visitor Skills List and/or C. PL 94-484 as amended	TION OFFICER REGARDING SECTION 212(e) OF THE RENDED (see item 1(a) of page 2). (ALL USAID PARTICIPANTS G-2-00263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-04510 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)	*EXCEPT: Maximum validation period is 1 year*) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time
Name	tie	(50)
Signature of Consular or Immigration Officer	Date (mm-dd-yyyy)	Date (mm-dd-yyyy)
THE U.S. DEPARTMENT OF STATE RESERVES THE RIG	GHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).	Signature of Responsible Officer or Alternate Responsible Officer

J-1 Visa Document Basics: I-94 Card

- √Visa type must say "J-1"
- ✓ Must be valid until "D/S"!
- ✓ If not, go back to Customs while still at U.S. airport!



H-1B Visa Holders

Know Your Visa Documents!

(See following slides)

Visa Document Basics: H-1B/TN/O-1 Approval Notice

Department of Homeland Security U.S. Citizenship and Immigration Service-

I-797B, Notice of Action

TOREUDED STUNTES OF A

RECEIPT NUMBER WAC-08-212-51374		PETITION FOR A NONIMMIGRANT WORKER
July 29, 2008	PRIORITY DATE	UT SOUTHWESTERN MEDICAL CTR AT DAL
July 31, 2008	PAGE 1 of 1	

UT SOUTHWESTERN MEDICAL CTR AT DAL C/O MAUREEN WALDIE INTL OFC DIR 5323 HARRY HINES BLVD DALLAS TX 75390-9011

Notice Type: Approval Notice Class: H1B

Valid from 09/01/20

to 08/31/2011

Expiration Date

The above petition has been approved, and notification has been pent to the listed consulate. You may also send the tear-off bottom part of this notice to the worker(s) togshow the approval. Please contact the consulate with any questions about visa issuance. This porm is not a visa and the new BE used in Place OF a VISA.

Petition approval does not authorize employment. When the worker have granted status based on this petition they can then work for the petitioner, but only as detailed in the petition and for the period authorized. Please contact the IRS with any questions about tax withholding.

if circumstances change, the petitioner can file Form I 821 to have us notify another consulate of this approval. If any of the workers are already in the U.S. the petitioner wan fale a new Form I-129 to seek to change or extend their status based on this petition. Changes in employment also require a new petition. Include a copy of this notice with any other required documentation.

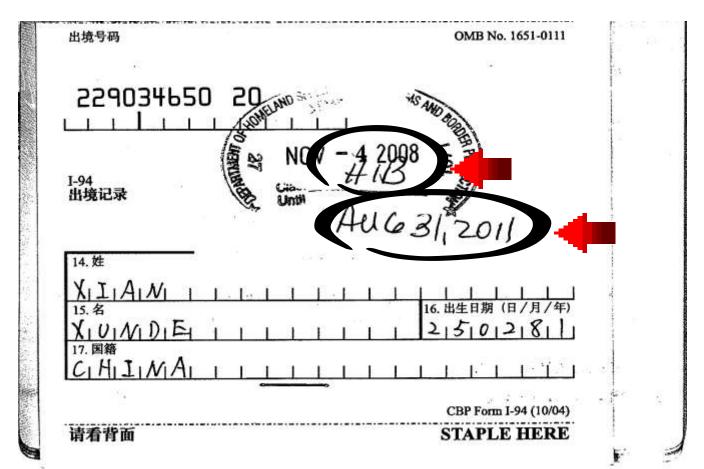
if any of the worker(8) included in this petition do not act with enter the United States, substitutions of different workers are not made, the petitioner must notify this offace so the sllocated nonimmigrant visa numbers can be re-used.

The approval of this visa petition does not in itself grant any ammigration status and does not guarantee that the alien beneficiary will subsequently be found to be eligible for a visa, for sumission to the United States, or for an extension, change, or adjustment of status.

Number of workers: 1

Visa Document Basics: H-1B I-94 Example

- √ Visa type must say "H-1B"
- ✓ Expiration should match H-1B approval notice!
- ✓ If not, go back to Customs while still at U.S. airport!



