

# J-1

# Research Scholars and Professors Handbook

*Updated July 2015*



## **California State University, East Bay**

### **Office of Academic Affairs**

Student Services & Administration Building SA4300

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<http://www.csueastbay.edu/oa>

### **Center for International Education (CIE)**

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# **J-1 International Scholar Handbook**

Welcome to California State University, East Bay! We are happy you will be joining us here on the hill. Please read through this Handbook carefully as it contains the many things you will need to do before you depart and information you will need once you arrive. We look forward to meeting you soon!

## **CSUEB and the BAY AREA**

When you arrive on campus at Cal State East Bay, one of the first things you will notice is the spectacular panoramic view of the entire San Francisco Bay Area. CSUEB is surrounded by residential areas and open space; trails close to campus connect to the largest regional park district in the U.S. The campus is only 30-45 minutes away from the cities of San Francisco, Oakland, Berkeley and San Jose, which all offer a variety of activities including theatre, dance, museums, festivals, and cuisine from all over the world. You will find helpful websites about the Bay Area in the following pages.

CSUEB is an international and diverse community. There are over 800 international students from 70 countries. The university is recognized as a leader in many fields of study, including business, computer science, humanities and health sciences. Socially, there are many activities on campus that you can be involved with, such as Tae Kwon Do, International Student Club, Yoga, Theatre, Art, among many others. Be sure to explore [www.csueastbay.edu](http://www.csueastbay.edu) to learn more!

## **OFFICE OF ACADEMIC AFFAIRS**

The Office of Academic Affairs provides direction and support services to Deans, University Librarian, department chairs and faculty. To achieve this goal, Academic Affairs collaborates with the Academic Senate when appropriate. Specific areas in which support is provided are faculty and administrative searches; faculty appointments, evaluation, discipline, leaves and separations; faculty development and department chair development; Unit 3 and Unit 11 contract issues and grievances; academic policy information and interpretation; academic budgetary resources and faculty salary information; grants and contract proposals; curricular proposals, accreditation and transfer articulation issues; general education program; library and student academic support; on-line and hybrid course development; international programs, admissions and visas; certificate and extension programs; academic programs and graduate studies at Hayward, Concord and On-line campuses.

*OAA Staff:* Ms. Gina Traversa, Special Assistant to the Provost  
Ms. Karen J. Ling, Faculty Immigration Advisor

*Our Contact Information:* Office of Academic Affairs –SA4300  
California State University, East Bay  
25800 Carlos Bee Blvd  
Hayward, CA 94542  
Phone: 510-885-3711 Fax: 510-885-2787

## **CENTER FOR INTERNATIONAL EDUCATION (CIE)**

The Center for International Education (CIE) assists the university's J-1 visa (you!) and F-1 visa international students & scholars in adjusting to life at CSUEB, the San Francisco Bay Area, and the United States. CIE has a professional, multi-lingual staff that is sensitive to the needs and concerns of international scholars and students in a university setting. The staff is well informed about campus and community services, cross-cultural issues, and is dedicated to making your stay at CSUEB as enjoyable and comfortable as possible. If we don't have the answers you need, we are almost always able to direct you to the person or office that does. Please visit our office at your earliest convenience and introduce yourself!

*CIE Staff:* Dr. Ray Wallace, Executive Director  
Ms. Kelly Moran, Director  
Mr. Miguel Silva, International Student Advisor  
Ms. Julie Leon, International Student Advisor

*Our Contact Information:* Center for International Education (CIE) –LI2550  
California State University, East Bay  
25800 Carlos Bee Blvd  
Hayward, CA 94542  
Tel.: 510-885-2880 Fax: 510-885-2787

## Common Acronyms and Abbreviations

AE	Arts and Education Building
ALP	American Language Program
BART	Bay Area Rapid Transit
CBE	College of Business and Education
CEAS	College of Education & Allied Studies
CIE	Center for International Education
CLASS	College of Letters, Arts, and Social Sciences
CSCI	College of Science
CSUEB	California State University, East Bay
DMV	Department of Motor Vehicles
DOS	[U.S.] Department of State
LI	Library Building
MB	Music Building
MI	Meiklejohn Building
OAK	Oakland International Airport
SA	Student Administrative Services Building
SEVIS	Student and Exchange Visitor Information System
Sc. S., Sc. N.	South Sciences Building, North Sciences Building
SFO	San Francisco International Airport
SSN	Social Security Number
USCIS	U.S. Citizenship and Immigration Services
UU	University Union
VBT	Valley Business & Technology Building

### CSUEB Websites:

California State East Bay Website	<a href="http://www.csueastbay.edu">www.csueastbay.edu</a>
California State East Bay Campus Map	<a href="http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations/hayward-campus-map/HaywardCampusMap-REV2-26-14.pdf">http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations/hayward-campus-map/HaywardCampusMap-REV2-26-14.pdf</a>
University Catalog	<a href="http://www20.csueastbay.edu/ecat/index.html">http://www20.csueastbay.edu/ecat/index.html</a>
CIE	<a href="http://www.csueastbay.edu/CIE">www.csueastbay.edu/CIE</a>
Currency Converter	<a href="http://www.xe.net">www.xe.net</a>
U.S. Department of State (Exchange Visitor Program , Bureau of Educational and Cultural Affairs)	<a href="http://exchanges.state.gov/education/exchanges">http://exchanges.state.gov/education/exchanges</a>

## Checklist

### **THINGS TO DO BEFORE YOU DEPART:**

- Obtain Visa
- Make Flight Reservations: Please let us know of your arrival date or any change in travel plans:  
OAA (Karen.Ling@csueastbay.edu) or CIE (Miguel.Silva@csueastbay.edu)
- Research Housing options
- Make Temporary Housing Arrangements
- Purchase and inform yourself about health insurance ([www.csuhealthlink.com](http://www.csuhealthlink.com))
- Pack Accordingly
- Learn more about CSUEB
- Inform yourself about the San Francisco Bay Area.

