J-1 Exchange Visitor Program Guide

Oak Ridge National Laboratory

MANAGED BY UT-BATTELLE FOR THE DEPARTMENT OF ENERGY

Welcome! ORNL is pleased to welcome you to the J-1 Exchange Visitor Program

The Oak Ridge National Laboratory (ORNL) Immigration Services Office (ISO) supervises the steps and actions required by the U.S. Department of State (DOS) to arrange your visit. The ISO is your main point of contact throughout the exchange program process and an Immigration Specialist has been designated as your Alternate Responsible Officer (ARO) to facilitate your application. Your ARO name and contact information is provided in the letter that accompanies this Guide. Please contact your ARO with any questions or issues you may have.

This Guide describes the application process and the steps you need to take to receive your J-1 visa so that you are able to travel to the U.S. and come on-site at ORNL. Please study this Guide carefully and complete any questionnaires and other action items in a timely manner. Processing generally takes up to two months but can be delayed if information or documents are missing or incomplete, or if additional requirements are necessary.

Table of Contents

Application Process

Accompanying Family Members

English Proficiency

SEVIS & VISA Fees

Medical Insurance

About DS-2019

Arrival & Orientation

Maintaining J-1 Status

Extensions, Travel, Return

Cultural Exchange

Directory of Resources

Who to Contact

ORNL at a Glance

ORNL is the largest science and energy national laboratory in the Department of Energy (DOE) System. ORNL is managed by UT-Battelle, LLC, a partnership between the University of Tennessee and Battelle Memorial Institute.

- DIRECTOR: THOMAS E. MASON
- STAFF: 4560
- RESEARCH STAFF: SCIENTISTS AND ENGINEERS IN MORE THAN 100 DISCIPLINES
- USERS AND VISITING SCIENTISTS, ANNUALLY: 3,200
- BUDGET: $1.5 BILLION
- LOCATION: IN EASTERN TENNESSEE, NEAR KNOXVILLE
- ESTABLISHED: 1943 AS PART OF THE WORLD WAR II MANHATTAN PROJECT
- U.S. PATENTS SINCE 2004: 649
- ACTIVE LICENSES AS OF SEPT. 30, 2015: 135

Application Process

UT-Battelle, as manager of ORNL, is the official sponsor of the ORNL J-1 Exchange Visitor Program. UT-Battelle sponsors the following categories of participants in its exchange visitor program, as designated by the DOS. Your category is based on your proposed activities and qualifications.

***Short-term scholar*:** A professor, research scholar, or person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar type of institutions. The maximum duration of participation for this category shall not exceed 6 months. No extensions are permitted.

***Research scholar*:** An individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The research scholar may also teach or lecture, after obtaining approval. The maximum duration of participation for this category is not to exceed 5 years.

Visa Application Process

Apply for your J-1 visa with the U.S. Embassy or Consulate, following local consular procedures. As part of the visa application process, an interview at the U.S. Embassy or Consulate is required. The waiting time for an interview can vary from one week to one month, so early visa application is strongly encouraged. Check with the Consulate where you intend to apply to confirm their requirements as each Consulate has different local rules.

Family members who are accompanying you or joining you later should apply for a J-2 visa and provide all information required at the same time. J-2 status can be given to your legally married spouse and unmarried children under the age of 21.

In general, each visa applicant must provide or complete the following. Each of these requirements is described in detail in this Guide.

- DS-2019, Certificate of Eligibility for Exchange Visitor Status, a SEVIS generated form provided to you by UT-Battelle, your program sponsor. Sign your original DS-2019 form(s) in **BLUE** ink. The primary visa holder signs the DS-2019 for accompanying family members as well. You must take all DS-2019s with you to the Consulate for your visa interview. We strongly recommend that you also take your résumé or CV.
- A passport valid for travel to the U.S. with a validity date at least six months beyond your intended period of stay in the U.S.
- Payment of the SEVIS fee. Proof of payment is required.
- Online Non-Immigration Visa Application Form (DS-160) for each person who is seeking a visa.
- English language proficiency.
- Medical insurance for you and each person accompanying you. Coverage must be maintained throughout your period of stay.

Issuance of the visa itself might take up to 1 month. In some cases, processing might take longer.
Early visa application is strongly encouraged.

Administrative Processing

Some non-U.S. citizens must undergo administrative processing (also known as Security Clearance Processing) before being issued their visa stamps. The decision about whether or not administrative processing will apply to you is based on a combination of factors, including:

- Your credentials, education, and/or field of expertise
- Your nationality
- Your name, gender, and/or age
- The places you have visited in the past and a variety of other elements.

Once a decision is made by the Embassy/Consulate that administrative processing is needed, this must be completed before J-1 visa processing can continue. Administrative processing timeframes can range from a few days or weeks to several months. If, at the conclusion of your interview, the Consular Officer indicates that your visa application will undergo administrative processing, please let your ARO know. ORNL's ISO cannot shorten or otherwise influence the time period for completion of administrative processing, but we may need to adjust your visit dates if this occurs.

Important Terms

Department of State (DOS): The U.S. government agency that operates U.S. Embassies and Consulates worldwide. It is responsible for issuing visas. It also grants companies, such as UT-Battelle, the permission to "sponsor" foreign nationals for J-1 status.

Customs and Border Protection (CBP): The U.S. government agency that interviews foreign nationals seeking admission to the U.S.

Responsible Officers (RO) and Alternate Responsible Officers (ARO): Employees of a designated sponsor. ROs and AROs utilize the SEVIS system, issue DS-2019 forms, and monitor a sponsor's exchange visitor program.

SEVIS: The Student and Exchange Visitor Information System. SEVIS is an Internet-based system that maintains information on certain visitors to the U.S. (F, M, and J visa status holders). SEVIS is accessed by the DOS and its Consulates, the U.S. Department of Homeland Security and CBP, other government agencies, and J-1 program sponsors. A one-time SEVIS fee must be paid by all new participants entering the country on an F-1 or J-1 visa. The revenue from the fee is used to support the SEVIS program.

U.S. Citizenship and Information Service (USCIS): The U.S. government agency in charge of administration of immigration services and benefits. USCIS is part of the U.S. Department of Homeland Security.

Accompanying Family Members

J-2 Family Members of J-1 Exchange Visitors

J-2 status can be given to your legally married spouse (U.S. immigration law does not recognize common-law marriage) and unmarried children under the age of 21.

These family members, sometimes referred to as immediate family or dependents, will each receive a DS-2019 for their J-2 status. To obtain J-2 visas, they must submit to the Consulate proof of the family relationship and that the J-1 status holder either is also applying for a visa or already holds J-1 status. Proof of acceptable medical insurance must be provided for accompanying family members for any time they are in the U.S. in J-2 status.

New regulations require that each person in J-2 status *must* have a valid email address. The EV must supply the address (es) to the ARO before the DS-2019(s) will be issued. Additionally, the ARO must be notified of arrival and/or departure dates for J-2 members if different from the EV. Because the email address and the arrival and departure notifications are regulatory requirements from the DOS, UT-Battelle will rescind authorization for the EV's J-1 visa if the regulations for accompanying family members are not followed.

If children marry or reach 21 years of age, they are no longer eligible for J-2 status and must depart the U.S. or change to another visa status, if able to do so.

J-2 status holders may apply to the USCIS for a work permit by filing a Form I-765 Application for Employment Authorization, which is a general work permit. Please see www.uscis.gov for complete instructions about how to prepare and file the form for a J-2 family member. The J-2 status holder may begin employment ***only after receiving the approved Employment Authorization Document (EAD)***, which can take up to 3 months. **Working before receiving the EAD would violate the J-2 status and be cause for termination of the J-2 visa.**

English Language Proficiency

According to new regulations, effective January 5, 2015, all sponsors of J Exchange Visitors must obtain "evidence" of "objective measures" of a prospective Exchange Visitor's English proficiency before a DS-2019 can be issued.

The prospective visitor will need to possess "sufficient proficiency in the English language as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis." UT-Battelle will use the score from a reputable online test. Any prospective Exchange Visitor who is a citizen from a country where English is not the national, primary language (or spoken by a majority of the population) must take this test*. Once you forward your test scoring sheet to the ARO, a determination will be made if processing of the DS-2019 will begin.

Exemption from English proficiency test:
Exemptions are granted to applicants who have earned a U.S. bachelor's, master's, or doctoral degree from a college or university accredited by a regional accrediting association in the United States, or the international equivalent degree from a university of recognized standing in a country in which all instruction is provided in English. Therefore, applicants with degrees from the U.S., Australia, Canada (except Quebec), New Zealand, Singapore, and the United Kingdom (England, Scotland, Ireland, and Wales) are exempt from the English Proficiency requirement.

Fees

SEVIS Fee: You must pay a SEVIS I-901 fee to the Department of Homeland Security before going to the U.S. embassy or consulate for your visa interview. The fee is currently $180.00 for Exchange Visitors but is subject to change. You must check with the embassy or consulate for the current amount. Once paid, you will receive a printed confirmation which will serve as proof of payment. You may be required to produce this payment confirmation for visa issuance, admission to any U.S. Port of Entry, any change of status, or other immigration benefits. Complete information can be found at http://www.ice.gov/sevis/i901/.

Visa Fee: Exchange Visitors who apply for a visa at a U.S. embassy or consulate must pay a nonimmigrant visa application processing fee. The fee is currently $160.00 per visa but is subject to change. You must check with the embassy or consulate for the current amount. You will need to provide a receipt showing the visa application processing fee has been paid when you go for your visa interview. Complete information can be found at https://travel.state.gov/content/visas/en.html. **Note: (All fees = $ in U.S. currency)**

Medical Insurance

The U.S. DOS requires you to have medical insurance coverage for the period you are present in the U.S. in J-1 status (and J-2 status for your legally married spouse and/or unmarried minor children). The medical insurance must be maintained throughout your exchange visitor program. You will be required to show proof of adequate medical insurance when you arrive at ORNL. Please provide the actual policy or a document from the insurance company which shows coverage for each of the items listed below. You cannot begin your assignment or access the ORNL site without proof of adequate insurance. Your J-1 visa authorization will be cancelled if insurance coverage is not maintained for you and your family.

Minimum Coverage Requirements

Federal regulations set the minimum values and types of coverage:

- Medical benefits of at least $100,000 per accident or illness;
- Deductible not to exceed $500 per accident/illness;
- Repatriation of remains in the amount of $25,000;
- Medical evacuation expenses of at least $50,000;
- May require a waiting period for pre-existing conditions that is reasonable as determined by current industry standards;
- May include provisions for co-insurance under the terms of which the exchange visitor may be required to pay up to 25% of the covered benefits per accident or illness; and
- Must not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.

Proof of adequate medical coverage for you and any accompanying family members is required upon arrival at ORNL and throughout your visit.

