

J-I SCHOLAR ORIENTATION GUIDE



THE UNIVERSITY OF TEXAS AT AUSTIN

www.utexas.edu/international/iss/scholars



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Welcome



Dear Exchange Visitor,

Welcome to The University of Texas at Austin! We are very glad that you chose UT Austin for your Exchange Visitor Program and hope that you will find your time in Austin productive, rewarding and enjoyable. We, at International Student and Scholar Services (ISSS), are always willing to help you during your stay in Austin. You should also have a contact person in your inviting department that will help you navigate the University system. Below is a short description of the purpose of the J-1 Exchange Visitor Program and contact information for your Faculty and Scholar Advisors at ISSS.

Welcome and enjoy your stay!

Purpose of J-1 Exchange Visitor Program

The purpose of the J-1 Exchange Visitor program is to foster the mutual exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching and research efforts. The exchange of research scholars and professors promotes interchange, mutual enrichment and linkages between research and educational institutions in the U.S. and those of other countries. If you have any questions about the J-1 program, please feel free to ask your Faculty and Scholar Advisor.

International Student and Scholar Services
International Office
The University of Texas at Austin

Mailing Address

P.O. Box A
Austin, TX 78713-8901

Express Mail

600 West 24th Street
Austin, TX 78705

www.utexas.edu/international/iss/scholars

Email: h1b@austin.utexas.edu

Telephone: 512-471-2477

Fax: 512-471-8848

Campus Mail Code: A7000

Office hours:

Monday, Wednesday, Friday 9:00 am - 5:00 pm

Tuesday, Thursday 1:00 pm - 5:00 pm



Arrival Checklist



- Attend check-in/orientation at ISSS** so that your record is validated in SEVIS.
- Purchase *UnitedHealthCare Insurance*** at check-in/orientation if you are not eligible for UT Austin employee insurance and do not have foreign medical insurance.
- Purchase medical evacuation and repatriation insurance** at check-in/orientation, if you are covered by UT Austin employee insurance or if your foreign medical insurance does not include this type of coverage.
- Get your UT ID card.** (see page 8)
- Make housing arrangements.** For more information, visit the ISSS housing website at www.utexas.edu/international/iss/housing.
- Make banking arrangements.** All UT Austin Exchange Visitors are eligible to join the University Federal Credit Union (UFCU), which is a full-service bank.
- Get a Texas Driver's License or a picture ID from the Texas State Department of Public Safety (DPS),** even if you don't intend to drive in Texas. You may use this ID rather than your passport for identification purposes. (see page 9)
- Apply for a Social Security Number,** it is required if you are paid by UT Austin. (see page 10)
- Complete your GLACIER profile** if you are going to be paid by UT Austin. (see page 11)
- Report your new U.S. address** online at https://utdirect.utexas.edu/utdirect/bio/address_change.WBX if your address changes after check-in/orientation at ISSS.
- Have your J-2 dependents attend a Tuesday Coffee Morning** with Family and Community Programs (optional). (see page 19)



Authorized Employment

Visiting scholars, post-doctoral researchers and international faculty in J-1 status who are engaged in programs at UT Austin are eligible to accept employment only from UT and only in the field(s) specified in the initial application for the J-1 visa status. Unauthorized employment may result in violation of immigration regulations and loss of valid status.

Changes in employment may require a change of immigration status for continued employment eligibility. Please consult your Faculty and Scholar Advisor regarding any changes in your official title, salary or employment to be certain that you are authorized to engage in such employment under your current status.

Occasional Lectures and Consultations at Other Institutions

Participants in the J-1 Exchange Visitor Program of The University of Texas at Austin in the *Professor, Research Scholar, Short-term Scholar* or *Specialist* category may be authorized by the Responsible or Alternate Responsible Officer (Faculty and Scholar Advisor at ISSS) to engage in consulting for institutions other than The University of Texas at Austin. The proposed activity must be temporary and/or occasional and part-time, related to the scholar's original program objective and concurrent to the program at The University of Texas at Austin. Written approval from ISSS or from the J-1 Program Sponsor (if other than The University of Texas at Austin) is required before engaging in outside activities such as those described above. Please consult your ISSS Faculty and Scholar Advisor for further details.



Change of Status

New offers of employment and changes in current employment may require a change of status. Consult your Faculty and Scholar Advisor well in advance of such changes to determine eligibility for, and advisability of, a change of status to enable continued employment. An application for a change to another nonimmigrant status will require a minimum of 3-6 months for processing by U.S. Citizenship and Immigration Services (USCIS). Individual circumstances may influence procedures and processing time, so it is important to discuss such plans with your Faculty and Scholar Advisor in detail as early as possible.

