



Office of International Services (OIS)

Information Session for New and Continuing J-1 Degree & Non-Degree Students

Intended for students who have entered the United States as a J-1 student





The following information is intended for:

- New J-1 Students
- New Transfer-In Students
- Continuing students returning to the U.S./USC from a Leave of Absence (LOA)
- Continuing students who traveled and re-entered the U.S. with an Initial Attendance DS-2019 (Reinstatement via Travel)

All students must have entered the United States as a USC J-1 student.





Overview

- I. Introduction to the Office of International Services (OIS)
- II. Maintaining J-1 Status
- III. J-1 Employment Options
- IV. Immigration Status Verification (ISV)
- V. Life in the U.S.
- VI. OIS Contact Information





Introduction to the Office of International Services (OIS)





Office of International Services (OIS)

OIS supports international students and scholars as they strive to achieve their educational, professional, and personal objectives. Recognizing the many benefits of international educational exchange, OIS advocates for these benefits on campus, locally and nationally.

OIS is a resource center to help members of the USC international community make the most of their USC experience. We are here to:

- Answer any questions J-1 students may have regarding their immigration status or benefits
- Provide one-on-one advising and support





Maintaining J-1 Status





Full-Time Enrollment Requirements

To maintain J-1 immigration status, students must **enroll full-time in courses that apply to their degree requirements** during each fall and spring semester. This includes non-degree students.

Students admitted to Summer Session are required to enroll full-time during their first summer at USC.





Full-Time Enrollment Requirements

Students are considered full-time when enrolled in a minimum number of units, based on their degree/educational level:

- Undergraduate students – *12 units*
- Master's students – *8 units*
- Graduate Certificate students – *8 units*
- Ph.D. students – *6 units*
- Master's/Ph.D. students with an assistantship – *6 units*





Online Course Restrictions

- No more than one online course (up to 3 units) is applicable to the full-time enrollment requirement.
- After meeting the full-time enrollment minimum for each level as described below, any additional units of coursework may be either in-person or online.

| Degree Level | Course Enrollment |
|--|--|
| Undergraduate <i>12 unit minimum</i> | 9 units of in-person course(s) + 3 units of in-person or online course(s) |
| Master's or Graduate Certificate <i>8 unit minimum</i> | 5 units of in-person course(s) + 3 units of in-person or online course(s) |
| Master's/Ph.D. with an assistantship or Ph.D. <i>6 unit minimum</i> | 3 units of in-person course(s) + 3 units of in-person or online course(s) |





Reduced Course Load (RCL)

J-1 students may qualify for an exception to the full-time enrollment requirement for the fall and spring semester if they meet certain criteria for a Reduced Course Load (RCL) category:

- 1) Academic Difficulty
- 2) Medical Reason





Reduced Course Load (RCL)

RCL due to Academic Difficulty (first semester ONLY)

- A student may qualify for an academic difficulty RCL if they meet one of the below criteria:
 - initial difficulty with reading requirements;
 - initial difficulty with the English language;
 - unfamiliarity with U.S. teaching methods; or
 - improper course level placement
- Students who file an RCL must be enrolled at least part-time (6 units for undergraduate, 4 units for masters, and 3 units for doctorate).
- An academic difficulty RCL can be used only *once per degree level*.





Reduced Course Load (RCL)

RCL due to Medical Reasons

- OIS may authorize a medical RCL due to a temporary health (physical or mental) condition(s) with an appropriate doctor's letter recommending the RCL for medical reasons.
- To submit a medical RCL, J-1 students must provide a doctor's letter with their RCL submission to OIS.
- No more than 12 months total of a medical RCL is permitted per degree level.
- Students will receive treatment from a U.S. doctor while remaining in the U.S.
 - Students who need to take a semester off to receive medical treatment from outside the U.S. will need to apply for a [Standard Leave of Absence \(LOA\)](#) instead of a Medical RCL.





Reduced Course Load (RCL)

Students who meet the criteria for an RCL must submit their RCL request to OIS via Trojan International by the end of the second week of the classes.





