Today’s Topics:

• J-1 Hosting Guide Annual Review
• J-1 Insurance Payment Update
• iPenn enhancement
• Immigration Updates
Hosting Office Guide

- Produced by ISSS, Global Support Services and the J-1 Working Group
- Better guidance for process flow
- Promotes compliance mandated by State Department
- Increases awareness and support
- Checklist of requirements as well as suggestions for best practices
- Flowchart to assist with understanding who is responsible for what and when
- Communication and incorporation into ISSS training sessions
- Available on ISSS website for easy access
This checklist is intended to provide Penn schools and departments guidance for hosting a visiting scholar. It should be used to assist with every step of the invitation process, departmental onboarding, orientation to the university, and meeting all federal and state regulations. Updates to this document will be made on an annual basis or in the event of significant changes to policies.
Inside the Checklist

- State Department Hosting Regulations
- Invitation Process
- Requesting Immigration Documentation
- Pre-Arrival
- On-Boarding
- Maintaining Status
- Administrative Resources

☐ Pre-Arrival Communications: Communicate with J-1 Exchange Visitor and answer pre-arrival questions they may have about Penn, Philadelphia, the US, etc. Send any department contact lists, emergency phone numbers, and any other onboarding information via mail or email.

☐ Health Insurance: In accordance with US government regulations, the J-1 Exchange Visitor must have sufficient health insurance for him/herself and all dependents. This insurance must meet the mandatory State Department requirements. Verify that the J-1 Exchange Visitor has the required medical insurance effective upon or within one day of arrival. For non-postdoctoral J-1 Exchange Visitors, the insurance requirement can be met in one of three ways:
  - The J-1 Exchange Visitor enrolls in one of the University’s pre-approved insurance plans through Garnett-Powers.
  - The J-1 Exchange Visitor already has, or purchases, an individual insurance plan, which must be evaluated and approved by Garnett-Powers as meeting the US government requirements.

J-1 Exchange Visitors with a Postdoctoral Appointment should not purchase the plans referenced above, but instead should consult the postdoc portal found at: http://www.garnett-powers.com/pd/upenn/

Penn's postdoctoral researcher insurance plan meets the State Department required health insurance coverage requirement for both J-1 scholars and their enrolled J-2 dependents.

Please note that some Visiting Scholars who are considered University employees may be offered insurance as part of their benefits package. This insurance does NOT meet the Department of State requirements. Scholars who elect to accept this insurance will also need to purchase a separate rider to cover the repatriation and evacuation obligations of the Department of State, international sos and other insurance companies provide such riders for purchase.
Inside the Flowchart

- Parties involved
  - ISSS
  - Host Dept. BA
  - Host Dept. Faculty
  - Exchange Visitor

- Application & Arrival
- Verification
- Departure
Checklist Features

• Color-coded by responsibility – Scholar, Faculty, ISSS, Administrator

• Corresponding Section Numbers

• Fewer Scholar Verification process steps

• Clear explanations for:
  – Bars
  – Insurance
  – Payroll
J-1 Insurance

- All J-1 Visiting Scholars must purchase one of the pre-selected Garnett-Powers Insurance plans or complete a waiver
- Rolled out in 2016
- Now 3 Plans to choose from.
- All new scholars must complete process within one month of arrival
- Non-compliant scholars will have J-1 Program shortened
Premium Payments

• Medical insurance premium payments made by a Penn department on behalf of a scholar are considered a **taxable benefits to the scholar**.

• Payments must go through Accounts Payable to properly report the benefit.

• Payment’s may **not** be made using:
  – Penn’s Purchasing Card (PCard)
  – Concur

  *These are is not appropriate for transactions that are considered taxable benefits to the recipient.*
Premium Payments: Method

• **J-1 is a Penn Employee**
  – Penn able to impute the income in payroll
    • Tax recorded on scholar’s W-2

• **J-1 is not a Penn Employee**
  – Penn is unable to direct pay GPA or impute tax in payroll
    • Reimbursement to the scholar is the most consistent form to record the tax benefit
    • Premium payments will be reported to the recipient on IRS Form 1042-S (U.S. source income of foreign persons)
    • Scholars in the U.S. for more than two years are considered residents for tax purposes and will receive IRS Form 1099
    • Reimbursement for premium payments should be made via [PDA-ES Form (Employee/Student)](https://example.com)
      – Indicate the insurance premium payment and name of scholar in the business justification section of the form
iPenn Updates: School View

International Scholars: School of Engineering

Departments with active scholars (click to expand)

<table>
<thead>
<tr>
<th>Department</th>
<th>Scholars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bioengineering</td>
<td>12</td>
</tr>
<tr>
<td>Chemical and Biomolecular Engineering</td>
<td>8</td>
</tr>
<tr>
<td>Computer and Information Science</td>
<td>20</td>
</tr>
<tr>
<td>Electrical and Systems Engineering</td>
<td>7</td>
</tr>
<tr>
<td>Materials Science and Engineering</td>
<td>12</td>
</tr>
<tr>
<td>Mechanical Engineering and Applied Mechanics</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

Alerts (click to expand)

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<tr>
<th>Alert</th>
<th>Scholars</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1 Scholar Verifications Past Due</td>
<td>3</td>
</tr>
<tr>
<td>Check in pending</td>
<td>6</td>
</tr>
<tr>
<td>Ending soon</td>
<td>23</td>
</tr>
</tbody>
</table>
Position: Postdoctoral Researcher

Department: Bioengineering

Site of Activity:
210 S. 33rd Street, Skirkanich Hall
Street Address:
Philadelphia, PA
19104

Immigration Status: Approved J-1 Scholar

Start Date: April 1, 2013
End Date: May 31, 2013

Department Contact:

Funding Source:
Penn Funds: $113,284
Private Organizations: $0
US Gov't Agency: $0
Foreign Gov't Agency: $20,000
Personal Funding: $0

Click to Upload Funding Documentation

Comments:
Immigration Updates

• Legislation by Obstruction
• Increase of H-1B RFEs by 500%
• No deference for previous approvals
• Listen to your advisor
• Plan ahead.
Questions?