

Welcome J-1 Exchange Visitors: Students and Scholars



TEXAS  STATE
UNIVERSITY[®]

The rising STAR of Texas

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

International Student and Scholar Services (ISSS) Staff

Dr. Laura Rodriguez Amaya
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Aragelia Salazar
Coordinator, DSO
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ISSS and TIEC

ISSS Services

- Provide general information on immigration rules and procedures
- Assist exchange visitors with settling into local community. Including but not limited to navigating campus and community resources.
- Provide support to the program sponsor.
- Act as intermediary between the Exchange Visitor and TIEC to facilitate processing Exchange Visitor requests.

TIEC Services

- Maintain exchange visitor records in SEVIS.
- Create the Form DS-2019 and provide travel signatures.
- Advise immigration issues concerning J-1 visa status.
- Report all Exchange Visitor and program information to the U.S. Department of State.
- Assist the university to maintain compliance with federal regulations.

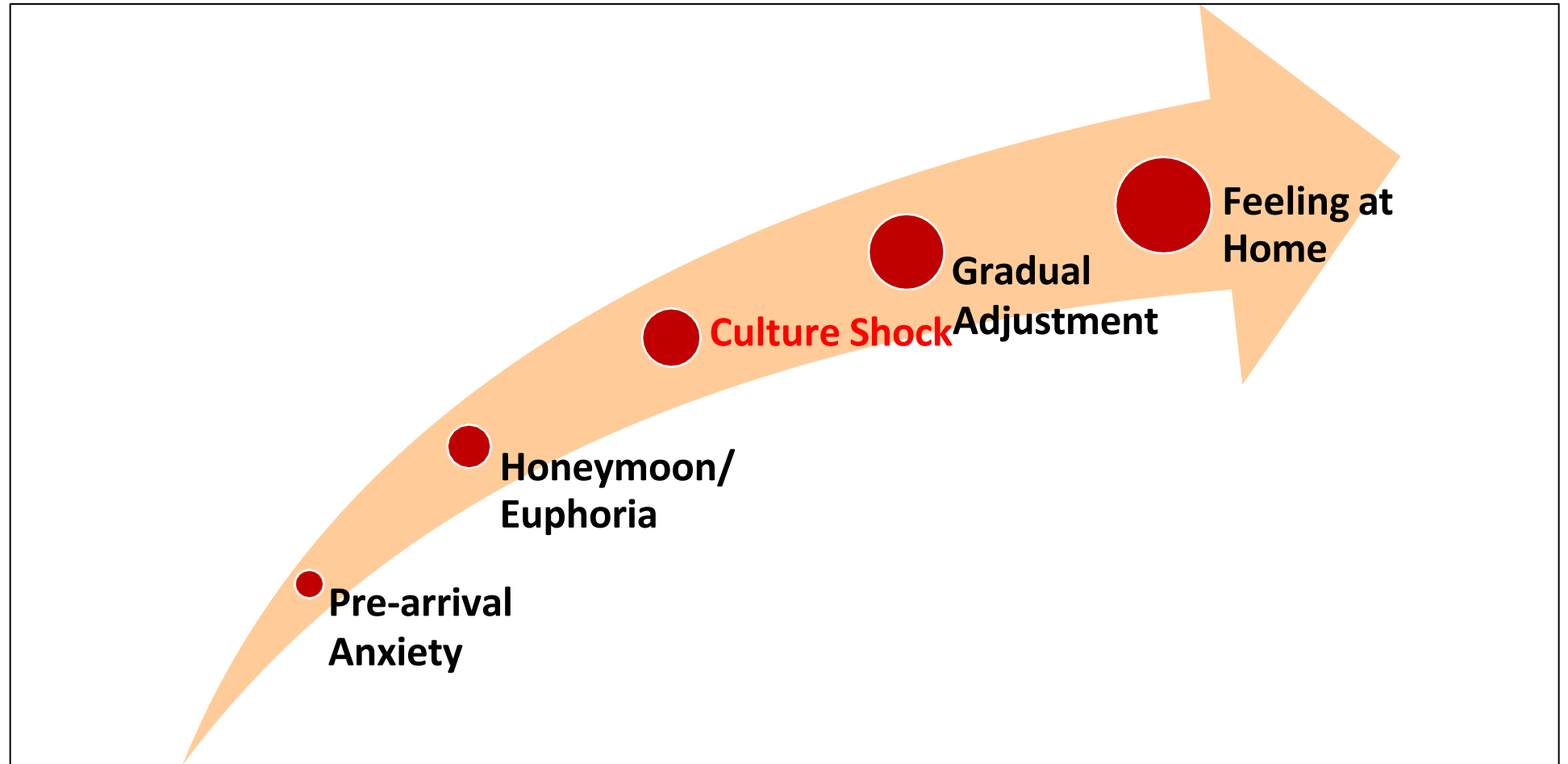
ISSS Contact Information

- **ISSS: 512-245-7966** (save to your phone) this will help you to recognize when we are trying to contact you.
- **General inquiries and holiday mailbox:**
internationalscholars@txstate.edu
- **Events and programs:** intlevents@txstate.edu



Helpful Information for Your SUCCESS!

Culture Shock!



Strategies to Cope with Culture Shock!

- Learn as much about your new surroundings as possible
- Be patient, be open-minded, and be curious
- Ask questions and do not assume
- Allow yourself to make mistakes and learn
- Take care of your physical and mental health
- Get involved with the campus and surrounding community
- Make friends and allies that can support your growth
- Be honest and talk to other faculty, staff, and students about how you feel
- Keep in contact with family and friends back home
- Identify resources and needs for any accompanying dependents





READ YOUR EMAILS

IMPORTANT – Update Your Address (J-1 Students)

- **ISSS Website**



Academic Affairs
International Student and Scholar Services (ISSS)

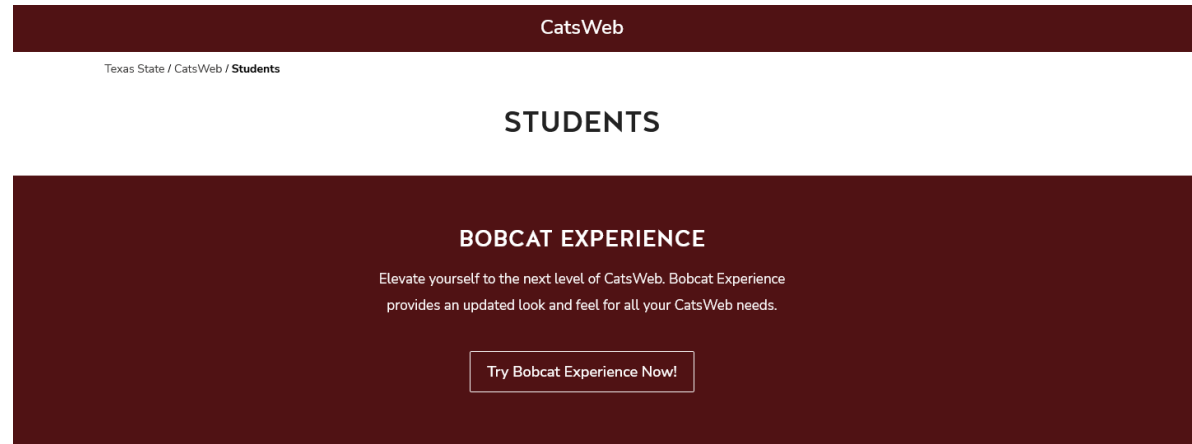
About Us | New F-1 Students | Current F-1 Students | Work Authorization | Events | Department Resources | Financial Assistance | Student Resources | Alumni

Texas State > Academic Affairs > International Student and Scholar Services (ISSS)

SCHEDULE AN APPOINTMENT WITH DESIGNATED SCHOOL OFFICIAL (DSO)

Current F-1 Students
[Update Address & Contact Information](#)
[Ship Your I-20](#)
[New OPT I-20 Request](#)
[International Events](#)
[Student Requests](#)

- **CatsWeb**



CatsWeb

Texas State / CatsWeb / Students

STUDENTS

BOBCAT EXPERIENCE

Elevate yourself to the next level of CatsWeb. Bobcat Experience provides an updated look and feel for all your CatsWeb needs.

[Try Bobcat Experience Now!](#)



Paying Your Tuition Bill (J-1 Students)

- You can only pay your tuition bill **after registering for courses** at Texas State University.
 - Contact your [Academic Advisor](#) or [Faculty Advisor](#) for course registration guidance.
- Use the **Student Business Services (SBS) Tuition Payment Portal** or visit the SBS office in J.C. Kellam Building (JCK).
 - Student Business Services website: <http://www.sbs.txstate.edu/>

Note: ISSS cannot assist with paying tuition or viewing your bill.

Employment

J-1 Students and Scholars must receive authorization from TIEC prior to engaging in employment.

- **J-1 Students**

- Student is in good academic standing at the post-secondary accredited academic institution;
- Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;
- Employment totals no more than 20 hours per week, except during official school breaks and the student's annual vacation; and
- TIEC has approved the specific employment in advance and in writing.

- **J-1 Scholars**

- J-1 scholars, including professors, research scholars, and short-term scholars, may be authorized by the J-1 sponsor for activities consistent with the Exchange Visitor's category and primary program objectives.
- Scholars may be authorized for employment for teaching and/or research
- May take place with the sponsor's institution and/or at a third-party site to facilitate the exchange visitor's program
- Each site of activity must be recorded in the Exchange Visitor's SEVIS record

For more information on exchange visitor employment eligibility and requirements visit:

<https://www.international.txstate.edu/departments/J1-Visa-Status-/j1-key-regulations.html>

Wilberforce Pamphlet

Download and read the **Wilberforce Pamphlet on the Rights and Protections for Temporary Workers**.

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/temporary-workers.html>

KNOW YOUR RIGHTS

We are confident that you will have a rewarding stay in the United States. However, if bad situations happen, you have rights and you can get help!

You Have the Right to:

- Be paid fairly
- Be free from discrimination
- Be free from sexual harassment and sexual exploitation
- Have a healthy and safe workplace
- Request help from union, immigrant, and labor rights groups
- Leave an abusive employment situation

**IF YOU ARE MISTREATED, CONTACT THE
NATIONAL HUMAN TRAFFICKING HOTLINE AT
1-888-373-7888 (WITHIN THE U.S.), TEXT "HELP" TO 233733
(WITHIN THE U.S.) OR EMAIL NHTRC@POLARISPROJECT.ORG.**



University Terms You Should Know



NetID: (abc123) – Activate NetID: <https://tim.txstate.edu/onlinetoolkit/Login?ProceedVet=True>

- Login to BobcatMail, on-campus computers/printing, access Texas State service websites.

TEXAS STATE ID: (A0...)

- Sign up for an event, sending an email to your professor etc.

CATSWEB - <https://www.catsweb.txstate.edu/>

- **J-1 Students:** Register for class, degree audit, view/pay tuition bill, financial aid, update address, check holds, and view transcript.
- **J-1 Scholars:** Faculty/advisor/employee menus, tutorials, online services, and directories.

BOBCAT MAIL - <https://portal.office.com/>

- Texas State University email service.

CANVAS

<https://canvas.txstate.edu/>

- Post syllabus, make announcements, submit final grades, certify class rosters, administer assignments and tests.

University Terms You Should Know

Texas State Honor Code

- Conscientious, Respectful, and Honest (Plagiarism)

Academic Probation

- Texas State GPA below 3.0 for Grads, 2.0 for Undergrads

Academic Suspension

- Texas State GPA below 3.0 for Grads, 2.0 for Undergrads

Review the [Texas State Catalog](#) for more academic policies.

Review the [Texas State University Policy and Procedure Statements \(UPPS\)](#) for more university policies.



Academic Expectations (J-1 Students)

- The **course syllabus** is a contract between the student and the instructor. Students are expected to be familiar with the syllabus.
- Instructors hold **office hours** each week and students are encouraged to take advantage and visit with instructors during this time to ask questions or receive clarification on the course.
- Students are **encouraged to engage in meaningful and critical dialogs** with professors and classmates.
- **Academic dishonesty** such as plagiarism and cheating will be penalized.
 - To learn more about academic integrity, please click the link below:
<https://www.international.txstate.edu/help/Academic-Integrity.html>



Communication Tips for Interacting with Domestic Faculty, Staff, and Students

- In the United States, both respect and personal opinions are highly valued.
- Do not be hesitant to voice your opinion or share your perspective.
- Ask a lot of questions. You are here to learn.
- Be honest and respectful to fellow members of the Texas State community.
- **Professional courtesy response time** – Allow at least 2 business days before following up with someone via email. Sending a follow up email can be viewed as rude.





Download the TXST Mobile

<http://www.mobile.txstate.edu/>



Avoid last minute registration panic.

Don't let a hold stop you from registering. Use the new Holds module to check your status and clear your holds.



Access to university news, updates, Shuttle Bus schedules, academic calendar, campus map, and more!

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Texas State University ID Card

1. Ask your department to issue a PCR using the title “Program Faculty”
2. Submit the PCR to Faculty and Academic Resources records and indicate that it is for the purpose of obtaining a picture ID.
3. This should allow ID Services to create you a picture ID.
4. Contact ID Services for further clarification.

Refer to the **ID Services** website for more information:

<https://www.auxiliaryservices.txstate.edu/idservices/>.

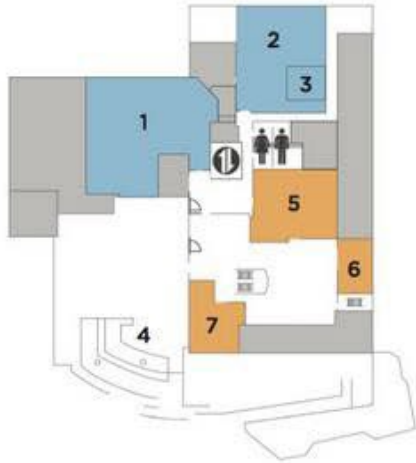


LBJ Student Center Resources

<https://www.lbjsc.txstate.edu/About/Brochure.html>

1ST FLOOR

1. George's
2. Boko's Living Room
3. Esports Arena
4. Amphitheater
5. Tu Taco
6. Chick-f il-A
7. Starbucks



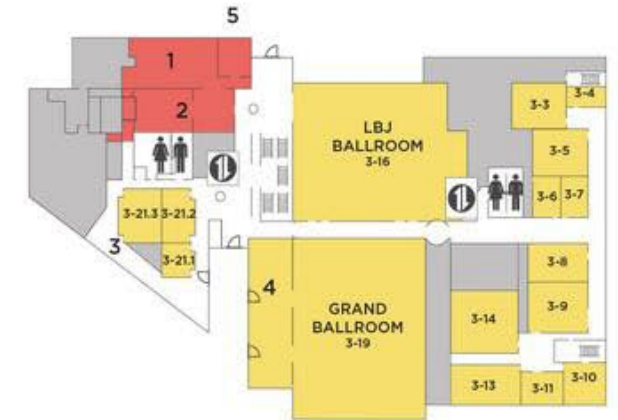
2ND FLOOR

1. University Bookstore
2. ID Services
3. Conference Services
4. Building Operations
5. Student Center Operations
6. Info Desk
7. Paws Market
8. Wells Fargo
9. Mondo Subs
10. Unity Lounge
11. Student Diversity and Inclusion
12. Computer Lab
13. Lair Food Court



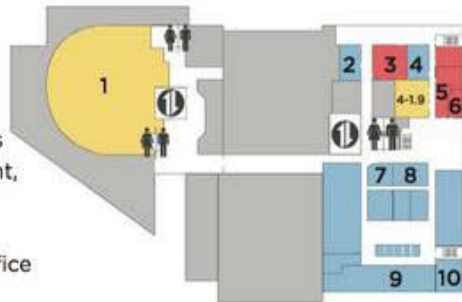
3RD FLOOR

1. Alumni Center
2. Welcome Center
3. Gallery
4. Grand Ballroom Pre-Function Lounge
5. Bus Loop/Parking Garage



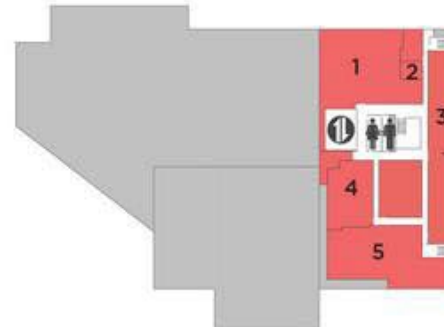
4TH FLOOR

1. Teaching Theater
2. Fraternity & Sorority Life
3. Alcohol & Drug Compliance Services
4. Planning, Assessment, Leadership and Marketing (PALM)
5. LBJSC Director's Office
6. Business Office
7. Student Involvement
8. Veteran's Alliance
9. Student Organizations
10. Student Government



5TH FLOOR

1. Career Services
2. Attorney For Students
3. Dean of Students
4. Disability Services
5. Counseling Center



Campus Events and Student Involvement



**JOIN AN
[INTERNATIONALLY
MINDED STUDENT
ORGANIZATION](#)**



**VIEW HUNDREDS
OF OTHER
STUDENT
ORGANIZATION:
[HTTPS://WWW.LBJS
C.TXSTATE.EDU/SOC
/JOIN/SEARCH-
ORGS.HTML](https://www.lbjsc.txstate.edu/soc/join/search-orgs.html)**



**JOIN FREE ON-
CAMPUS EVENTS
SPONSORED BY
THE STUDENT
ASSOCIATION FOR
CAMPUS
ACTIVITIES (SACA):
[HTTP://WWW.LBJS
C.TXSTATE.EDU/INV
OLVEMENT/SACA.H
TML](http://www.lbjsc.txstate.edu/involvement/saca.html)**



**VIEW THE TEXAS
STATE UNIVERSITY
CALENDAR:
[HTTPS://EVENTS.TX
STATE.EDU/](https://events.txstate.edu/)**



**VIEW THE TEXAS
STATE DIVERSITY
CALENDAR:
[HTTPS://EVENTS.TX
STATE.EDU/EQUITY-
AND-INCLUSION](https://events.txstate.edu/equity-and-inclusion)**



**VISIT THE WITTLIFF
COLLECTIONS AT
THE TEXAS STATE
ALKEK LIBRARY:
[HTTPS://WWW.THE
WITTLIFFCOLLECTIO
NS.TXSTATE.EDU/](https://www.thewittliffcollections.txstate.edu/)**



**WATCH A THEATER,
DANCE, OR
MUSICAL
PERFORMANCE BY
TEXAS STATE
STUDENTS AND
STAFF:
[HTTPS://TXSTATEPR
ESENTS.UNIVERSITY
TICKETS.COM/](https://txstateperformances.universitytickets.com/)**



Dining On Campus

<https://dineoncampus.com/txstate>

- Several on-campus food courts, buffet dining, café, and to go food, and store available throughout the Texas State campus.
- Purchase on-campus meal plans
- View different campus dining location menus



Housing in San Marcos

On Campus Apartments: To inquire about on-campus housing availability contact the Department of Housing and Residential Life at reslife@txstate.edu.

Off-Campus Apartments: You may live at any apartment complex or house that you wish however you should be careful to make sure it is on a bus route or walking distance to campus. To enquire about off-campus living, email offcampusliving@txstate.edu.

Apartment Locators: These are real estate agents or companies that assist people with finding apartments. There often is no fee for the individual searching for an apartment because Apartment Locators are rewarded by the apartment complexes when they find residents to live in their empty units.

THINGS TO THINK ABOUT BEFORE SIGNING A LEASE:

- Read the lease before you sign it and ask about getting your deposit back when you move out
- Review renting advice from the Texas State University Attorney for Students:
<https://attorney.dos.txstate.edu/student-resources/legal-info/renting.html>.
- Ask if utilities, water, internet, and cable are included in the rent payment or if you have to pay these separately.
- Ask about parking and parking permits.
- Check the apartment for broken appliances, cleanliness, and make sure you fill out the inventory sheet thoroughly and indicate any problems.



Payroll and Tax Responsibilities

All International Students, Faculty or staff Employees **employed by Texas State University** must comply with U.S. tax laws. The Payroll and Tax Compliance Office can assist with the following:

- Determine their correct tax status for federal Income tax purposes- Resident Alien or Nonresident Alien
- Complete their W-4 form- which is different than the form completed by US citizens or US Permanent Residents
- Determine eligibility for possible Tax Treaty Benefits – possible reduction in the amount of federal income tax withheld from their paychecks

Bring the following documents: passport, visa, I-94 and for F-1 visa holders: I-20 or for J-1 visa holders: DS-2019 or for H1-B visa holders: I-797

- As a reminder, the employer portion of their I-9's should be completed by the hiring department and submitted with the PCR hiring packet

Payroll and Tax Compliance Office JCK 582 – 5th floor

Call: 512-245-9292

Email: payroll@txstate.edu

Website: www.txtstate.edu/payroll

For more information review the Payroll and Tax Compliance website for International Faculty and Staff:

<https://www.txstate.edu/payroll/Are-you-a.../international-EMPLOYEE.html>.

Parking Services

- Purchase a **parking permit** or pay a **parking ticket**
- Website: <http://www.parking.txstate.edu/>



Bus Systems



- **Bobcat Shuttle**

- Commute within campus and to nearby off-campus apartments
- Maps are located throughout campus at major bus hubs. You can also check online at <http://www.shuttle.txstate.edu>.
- Closed when school is not in session



- **CARTS/CAT City Bus**

- Free for TXST Students (must show Student ID) in San Marcos
- Available Route to Social Security Number (SSN) Office
- Austin Route (Interurban Coach)
- Website: <http://www.ridecarts.com/>



Alternative Transportation

- **Amtrak Trains** – travels daily between Chicago and San Antonio traveling through major cities like Austin and Dallas
- **Greyhound Bus** – travel service to cities around the country
- **Kerrville Bus Company** – weekend and holiday transportation from San Marcos to Waco, Dallas, and Houston.
- **Megabus** – travel service to cities around the country
- **Taxi and Rideshare** – Uber or Lyft
- **Cars**
 - **Zip Cars** – (<https://www.zipcar.com/universities/texas-state-university-san-marcos>)
 - **Buying a car** – Driver's license, car insurance, parking permit to park on-campus (<http://www.international.txstate.edu/prospective/afterapplying/transportation.html>)

For more information on alternative transportation:

<https://www.transportation.txstate.edu/alternative.html>

Bicycles and the Texas State Bike Cave



EDUCATION

Learn to repair or ride your bike! The Bike Cave can teach you how to repair your bicycle and how to safely cycle in San Marcos.



SALES

Your one-stop bike shop. The Cave sells used bicycles that our techs repair and inspect. We also sell parts and accessories.



SELF SERVICE

Know how to fix your bike, but your roommate won't let you use the living room as a shop? Come use our tools and workspace, free of charge.



- **Tips:** Buy a helmet, a bike lock, and front and rear lights.
- **Bicycle Laws:** Bicycles are subject to the same laws as cars. Bicycle riders must obey street signs and maintain safe riding practices. **In downtown San Marcos, bicycles must have front and rear lights to operate after dark.**
- Website: <http://bikecave.transportation.txstate.edu/>

The Great Outdoors of San Marcos

The San Marcos River

- Year-round temperature: 72F (22C)
- Popular recreational area, and is frequented for tubing, canoeing, swimming etc.
- Rents Kayak, Canoe, Tubes
- Home for endangered species
- Glass Bottom Boat Tours

Sewell Park

- <https://www.campusrecreation.txstate.edu/outdoor/sewell-park.html>

Adventure Trip Program

- <https://www.campusrecreation.txstate.edu/outdoor/atp.html>

Greenspaces

- Natural Areas for Walking/Hiking/Biking (<http://www.smgreenbelt.org>)

City Activities

- (<http://www.ci.san-marcos.tx.us>)



Water Safety

Kayaking, tubing, and swimming at the San Marcos river are common activities in San Marcos. However, a day at the river or the pool can become dangerous without proper water safety precautions in place.

*** Warning ***

If you do not know how to swim, please consider taking swimming classes before entering the river or the pool.

The Department of Campus Recreation provides a variety of swim lessons for children and adults. Review: <https://www.campusrecreation.txstate.edu/Aquatics-and-Safety/Swim-Lessons.html>



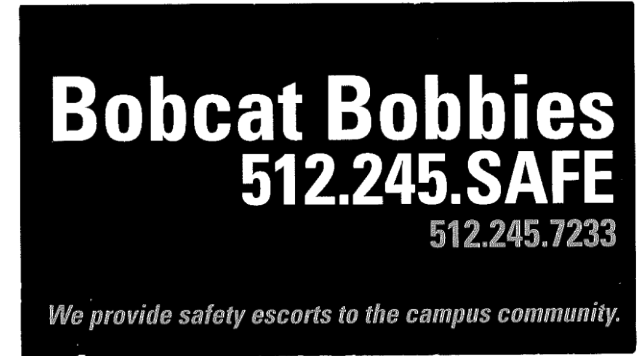
Alcohol

- **Legal drinking age in the United States is 21 years old**
- **Being a part of underage drinking is a crime**
- Driving with an opened bottle of alcohol is illegal
- Do not leave your drink unattended
- Do not drink something you did not see being made
- Drink responsibly



Safety in the United States

- **911** is for emergencies only.
- Save local police contacts for non-emergency situations:
 - **University Police:** 512-245-8336
 - **Non-emergency TXST UPD:** 512-245-2805
 - **Safety Escort:** 512-245-SAFE (512-245-7233)
- **Sign up for TXST Alerts:** <https://www.police.txstate.edu/campus-safety/sign-up-for-txstate-alerts.html>
- **Bobcat Guardian App:** <http://www.police.txstate.edu/campus-safety/bobcat-guardian.html> (App will appear as Rave Guardian until you register)
- **Title IX** – “protects all Texas State students, faculty, staff, and visitors from discrimination on the basis of gender, sex, gender identity or expression, and sexual orientation.”
 - Report all violations of Title IX to the Office of Equity and Inclusion: <https://www.txstate.edu/oei/title-IX.html>.
- Personal Space – **No one** has the right to touch or grab you.