SEVIS Final Semester Check

Students who are in their final semester of study and only have a few units remaining to meet academic program requirements are exempt from the full course load requirement. For example, if you only have 4 units remaining in your degree program, you do not have to enroll in additional units to maintain your immigration status.

Students who are in their final semester and are taking less than a full course load must submit a [SEVIS Final Semester Check eForm](#) through Trojan International.





Program End Date – Program Extensions

Students who maintain status by enrolling full time every semester but are still unable to complete their program in time (i.e. change of major), must request a program extension BEFORE their program end date (i.e. at least one month before the DS-2019 expires). Please check the program end date on your DS-2019.

Please check the program end date on your DS-2019.

OMB APPROVAL NO. 1645-0119
EXPIRES: 10/31/2020
ESTIMATED BURDEN TIME: 45 min
View Page 2

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

| | | |
|---|--|---|
| Primary Name: [REDACTED] Suffix: [REDACTED] Gender: [REDACTED] Date of Birth: [REDACTED] Country of Birth: [REDACTED] Citizenship: [REDACTED] | | J-1 |
| Local Postment Residence Country Code: [REDACTED] Legal Postment Residence Country: [REDACTED] Public Code: 214 Position: UNIVERSITY GRADUATE STUDENTS | | |
| Primary Site of Activity: SOLIS SCHOOL OF LAW 699 Exposition Blvd Room 316 LOS ANGELES, CA 90089 | | |
| Program Sponsor: UNIVERSITY OF SOUTHERN CALIFORNIA Program Number: 2-1-00322 Participating Program Official Designation: PROFESSOR, RESEARCH SCHOLAR, SHORT-TERM SCHOLAR, SPECIALIST, STUDENT ASSOCIATE, STUDENT BACHELORS, STUDENT DOCTORATE, STUDENT INTERN, STUDENT MASTERS, STUDENT NON-DEGREE | | |
| Purpose of this Form: Begin New Program - Biographical Data Modified | | |
| A. From (mm-dd-yyyy): 08-19-2024 To: (mm-dd-yyyy): 12-20-2024 | | 4. Exchange Visitor Category: STUDENT NON-DEGREE Subject Field Code: 22.0101 Subject Field Code Remarks: Full time enrollment in Law. |
| 3. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided in the exchange visitor by: [REDACTED] Total: \$ 420,100.00 | | |
| 4. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTENTION: I am not the prior to issuing this Form DS-2019, the Program Sponsor organization identified above, for which I serve as the Responsible Officer or Alternate Responsible Officer, am certified, in accordance with the requirements of 22 CFR 41.120, that each prospective exchange visitor: (i) is eligible and qualified for, and accepted into, the program in which he or she will participate; (ii) possesses adequate financial resources to participate in and complete his or her exchange visitor program; and (iii) possesses adequate financial resources to support an accompanying spouse and dependent, if any. I also attest that upon printing and signing this form, I am physically present in the United States in a U.S. territory. A notification copy of this form has been provided to the U.S. Department of State. | | 5. Jo'Ann Daria Cruz Alternate Responsible Officer State of Official Preparing Form: UNIVERSITY PARK LOS ANGELES, CA 90089 Title: 213-740-5252 Address of Responsible Officer or Alternate Responsible Officer: Telephone Number: 06-04-2024 Signature of Responsible Officer or Alternate Responsible Officer: Date: (mm-dd-yyyy) |
| 6. Statement of Responsible Officer for Relinquishing Sponsor: FOR REALIZES OF PROGRAM ATTENTION: I am the prior to issuing this Form DS-2019, the Program Sponsor organization identified above, for which I serve as the Responsible Officer or Alternate Responsible Officer, am certified, in accordance with the requirements of 22 CFR 41.120, that each prospective exchange visitor: (i) is eligible and qualified for, and accepted into, the program in which he or she will participate; (ii) possesses adequate financial resources to participate in and complete his or her exchange visitor program; and (iii) possesses adequate financial resources to support an accompanying spouse and dependent, if any. I also attest that upon printing and signing this form, I am physically present in the United States in a U.S. territory. A notification copy of this form has been provided to the U.S. Department of State. | | |
| PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(b) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-408, AS AMENDED (see item 10 of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-408 as amended. | | 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 6 months for Camp Counselors and Seasonal 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 |
| THE U. S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING DS-2019. EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. | | |
| Signature of Applicant: _____ Date: (mm-dd-yyyy) | | Signature of Responsible Officer or Alternate Responsible Officer: _____ Date: (mm-dd-yyyy) |

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Additional Requirements for Maintaining J-1 Status

Address Updates

Immigration regulations require all international students to **report any change in their local address to OIS within 10 days of moving.**

Students must submit the [SEVIS U.S. Address and Contact Update](#) in Trojan International to ensure their U.S. address gets updated in SEVIS. The submission of this form only updates your U.S. address in SEVIS. It does not update any other university system.

Students must [enter their U.S. address in the correct format](#) for their information to be updated in SEVIS.





Additional Requirements for Maintaining J-1 Status



International Travel

- Students may travel internationally during scheduled [university breaks](#).
- Students returning to the U.S. from a temporary break should ensure they have the required documents to re-enter the country.





Requirements for Re-Entry

Required Documents for Re-entry to the U.S.

- Valid Passport (valid for at least 6 months beyond the date of the re-entry to the U.S.)
- Valid J-1 visa in passport (except students from Canada)
- DS-2019 with a [valid travel signature from OIS](#)

Note: Travel signatures are valid for one year from the date signed or until your program ends, if sooner. The travel endorsement is located on the lower right corner of your DS-2019.

Recommended Supporting Documents

- Financial support documents (proof of funding)
- USC acceptance letter
- Paper receipt of [Form I-901: SEVIS fee payment](#)
- Copy of USC transcript and/or proof of course registration





Employment Options for J-1 Students





J-1 Employment Options

Types of Employment

- 1) On-campus Employment
- 2) Academic Training (AT) – Pre-Completion & Post-Completion AT

On-Campus Employment

- Does not require separate work authorization
- Limited to 20 hours per week during the fall and spring semesters
- May work up to 40 hours per week during summer and winter break, if approved by the hiring USC department
- Review the [OIS website for additional information](#)





J-1 Employment Options

Academic Training (AT)

- On-Campus or Off-Campus Authorization for employment that takes place before or after the student graduates
- Employment can be paid or unpaid and needs to be related to the student's field of study
- Requires approval from the student's academic department and OIS
- Review information on the [OIS website for eligibility requirements](#)





J-1 Employment: Social Security Number (SSN)

- If a student finds a paid job in one of the categories mentioned under J-1 employment options, they are [eligible to apply for the SSN](#).
- The SSN is a 9-digit number issued to citizens, permanent residents and temporary (working) non-residents by the [Social Security Administration \(SSA\)](#).
- Primary purpose of an SSN is to track individuals for taxation purposes; it is not intended to be used for identification purposes.

Students who are not eligible for an SSN may be eligible for a [Tax Identification Number \(ITIN\)](#) to use for filing taxes during tax season reporting.





Trojan International

The Office of International Services uses [Trojan International](#), an immigration compliance and case management tool, to streamline how students request documents and services from OIS. Trojan International is fully integrated into the Department of Homeland Security's (DHS) SEVIS system and USC's Student Information System (SIS).

Students will need their USC NetIDs to gain full access to Trojan International and submit requests (including Immigration Status Verification).





Immigration Status Verification (ISV)





Immigration Status Verification (ISV) Immigration Documents

SEVIS and the Form DS-2019

- The Student Exchange Visitor Information System (SEVIS) is a web-based system of the federal government that maintains information on international J-1 students while in the U.S.
- USC creates and issues the Form DS-2019 for J-1 students via SEVIS.









Immigration Status Verification (ISV)

J-1 Student Immigration Status Verification (ISV)

This form can only be completed after you have arrived in the U.S.

You must complete steps 1-5 of this eform to complete ISV with OIS.

E-Forms

- REQUIRED
Step 1: Confirm Current Physical Location
-  NOT YET AVAILABLE
Step 2: Review Information Session for New and Continuing J-1 Students
-  NOT YET AVAILABLE
Step 3: Assessment
-  NOT YET AVAILABLE
Step 4: Upload ISV Documents
-  NOT YET AVAILABLE
Step 5: Confirm Acknowledgement of Enrollment Requirements

Failure to complete ISV in a timely manner will affect your eligibility to legally remain in the U.S.





Immigration Status Verification (ISV)

Immigration Documents

Passport

- J-1 students are required to always maintain a valid passport.
- Passports should be valid for at least 6 months into the future, especially for re-entry into the U.S. and when applying for a visa.
- Students must contact their local embassy or consulate for instructions on renewing their passport.
- Students may continue to use the expired passport with the valid visa, along with the new passport, when traveling.





Immigration Status Verification (ISV) Immigration Documents

J-1 Visa

- Students may stay in the U.S. on an expired J-1 visa if they maintain their immigration status by being in possession of a valid DS-2019 and an [I-94 Arrival/Departure record](#).
- **Visas cannot be renewed inside the U.S.;** they must be renewed at a U.S. embassy/consulate abroad.
 - Review the [U.S. embassy/consulate](#) website for details on the visa renewal process including required documents
 - Check [visa wait times](#) prior to renewing to ensure you have enough time to renew and re-enter the U.S.
 - Due to security checks, it is not recommended students use the period of winter or spring breaks to renew since they may be unable to return by the first day of classes.





Immigration Status Verification (ISV) Immigration Documents

Form DS-2019

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO.1405-0119
EXPIRES: 10/31/2020
ESTIMATED BURDEN TIME: 45 min
*See Page 2

| | | |
|--|--|--|
| 1. Intending Primary Name: [REDACTED] Given Name: [REDACTED] Gender: [REDACTED] | | J-1 |
| Date of Birth (mm/dd/yyyy): [REDACTED] City of Birth: [REDACTED] Country of Birth: [REDACTED] Citizenship Country Code: [REDACTED] Citizenship Country: [REDACTED] | | |
| Legal Permanent Residence Country Code: [REDACTED] Legal Permanent Residence Country: [REDACTED] Position Code: 214 Position: UNIVERSITY GRADUATE STUDENTS | | |
| Primary Site of Activity: SOULS SCHOOL OF LAW 699 Exposition Blvd Room 214 Los Angeles, CA 90089 | | |
| 2. Program Name: UNIVERSITY OF SOUTHERN CALIFORNIA Program Number: P-1-00222 | | |
| Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE | | |
| Purpose of this form: Begin New Program - Biographical Data Modified | | |
| 3. Form Covers Period: From (mm-dd-yyyy): 02-19-2024 To (mm-dd-yyyy): 12-20-2024 | | 4. Exchange Visitor Category: STUDENT NON-DEGREE |
| | | Subject/Field Code: 2.2-02.031 Subject/Field Code Remarks: FULL TIME ENROLLMENT IN LAW. |
| 5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by: [REDACTED] Total: 250,100.00 | | |
| 6. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTENTION: I attest that prior to issuing this Form DS-2019, the Program Sponsor representative identified below, for each entry on the Responsible Officer or Alternate Responsible Officer, has verified, in accordance with the requirements of 22 CFR 61.125, that each prospective exchange visitor: (i) is eligible and qualified for, and accepted into, the program in which he or she will participate; (ii) possesses adequate financial resources to participate in and complete his or her exchange visitor program; and (iii) possesses adequate financial resources to support an accompanying spouse and dependent, if any. I also attest that upon printing and signing this form, I am physically present in the United States at the U.S. territory. A notification copy of this form has been provided to the U.S. Department of State. | | 7. Jo'Ann Deia Cruz Name of Official Preparing Form UNIVERSITY PARK LOS ANGELES, CA 90089 Address of Responsible Officer or Alternate Responsible Officer Signature of Responsible Officer or Alternate Responsible Officer 213-740-5252 Telephone Number 02-04-2024 Date (mm-dd-yyyy) |
| 8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM OFFICER) (mm-dd-yyyy): [REDACTED] Transfer of this exchange visitor from program number [REDACTED] to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. | | |
| Signature of Responsible Officer or Alternate Responsible Officer Date (mm-dd-yyyy) of Signature | | |
| PRELIMINARY ENGAGEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(d) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 96-484, AS AMENDED (see page 2 of page 2) The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 96-484 as amended. | | 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 |
| Name: _____ Title: _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) | | |
| THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(d). | | |
| EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. | | |
| Signature of Applicant _____ Place _____ Date (mm-dd-yyyy) | | |

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Immigration Status Verification (ISV) Immigration Documents

I-94 Arrival Record

<https://i94.cbp.dhs.gov/I94/#/home>





Immigration Status Verification (ISV) Immigration Documents

I-94 Travel History

<https://i94.cbp.dhs.gov/I94/#/home>

View Travel History

I-94 travel history includes up to 100 arrivals and departures spanning the last five years

Enter Traveler Info | **Travel History Results**

Travel History Results

Passport Number [REDACTED]
Passport Country of Issuance: China

| | Date | Type | Location |
|---|------------|-----------|----------|
| 1 | 2020-05-16 | Departure | LOS |
| 2 | 2020-01-07 | Arrival | LOS |
| 3 | 2019-12-18 | Departure | LOS |
| 4 | 2019-08-10 | Arrival | LOS |
| 5 | 2019-04-27 | Departure | LOS |
| 6 | 2018-09-07 | Arrival | LOS |

Do you have a pending Freedom of Information Act (FOIA) request for your U.S. travel history? (FOIA is a law that gives the public the right to request access to records from any federal agency.) [learn more](#)

A FOIA request is a written or electronic request received by CBP from any individual or entity requesting records including databases held or believed to be held by an agency. You can find additional information about FOIA and FOIA requests at <https://www.cbp.gov/site/policy/notice/foia/>. If you submitted a formal request through the FOIA office at CBP to obtain travel history and received a FOIA number, you can cancel your request on this website if the information you received satisfies that request. You must enter your FOIA number in the space provided and select the "Request FOIA Cancellation" button. The FOIA case numbers begins with CBP and is followed by the year submitted and 6 alphanumeric characters (e. g. CBP-2014-XXXXXX). The cancel button is only located in the travel history section. When you chose this option, your FOIA request will be formally cancelled. You will not hear back from the FOIA office.

Yes No





Immigration Status Verification (ISV) Registration Holds for Degree Students

STU50 Hold – *Removed by OIS*

- Placed on graduate student records
- Restricts course registration

STU60 Hold – *Removed by OIS*

- Placed on undergraduate student records
- Does not restrict course registration

ALI01 Hold – *Removed by [USC American Language Institute \(ALI\)](#)*

- Placed on all students who have not met the USC English proficiency requirement
- Restricts course registration
- Questions? Email askali@usc.edu





Immigration Status Verification (ISV) Registration Holds for Degree Students

ADM40 Hold – *Removed by [USC Registrar](#)*

- Placed on students who are required to submit their previous degree documents to IERF
- Does not restrict course registration
- Deadline to submit is by end of student's first semester
- Contact: <https://ierf.org/uni-evaluation/usc/>, usc@ierf.org





Life in the U.S.:

Resources for International Students

International Update (IU)

- Stay up-to-date with the weekly OIS e-newsletter
- [Subscribe today](#)





OIS Contact Information





Contact OIS

The Office of International Services provides assistance to our international community via email, one-on-one advising via Zoom, or through webinar sessions.

OIS Live (Virtual Front Desk/Drop-in Advising via Zoom)

OIS Advisors are available for one-on-one consultation Tuesday through Thursday via Zoom. The advising hours and Zoom meeting link are posted on the [OIS website](#). Appointments are not required.

Email

For all J-1 student related inquiries: j1student@usc.edu