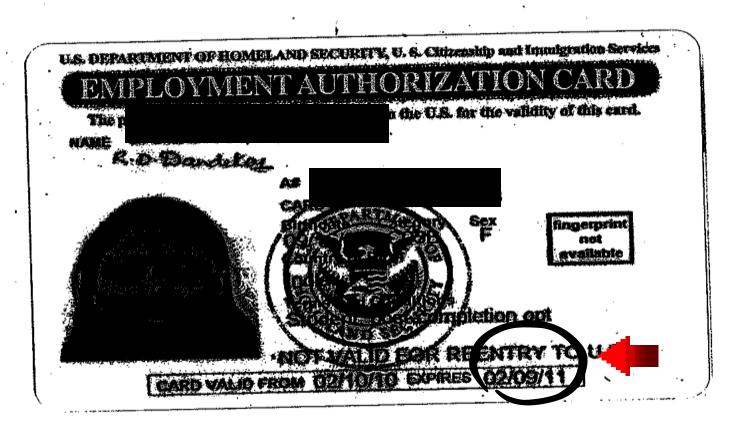
If You Have an Employment Authorization Document (EAD)

Things to Know About Your EAD

(See following slides)

Sample EAD Card

Apply for new EAD card at least four months before expiration date!



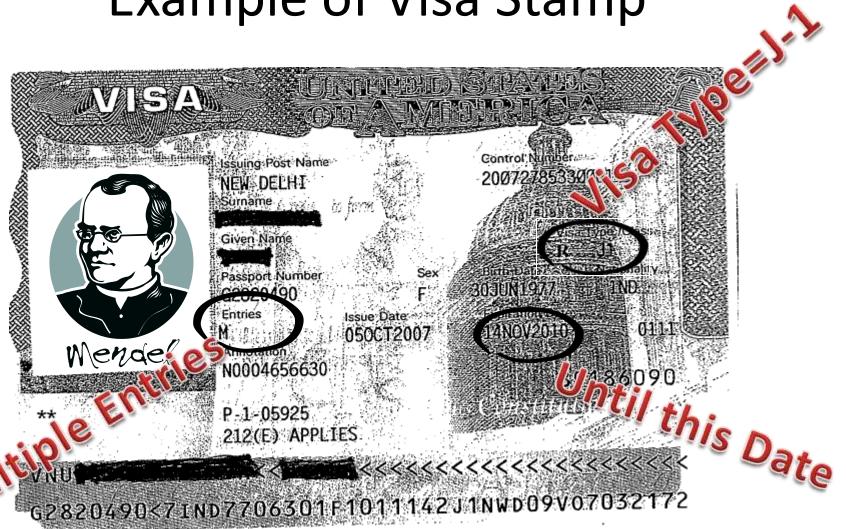
Things To Know About Your Visa Stamp

- Your visa stamp is an entry permit
- It must be valid whenever you enter the U.S.
- While you are in the U.S. it can expire
- You can legally remain in the U.S. with an expired visa stamp

Things To Know About Your Visa Stamp

- If you will travel outside of the U.S. and return:
 - Ask International Office to review your documents
 - Ask International Office for travel/visa renewal letter
 - Plan time in the foreign country (3-4 weeks) to renew visa if expired

Example of Visa Stamp



- Keep immigration documents valid!
 - Passport valid for at least six months into future
 - Request visa status extension 4-6 months before current status expires
 - Make sure new I-94 cards are correct





DO NOT WORK WITHOUT AUTHORIZATION!

- Any activity for which someone is normally paid is considered employment even if unpaid:
 - You cannot work for free ("volunteer") at UT Southwestern!
 - If you are paid from another source you must still have visa status that authorizes you to work
 - If you work with expired visa documents or employment authorization you have violated your U.S. immigration status

Contact the International Office with questions!