Address Report

ISSS is required by immigration regulations to maintain your current address at all times. Please update any change of address in UT Direct at https://utdirect.utexas.edu/utdirect/bio/address_change.WBX within 10 days of your move. Immigration regulations require that a physical local address rather than a P.O. Box or office address be reported to your J-1 program sponsor (UT Austin). Please note that J-1 scholar records are housed on the UT Austin student database, so please make changes in your address under the “Student Records” heading in UT Direct.

Prior to your departure, make certain that your department has your current home country address and it is updated on UT Direct as well. If you are employed by UT Austin, be sure to update your forwarding address in the “Employee Records” section of the UT Direct address update page, as well as the “Student Records” section.

Departure Information: 30-day grace period

Upon completion of your program, you and your dependents are allowed a 30-day grace period to depart the U.S. You are not authorized to work during the grace period.

Early exit

If you decide to depart the U.S. before the completion date of your program (as indicated on your DS-2019), please notify your Faculty and Scholar Advisor. This may also affect the time when you can return to the U.S. in J-1 status in the future.



J-1 Extension of Stay



It is the individual scholar's responsibility to be aware of the expiration date of authorized legal stay in the U.S. and to contact an ISSS Faculty and Scholar Advisor for assistance regarding an extension of stay **BEFORE** the end date on the DS-2019. Assistance with extensions must be requested through ISSS; scholars should not attempt to contact USCIS in this regard.

Individuals in *Research Scholar* and *Professor* categories may be eligible to stay in the U.S. for a **maximum of five years**.

Individuals in *Short-term Scholar* category may be eligible to stay in the U.S. for a **maximum of six months**. No extensions can be granted beyond this maximum.

Please contact your Faculty and Scholar Advisor BEFORE you apply for the J-1 visa if your DS-2019 was issued for the *Short-term Scholar* category and you intend to remain in the U.S. longer than 6 months.

For an extension of stay within the maximum period allowed for each category, the J-1 Exchange Visitor must present the following to a Faculty and Scholar Advisor at ISSS:

- A letter written by your department requesting an extension, including:
(1) dates of the extension, (2) salary to be paid (if any) and (3) verification of health insurance benefits
- Verification of funding if you will not be supported by the UT department
- Verification of insurance for the J-1 Exchange Visitor and J-2 dependents that meets the requirements of the Department of State
- Passports, I-94 and DS-2019 forms for yourself and any dependents in J-2 status

Please note: Extending your DS-2019 extends the immigration status of the J-1 Exchange Visitor, but does not extend the visa stamp in the passport. If the current visa is expired and the Exchange Visitor travels outside of the U.S. during the extended period, he/she must apply for a new visa stamp to return to the U.S. The Exchange Visitor may be subject to security checks, which could result in visa delays.

Transfers from one J-1 program to another must be initiated with the current program sponsor listed on your DS-2019. J-1 Exchange Visitors should contact ISSS as early as possible if a transfer of institutions will be necessary.



Travel Information



Travel Outside the U.S.

To enter the U.S. after a temporary trip abroad, you will need your:

- passport (valid for 6 months or longer)
- valid J-1 visa (Canadian citizens are exempt from the visa requirement)
- DS-2019 signed for travel within the last 12 months

If you are traveling to a country that is not your country of citizenship, please consult that country's consulate to determine if you require a visitor's visa. For a list of foreign consulates in the U.S., see <http://www.state.gov/s/cpr/rls/fco/>.

If your J-1 visa is expired...

You must renew your expired visa at a U.S. Consulate or Embassy before you return to the U.S. Because processing times vary greatly among the different consulates, please make plans well in advance. To check current visa interview and processing times at a specific consulate, consult the Department of State's website: http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php. Keep in mind that the wait times listed do not include delays which may be required for background or security checks.

Automatic Visa Revalidation...

You may travel with an expired visa when you travel to a contiguous territory (Canada, Mexico, and certain Caribbean Islands) for periods of 30 days or less. You will need to present the following in order to re-enter the U.S.:

- passport
- valid or expired J-1 visa
- DS-2019 signed for travel within the last 12 months
- I-94 card. **If your visa stamp is expired or a change of status has been approved**, you must keep your original I-94 card rather than surrender it to the airline or USCIS upon your departure from the U.S.

Travel Inside the U.S.

Anytime you leave your Austin home, you should carry *copies* of your passport expiration page, DS-2019 and I-94 card. If you are traveling outside of Austin, you should take your *original* passport, DS-2019 and I-94 card. Because Austin is close to the U.S.-Mexico border, if you travel in South Texas, you may be required to show proof of legal status, even though you are still on U.S. territory.



University ID Card and UT EID



The University Identification Card (UT ID)

UT ID card enables use of the libraries and other facilities on campus. You should apply for a UT ID card soon after arriving at the University. J-2 dependents are not eligible for UT ID cards. If you lose your ID card, you should contact the ID Center immediately at 471-4334.

ID Center

Flawn Academic Center (FAC), 1st floor

Monday through Friday, 8:30 am - 5:00 pm

Take your passport/driver's license and Memo from your department

(templates available at <http://www.utexas.edu/its/idcenter/answers/letters.php>)

UT Library Access

The University has a wealth of resources available online and in the campus libraries. Your UT ID card will serve as your library card and your UT EID will give you online access to library materials.

The Perry-Castaneda Library (PCL) is the University's main library. To learn more about the electronic information resources and services offered by the General Libraries, visit www.lib.utexas.edu.

Public Transportation

The bus system includes Capitol Metro city buses (identified with a numerical route) and the UT shuttle buses (identified by a letter route). Both are free to students and scholars with a valid UT ID card. UT shuttle buses do not usually require you to show your UT ID. Pick up a Capitol Metro Bus Route Schedule at the International Office or see it online at www.capmetro.org or call the The Capitol Metro GO Line at 474-1200. UT Shuttle Bus information is available online at <http://www.utexas.edu/parking/transportation/shuttle/index.html>.

UT EID

Your UT EID is an electronic identifier used to access UT online services and to identify yourself to University offices. A UT EID has been created for you. If you do not know your UT EID, ISSS can look it up for you. If you forget your UT EID password, you may reset it online at www.utexas.edu/eid.

You can record your UT EID here: _____



Driver's License



Exchange Visitors who will be in Texas for longer than 30 days and plan to drive a car are advised to apply for a Texas Driver's License. You may obtain a Texas Driver's License at the Texas Department of Public Safety (DPS).

The main DPS office is located at **6121 North Lamar**. Please see the DPS website for hours, directions and fee information: www.txdps.state.tx.us.

The basic requirements for a driver's license are: (1) access to a car, (2) knowledge of Texas driving regulations, (3) testable driving skills.

To apply for a driver's license, please take the following steps:

1) Gain access to a car. You must provide your own vehicle when taking the driving test. If you own a car but do not have insurance, you will not be permitted to apply for the driver's license. If possible, it is recommended that you apply for a Texas driver's license before you purchase a car.

2) Study the information about Texas traffic laws in the *Texas Driver's Handbook*, which is available online in both English and Spanish at www.txdps.state.tx.us/ftp/forms/Dlhandbook.pdf.

3) Take the written and in-car examinations for driving at the DPS office.

4) Take your valid passport, I-94 card, DS-2019 and Social Security Card to the DPS office when applying for a driver's license.

Driver's License for J-2 Dependents

J-2 dependents can obtain a Texas Driver's License at the DPS office listed above. If you do not have a Social Security Number (SSN), you will need to sign a "Social Security Affidavit" at the DPS office when applying for your Texas Driver's License. See page 10 on how to obtain a Social Security Number if you have J-2 work authorization.

Texas Photo Identification Card

Visiting Scholars who will not drive in Texas are advised to apply for a Texas Photo ID card at the DPS office listed above. It is useful as identification when a photo ID is required. This card does not give you permission to drive. Present your passport, DS-2019 and I-94 card in order to apply for the Texas ID.



Social Security Number (SSN)



Exchange Visitors who are employed by the University or receive a grant or scholarship award from a U.S. agency or institution must obtain a Social Security Number (SSN) from the Social Security Administration (SSA) office. J-1 scholars who are not receiving any U.S.-sourced income are still eligible to apply for a SSN, although it is not required. J-2 visa holders are eligible for a SSN only if they have received employment authorization from USCIS.

Social Security Office

1029 Camino La Costa

Monday through Friday, 9:00 am - 4:00 pm

Telephone: 206-3700 or 1-800-772-1213

Take the CR/RR (Cameron Road/Red River) shuttle bus from 23rd Street and San Jacinto and get off at Camino La Costa and La Posada, walk east to the Social Security Administration office. For schedules and other routes, call Capitol Metro at 474-1200 or visit www.capitalmetro.org.

Steps to obtaining a SSN:

1. Wait 10 days from the date you entered the U.S. or the begin date of your DS-2019, whichever is later. This time is needed for USCIS to input your immigration information into their database.
2. Complete the SSN application and present the following documents in person at the Social Security Administration office:
 - passport
 - I-94 card
 - DS-2019
3. The SSA office will issue a receipt for your application. You should receive a SSN card in the mail within 3-14 business days. Once a SSN has been issued, the same number will be valid indefinitely. Be sure to include a reliable address on your SSN application.
4. If at the time of your application, USCIS has not been able to input your information into the database, the SSA office will issue you a “**delay letter**” indicating this fact. If you are paid by The University of Texas at Austin, you will need to take this letter to the Payroll Office in the Main Building 134, to obtain a temporary number. This number can be used by your department to begin your payment procedures. If you were issued a temporary number by the Payroll Office, it is imperative that you report your SSN to that office when you receive your SSN card from the SSA office.



GLACIER is an independent software system provided by Arctic International, LLC. It is designed to collect information about a non-U.S. citizen's immigration status, citizenship, country of residence and history of presence in the U.S., which is necessary in order to comply with nonresident tax laws. GLACIER allows the individual user to complete all information from any computer via a secure connection.

Directions for completing a GLACIER record

1. If you are a new employee who needs to complete a GLACIER record, once your academic department processes your appointment, you will receive a UT Secure Message by email from Payroll Services. The message will provide you with a GLACIER temporary UserID and Password. Important: you must obtain a SSN before your UT Austin appointment can be processed. (See page 10 for SSN information.)

2. Upon initial login to GLACIER, you will immediately be required to create your own personal UserID and Password. Once a record has been established in GLACIER, you will need to remember this login information in order to return to GLACIER in case there are changes to the personal information or to renew an annual tax treaty exemption. Upon completing the GLACIER record, the system will determine your tax status (nonresident or resident) and eligibility for exemptions (tax treaty and/or Social Security and Medicare exemption).

3. On the final screen, GLACIER will produce PDF files of the completed tax forms. Please print these forms, attach copies of your immigration documents and submit the whole packet to Payroll Services in Room 134 of the Main Building or through Campus Mail (MailCode G0200). This is necessary in order to complete your tax file and have the proper taxes withheld from your payroll payments. Important: you will not receive a paycheck until you have created a GLACIER record and turned in the tax forms to Payroll Services.

If your immigration status changes...

If your immigration status changes while you are employed at UT Austin, it is your responsibility to update your record in GLACIER. Changes in your immigration status may change your tax liability. Unless your GLACIER record is updated and new tax forms are submitted to Payroll Services, it is possible that not enough (or too much) income tax will be withheld.



Tax Information



Need help with taxes?

- See information and tax forms at www.utexas.edu/international/taxes.
- Tax assistance will be available from ISSS from February 15 to April 15, see schedules online at www.utexas.edu/international/taxes. Please note that UT policy does not permit ISSS to give tax advice or assistance in completing income tax forms during regular university hours.

When to file taxes?

Internal Revenue Service (IRS) regulations require the submission of federal income tax forms between **February 1 and April 15** for the previous tax year (January – December).

It is your responsibility to complete and mail your tax return by the April 15 deadline, even if you are no longer in the U.S.

If you are paid by UT, the Payroll Office will issue your earning statement to you (Form W-2 or Form 1042-S) for tax return purposes. Forms W-2 are available to be downloaded from the UT Payroll Office website at the end of January; Forms 1042-S are mailed to you in mid-March. If you are going to leave the U.S. before **February 1**, be sure to update your address with the Payroll Office online at <https://utdirect.utexas.edu>.

What to file?

- **Form 8843** - filed by **all nonresidents for tax purposes, including J-2 dependents** (even if they did not receive any U.S.-sourced income)
- **Form 1040NR-EZ or 1040NR** - filed only if J-1s or J-2s have U.S.-sourced income. Even if you are exempt from tax under a tax treaty, you must report your earnings by completing an income tax return.

Individual Taxpayer ID Number (ITIN)

J-2 dependents who are not eligible for a SSN (i.e., do not have work authorization from USCIS) may only apply for an ITIN if it is in conjunction with tax filing. For further information about an application for an ITIN, visit www.utexas.edu/international/taxes/itin.html.



Tax Treaty Exemptions



If you are a resident of a country with which the U.S. has a tax treaty, you may be exempt from the payment of U.S. federal income tax on income that you earn while employed at UT.

A listing of tax treaties and terms can be found in IRS Publication 901 at www.utexas.edu/international/taxes/resource.html.

If you are employed by UT, qualify for and choose to claim a tax treaty exemption, you must complete and submit Form 8233 to Payroll Services (Main Building, