



Office of International Studies and Programs

## **Maintaining Your J-1 Student Status**

***Under U.S. law, you are fully responsible for abiding by the rules governing your J-1 student status.*** As Responsible Officers (ROs) we will try to help you understand these rules but you are required to follow the ***Requirements and Responsibilities*** of J-1 Student Status as explained below.

### **REQUIREMENTS OF J-1 STATUS:**

Responsible Officers (ROs) are required to report to U.S. Department of State in SEVIS when a J-1 student is not maintaining status.

#### **1. Always be enrolled as a full time student.**

Enroll for and complete a full course of study (***12 credits for undergraduate students, 9 credits for graduate students***) every fall and spring term.

#### **2. Do NOT enroll in online courses.**

Students in J-1 status are NOT permitted to enroll in online courses.

#### **3. Obtain permission to be less than full time before you drop, withdraw or stop attending.**

If you do not believe you will be able to be full time for any reason, contact any of the ROs ***before*** you drop, withdraw or stop attending class. There are a few limited exceptions to the full time requirement for which you might qualify if you obtain permission in advance.

#### **4. Only work as authorized.**

J-1 students may work on-campus up to 20 hours per week when school is in session and full time during official school breaks. You must obtain authorization in writing from any of the ROs in order to work on campus. ***Never work without authorization.***

#### **5. Maintain required health insurance.**

J-1 students are required by the U.S. Department of State to maintain sickness or accident coverage for the period of time that the J-1 participates in the program. See *J-1 Compliance Intention Statement* for information on the specifics of the coverage.

#### **6. Make sure your program completion date on your Form DS-2019 is accurate.**

Your program completion date on your DS-2019 must always be correct. If you do not think you will be able to complete your program by the completion date on your Form DS-2019, you must contact any of the ROs for a program extension ***before the completion date expires*** and get an updated Form DS-2019.

If you expect to complete your program earlier than the DS-2019's program completion date, you must get an updated Form DS-2019 with the correct program completion date ***before you complete your program.***

**7. Obtain a SEVIS transfer to attend another U.S. school.**

If you plan to attend another U.S. school, college or university, you must notify any of the ROs and be "Transferred Out" in SEVIS before your J-1 status ends.

**8. Depart the U.S. within 30 days of your program completion date.**

If you have completed your program of study, you must depart the U.S. within 30 days.

OTHER RESPONSIBILITIES OF J-1 STUDENTS

**1. Keep your passport valid at all times.**

You must have a valid passport at all times. If your passport will expire, contact your country's embassy or consulate in the United States to renew it.

**2. Report any address or name change to the ROs within 10 days of making the change.**

**3. Get an updated Form DS-2019 when any of its information changes.**

Notify any of the ROs if there are any changes in the information on your Form DS-2019 such as name, citizenship, degree level, major, or funding, and get an updated Form DS-2019.

**4. Get a travel validation on your Form DS-2019 every semester to return to the U.S.**

When you want to travel outside the U.S., you need a travel validation from any of the ROs for the current term to reenter. Be sure to submit your request at least two weeks in advance of your trip.

**5. Meet with one of the ROs at least once per semester.**

It is recommended that you meet with one of the ROs at least once per semester in order to review your current status and provide you with any helpful information as a J-1 student.

**Responsible Officers (RO's) at John Jay College of Criminal Justice**

Sandrine Dikambi, Responsible Officer  
Manager, International Students & Scholars Services  
Telephone: 212-621-3723  
Email: [sdikambi@jjay.cuny.edu](mailto:sdikambi@jjay.cuny.edu)

Maureen Brady Coyle, Alternate Responsible Officer  
Director, International Studies & Programs, Room 1101N  
Telephone: 212-484-1339  
Email: [mcoyle@jjay.cuny.edu](mailto:mcoyle@jjay.cuny.edu)

Anderson Rosa, Alternate Responsible Officer  
College Assistant, International Studies & Programs, Room 1101N  
Telephone: 212-484-1390  
Email: [arosa@jjay.cuny.edu](mailto:arosa@jjay.cuny.edu)