- Your visa status is valid for a specific job at UT Southwestern
- Advise International Office before any job change so we can:
 - Modify visa documents before change
 - Apply for different visa type if required (could take 3-4 months)

- If you loose your job (e.g., funding ends, mentor leaves UTSW, or you are fired):
 - J-1 and H-1B visa status is not valid if job ends
 - There is no "grace period" to find another job
 - Find and begin another position as soon as possible
- Contact the International Office for advise about your visa status if you loose your job

Employment Issues for Postdoctoral Scholars

- If you are a postdoctoral scholar and loose your job, your mentor <u>must</u> give you 90 days to find another position
- For help with job, mentor, and co-worker problems contact:
 - International Office
 - Office of Postdoctoral Affairs

Social Security Number (SSN)

- Required to receive payment in the United States
- You are not eligible if not paid in the U.S.
- SSN cannot be required for any other purpose
- If you are not eligible for an SSN, banks and other entities should accept your passport or other identification number instead

Social Security Number: How to Apply

If you are paid in the United States:

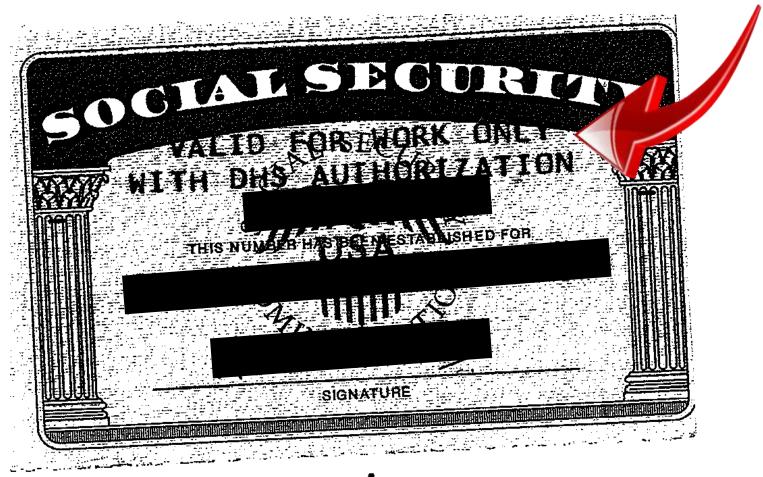
- ✓ Wait at least ten work days from date you arrived in the U.S. to apply for the SSN
- ✓ To apply you need:
 - International Office letter confirming employment
 - Passport and I-94
 - Visa document (e.g. DS-2019, I-20, I-797, EAD)
 - Valid local mailing address
- ✓ Apply at the recommended location for best results!

Social Security Number (SSN)

- Your SSN will be mailed to you 2-3 weeks after you apply
- Keep your SSN safe from "identity theft":
 - Do not mail or email copies
 - Do not carry it in your wallet
- As soon as received, give copy of SSN to:
 - International Office
 - Department secretary
 - Payroll Office

Example of SSN

NOTE: DHS Authorization (Visa Documents) must be valid for you to work!



Driving Legally in Texas

- You can drive for up to one year on a foreign driver's license
- You can drive for up to one year on an "International Driver's Permit" issued by AAA (http://www.aaa.com/PPInternational/IDP_IADP.html)
- You can drive on a license issued in another state of the United States for up to 30 days

Driving Legally in Texas

- Do not drive alone with a "Learner's Permit"!
- It is illegal unless you are with a licensed driver
- If you are under 25 and did not complete Driver's Education you must take a 6-hour driving course for adults only

Driving Legally in Texas

 Visa holders must renew driver's license annually or when prior visa document expires

 NEW!!!: Driver's license renewal can be issued based on I-797 receipt notice for extension of same visa type or change of status to different visa type

Texas Driver's License

To apply you need:

- ✓ Letter from International Office
- ✓ SSN if eligible (if not sign waiver)
- ✓ Passport and I-94
- √ Visa document issued for at least one year
 with at least six months validity remaining

Texas Driver's License

- You must take and pass a written test
- To prepare study the Texas Driver's Handbook: http://www.txdps.state.tx.us/internetforms/Forms/DL-7.pdf
- You must also take and pass a driving test
 - You provide the car
 - The car must be registered in the state of Texas
 - You provide proof of auto insurance

Texas Driver's License

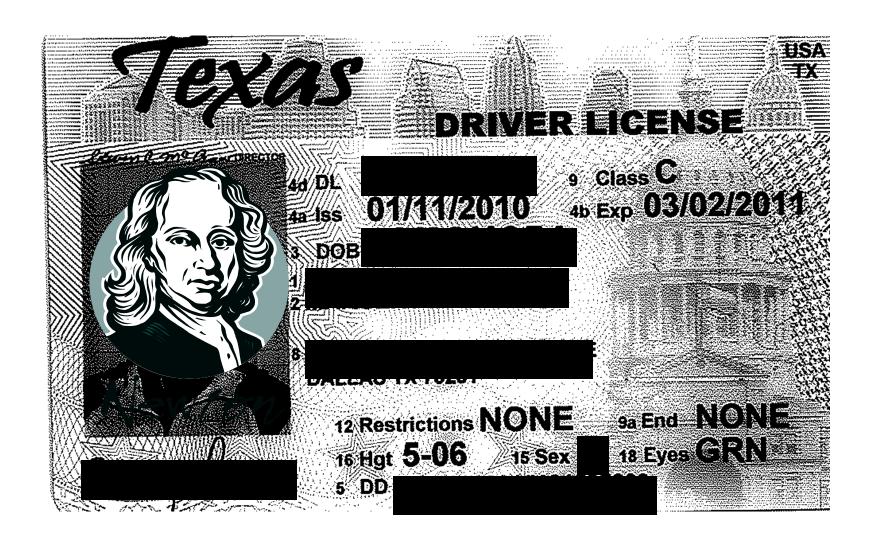
Need to learn how to drive? Did not pass the driving test?

✓ Find an Adult Driving Course at:

http://www.txdps.state.tx.us/driverlicense/adultdrvredandsafetycourse.htm

✓ Re-take the driving test after completing a driving course

Example of Texas Driver's License



Getting Around in Dallas: Tips for Buying a Car

- ✓ Buy from a UT Southwestern employee (see bulletin boards in McDermott Plaza and other UTSW locations)
- ✓ Or buy from a large dealer specializing in the car you want (e.g. Toyota, Honda, etc.)
- ✓ Make sure the seller has the car "Title" (ownership document)

Getting Around Dallas: Tips for Buying a Car

- ✓ Don't carry cash!!!!! Bring a cashier's check for the amount you are willing to pay (buy this at your bank)
- ✓ Know what you should pay: Find out at Kelly Blue Book-- http://www.kbb.com
- ✓ See if the car you want has been damaged: www.carfax.com
- ✓ Borrow money <u>only</u> through your bank or major car dealership

How to Find a Used Car

- Decide what make and model car you want (e.g. Toyota Corolla 2004)
- Find the car you want at on-line sites like:

http://www.autotrader.com

- When you see a car you like, write down the "VIN" number (usually on the inside of the door)
- Check whether it has been damaged at:

www.carfax.com

Getting Around Dallas

- Other ways of getting around:
 - Dallas Area Rapid Transit (DART): http://www.dart.org



- DART Bus System and trip planner:
 http://www.dart.org/riding/dartbus.asp
- Make friends with people who have cars,
 especially those who live in the same apartment
 complex and have a similar schedule

Automobile Insurance

- It is against the law not to carry automobile insurance for your car in the state of Texas:
 - These companies will insure cars of drivers with foreign licenses or "International Driving Permits":
 - State Farm
 - Direct Insurance
 - Get your quote by telephone or in person and mention that you do not have a Texas license

Automobile Insurance

- These companies may only issue auto insurance to driver's with a Texas license:
 - -GEICO
 - -Allstate
 - Progressive
- If you have a Texas driver's license you can probably get a quote and pay for your insurance on the internet

What if you have an accident while driving your car?

- Always carry your driver's license and proof of insurance
- Pull your car to the side of the road, park on a side street, or move to a safer place
- If you hit another car, that driver should pull over also

What if you have an accident while driving your car?

- Look at the other driver's insurance information and write down:
 - Name of insured
 - Name and telephone number of insurance company
 - Insurance policy number
- Allow the other driver to do the same with your proof of insurance

What if you have an accident while driving your car?

- Call 911 for an ambulance if anyone is hurt
- Call the Dallas Police Department at 3-1-1 to have an officer come to the scene and/or to make a police report if:
 - There is a lot of damage to either or both cars
 - The other driver does not have proof of insurance
 - The other driver does not stop, but another person who saw the accident does stop

Banking



- Open a checking account at a convenient bank
- Do not carry large amounts of cash!
- Instead of cash:
 - Get a debit/check card from your bank to pay for things, or to get smaller amounts of cash
 - Be careful—ATM fees can add up; Your bank has ATMS that are free for your use—find out where they are!
 - Write paper checks against the money in your account
 - Buy money orders or cashier's checks for larger purchases (e.g., rent, used car)

Apartment Contracts

- CONTRACT
- Apartment contracts are confusing!
 - Be sure you understand what your contract says
 - If not ask the International Office for help
 - Read and follow instructions in your contract for:
 - Date rent is due, late fees, utility fees, etc.
 - Asking for things to be fixed
 - Move in and move out dates
 - Lease renewal deadline
 - Deadline to notify of non-renewal of apartment lease
 - Breaking (cancelling) your apartment lease

Apartment Leases



Be very careful about:

- Adding or removing room mates
- "Subletting" (transferring your lease to someone else)
- Breaking your lease
- Renting from private apartment complexes that are very close to campus but don't have good customer service reputations

(You may get better deals and better treatment at apartment complexes that are farther from UT Southwestern.)

Apartment Contracts

For help with land-lord or apartment lease problems:

- Visit, e-mail, or call the International Office:
 - Until 11/5/2010: McDermott Admin. Building, 4th floor
 - Beginning 11/8/2010: NL Building, 3rd Floor, Room 3.130J
- Contact the Texas Tenant's Union: <u>http://www.txtenants.org</u>



Medical Insurance and Health Care Basics

- F-1 and J-1 visa holders <u>must</u> have certain levels of medical insurance coverage while in the U.S.
- If employed by UTSW, your employee health insurance benefits meet part of the requirement
- J-1/F-1 and dependents must also buy "medical evacuation and repatriation" every year
- Be sure to add spouse and children to your health insurance within 30 days of their arrival

How to Use Your Health Insurance

- ✓ Read your insurance policy and card:
 - What % of doctor fees will the insurance pay?
 - What amount must you pay from your pocket?
 - Will you pay less if you use a certain group of doctors?
- ✓ Show your insurance card to the doctor's office
- ✓ Ask if the doctor's office will "bill your insurance company" (ask your insurance company to pay)
- ✓ Ask what part of the doctor fee you will have to pay at the time of the visit (this is called a "Co-Pay")

What's on the Insurance Card?





Subscriber Name:

Benefits ID:

Group Number: Coverage Date: Network Number: 071778 09/01/10 PTXOA Family Care Specialist Care Emergency Room \$30 \$35

\$150

Benefits summary available at www.bcbstx.com/ut

"Co-Pay" = what you must pay from your own pocket for certain types of services

Plan Name: UT SELECT (PPO)

Where to find more details about your insurance coverage



What's on the Insurance Card?

www.bcbstx.com/ut



Web Site for More Information





BlueCross BlueShield of Texas

Network coverage is available through participating network providers. Non-network services will be covered at a lower level. Some services must be preauthorized, including mental health (MH) and chemical dependency (CD). Refer to your online benefits booklet for additional information.

File claims with your local Blue Cross and/or Blue Shield Plan.

Customer Service Blue Card Access Preauth-Medical Preauth-MH/CD Special Beginnings Condition Mgmt. 24/7 Nurseline 1-866-882-2034 1-800-810-2583 1-800-441-9188 1-800-528-7264 1-888-421-7781 1-800-462-3275 1-888-315-9473

BlueCross BlueShield of Texas, an independent licensee of the BlueCross BlueShield Association, provides claims processing only and assumes no financial risk for claims.

Pay less with network doctors; Pay more

for non-network doctors

Finding a Doctor

- Find and meet with a primary care doctor before you or family members become sick
- Colleagues or mentor may suggest a doctor
- Postdocs and students may use:

Student Health Center
James W. Aston Center,
8th Floor, South Campus
5303 Harry Hines Blvd.
Telephone: 214-645-8690



- Find UT Southwestern Clinic information at: http://www.utsouthwestern.edu/patientcare/appt
- Or, find a doctor in the Blue Cross Blue Shield network at: http://www.utsystem.edu/benefits/find

Where to Go For What Medical Condition?

