



## Statement of Responsibilities for New Research Scholars, Visiting Professors, Short-term Scholars

Office of the Designated School Official

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*Your DS-2019 was issued to you after you signed this Statement of Responsibilities. This copy is for your records. You are responsible for understanding the information included. Please contact the Designated School Official (DSO) or the Alternate Designated School Official (ADSO) if you have any questions.*

1. **Maintain accurate visa documents.** Your official government documents must be accurate and valid at all times. Contact the RO or the ARO to update any information on your DS-2019 (i.e. funding).

**Name consistency:** Your name should appear exactly the same as it is on your passport and should be consistent on all of your official documents in the U.S. The documents are:

- ◆ Immigration documents (DS-2019, I-94 Arrival/Departure card or record)
- ◆ Payroll documents - if applicable (U.S. Social Security card)
- ◆ Other identification documents - if applicable (California driver's license or state I.D. card)

2. **Report your arrival and residential address:** You must arrive and report to RO or the ARO within 25 days of your DS-2019 start date. At that time you will also need to report your U.S. residential address. You must report subsequent residential address changes within 10 days of moving while you are in J-1 status. You must alert your hosting department or center if you are unable to meet the reporting requirement.
3. **Report your e-mail address:** You must always have an active e-mail address that the school can use to contact you. Keep your hosting department or center updated with your email information.
4. **Health Insurance Requirement:** If the length of your program is 31 days or more, CST requires that you (and any eligible J-2 dependents) present original copies of your health insurance policy as required when you filled-up the request for DS-2019 form.

If you do not show proof of insurance for yourself and your dependent(s), for the entire length of your J program, you will not be eligible for CST services after you arrive. These services include:

- ◆ Travel/Reentry Signature
- ◆ DS-2019 Extension
- ◆ Dependent DS-2019 Request
- ◆ Financial Update
- ◆ Occasional Lecture and Short-term Consultation Authorization

Failure to purchase any health insurance for the duration of your J program will result in CST terminating your J status, because J-1 Exchange Visitors and their dependents are required by the U.S. Department of State to carry health insurance in order to maintain their status.

5. **Engage in appropriate activities:** You may participate in the specific program or purpose for which your department or center invited you. Other activities (including enrolling in classes) must be approved by your faculty mentor in your hosting department or center. You must have the approval from your hosting department or center to audit any courses. You are **only authorized to be enrolled in classes part-time**, and only as long as they do not interfere in with your J-1 program. You must maintain full-time focus on the scholar activities you were invited to do.
6. **Work only with appropriate authorization:** You are only authorized to work in your CST hosting department or center for the activities you have been invited to do. Other employment or payment either at CST or off-campus must be authorized by your faculty mentor.
7. **Have and maintain your funding:** You are required to have and maintain enough funding to cover the minimum expenses as outlined in the request for DS-2019 form for yourself and any J-2 dependents for the duration of your J program. Scholars' and their family's actual expenses can vary quite a bit depending on where you decide to live, whether you make your own meals or not, transportation costs, etc. It is strongly advised that you plan your finances accordingly to have access to more funding than the minimums stated on the application.

8. **Request authorization to transfer:** You must receive approval from CST to transfer to another institution within the U.S.
9. **End of Program:** Your J SEVIS record will automatically complete after the end date on your DS-2019. If you will complete your program with us as expected, there are no additional steps for you to take regarding your visa status. However, if you will be unable or do not intend to return home within the allotted Grace Period (see below), you must discuss your plans with the RO or ARO to ensure that you maintain legal status in the U.S. Also, if you complete or end your program more than 30 days before the end date of your DS-2019, you must notify CST.
10. **Comply with the 30 Day Grace Period:** J-1 visa holders are given a 30 day "grace period" after the end date of their J-1 program to prepare for departure and/or to travel within the U.S. The program end date is usually the end date on your DS-2019. However, if you do not continue your original J-1 program until the DS-2019 end date, your program (CST J-1 status) ends on the date you complete your J-1 original activity, transfer to another J-1 sponsor, or change your visa type.
11. **J-2 Dependents:**
- Report your J-2 dependents' email addresses (if applicable) upon their arrival in the U.S.
  - J-2's may enroll for courses without additional authorization.
  - They may work only after receiving employment authorization from the USCIS. J-2 income cannot become the primary source of funding for J-1s or J-2s.
  - J-2s are not allowed to remain in the U.S. after you have completed your J-1 program and have left the U.S.
  - Report to CST if a J-2 dependent will not use a DS-2019 they were issued
  - If your J-2 dependents leave permanently before your end date, report their departure to CST to end their J-2 SEVIS record
12. **Release of Information:** CST cannot release information about you to anyone unless you give written permission. CST is required by law, however, to report to USCIS information regarding your presence in the U.S. and your status at the school (if applicable). In addition, other U.S. government agencies may be designated to request information about you.
13. **Use of Public Funding:** As a nonimmigrant, **you are not eligible to use any type of public funding** during your stay in the U.S.
14. **You must file a U.S. Income Tax form:** by April 15 each year, even if you have not earned any income in the U.S. CST provides resources for tax assistance but does not offer any tax advising.
15. **Travel:** If you are travelling outside of the U.S., you must ensure you have the proper documents needed to re-enter: valid passport, valid entry visa stamp in your passport, valid DS-2019 with a valid CST re-entry signature (lower right corner), proof of funding indicated on your DS-2019, and proof of health insurance.

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STATEMENT: *I have carefully read these responsibilities and understand their importance. I am aware that my legal status in the U.S. depends on fulfilling these responsibilities to the best of my ability. If I have any questions at any time about these matters, I know that I may contact CST.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_