



GUIDELINES FOR MAINTAINING J-1 NON-DEGREE STUDENT STATUS

J-1 Non-Degree Students are responsible for maintaining their J-1 status for the duration of their program in accordance with federal regulations governing the J-1 Exchange Visitor Program and the J-1 Student Non-Degree category.

REPORT TO THE OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES UPON ARRIVAL

J-1 Non-degree students must report to the Office of International Student and Scholar Services upon arrival to the United States by attending a J-1 Non-Degree Student Orientation. Per federal regulations, HIU is required to provide orientation and validate your SEVIS record within 30 days after the program start date. Information about the date and time of J-1 Non-Degree Student Orientation will be communicated to you prior to your arrival. Additionally, you are permitted to enter the U.S. up to 30 days before and after the program start date on the DS-2019. However, if your arrival will be delayed for more than two weeks from the program start date, please contact the International Students and Scholars Advisor to change/update your program start date.

MAINTAIN UP-TO-DATE IMMIGRATION DOCUMENTS

J-1 Non-Degree Students must have:

1. A passport that is valid at least six months into the future at all times, especially upon entry or re-entry to the U.S.
 - Passports must be renewed before they expire.
 - Passport renewals are done through the [Embassy or Consulate](#) of the country issuing the passport.
2. A valid DS-2019
 - Familiarize yourself with your current program start and end dates.
 - Program extensions are not possible after the program end date has passed and without academic approval.
3. An accurate I-94 admission record
 - Class of Admission: J/1
 - Admit Until Date: D/S
 - Retrieve an updated [I-94](#) every time you re-enter the U.S. during your program.
 - J-1 Non-degree Students entering the U.S. by a land border should follow these [I-94 application instructions](#).



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Note: The J-1 visa stamp does not need to be valid to maintain a lawful presence in the U.S. However, J-1 Non-Degree Students must have a valid J-1 visa to enter the U.S. anytime they travel internationally. *HIU recommends keeping scanned and hard copies of all immigration documents.*

REPORT CHANGES TO YOUR INFORMATION

J-1 Non-degree Students must report any changes to their address and/or U.S. phone number to HIU *within 10 calendar days of the change* by sending the updated information to sevis@hartfordinternational.edu. If there are proposed changes to your site of activity or changes in the source or amount of your funding, please notify HIU in advance of these changes.

MAINTAIN ACTIVE HEALTH INSURANCE

Federal regulations require all J-1 Non-Degree Students and J-2 dependents to obtain health insurance for the duration of their program. J-1 Non-Degree Students who extend their program duration must ensure that their health insurance is extended to cover their stay. Please contact the Student Services Manager for more details. ***Please note that willful failure to have and maintain health insurance that meets the J-1 visa requirements may result in program termination.***

COMPLY WITH DEPARTMENT OF STATE RESTRICTIONS ON HYBRID/REMOTE ENROLLMENT

Per Department of State [Guidance Directive 2023-01](#) released on June 8, 2023, effective July 1, 2023, exchange visitors in the student non-degree category must engage in their activities at Hartford International University in-person, on-campus, a minimum of 60% of the time. **Students in this category are only permitted to enroll in one fully online class each semester. Additionally, students must be enrolled full-time, that is, in at least three classes (9 credits minimum), two of which must be hybrid or in-person.**

INCIDENTAL EMPLOYMENT IS NOT PERMITTED

J-1 Non-Degree Students are only authorized to engage in the activity for which their DS-2019 has been issued. J-1 Non-Degree Students who engage in unauthorized employment are not able to obtain retroactive work authorization from HIU. **Any work done without proper work authorization is considered unauthorized employment and may lead to the termination of your SEVIS record.** Failure to maintain J-1 status may be considered unlawful presence by the Department of Homeland Security (DHS).

COMPLETING YOUR J-1 VISITING STUDENT PROGRAM

The program end date on the DS-2019 indicates the last day of an Exchange Visitor (EV) program. J-1 Non-degree Students are not able to continue studying after the program end date. **J-1 Non-Degree Students planning on extending their program duration must do so before the program end date passes.**



EARLY DEPARTURE

J-1 Non-degree Students who finish their program more than 15 days prior to the program end date on the DS-2019 must notify HIU by sending an email to sevis@hartfordinternational.edu. The end-of-program update needs to be approved by the faculty sponsor/academic advisor before the International Students and Scholars Advisor can make any changes to the program end date. J-1 Non-Degree Students will receive a new DS-2019 with the updated program end date. The updated program end date will determine the start of the 12-month bar and/or the 212(e) Two-Year Home Residency Requirement for applicable J-1 Non-Degree Students.

J-1 Non-Degree Students are not required to submit the End of Program Notification if:

- They are finishing their program less than 15 days prior to the program's end date.
- They were approved for a Change of Status to a different class of admission.

GRACE PERIOD

All J-1 Non-degree Students have a 30-day grace period following their program end date, during which they continue to maintain a lawful presence in the United States. The grace period is not denoted on the DS-2019, however. Regardless, during the grace period, J-1 Non-Degree Students are only permitted domestic travel. International travel during the grace period will complete the existing J-1 record. J-1 Non-Degree Students who leave the U.S. during the grace period will not be granted re-entry to the U.S. with their existing J-1 visa and DS-2019, regardless of how much grace period time has passed.

ACADEMIC TRAINING

Academic Training can only be used after you have completed your program at HIU, and only for professional opportunities requiring at least 20 hours per week of work. To be eligible for academic training, you must be in good academic standing, and the proposed employment must be temporary, supervised, and related to your major field of study.

The Department of State has specified that Academic Training participants may work remotely no more than 40% of the time (e.g., two days out of five) when their host organizations have instituted partial remote policies, and their sponsor has approved their hybrid program participation. Fully remote work is not permissible while on Academic Training. Academic training can be granted for the same length of time as the program of study. However, the total time in J status (study and work) cannot exceed 24 months. You must apply before the end date on your DS-2019 and before you begin employment. For more information, please email sevis@hartfordinternational.edu.