- Life threatening illness or injury Call 911 and ask for an ambulance
- Cut that won't stop bleeding, broken bones, severe pain, very high fever—Have a friend take you to the Nearest Hospital Emergency Room
- Urgent illness (high fever, rash, infection) that can't wait for regular doctor's office hours-Urgent Care Clinic, CareNow, PrimaCare



Personal Safety

- We know your jobs require you to walk on campus late at night....
- When you must do this, be very aware of your surroundings
- If an emergency occurs on campus, call 214-648-8911 to get Campus Security help immediately
- Try to avoid:
 - Dark stair wells and parking garages
 - Strangers walking or standing on the street
 - Having eye contact with or giving money to the homeless



Personal Safety

- Campus Security officers will escort you to your parked car or across campus 24 hours a day—call 214-648-8311 to request this service
- Consider attending a "Campus and Personal Safety" seminar when offered on campus
- Don't leave laptops or other valuables unattended; always lock your car and apartment

Keeping Family Members Happy

- J-2 dependents 16 and older can apply for permission to work in the U.S.
- Sorry, H-4 dependents cannot work
- Get application and instructions for J-2 Work Authorization from the International Office
- J-2 dependents 16 and older can get a driver's license without an SSN
- Certain activities for charitable organizations are not considered employment and can be performed by J-2 and H-4 dependents

IMPORTANT: dependents cannot "volunteer" in a laboratory or at any job for which a salary is normal!

Keeping Yourselves Happy

Spend free time with friends and family

 Join the UT Southwestern or another gym, or join a sports league



Keeping Yourselves Happy

- Find new things to do in and around Dallas:
 - http://www.visitdallas.com/
 - http://artandseek.net/

Fifty Free Things to do in Dallas:

http://www.tourtexas.com/content.cfm?id=136





Keeping Yourselves Happy

New location, new job, new culture, and distance from family can cause "culture shock"

When problems keep you from enjoying life, talk to:

- Relatives and close friends
- International Office
- Office of Postdoctoral Affairs

Other resources:

- Student Mental Health Services (Postdocs): http://utsouthwestern.edu/utsw/cda/dept20676/files/419484.html
- Employee Assistance Program (for staff): http://www.utsouthwestern.edu/home/careers/eap/



Where to Get Help With:

- Postdoc, mentor, or job-related questions:
 Office of Postdoctoral Affairs: 214-648-0569 or
 E-Mail SGSPostdocOffice@utsouthwestern.edu
- Learning English:
 - Find English Programs in Dallas:
 http://www.utsouthwestern.edu/utsw/cda/dept26491/files/574881.html
 - Call International Office for ESL tutoring recommendations—214-648-2780
- Visa Questions: International Office

Where to Get Help With:

- Landlord or apartment lease problems:
 - International Office
 - Texas Tenants Union- http://www.txtenants.org
- Legal Issues:
 - International Office
 - Dallas Bar Association Lawyer Referral Service:

http://www.dallasbar.com/public/lrs-public.asp

Where to Get Help With:

- Reporting a crime or a theft:
 - At UT Southwestern:

UT Southwestern Police Department

- Non-Emergency: 311
- Cell Phone: 214-648-8311
- Website: www.utsouthwestern.edu/police
- Outside of UT Southwestern:

Dallas Police Department: 241-671-3001

City of Dallas: 311

We Have Moved!



 Beginning Monday, November 8, 2010 you will find our office at:

North Campus, NL Building, 3rd Floor

Room 3.252

6000 Harry Hines Blvd., Dallas, TX 75390

Telephone: 214-643-0010

- ✓ From the ND building 3rd floor, walk across the connector to NL
- ✓ International Office is first door to the left



Need Help? Contact the International Office!



Paula Branum, Administrative Associate paula.branum@utsouthwestern.edu
214-633-0010

Senior Immigration Specialists:

Annette Flanagan: annette.flanagan@utsouthwestern.edu

214-633-1297

Wendelyn LeDay: wendelyn.leday@utsouthwestern.edu

214-633-1298

Rajini Pathmanathan: rajini.pathmanathan@utsouthwestern.edu

214-633-1296

Teresa MacNee, ESL Specialist: teresa.macnee@utsouthwestern.edu

Maggie Pinson, Director: maggie.pinson@utsouthwestern.edu

214-633-1294