### **THINGS TO DO UPON ARRIVAL:**

- Please make an appointment with the Office of Academic Affairs, Faculty Immigration Advisor, Karen J. Ling (Karen.Ling@csueastbay.edu) to check-in and for orientation. We will assist you with checking in to the Center for International Education, give you a tour of the University campus, and introduce you to your Department. Please bring with you 1) your passport, and 2) DS-2019.  
  
*The Center for International Education is required to report your arrival to Department of Homeland Security no later than 30 days from the start date indicated on your DS-2019.*
- Show proof of foreign travel insurance or purchase medical insurance and/or show Proof of Purchase to CIE within the First Week of Your Arrival. J-1 Exchange Visitors and J-2 dependents must have adequate health insurance coverage while in the U.S. as exchange visitors. For more information on the U.S. Department of State Health Insurance Requirements, see the Health Insurance Section of this Handbook.
- Obtain your CSUEB ID – complete form at the orientation.  
*The Office of Academic Affairs will provide you with your university identification number (called 'NetID'). Once you know your NetID, you can visit the CSUEB Library with your photo ID (such as a passport) to have your photograph taken and your ID card issued.*
- If you will be employed, apply for your Social Security Number.

# VISA AND IMMIGRATION INFORMATION

## **OBTAINING A VISA: INFORMATION ON APPLYING FOR A U.S. VISA**

You will need a J-1 visa to enter the United States. You should apply for the visa at the nearest U.S. embassy or consulate in your home country using the **DS-2019 form** that will be mailed to you with your welcome/acceptance letter.

Visa procedures vary slightly from one U.S. embassy or consulate to another. Before you apply for your visa, check with the U.S. embassy or consulate where you plan to apply to learn about their specific procedures and policies regarding J-1 visa applications as well as to determine exactly what supporting documentation is required. For example, some U.S. embassies and consulates will operate on a walk-in basis while others will require that you make an appointment several days in advance. Others may accept J-1 visa applications only during certain hours of the day. **Please do some research in advance of your visit so that you will be as prepared as possible!**

Several standard items are required in support of your application for a U.S. visa:

1. Valid DS-2019 Form. *Be sure to sign the bottom of your DS-2019 form.*
2. Current & original financial documentation from your sponsor.
3. Valid passport.
4. Proof that you have a permanent residence outside of the U.S.
5. One or more passport-type photographs.
6. Non-immigrant visa application (available at the U.S. embassy or consulate).
7. Receipt showing payment of SEVIS (I-901) fee (see below for further details).

Additional application materials may be requested by the visa officer to prove your eligibility for a U.S. visa. These may include: evidence of English proficiency, employment records, and additional evidence of strong ties to your home country or of your ability to support yourself in the United States. An application fee may also be required.

**Note on Dependents:** If your dependents (spouse, children) will accompany you to the U.S., they will need a DS-2019 issued to them to apply for a J-2 visa. *CSUEB requires financial evidence of the following amounts to invite dependents (before issuance of above documents): \$500 per month for the spouse and \$250 per month for each child.*

## **SEVIS INFORMATION**

The Student & Exchange Visitor Information System (SEVIS) is an internet-based system that allows schools and the U.S. Citizenship and Immigration Services (USCIS) and U.S. Immigration and Customs Information (USICE) to exchange data on the visa status of international students/scholars. Information is transmitted electronically throughout the student's/scholar's academic career. U.S. Consulates and other U.S. government agencies will have access to this information.

Effective September 1, 2004, the U.S. Department of Homeland Security (DHS) requires the collection of a one-time SEVIS fee of \$200 from certain J-1 Exchange Visitor students and scholars. This fee is being collected to fund operation of the Student and Exchange Visitor Program Office, which has oversight over SEVIS - the Student and Exchange Visitor Information System.

Please visit <http://fmjfee.com> to pay the SEVIS fee. You will need to pay the SEVIS fee and print out a receipt prior to your visa interview.

## **THE J-1 VISA, ELECTRONIC I-94 AND THE DS-2019 FORM**

A J-1 Student/Scholar, having been granted an DS-2019 from an American institution or agency (such as IIE, IREX, etc.) and having obtained a J-1 visa from a U.S. consulate abroad, has three documents that govern her/his stay in the U.S. They are:

- Entry visa
- Admission Stamp
- DS-2019 Form

### THE ENTRY VISA

The **entry visa** is issued at an American Consulate in a country outside the U.S. These visas are either for single entry to the U.S. or for multiple entries as noted on the visa. There is a time limit for the use of the visa. Sometimes a multiple entry visa is valid for the amount of time expected to complete the program sought, and, sometimes it is only good for one year or less. During this time period a J-1 student/scholar may leave the U.S. and be able to return. If he/she leaves the U.S. after that time period, however, a new visa will be required to return. An important thing to remember is that this visa is an entry visa and, therefore only needed **when entering** the U.S. from another country. It does not control your stay in U.S.

### THE ADMISSION STAMP

Upon entry to the U.S., your passport will be stamped with an admission stamp. The admission stamp indicates the date of admission, class of admission (J-1) and admission until date. For J-1 visitors, the admission until is 'D/S', which is an abbreviation for "Duration of Status". Duration of Status means: students may stay in the country until the completion of their program as long as their DS-2019 Form is valid. **This is true even if the visa is no longer valid.** If you need to print the electronic I-94 arrival/departure record for verification purposes, it can be obtained from: [www.cbp.gov/I94](http://www.cbp.gov/I94)

### THE DS-2019 FORM

The DS-2019 Form is the document which CSUEB or a sponsoring agency, such as IIE, issues to you when you are admitted. It records information that the U.S. government needs for its records and to grant an entry visa. In item number 3 on the DS-2019 Form there is a place to record the beginning and ending dates of your program. This ending date is important because it is the date by which you must complete your program. Failure to do so may result in your being out of status with the U.S. Department of State, the agency that regulates J-1 visa holders.