Any policy, plan, or contract secured to fill the above requirements must, at a minimum, be:
(1) Underwritten by an insurance corporation having an A.M. Best rating of “A−” or above; a McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of “A−” or above; a Weiss Research, Inc. rating of “B+” or above; a Fitch Ratings, Inc. rating of “A−” or above; a Moody's Investor Services rating of “A3” or above; or such other rating as the Department of State may from time to time specify; or
(2) Backed by the full faith and credit of the government of the exchange visitor's home country; or
(3) Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or
(4) Offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services.

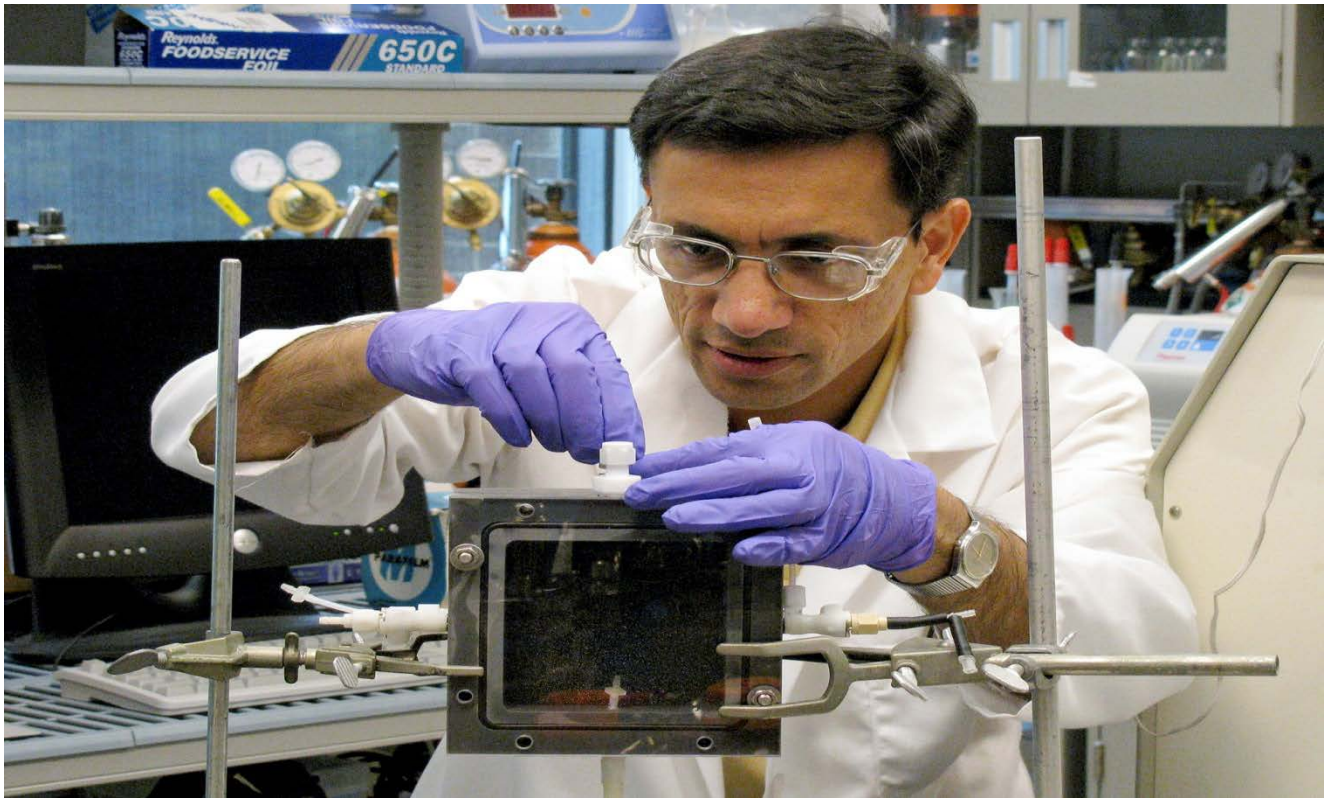
You may be subject to the Affordable Care Act (See article by Envisage International on http://www.envisageinternational.com/insurance/international-students-affordable-care-act.php

Many private companies sell medical insurance that satisfies the J visa insurance requirements. **ORNL does not recommend any insurance company.** You must decide on the best insurance plan based on your finances, needs, and the nature and duration of your visit to the U.S. The insurance companies below meet the J-1 regulations. Feel free to review these companies and determine whether one best meets your needs.

Insubuy, Inc.	**1-866-467-8289**	www.insubuy.com
The Harbour Group	1-800-252-8160	www.hginsurance.com
Seven Corners, Inc.	1-800-335-0611	http://www.sevencorners.com
New York International Group, Inc.	1-212-268-8520	http://www.nyig.com/
International Medical Group	1-877-808-7434	www.imglobal.com

Medical coverage from your home country may satisfy the regulatory requirements. If you have questions about this, your ARO can review your coverage prior to your visit and advise you if your coverage is acceptable.

Please remember that your participation as an exchange visitor at ORNL ***will be terminated*** if adequate insurance is not maintained for you and all accompanying family members.



About Form DS-2019

The Form DS-2019 or "Certificate of Eligibility for Exchange Visitor (J-1) Status" is the basic document used in the administration of the exchange visitor program. It can only be produced through SEVIS.

The form permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the U.S.

The Form DS-2019 identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program.

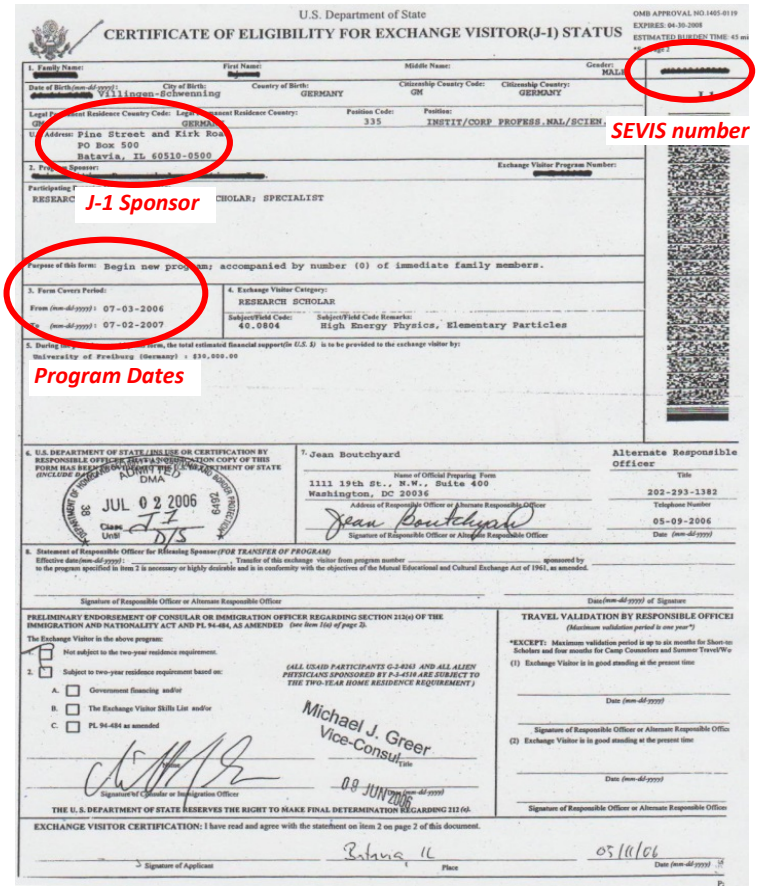
Designated sponsors, such as UT-Battelle, are authorized to issue this form to prospective exchange visitors they have screened and selected for participation in the exchange visitor program. The information in this form is completed by the sponsor prior to being given to you.

Issuance of the DS-2019

Once all internal processes are complete, the ISO will issue a DS-2019 for you and any accompanying family member(s) who will accompany you to the U.S.

Initially, you will receive a *draft (copy)* of the DS-2019 via U.S. Postal Mail Service Express or Federal Express, depending on your location, to review for accuracy. You must confirm, via email, the accuracy of the information. Once you have received *the **copy*** of the DS-2019, you can begin visa processing by paying your SEVIS fee and scheduling your visa appointment http://usembassy.state.gov/. You are responsible for all SEVIS and visa processing fees which vary by country and consulate.

Once we receive confirmation from you of the accuracy of the draft DS-2019, we will send the original DS-2019 to you via U.S. Postal Mail Service Express or Federal Express. Once you receive the ***original*** DS-2019, you must sign it in **BLUE** ink. The primary visa holder signs the DS-2019 for accompanying family members as well. **You must take <u>all</u> DS-2019s with you to the Consulate for your visa interview.**



The DS-2019 will list a start date for your program. You may enter the U.S. up to 30 days before. Your permission to engage in research ends on the program 'end' date, but you may legally remain in the U.S. for up to 30 days more to travel in the U.S. or prepare to depart.

Arrival and Orientation

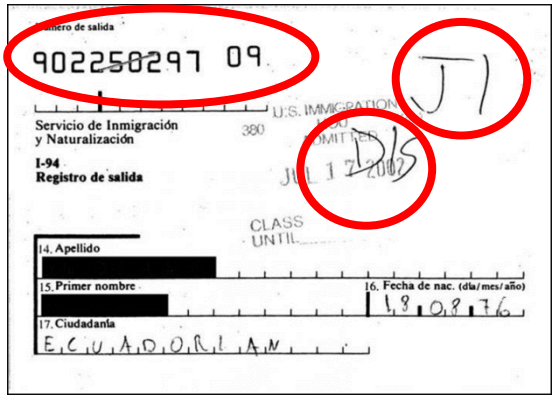
If you will be delayed past your original program start date, you must advise your ARO as soon as possible and before the date your DS-2019 becomes invalid. We must update your expected arrival date or there is a risk your program will be "invalidated" or canceled. You must report to ORNL on or before the start date on your DS-2019 or your program will be canceled.

Form I-94 Arrival/Departure Record

The CBP issues a Form I-94, Arrival / Departure Record. For most travelers arriving by sea or air, the Form I-94 is automated and the Record of Admission is generated electronically. Travelers may print an electronic Form I-94 from CBP's web site which may be used as evidence of lawful admission. For travelers arriving via land ports of entry, a paper Form I-94 is issued.

CBP will stamp a traveler's passport to confirm an individual's date of admission and immigration status.

- The Admission Number is a tracking number that you may need to write on other government forms.
- "J1" indicates the "status" in which you are actually admitted to the U.S.
- "D/S" means "Duration of Status" which means you are "legal" for as long as the **DS-2019** is UNEXPIRED



Orientation

On your first day at ORNL, you will register at the ORNL Visitor Center and then meet with your ARO at a pre-arranged time for an orientation session.

You must provide the following to your ARO upon arrival at ORNL:

- Passport and I-94 Card
- DS-2019(s) for you and any accompanying family members
- Proof of adequate medical insurance coverage for you and each accompanying family member. Proof should be the actual policy or a written document from the insurance company with the details of coverage (not just a general identification card). The document should highlight the elements required by the DOS.
- Local address (mailing and residential), telephone numbers (home and cell phone), and e-mail addresses for you and each accompanying family member (except children).

You will be allowed to commence your program activities at ORNL only after you have provided all items required at orientation (listed above).

Maintaining J-1 Status

To "maintain status" means to ensure that you follow all the applicable laws and rules related to your visit to the U.S. It is very important to properly maintain your J status. **Because the requirements listed below are U.S. regulations, failure to adhere to them may result in your visit being terminated and/or bar you from returning to the U.S. in the future.**

Maintenance of your visa status is <u>your responsibility</u>. The ISO is here to assist you.

You must:

- Not break U.S. law or do anything which might embarrass UT-Battelle, the DOE, or the DOS.
- Not engage in any other activities or at any other sites.
- Know and abide by all legal regulations that govern your stay in the U.S.
- Engage in the research activities listed in Section 4 on the Form DS-2019.
- Maintain adequate medical insurance for you and any accompanying family members.
- Notify your ARO of changes within 10 calendar days in mailing and/or residential address, telephone or cellphone number(s), and email address(s) for you and accompanying family members.
- Keep all approved authorization documents.
- Maintain a valid passport – valid for 6 months beyond planned stay.
- Notify your ARO before traveling within the U.S. and abroad.
- Request extensions at least 30 days before your program end date.
- Notify your ARO if you end your exchange program early.
- Notify your ARO if accompanying family members depart the U.S. before your program end date.

Changes in plans, funding or program scope

Report any changes in your plans, funding, or program to your ARO immediately. Examples of changes are change in work assignment, leave of absence, etc. The DOS expects you to stay with your original objective for coming to the U.S. Therefore, you are normally not allowed to change your category, and you are expected to carry out the activity described in Section 4 of your DS-2019. It is sometimes possible to:

- Change to a different sponsoring division if the type of work you are doing stays basically the same.
- Transfer to another J-1 sponsor as long as your category and field of activity remain the same, you are still within your time limit, and if your sponsoring division does not object.

Your ARO would have to approve such a change, so consultation is necessary if you are considering any change in your original program activity.

Program end date

Stop engaging in your research activities on the date your program ends. You may remain in the U.S. for 30 days longer than the DS-2019 indicates. This "grace period" exists only for domestic travel and/or to prepare for and depart from the U.S. Be sure to leave before your status expires unless you have another application pending with the USCIS which allows you to stay.

Extending your visit at ORNL

The J-1 program is supported for the period needed to complete the intended activities, but it cannot extend past the maximum stay for the type of J-1 program in which you are participating:

- 5 years for Research Scholars
- 6 months for Short-Term Scholars

Extensions within the maximums listed above are possible and should be initiated by your host.

J-1 regulations permit individuals to maintain active J-1 programs while intermittently visiting non-U.S. institutions. Thus, if you have to return to your home institution (such as to defend your thesis) but plan to return to ORNL to continue your research, you likely are eligible to extend your J-1 program.

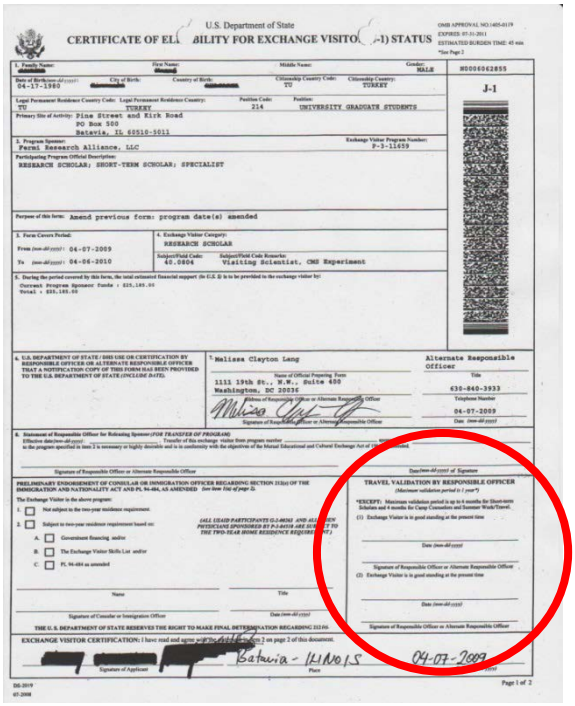
Visiting Other Facilities in the U.S.

Research Scholars sometimes visit other institutions in the U.S. during their visits to ORNL to attend conferences or meetings or to give talks or presentations.

Sometimes, the institutions you visit will want to reimburse your travel expenses; however, regulations for J-1 participants limit the circumstances where expenses can be reimbursed. You must coordinate these visits with your ARO. You should not accept any funds or reimbursement unless you have a letter from your ARO authorizing the payment. Both your ORNL host and the institution you want to visit would need to provide letters to the ARO regarding your proposed activity and payments as part of the authorization process. You must request authorization from your ARO **before** your visit.

Traveling Outside the U.S.

If you plan to travel outside the U.S. during your program at ORNL, you must contact your ARO **prior** to such travel to determine what documentation is necessary for you to be able to re-enter the U.S. (i.e., a new visa or revalidation of your DS-2019). Also, upon your return to the U.S., please contact your ARO to provide him/her a copy of your new I-94 Card and visa stamp.


U.S. Department of State

CERTIFICATE OF ELI BILITY FOR EXCHANGE VISITO -1) STATUS

J-1

Pine Street and Kirk Road
PO Box 500
Batavia, IL 60510-5011

Fermi Research Alliance, LLC

RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST

Amend previous form: program date(s) amended

RESEARCH SCHOLAR

Visiting Scientist, CMS Experiment

Melissa Clayton Long

1111 19th St., N.W., Suite 400
Washington, DC 20036

630-840-3933

04-07-2009

TRAVEL VALIDATION BY RESPONSIBLE OFFICER

Batavia - ILLINOIS 04-07-2009

Visiting ORNL Again

J-1 visas are intended to provide opportunities to visit the U.S., gain a better understanding of U.S. culture and the advancements in your field of expertise, and then return to your home country to share your U.S. experiences with your colleagues and friends. As a result, the law limits the ability of J-1 exchange visitors to have return visits. The limitations on return visits are:

- The Return Residence Requirement**, and
- Repeat Participation Rules.

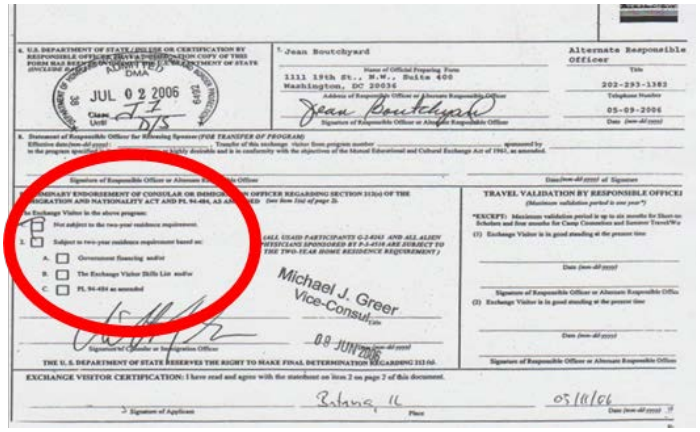
**Also referred to as: Home Residence or Subject to 212e or 212(e) (after the section of law where this limit is found).

Return Residence Requirement

The Return Residence Requirement:

- Requires that the Exchange Visitor return to the country of last residence for an *aggregate* of 2 years. (Short visits to the U.S. during the 2-years are acceptable, but the time spent in the U.S. does not count toward the 2-year total.)
- Arises only once the J-1 program is "closed" in SEVIS. A program is closed manually by an RO in certain situations, or when the activities end and the Research Scholar departs the U.S. It closes automatically when the "end" date on the DS-2019 is reached.
- Prohibits the Exchange Visitor from changing to certain other temporary visa statuses (H-1B, K, L-1) or seeking permanent residence (a green card).
- Does not prohibit returning with another J-1 visa (if you qualify).
- Also applies to those J-1 visitors:
  - Who received funding to participate in the J-1 program from the U.S. government or the government of their country of nationality or last residence.
  - Whose skills or specialized knowledge have been designated (by the U.S. government on a "Skills List") as being needed by the country of nationality or last residence.
    (See http://travel.state.gov/content/visas/english/study-exchange/exchange/exchange-visitor-skills-list.html for the most recent Skills List. Click on your country of most recent residence, and then look for your field of studies or expertise. If it is listed, you probably will be subject to the Return Residence Rule.)

The Consulate will mark whether you are subject to 212(e) on the Form DS-2019 or on the visa stamp



Repeat Participation

Research Scholar

A Research Scholar who has completed a J-1 Research Scholar program:

- Cannot participate in another Research Scholar program for 2 years (calculated from the program end date as listed in SEVIS).
    - May enter the U.S. in another visa status
        - H-1B (if not subject to the Return Residence Requirement)
        - B-1 or Visa Waiver
    - Might be eligible for J-1 Short-term Scholar program participation, depending on circumstances.
- Individuals who previously visited the U.S. with another type of J-1 visa (such as a J-1 Intern visa) may have to wait 12 months before being eligible for a J-1 Research Scholar visa, depending on circumstances.

Short-term Scholar

There are no restrictions placed on repeat participation, but this program cannot be used as a substitute for an indefinite or long-term role at ORNL. There must be a minimum period of two months between short term assignments.

Cultural Exchange

One of the primary purposes of the J-1 Exchange Visitor Program is to promote cultural exchange between program participants and their American contemporaries. UT-Battelle is committed to maintaining a strong cultural component of our J-1 program. We strive to ensure our visitors have opportunities to experience American life and culture while in the U.S. The links below provide information about a number of cultural activities in and around Oak Ridge and the Tennessee area. By getting out and being part of the local community, visitors can learn a great deal about American life. We also encourage our visitors to participate in activities which allow them to share the language, culture or history of their home countries with Americans, as long as such activities do not delay or interfere with the J-1 program.

Local

Oak Ridge

http://www.orcc.org/
http://oakridgevisitor.com/
http://www.oakridgetn.gov/#
http://www.tripadvisor.com/Tourism-g55242-Oak_Ridge_Tennessee-Vacations.html

Knoxville

http://www.865area.com/knoxville/old-city/
http://www.knoxville.org/
http://www.tripadvisor.com/Attractions-g55138-Activities-Knoxville_Tennessee.html
http://www.cityofknoxville.org/newcomers/attractions.asp
http://www.iknowknoxville.com/

Regional

Tennessee - http://www.tnvacation.com/
Great Smoky Mountains National Park - http://www.nps.gov/grsm/planyourvisit/index.htm
Gatlinburg, Tennessee - http://www.gatlinburg.com/things-to-do/attractions.aspx
Pigeon Forge, Tennessee - http://www.mypigeonforge.com/
Chattanooga, Tennessee - http://www.chattanoogafun.com/
Nashville, Tennessee - http://www.visitmusiccity.com/visitors
North Carolina - http://www.visitnc.com/ http://www.exploreasheville.com/
Georgia - http://www.atlanta.com/ , http://www.exploregeorgia.org/brochures
Kentucky - http://www.kentuckytourism.com/
Virginia - http://www.virginia.org/
Florida - http://floridavisitorguides.com/index.html

Culture and History

United States: Customs, Habits, and Etiquette - http://www.tripadvisor.com/Travel-g191-c3541/United-States:Customs.Habits.And.Etiquette.html, http://www.ediplomat.com/np/cultural_etiquette/ce_us.htm, http://www.santabarbara.com/community/education/international/living_tips/culture_etiquette.asp
Tennessee History - http://www.infoplease.com/us-states/tennessee.html
United States History - http://www.ushistory.org/index.html, http://americanhistory.si.edu/
Natural History Museum - http://www.mnh.si.edu/

Directory of Resources

Information about local services will be reviewed with you during an in-person orientation with your ARO on the first day of your arrival. Please contact your ARO via telephone or email if you have specific questions before you arrive. Information about many resources including housing, clinics/hospitals, transportation, and living in the U.S. can be found below.

Additional information related to J visa and the application process can be found at http://j1visa.state.gov/participants/.

Housing

There are many avenues for finding a suitable place to live in the Oak Ridge area. Hundreds of rental properties can be found online as well as searching the classified advertisements in the local newspapers.
http://www.knoxvilleapartmentguide.com/

http://knoxville.craigslist.org/apa

When renting an apartment or house, most landlords will require payment of the first month's rent and a security deposit. The security deposit is money set aside for the property manager to use in the event of damage to the premises. If no damage occurs by the end of the rental period, the security deposit is returned to you. When talking with a property manager be sure to ask what is included with renting the property, such as: heating, electricity, water, cable television, internet access, and parking. Normally, renters are responsible for many of these additional services, including a telephone.

The ORNL Guest House is a hotel that provides convenient, on site lodging to ORNL visitors. The Guest House does not serve families (spouses and children). Service animals are allowed. A visitor's pass is required to enter ORNL (arranged through your host) and stay at the Guest House. Reservations can be made 24/7 by calling 865-576-8101 or online at https://res.travlynx.com/bbe/page1.aspx?propertyID=8876.

For more information, see the Guest House website: http://web.ornl.gov/adm/fo/ls/hospitality/guesthouse/.

ORNL Guest House - Oak Ridge National Laboratory Address - 8640 Nano Center Drive Oak Ridge, TN 37830 Phone: 865-576-8101 Fax: 865-576-8102 Operated by Paragon Hotel Company

Local Newspapers

- The Oak Ridger: www.oakridger.com
- The Knoxville News Sentinel: www.knoxnews.com

Education

For school-age children, visit: http://www.greatschools.org/.

Initial Expenses

To avoid delays and cash-flow problems, you may want to open an account in a U.S. bank in your home country or in a non-U.S. bank (also in your home country) that has a branch in the United States. You would then be able to transfer funds from the bank in your country to a bank in the United States. It is very important for you to be familiar with your government's regulations for transferring funds to the United States. You should also check with your bank in your country regarding fees charged for transferring funds to the United States and the use of debit and/or credit cards.

You should procure U.S. currency at the international airport when you leave your country or when you initially arrive in the United States as there is not a foreign exchange office in Oak Ridge or Knoxville. U.S. paper money denominations are $1, $5, $10, $20, $50 or $100. U.S. currency is based on the decimal system with 100 cents per dollar.

You should plan to arrive with enough money to meet the initial expenses of your first weeks in the United States. You will need enough money for immediate expenses such as hotels, food, transportation, and housing costs. You can expect to spend from $20- $40 per day at area restaurants and from $65-$150 per night for accommodations at area hotels and motels.

Do not bring large sums of cash! There are many safer options available. Contact your home country bank now for details about the following:

- Traveler's Checks—the money is immediately available if checks are in U.S. dollars, and they can be replaced if lost or stolen. But checks in large denominations can be difficult to use. Checks issued in a foreign currency are subject to exchange fees.

- Electronic Banking/Automatic Teller Machines/Check Cards—Cash is available immediately from Automatic Teller Machines. Exchange rates are good, but there may be a daily limit ($200-$300) and fees for using the service. International Credit Cards—Money is available immediately and exchange rates are good. But not all U.S. stores and businesses accept international credit cards. Bank Checks/Drafts-- these are useful for large sums of money but funds are not available for several days to several weeks after deposit (depending on each bank's policy).

- Wire transfers—this is the safest way to transfer money. It is immediately available but an account at a U.S. bank must be opened first. There may be a fee for using the service.

Flight Information and Transportation from the Airport

The local airport is McGhee Tyson. Through their website, www.tys.org, you can track your flight. Helpful information:

AirTran	1-800-247-8726
allegiant	1-702-505-8888
American Airlines / American Eagle	1-800-433-7300
DELTA	1-800-221-1212 or Lost luggage: 1-800-325-8224
FRONTIER	1-800-432-1359
UNITED	1-800-525-0280 or 1-800-864-8331
US AIRWAYS	1-800-428-4322

Taxi Services	A-1/Cloud 9: 865-414-4371 A-plus /AAA Ground: 865-970-0016 A&B Ground: 865-389-0312 Benchmark: 865-310-7047 Connections: 1-800-taxicab Gold Cab: 865-919-0001	International: 865-607-8732 Odyssey: 865-577-6767 Overland: 865-970-4545 Tennessee: 865-984-8555 United: 865-437-7375
Alamo	865-342-3210 or 1-800-327-9633	
AVIS	865-342-3220 or 1-800-331-1212	
Budget	865-342-3225 or 1-800-527-0700	
Enterprise	865-342-1650 or 1-800-rent-a-car	
Hertz	865-342-3232 or 1-800-654-3131	
National	865-342-3240 or 1-800-227-7368	
Thrifty	865-342-3250 or 1-800-367-2277	

Driving Directions to ORNL from the Airport

Exit the airport, taking US 129 North toward Knoxville. Proceed three miles, then exit onto I-140 to Oak Ridge. Continue on I-140 approximately 11.5 miles, straight (left lane) onto Pellissippi Parkway (TN 162 North). Continue straight on TN 162 across the bridge. Merge to the right-lane exit for Bethel Valley Road. Proceed straight to the ORNL east entrance security portal and stop for security check. Once you are verified, continue about 5 miles straight on Bethel Valley Road. After the 2nd traffic light, enter the traffic circle (or roundabout) and go 3/4ths of the way around to enter the Visitor Center parking lot. The Visitor Center is the glass section of the ORNL Conference Center.

Access to ORNL

Non-US citizens must bring their valid (non-expired) original passport and visa, including your DS-2019 to ORNL.

As you approach the security portals, observe the signs regarding speed limits and visitor directions. You must stop at the security portal and provide the guard with your photo identification (and entry pass, if it has been provided to you by your Host). You will be instructed to proceed to the Visitors Center. Once you have arrived at ORNL, the campus speed limit is 15 mph, unless otherwise posted. These speed limits are strictly enforced for the safety of staff members and visitors. Seat belt usage in vehicles while on the ORNL campus is mandatory.

Transportation

Public transportation is not available in many areas of East Tennessee or to travel to ORNL. To travel to Oak Ridge, you must either have an automobile or join a carpool (shared transportation). Information on carpooling is available once you arrive at ORNL at https://portal02.ornl.gov/sites/ornl/carpool/default.aspx.

Please keep in mind that if you buy a car, you must register the car with the county (preferably in the county in which you reside). In order to get the vehicle title and registration documents you will need to visit one of the county clerk's offices: http://www.tn.gov/revenue/section/title-and-registration. You will need the vehicle registration to obtain automobile insurance, which is required.

Rental cars are readily available and may be rented while you are at the airport upon arrival in Knoxville. Each rental car company has specific regulations. Visit http://flyknoxville.com/tys/pay-us-a-visit/car-rental/ for information on each company or call the phone numbers listed above.

It is illegal to drive in the U.S. without a driver license and valid automobile insurance for the vehicle you are driving. When you drive you must be able to present a valid driver license, proof of registration and insurance when asked by police. If you don't have these with you then you can be cited for a violation. Any illegal actions would be cause to terminate your J-1 program and may affect your ability to return to the U.S. Note: Non U.S. citizens visiting ORNL for six months or less may continue to use the driver license from your home country (provided it is valid – not expired). Anyone who lives in Tennessee for greater than six months should obtain a Tennessee Driver License. Again, all drivers must have automobile insurance before driving.

Who to Contact

ORNL Immigration Services Office:
Vanessa Black, RO
4500S, Room F150
1-865-576-9479
blackmv@ornl.gov

Carol Johnson, ARO
4500S, Room F152
1-865-576-3909
johnsoncf@ornl.gov

Jill Shultz, ARO
4500S, Room F158
1-865-576-3511
shultzjc@ornl.gov

Sara Trammell, ARO
4500S, Room F156
1-800-241-9404
trammellsl@ornl.gov

Nina Wilson, ARO
4500S, Room F154
1-865-241-3305
wilsonnp@ornl.gov

Mailing Addresses:
Oak Ridge National Laboratory
Immigration Services Office
1 Bethel Valley Road
MS 6203
Oak Ridge, TN 37831-6203

United States Department of State
Program Designation Division
Bureau of Educational and Cultural Affairs
301 4th Street, S.W.
Washington, D.C. 20547
jvisas@state.gov
J-1 Visa **Emergency Hotline**: 1-866-283-9090
(Available 24 hours a day)

Learn and Know - Your Rights, Protections, and Resources

For Visa Applicants in A-3, G-5, NATO-7, B-1 domestic employee, H-1B, H-1B1, H-2A, H-2B, and **J-1** categories: Before your visa interview at the U.S. Embassy or Consulate abroad, it is important that you take the time to carefully read this pamphlet, as you will be required to have read and understood the pamphlet before being issued a U.S. visa in your category. In doing so, you will learn about and understand your rights, protections, as well as resources available to you, if help is needed when you come to the United States. During your visa interview, the consular officer will make sure you are aware of your legal rights and protections. After reading the pamphlet, keep it handy for quick reference later, as needed.