<table>
<thead>
<tr>
<th>Topic</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions</td>
<td>Banking and Credit</td>
</tr>
<tr>
<td>Visa information &amp; Employment Rules</td>
<td>Apartment Leases</td>
</tr>
<tr>
<td>Getting a Social Security number (SSN)</td>
<td>Health Insurance and Finding a Doctor</td>
</tr>
<tr>
<td>Driver’s Licenses</td>
<td>Personal Safety</td>
</tr>
<tr>
<td>How to buy a car</td>
<td>What about my family members?</td>
</tr>
<tr>
<td>Getting Around Dallas</td>
<td>Where and how to get help</td>
</tr>
</tbody>
</table>
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 Good For:
Friends, Colleagues and Mentors are *Not* 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 **your** 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

<table>
<thead>
<tr>
<th>1. Family Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Gender: MALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>City of Birth:</td>
<td>Country of Birth:</td>
<td>Citizenship Country Code:</td>
</tr>
<tr>
<td>09-19-19</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Legal Permanent Residence Country Code: Legal Permanent Residence Country: |
|-----------------|----------------------------|
| | |

<table>
<thead>
<tr>
<th>Position Code:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>213</td>
<td>UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Site of Activity: 5323 Harry Hines Blvd. Dallas, TX 75390-9011</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. Program Sponsor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Texas Southwestern Medical Center-Dallas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exchange Visitor Program Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1-05925</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participating Program Official Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Form Covers Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (mm-dd-yyyy): 01-01-2011</td>
</tr>
<tr>
<td>To (mm-dd-yyyy): 07-31-2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Exchange Visitor Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject/Field Code: Subject/Field Code Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0102</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. During the period covered by this form, the total estimated financial support (in U.S. $) is to be provided to the exchange visitor by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
**J-1 Visa Document Basics:**

Get DS-2019 Signed Before traveling outside of the U.S.

---

**Preliminary Endorsement of Consular or Immigration Officer Regarding Section 212(e) of the Immigration and Nationality Act and PL 94-484, as Amended** (see item 1(a) of page 2).

The Exchange Visitor in the above program:

1. [ ] Not subject to the two-year residence requirement.
2. [ ] 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

(All USAID Participants G-2-00263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-04510 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)

---

**Travel Validation by Responsible Officer**

(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

   Date (mm-dd-yyyy)

   Signature of Responsible Officer or Alternate Responsible Officer

---

**EXCHANGE VISITOR CERTIFICATION:** I have read and agree with the statement in item 2 on page 2 of this document.

✓ 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**

---

### The United States of America

<table>
<thead>
<tr>
<th>RECEIPT NUMBER</th>
<th>CASE TYPE</th>
<th>PETITIONER</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAC-08-212-51374</td>
<td>I129</td>
<td>UT SOUTHWESTERN MEDICAL CTR AT DAL</td>
</tr>
<tr>
<td>RECEIPT DATE</td>
<td>RECEIPT DATE</td>
<td>PRIORITY DATE</td>
</tr>
<tr>
<td>July 29, 2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notice Type:** Approval Notice

**Class:** H1B

Valid from 09/01/2009 to 08/31/2011

---

The above petition has been approved, and notification has been sent to the listed consulates. You may also send the tear-off bottom part of this notice to the worker(s) to show the approval. Please contact the consulates with any questions about visa issuance. THIS FORM IS NOT A VISA AND CANNOT BE USED IN PLACE OF A VISA.

Petition approval does not authorize employment. When the worker(s) are 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-129 to have us notify another consulate of this approval. If any of the workers are already in the U.S., the petitioner can file 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(s) included in this petition do not actually enter the United States, substitutions of different workers are not made; the petitioner must notify this office of the allocated nonimmigrant visa numbers can be re-used.

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

**Number of workers:** 1

**Name:**

**DOB:**

**COB:**

**Class Consulate or POE:**

**OCC Code**

Expiration Date
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
Employment Rules

• 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
Employment Rules

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!
Employment Rules

• Your visa status is valid for a specific job at UT Southwestern

• Advise International Office \textit{before} any job change so we can:
  – Modify visa documents \textit{before} change
  – Apply for different visa type if required (could take 3-4 months)
Employment Rules

• If you lose 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 lose your job
Employment Issues for Postdoctoral Scholars

• If you are a postdoctoral scholar and loose your job, your mentor *must* 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](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 only 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
  – 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

• 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:
  http://www.txtenants.org
Medical Insurance and Health Care Basics

• F-1 and J-1 visa holders **must** 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?

<table>
<thead>
<tr>
<th>Plan Name: UT.SELECT (PPO)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Care</strong></td>
</tr>
<tr>
<td><strong>Specialist Care</strong></td>
</tr>
<tr>
<td><strong>Emergency Room</strong></td>
</tr>
</tbody>
</table>

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

Where to find more details about your insurance coverage
### What’s on the Insurance Card?

- **Web Site for More Information:** www.bcbsdx.com/ut

---

**Blue Cross Blue Shield 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.

---

<table>
<thead>
<tr>
<th>Customer Service</th>
<th>1-866-862-2034</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Card Access</td>
<td>1-800-810-2583</td>
</tr>
<tr>
<td>Preauth-Medical</td>
<td>1-800-441-9188</td>
</tr>
<tr>
<td>Preauth-MH/CD</td>
<td>1-800-528-7264</td>
</tr>
<tr>
<td>Special Beginnings</td>
<td>1-888-421-7781</td>
</tr>
<tr>
<td>Condition Mgmt.</td>
<td>1-800-462-3275</td>
</tr>
<tr>
<td>24/7 Nurseline</td>
<td>1-888-315-9473</td>
</tr>
</tbody>
</table>

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Blue Cross Blue Shield of Texas, an independent licensee of the Blue Cross Blue Shield 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.visitedallas.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:
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