## RULES & REGULATIONS FOR J-1 SCHOLARS & PROFESSORS SPONSORED BY CSUEB

### MAINTAINING LEGAL STATUS

It is YOUR responsibility to know the regulations as they pertain to maintaining J visa status. To maintain J visa status, you are required to:

- Report to CIE within one week of your arrival
- Have a valid DS-2019 and passport
- Have health insurance for yourself and your J-2 dependents, which meets the J visa minimum requirements of the federal government
- Be in pursuance of activities as stated on your DS-2019
- Receive written authorization from the Center for International Education for all employment
- Inform the Center for International Education of any local address, telephone number, and email address changes within 10 days of the change
- Report to CIE any accompanying dependent departure from the US prior to the prior to Exchange Visitor's departure dates
- Completion of Stay: Notify the Center for International Education before you end your program.

### HEALTH INSURANCE

U.S. Federal Government Regulations require all persons with J-1 and J-2 visas to carry health insurance that meets the minimum requirements outlined in States 22CFR 62 Code of Federal Regulations 514.14 while they are in the United States. J-1 Exchange Visitors and J-2 dependents must show proof of health insurance coverage within one week of arrival into the United States. The details of the requirements are outlined in the following pages.

### EMPLOYMENT ACTIVITIES NOT AT CAL STATE EAST BAY

Research Scholars and professors ("visitors") may engage in activities at locations other than CSU East Bay if such activities constitute occasional lectures or consultations and if the following procedures and criteria are met:

- ♦ The occasional lectures or short-term consultations shall 1) be directly related to the objectives of the exchange visitor's program, 2) be incidental to the primary program activities, and 3) not delay the completion of the program.
- ♦ WRITTEN authorization must be obtained by the Center for International Education BEFORE engaging in such activities involving wages or other remuneration. To obtain authorization, the visitor must present 1) a letter of offer setting forth the terms and conditions of the offer to lecture or consult and 2) a letter from his or her

department head or supervisor recommending such activity and explaining how it would enhance the exchange visitor's program.

**Note on Dependents:** J-2 visitors are eligible to apply to the Bureau of Citizenship and Immigration Services for employment authorization. The purpose of employment must not be to support the J-1 Visitor. More information is available at the Center for International Education.

#### **J-1 SCHOLAR ELIGIBILITY**

- 1) Research Scholars and professors may not be a candidate for tenure track positions.
- 2) 12 Month Bar: A professor or research scholar may not be in the U.S. in J-1 visa status for any part of the 12 month period preceding the start date of their program, indicated on Form DS-2019. The 12 month bar is waived if the visitor was a) present in the U.S. no more than 6 months; or b) participating in the Short-term Scholar category.
- 3) 24 Month Bar: Effective November 18, 2006, there is a 24 month bar on repeat participation in the J Professor or Research Scholar categories. In other words, if you have been in the U.S. as a J-1 Professor or J-1 Research Scholar in the prior 24 months, you may not return to the U.S. in either of those two J-1 categories. Furthermore, once you complete your stay at CSUEB as J-1 Professor or J-1 Research Scholar, you will not be eligible to return to the U.S. in one of these two categories for a period of 24 months.

#### **STUDYING AT CSU EAST BAY**

As a professor or research scholar, your primary activities are to engage in research, teaching, and/or lecturing at California State University, East Bay. As such, you may not enroll in degree programs since this constitutes a shift of your primary purpose to studying. If you are interested in enrolling in degree programs, please speak with your advisor at the Center for International Education about changing to F-1 visa status or applying for an F-1 (student) visa.

#### **TWO YEAR HOME COUNTRY PHYSICAL PRESENCE REQUIREMENT 212(E)**

Certain scholars and professors (and dependents) are subject to the two year home country physical presence requirement (212(e)). The scholar or professor who is subject to the requirement must be *physically present* in the country of nationality or last legal permanent residence for an aggregate of two years following departure from the United States before being eligible to apply for 1) an immigrant visa or permanent residence 2) a nonimmigrant H visa as a temporary worker or trainee, or 3) a nonimmigrant L visa as an intra-company transferee, or 4) a dependent H or L visa. If you have questions regarding 212(e), please contact the Office of Academic Affairs or International Exchange Advisor at CIE.

212e subjectivity does not prohibit the Exchange Visitor (and his/her dependents) from applying for other nonimmigrant visas (besides H and L) such as B1/B2 or F-1 visas.

**Who is subject to 212(e)?** These restrictions apply to an exchange visitor:

- 1) whose program for which he/she came to the U.S. was financed in whole or part, directly or indirectly, by an agency of the U.S. government or by the government of the country of his nationality or last legal permanent residence;
- 2) whose field of research or professional activity is included in the Skills List (list of skills determined by the director of the United States Information Agency as required in the Visitor's home country).

**Note on Dependents:** When the J-1 Exchange Visitor is subject to 212(e), then his/her J-2 dependents will also be subject.

#### **EXTENSION**

Certain J-1 Scholars may be eligible to extend their stay at CSUEB. By federal regulation, a professor or research scholar is limited to five (5) years in J-1 Exchange Visitor status.

To apply for an extension, they will have to speak with their supervising department and supply the following documents: (1) additional amount and source of funding, (2) proof of health insurance for the extended time, (3) official letter from Home University on letterhead confirming that leave has been extended for period of time indicated. Once CIE has all necessary documents, an appointment will be scheduled with the scholar.

**Note on Dependents:** Funding and health insurance must be included for J-2 dependents. Additionally, see Note on dependents under Travel (internationally) below.



### **CHANGE OF ADDRESS**

- ♦ When you arrive, immediately notify OAA and CIE of your local contact information (mailing address, phone number, your and each accompanying spouse and dependents' emails).
- ♦ If your address, telephone, or email changes during your stay in the USA, you are required by federal regulations to inform the Center for International Education (CIE) within 10 days of the change. Students/Scholars who do not notify CIE of changes in contact information will have problems with the U.S. Citizenship and Immigration Service (USCIS) that may lead to withdrawal from the university and possible deportation from the country.

### **TRAVELING INTERNATIONALLY**

It is your responsibility to determine whether you will be required to obtain a visa to enter the country of your destination. To re-enter the U.S.:

- ♦ Make sure your passport and J visa have not yet expired (otherwise, you will not be allowed to re-enter!)
- ♦ Your J visa must indicate "M" under "entries" (that means you can have multiple entries on the same visa)
- ♦ **\*\*\*Bring your DS-2019 to the Center for International Education for endorsement by a Responsible Officer or Alternate Responsible Officer and complete the blue "DS-2019 Request Form." You should allow at least five working days to obtain the endorsement.\*\*\***
- ♦ Please see our handout on Travel to Canada, Mexico, and the Caribbean" if you are traveling to those countries.