Texas Department of Public Safety

To get a Texas driver's license or identification (ID) card, you will need to take with you to the Texas Department of Public Safety: your status verification letter (from International Student and Scholar Services), DS-2019, I-94, visa, and passport. Review the Texas DPS website for how to apply for a

Driver's License: <https://www.dps.texas.gov/DriverLicense/ApplyforLicense.htm>

Cost of ID card: approximately \$16, Cost of driver's license: approximately \$33

San Marcos Office Information

Address:

1400 North IH-35 San Marcos TX, 78666

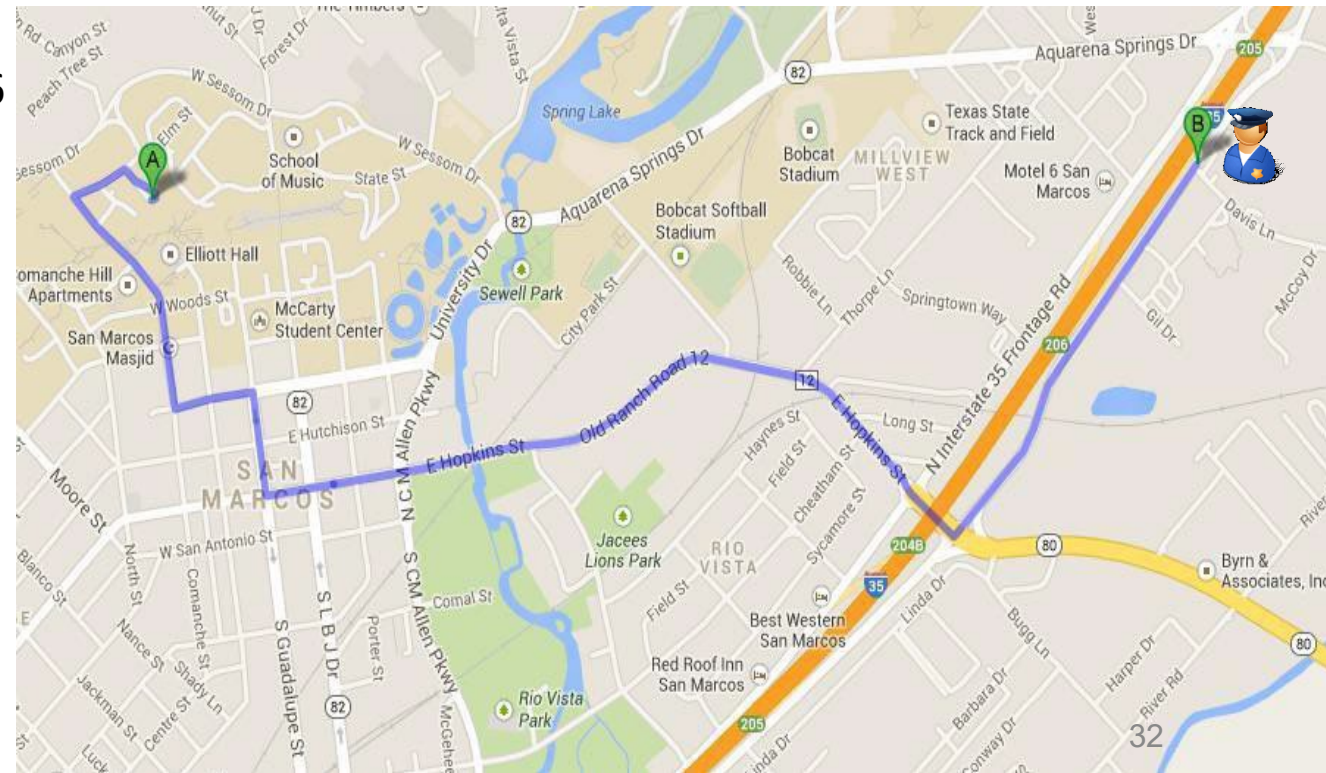
Phone:

512-353-2770

Hours:

Monday – Friday: 8am to 5pm

Saturday/Sunday: Closed



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Social Security Office

To apply for a Social Security card, you will need to take the following documents with you to the Social Security Office: the hiring letter from your department, your DS-2019, I-94, visa, and passport.

Address:

900 Bugg Lane Suite 200, San Marcos, TX. 78666

Phone:

1-866-388-8515

Hours:

Monday: 9am to 4pm

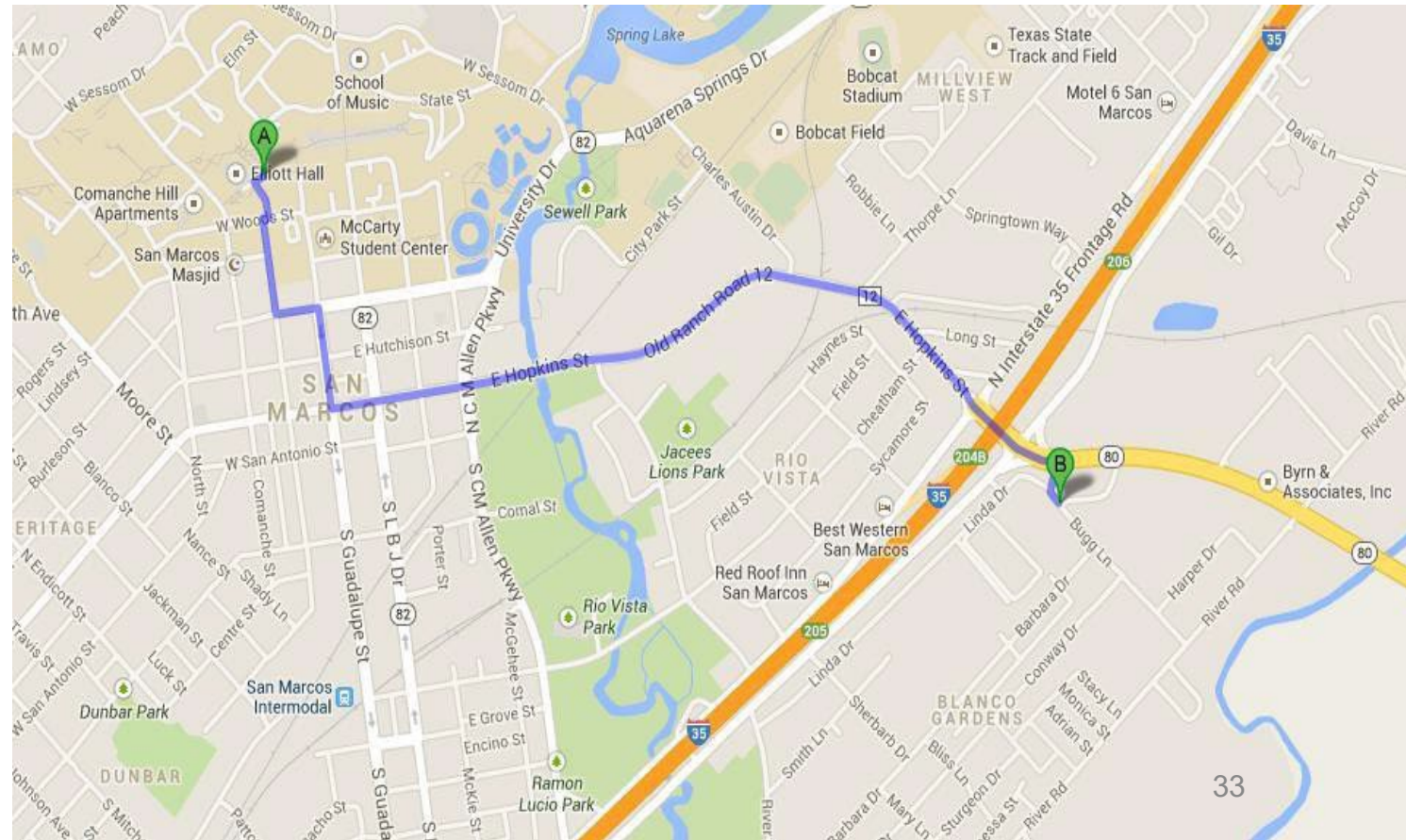
Tuesday: 9am to 4pm

Wednesday: 9am to 12pm

Thursday: 9am to 4pm

Friday: 9am to 4pm

Saturday/Sunday: Closed



Follow ISSS on social media!

Twitter: [@txst_iss](https://twitter.com/txst_iss)



Facebook: [/txstISSS](https://www.facebook.com/txstISSS)

Instagram: [@txst_iss](https://www.instagram.com/txst_iss)



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