You will need to bring your passport, I-94, and DS-2019 (with the endorsement) with you when you travel. You are discouraged from traveling to another country close to the expiration of your DS-2019 if you plan to re-enter the United States. If school has already ended or your program has completed, the officials at the port of entry may feel that you no longer have a legitimate reason to re-enter the United States. You will not be allowed to re-enter the United States on your J visa if your DS-2019 has expired.

**Note on Dependents:** J-2 dependents' status relies on the status of the J-1. Therefore, when the J-1 is out of the U.S., the J-2 should also accompany the J-1. It is inadvisable to leave J-2 dependents in the U.S. if the J-1 is to be gone for an extended period of time.

## **TRAVEL TO EAST BAY**

### **MAKING FLIGHT RESERVATIONS**

When making flight reservations, take into account the dates when you can move into your accommodations.

#### **DURATION OF STAY:**

Regulations allow you to arrive up to 30 days prior to the start of your program and leave 30 days after the end of your program, provided you do not engage in employment or any exchange activities during that time and have maintained your J visa status. Your program dates are indicated in box 3 of your DS-2019.

### **AT THE AIRPORT**

Make sure you keep your passport and DS-2019 in your carry-on bag when traveling. Do NOT put them in your luggage to be checked in at the airport! Show your DS-2019 to the immigration official upon your arrival.

Whatever your final destination may be, you will have to go through Immigration and Customs at your first port of entry into the United States (i.e., if you are stopping in Chicago to transfer planes, you will be subject to immigration and customs in Chicago even if San Francisco is your final destination). You will receive your I-94 card when you go through Immigration.

### **GETTING TO EAST BAY FROM THE AIRPORT**

#### **SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**

San Francisco International Airport is located on the west side of the San Francisco Bay (East Bay is located on the east). It takes about 40-50 minutes to get to East Bay when there is no traffic.

Taxis will cost about \$70-\$100 from San Francisco International Airport to Hayward.

Shuttles, also known as door-to-door vans, cost less but it will take you longer to get to your destination because there will be several passengers to drop off. Most shuttles are available on a walk-up basis and can be picked up from the roadway Center Island, Departures/Ticketing Level, all terminals. When boarding the shuttle, be sure to confirm that it will take you to your destination (and not just “near” it).

Ground transportation options from SFO can be found at: <http://www.flysfo.com/to-from/ground-transportation>

### **OAKLAND INTERNATIONAL AIRPORT (OAK)**

Oakland International Airport, located on the east side of the San Francisco Bay, is about 20-30 minutes from East Bay.

Taxis will cost about \$30-\$40 from Oakland International Airport to Hayward. Shuttles and public transportation also exist.

For more information, view [http://www.oaklandairport.com/ground\\_transportation.shtml](http://www.oaklandairport.com/ground_transportation.shtml).

## **HOUSING**

### **OFF-CAMPUS HOUSING**

It will take some time to find housing after arrival – the housing market can be fairly competitive and expensive. You may need to make temporary arrangements to stay in a hotel when you first arrive in California, so that you can look for other accommodations after you are here. You should not sign any leases while overseas and without first viewing your accommodations. However, it is *strongly recommended* that you view some internet sites to get an idea of availability, price range, and local geography to make your search easier once you arrive. It is suggested that you budget between \$600–800 for your monthly rent (for a shared apartment). Please keep in mind that the Center for International Education does not have the expertise or resources to assist you in finding off-campus accommodations.

The Housing and Residential Life Office provides off-campus rental listings, landlord and tenant issue information and referrals and consumer information to assist you in making housing decisions. In addition, check notices on the university’s bulletin board, newspaper advertisements, and rental services which charge a fee for their postings such as **Homefinders Rentals** (510-549-6450, <http://www.homefindersbulletin.com/>). The internet is also helpful.

**This listing is provided to you as a courtesy. California State University, East Bay does not inspect these listings and the University accepts no responsibility for the condition and acceptability of the units listed with it.**

Nearby apartment complexes:

Sunhill Apartments (Tel:510-886-3735)  
City View Apartments (Tel: 510-886-0616)  
Creekside Apartments (Tel: 510-881-4800)

Web sites to search for housing:

[www.craigslist.org](http://www.craigslist.org)  
[www.forrent.com](http://www.forrent.com)  
[www.apartments.com](http://www.apartments.com)  
[www.cfm.com](http://www.cfm.com)

## **TIPS FOR APARTMENT SEEKERS**

### **CHOOSING A NEIGHBORHOOD**

Think about safety, transportation, and easy access of such places as laundromats and grocery stores.

### **READING THE LEASE**

A lease is a binding legal contract between you and the property owner or landlord. You are obligated to pay the landlord monthly rent for the duration of the lease even if you move out before the lease ends. The minimum information a lease or rental agreement should include is rental rate, required deposit, length of occupancy, apartment rules, and termination requirements. If corrections or repairs are needed, make the rental contingent upon these corrections and agree (in writing) upon a completion date. Some questions you may want to ask include:

- What is included in the rent (gas, electricity, water, parking, laundry)?
- How many persons may occupy the apartment? What is the guest policy?
- When and how must rent be paid each month? Are you allowed to sublet?
- If roommates share the apartment, who is responsible if one should leave?
- Under what conditions are the security or cleaning deposits refundable?
- What is the length of occupancy? What is the landlord's right of entry?
- What are the rules concerning pets, conduct, and recreational facilities?
- Whom do you call for emergency repairs?
- Are there laundry facilities in the building? If not, are they nearby?
- Is parking available? If not, where do you park?

## **TERMINOLOGY TO UNDERSTAND:**

### **SECURITY DEPOSITS**

The security deposit is usually equivalent to one month's rent. Before moving in, inspect the apartment and note all damages present in the dwelling in writing (make sure the landlord signs it). Keep a copy for yourself. **Always pay by check, but if you are forced to pay cash, make sure you get a signed and dated receipt from the landlord.** The landlord must return the refundable part of the deposit within 21 days of the time you move from an apartment. Any applicable deductions from the deposit must be itemized in writing.

### **RENT**

Rent is payable in advance for each rental period. The rent is normally due on the first of the month.

### **UTILITY BILLS**

You will probably be responsible for paying the cost of your utilities (water, electricity, and gas). Ask your apartment manager to get these services turned on. The utility companies may require you to pay a deposit.

### **APARTMENT SHARING**

If one roommate leaves without paying his/her share of the rent, the landlord has the right to collect the rent from the remaining tenants.

### **RIGHT OF ENTRY**

The landlord has the right to enter the premises at reasonable times to inspect and make repairs but usually the landlord will not enter your apartment without calling to ask permission or notifying you.

### **REPAIRS**

If the landlord fails to make reasonable repairs, the tenant, after repeatedly asking for those repairs **in writing**, has the option of making the repairs himself (only if the cost does not exceed one month's rent) and applying the amount of the repair as a deduction to the next month's rent. If the repairs are more expansive than that, the tenant has the right to leave the apartment without the 30 days notice.

### **DAMAGES**

If the tenant or guests of the tenant damage the premises, the tenant is responsible for making repairs or replacing the damaged items. Make a list with all the damages and ask the landlord to sign and date it, sign it yourself, and keep a copy of the list.

### **SUBLETTING**

Subletting is only permitted with the landlord's consent. Many landlords do not allow subletting. Even if you have permission, you are responsible for the rent each month.

### **LEAVING THE APARTMENT**

Under certain conditions and with proper notice (usually 30 days) a landlord may demand that the tenant leaves or that a higher rent be paid in future months. Similarly, you should **write a letter to your landlord 30 days in advance** when you intend to leave.

## FAIR HOUSING OFFICE

The **Echo Housing Assistance Center** (510-581-9380, [http://www.dca.ca.gov/r\\_r/fairhou1.htm](http://www.dca.ca.gov/r_r/fairhou1.htm)) provides assistance to both landlords and tenants and mediates discrimination and other housing complaints.

## TEMPORARY HOUSING ARRANGEMENTS

**This listing is provided as a courtesy to you. California State University, East Bay does not inspect these listings and the University accepts no responsibility for the condition and acceptability of the units listed with it.**

If you decide to arrive before you are allowed to move into your accommodations, you should make arrangements for temporary housing before your arrival. If you arrive a week or more prior to moving in, you may wish to stay in San Francisco and explore the city before moving to Hayward. San Francisco is a convenient 40 minute BART ride from Hayward and a direct shuttle or bus will take you to Cal State East Bay from the Hayward BART station.

### MOTELS NEAR CAL STATE EAST BAY

#### Comfort Inn

24997 Mission Boulevard  
Hayward, CA  
Tel: 510-538-4466  
\$69 & up/night + tax

#### La Hacienda

24400 Mission Boulevard  
Hayward, CA  
Tel: 510-537-5404  
\$55 & up/night + tax

#### Discovery Inn

333 Jackson Street  
Hayward, CA  
Tel: 510-886-7111  
\$69 & up/night + tax  
(Discovery Inn is furthest away of the three but is only a short bus ride from Cal State East Bay. AC Transit # 92 provides direct service to CSUEB)

### LOW COST ACCOMMODATIONS IN SAN FRANCISCO

Below is a list of some low cost accommodations in San Francisco. The prices listed are subject to change and you are encouraged to contact the accommodations for the most accurate information.

#### Olympic Hotel

140 Mason Street (at Ellis)  
San Francisco, CA 94102  
Tel: 415-982-5010  
Fax: 415-921-7456  
\$59 & up/night + tax

#### Central YMCA

220 Golden Gate Avenue  
San Francisco, CA 94102  
Tel: 415-885-0460  
Fax: 415-885-5439  
\$45 & up/night + tax

### HOSTELS IN SAN FRANCISCO

**This web site is provided as a courtesy to you. California State University, East Bay does not inspect these listings and the University accepts no responsibility for the condition and acceptability of the units listed with it.**

For a list of youth hostels in the San Francisco Bay Area, go to <http://www.hostels.com> If you are staying for a week or more, ask the hostel if they have weekly rates.

#### Green Tortoise Backpackers Guesthouse

494 Broadway  
San Francisco, CA 94133  
Tel: 415-834-1000  
Fax: 415-956-4900  
E-mail: [sfhostel@greentortoise.com](mailto:sfhostel@greentortoise.com)  
Web: <http://www.greentortoise.com>  
Price: \$35-60

#### Hostelling Int'l – San Francisco, Downtown

312 Mason Street (at Geary)  
San Francisco, CA 94102-1074  
Tel: 415-788-5604  
Fax: 415-788-3023  
Web: <http://www.norcalhostels.org>  
Price: \$25-70

#### Hostelling Int'l – San Francisco, Fisherman's Wharf

Fort Mason, Building 240  
San Francisco, CA 94123-1303  
Tel: 415-771-7277  
Fax: 415-771-1468  
E-mail: [sfhostel@norcalhostels.org](mailto:sfhostel@norcalhostels.org)  
Web: <http://www.norcalhostels.org>  
Price: \$25-69

## HEALTH INSURANCE

The California State University system has mandates that all J-1 students/scholars **and their dependents** carry health insurance that meets the following minimum requirements throughout their enrollment in a CSU institution:

1. Medical benefits of at least **\$100,000.00 US dollars** per accident or illness;
2. Co-Payment must not exceed **25%** of each bill;
3. Repatriation of remains in the amount of **\$25,000.00 US dollars**;
4. Expenses associated with the medical evacuation of the student to his or her home country in the amount of **\$50,000.00 US dollars**;
5. The deductible must not exceed **\$500.00 US dollars** per accident or illness;
6. Additional US Health Insurance Regulations: In addition to the regulations governing J Exchange Visitors, another US law requires health insurance coverage. Under the "Affordable Care Act [22 CFR 62.14 (a)]
7. The policy must be underwritten by an insurance company:
  - Having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-i" or above, a Standard & Poor's Claims-paying Ability rating of "A-" or above, a Weiss Research, Inc. rating of B+ or above; or
  - Backed by the full faith and credit of the home country government; or
  - Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or
  - Offered through or underwritten by a federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP) as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services.

A policy that meets and exceeds the above requirements may be purchased online at [www.csuhealthlink.com](http://www.csuhealthlink.com) or through the Risk Management, Student Administration 4709. For further information on paying for the health insurance, please contact Risk Management: [csuebhealthinsurance@csueastbay.edu](mailto:csuebhealthinsurance@csueastbay.edu)

Many scholars consider purchasing other insurance policies either in the home country or in the U.S. that may meet this requirement. Our office recommends that you do not purchase health insurance until you have verified that the policy meets the minimum requirements described above. Upon arrival, you will be **required to show proof of health insurance in English** that meets the requirements stated above. If you do not have adequate health insurance, you will have to buy additional insurance through Associated Students. **YOU AND, IF ANY, DEPENDENTS WILL BE CONSIDERED OUT OF STATUS IF YOU DO NOT HAVE ADEQUATE HEALTH INSURANCE.**

## FINANCES

J-1 Scholars are required to have funding of at least \$1000 per month; \$500 for each spouse/ \$250 for each dependent. You should plan to have adequate funds available to you for your initial expenses when you arrive in East Bay. These initial expenses can include university-related expenses, food, temporary housing costs, and local travel expenses. Also, once you find a permanent place to live (apartment, house, etc.), you will need to make a large deposit (usually equal to two month's rent plus a security and/or cleaning deposit) before you will be allowed to move in.

**Please do not bring a lot of cash!** We recommend that you use U.S. travelers' checks as they can be easily replaced if lost or stolen. Some students are able to use the Automatic Teller Machine (ATM) card from their bank in their home country. Please check with your own bank to see if this possible. Also, you may wish to send your money in advance to a California bank by a "telegraph or wire transfer." Your local bank in your home country will be able to assist you with this process. Please do not bring a bank draft with you as it may take as long as 4-6 weeks before it clears the bank here in the U.S. While you are waiting for your bank draft to clear, your money will not be available for you to use!

## BANKING

### CHECKING ACCOUNTS:

A checking account at a bank is essential in this country. It is convenient and practical to write a check instead of paying cash when you do business. Many business transactions require payment by checks. You may open a checking account in almost any bank in the East Bay area. Sometimes, a small monthly charge and/or a minimum balance is

required for a checking account. You should establish an account as soon as possible so that you may have easy access to your money for initial expenses.

**SAVING ACCOUNTS:**

You may also wish to open a savings account if you have large amounts of money. A savings account allows you to save and earn interest on your money. There are several types of savings accounts. The three main types are General Savings Account, Money Market Account and Certificates of Deposit (CD's).

Money Market accounts are designed for those with relatively large amounts of money, such as \$2,500 or more, to deposit. These accounts sometimes earn a high rate of interest.

A CD is a type of savings account in which the depositor agrees to have funds on deposit for a specific period of time, such as six months. The only fees that are associated with CDs are penalty fees charged for an early withdrawal.

Among the popular banks in California are Bank of America, Bank of the West, Wells Fargo, Citibank, Cal State 9 Credit Union, and Chase.

**IDENTIFICATION:**

To open a checking or savings account, you will need to present two pieces of identification (ID). One must be your passport; the other may be a driver's license or a CSUEB ID card. It is not required that you have a Social Security number to open a bank account.

Bank of America	1200 A Street	Hayward	925-833-9588
Bank of the West	1058 B Street	Hayward	510- 582-5511
California Bank and Trust	785 Southland Dr.	Hayward	510-785-6100
California Federal Bank	22548 Second Street	Hayward	800-843-2265
Chase	22370 Foothill Blvd. 24333 Southland Dr.	Hayward	510-886-0390 510-293-1951
Citibank	429 Paseo Grande 1800 Decoto Rd.	San Lorenzo Union City	510-278-3131 510-489-7272
US Bank	987 B Street	Hayward	800-872-2657
Patel Co	Pioneer Bookstore (on campus)	Hayward	925- 363-2700 800-292-3966
Wells Fargo	26905 Mission Blvd.	Hayward	510-728-9890 800-869-3557

**ATM:**

With either a checking or savings account you may ask for an Automatic Teller Machine (ATM) card. This card will enable you to make deposits or withdrawals at banking machines located outside banks and in other locations. We recommend that you take precautions when using an ATM late at night.

**CREDIT CARDS:**

Credit cards (MasterCard, Visa, and American Express, for example) are also available through banks. These cards are used to purchase items or services. At the end of every month, you will be billed for your monthly charges. You may pay the entire bill or only a portion. If you pay only a portion of the bill, an interest charge will be added to the remaining balance.

Beware! Credit card companies charge high interest on unpaid balances and this can be very expensive!

**CSUEB IDENTIFICATION CARD (CSUEB ID)**

After you have signed up for a NetID number, you may obtain a University identification card. To obtain the card, go to the CSUEB Library. You need your CSUEB Identification Number (NetID) –available from the Office of Academic Affairs -- and a photo ID (a passport is fine).

## SOCIAL SECURITY CARD

A Social Security card lists a social security number, which is a U.S. government identification number. A Social Security Number (SSN) is required to work in the U.S. At California State University East Bay, the Payroll Office must have your social security number in order to issue a check to you.

The Social Security Number is required for on- or off- campus employment. The process takes approximately 2-4 weeks.

To apply for a social security card:

### Step 1: Gather the following documents

- 1) your passport
- 2) your I-94
- 3) I-20 or DS-2019
- 4) a letter from the Center for International Education in support of your social security application

### Step 2: Go to the Social Security Office

Social Security Office  
24301 Southland Dr. Suite 500  
Hayward CA 94545  
Tel: 510-783-1932

### DIRECTIONS TO THE SOCIAL SECURITY OFFICE CSUEB

**By Bus:** AC Transit Bus #60 goes to Southland Mall. The office is located next to Southland Mall.

**By Car:** Drive west on Carlos Bee Blvd. Turn right onto Mission Blvd. Turn left onto Jackson Street. Turn slight right onto Winton Avenue. After about 1.3 miles, turn left at Southland Dr.

## TAXES

All international students must file a tax form with the Internal Revenue Service by April 15 of each year, even if you are not employed in the U.S.

## DEPARTMENT OF MOTOR VEHICLES (DMV)

**Driver's License & California ID** Go to: <http://www.dmv.ca.gov/> to find a DMV office close to you)  
Closest DMV to CSUEB is: 150 Jackson Street, Hayward, CA 94544 Phone: 800-777-0133,

If you will be driving in California and are going to purchase a motor vehicle (car, scooter, or motorcycle) you must get a California's driver's license; most insurance companies will not provide coverage unless you have one. Tourists may drive (rental cars) in California for one year as long as they have a valid driver's license from their home country. In order to get a drivers license or California ID, you need a social security card, a passport with I-94 (Departure Record), and USCIS paperwork documenting your legal presence in the U.S (F-1 or J-1 Visa). International licenses are not accepted. Before you take the written exam for a driver's license, we recommend that you study the California Driving Handbook, available free of cost at the general information desk at the DMV and online. The DMV is located on 150 Jackson Street in Hayward. **There are normally extremely long lines at the DMV; making appointments ahead of time will save you a lot of time!**

### DIRECTIONS TO THE DMV FROM CSUEB

**By Bus:** AC Transit 60 bus goes near the DMV of East Bay (2 minutes away). Get off the bus stop near the intersection of Soto Road and Jackson Street. Walk west on Jackson about 1 minute. The DMV of East Bay is on the north side of Jackson.

**By Car:** Drive west on Carlos Bee Blvd. past Mission Blvd (Carlos Bee Blvd. becomes Orchard Ave. after Mission Blvd), turn right at the 1<sup>st</sup> traffic light (Soto Road). Drive north about 4 blocks (0.4 mile) on Soto Road. After Jackson Street, you will see the DMV sign on the building on your right hand side.

## LEGAL TIPS

### If you are arrested:

- Do not resist arrest by a police officer even if you feel you are innocent
- You have the right to remain silent
- You have the right to contact any attorney before answering any questions
- You do not need to consent to a search of your home, car, or person unless the officer has a warrant
- Be calm, polite, and cooperative but firmly assert your rights

### If you have an accident:

- If possible, do not move the vehicles.
- Report the accident to the police immediately.
- Get the name, address, phone number, and insurance company of the other driver.
- Do not admit fault or liability.
- Contact your insurance company (driving without insurance is illegal).
- File your claim promptly with your insurance company.

## TELEPHONE SERVICES

Most phone service is provided by AT&T. All customers must pay a connection charge (approximately \$60.00) that is due with the first bill. The connection charge may be divided over three months of bills. Aside from long distance charges, basic phone service costs about \$23.00 per month. There is normally unlimited telephone for calls in your local area for one monthly charge.

### LONG DISTANCE CALLS

To place a long distance call, (1) Dial "1", (2) Dial the area code of the city you are calling (if you are calling a number in this (510) area code, you omit this step), (3) Dial the seven-digit number you are calling.

There are many long distance phone service companies. Company's rates and personal service are the primary factors in choosing your long distance provider since line quality is mostly the same. Be sure to inquire about international calling plans (paying a base fee each month in order to have reduced rates to specific countries).

### Commonly Used Long Distance Carriers

AT&T	1-800-850-8437	<a href="http://www.att.com/home/">http://www.att.com/home/</a>
MCI	1-800-444-3333	<a href="http://mci.worldcom.com/main.phtml">http://mci.worldcom.com/main.phtml</a>
Sprint	1-800 877 4646	<a href="http://csg.sprint.com/longdistance/index.html">http://csg.sprint.com/longdistance/index.html</a>

### CALLING CARDS

Phone cards are useful for making telephone calls from pay phones and cell phones in some cases, may provide cheaper international rates than your long distance carrier when calling from your home phone. When choosing a calling card, be sure to read the fine print. Many phone cards charge an initial connection fee, which can be quite high.

### COLLECT CALLS:

To have the person you are calling pay the charge call the operator (dial "0") and say that you want to place a collect phone call. You can also make collect calls by dialing 1-800-CALL-ATT or 1-800-COLLECT.

### EMERGENCIES:

For emergencies, call 9-1-1. This number puts you in contact with the police department, fire department and ambulance service. You might have to wait on the line as a recording answers your call. Do not hang up and call again because calls are answered in the order they are received. After you speak with the dispatcher, do not hang up until you are told to do so.



## **INTERNATIONAL CALLS:**

You must have a long distance telephone company to make a direct international call. To make the direct call without operator assistance, dial 0-1-1 + the country code + the city code + telephone number. To make an operator assisted phone call, which is more expensive than a direct call, dial 0-1 instead of the 0-1-1.

## **MOBILE PHONES:**

You may find that cell phones are necessary for your short-term stay in California. Unfortunately, most contract phone plans require a one year contract. An alternative to being bound to a phone contract would be to purchase a prepaid phone.

Prepaid phones, also know as pay as you go phones, require a purchase of a phone at local electronic stores such as Radio Shack ([www.radioshack.com](http://www.radioshack.com)) and Best Buy ([www.bestbuy.com](http://www.bestbuy.com)) . At the store you will have to purchase a phone with a provider. Pay as you go phones range in price from \$50-\$150 dependent on phone aesthetics and features. Go to the websites of these electronic stores for updated locations and information.

These phones are limited in choice but allow you the option to budget your talk time. Phone cards range from \$15 to \$50 with the provider you have purchased your phone with. Beware that each provider has different terms of expiration for ranging cards. You should have a clear understanding of what you are signing up for.

## **WEATHER**

The temperature at East Bay is very moderate. It does not get too cold in the winter (no snow) and not too hot in the summer (a few days above 90 degrees). The summer months range between 65-90 degrees Fahrenheit (18-34 degrees Celsius). The days are warm but the nights can get chilly. September is the warmest month in the Bay Area. The winter brings lots of rain and the temperature range is between 40-55 degrees Fahrenheit (3-12 degrees Celsius). So pack your shorts but also your sweaters and bring your jackets but leave the thermal underwear and wool socks (unless you plan on going skiing!).

## **LOCAL TRANSPORTATION**

Limited public transportation is available to and from CSU East Bay and in the Bay Area.

### **COMMUTE INFORMATION CENTER -CIC** (located in UU 314)

The CIC sells BART & AC Transit tickets, provides schedules of the Hill Hopper shuttle, BART, & AC Transit bus #60, and has Carpool-To-School applications.

### **THE HILL HOPPER SHUTTLE**

The Hill Hopper courtesy shuttle supplements AC Transit #60 runs between the campus and the East Bay BART station. For the Hill Hopper's detailed schedule, stop by the CIC (UU 314). The Hill Hopper does not operate on weekends.

### **CARPOOL-TO-SCHOOL PROGRAM**

Share your ride to Cal State! A database is available for students interested in carpooling one to five days a week. Carpool matching is available for both East Bay and Contra Costa Campuses. "Carpool-to-School" applications are available at the CIC office. Home addresses are confidential.

### **BART** (<http://www.bart.gov/>)

The Bay Area Rapid Transit, or BART, is a train system, which runs from up and down the East Bay and to San Francisco. To reach Cal State East Bay via BART, disembark at the Hayward station. You may proceed to either AC Transit bus # 60, or the Hill Hopper Shuttle. For BART schedules and fares, refer to the web site or pick one up at the CIC (see above).

### **AC TRANSIT** (<http://transit.511.org/tripplanner/index.asp>)

The AC Transit is the Alameda County public transportation system. Bus #60 comes to campus from the BART station and includes other stops such as Southland Mall. For schedules and maps check the AC Transit web site.

**ADDITIONAL TRANSPORTATION RESOURCES** <http://transit.511.org/tripplanner/coverage.asp>

**Amtrak** ([www.amtrak.com](http://www.amtrak.com)) / Tel : 1-800-USA-RAIL

Rail service to other cities in the U.S.

**Greyhound** ([www.greyhound.com](http://www.greyhound.com)) / Tel: 1- 800-229-9424

Bus service to other cities in the U.S. Be sure to ask for student rates.

**Taxis:** *Yellow Cab* (510-732-8500), *Red and White* (510-490-2020), *East Bay City Cab* (510-881-4419)

**Rental Cars:** You must be 21 years of age to rent a car from the following companies.

<b>Enterprise</b> (offers pick up) 25900 Mission Bl., East Bay (510) 537-4100 or (800) 736-8222	<b>Budget</b> 27295 Mission Bl., East Bay (510) 733-9590	<b>Thrifty</b> 25656 Mission Bl., East Bay (510) 538-4444
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## DEPENDENTS

### CHILDCARE AND BABYSITTING

A free monthly newspaper called **Parents Press** ([www.parentspress.com](http://www.parentspress.com)) is available at many markets and children’s stores. It contains information on private schools, after-school daycare, classes and recreational activities for children.

**BANANAS CHILD CARE INFORMATION AND REFERRAL SERVICE** ([www.bananasinc.org](http://www.bananasinc.org)) is the most commonly used service for finding either regular daily care or the occasional babysitter. This non-profit organization provides a valuable handout on choosing child care, telling what to look for and ask about when making the decision on the best type of care for your child. Bananas also offers a monthly schedule of workshops on issues related to raising children. For more information, call 510-658-0381 or stop by 5232 Claremont in Oakland.

### SCHOOLS

In the U.S., all children are eligible for free education provided by the local public school district. If your children are between the ages of 4 years 9 months and 18 years, you may enroll them tuition free in the public school system of the city where you reside. School and grade placement is determined by district policies. For more information, contact the appropriate office for your city of residence:

<b>Hayward</b> Unified School District 24411 Amador Street Hayward, CA 94540 (510) 784-2600 <a href="http://www.husd.k12.ca.us/">http://www.husd.k12.ca.us/</a>	<b>Oakland</b> Unified School District 1025 2 <sup>nd</sup> Avenue Oakland, CA 94606 (510) 879-8111 <a href="http://www.ousd.k12.ca.us">http://www.ousd.k12.ca.us</a>	<b>Fremont</b> Unified School District 4210 Technology Drive Fremont, CA 94538 (510) 657-2350 <a href="http://www.fremont.k12.ca.us/">http://www.fremont.k12.ca.us/</a>
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Private Schools are listed in the **Handbook of Private Schools**, on the Internet, in the phonebook Yellow Pages under “Schools”, and in the **Parent’s Press** newspaper. If your child needs to enroll in an ESL (English as a Second Language) class, you may complete an application at the school office. When you know where to enroll your child, go directly to the school. They will require the following:

- **Proof of Residence.** This can be a lease or utility bill that has your name on it. If you are renting from an individual, that person should give you a letter stating that you reside at that address.
- **Immunization Record.** The immunization record is a record of all the shots your child has received from a doctor to protect against disease.
- **Your child’s birth certificate.**

### AMERICAN LANGUAGE PROGRAM (ALP) (885-2325, [www.csueastbay.edu/ALP/](http://www.csueastbay.edu/ALP/))

English as a Second Language classes are offered through the American Language Program at Cal State East Bay. The ALP course levels range from high beginner to advanced ESL and college preparation.

### RECREATION AND SUMMER PROGRAMS FOR CHILDREN

The **City of East Bay** (<http://www.cityofEast Bay.com/community/recreation.html>) has recreational parks that sponsor sports, summer camp, and art programs.

## GET TO KNOW THE BAY AREA AND CALIFORNIA

- <http://www.bayarea.com> (Click on entertainment, sports and recreation)
- <http://parks.ca.gov/default.htm> (Regional Parks and Recreation)
- <http://bayareabackroads.com> (Places to see in the Bay Area)
- <http://www.eastbayexpress.com> (News & Events in the East Bay)
- <http://www.sfweekly.com> (News & Events in San Francisco)
- <http://www.sfgate.com> (News & Events in the Bay Area)
- <http://www.dailyreviewonline.com> (Local East Bay News)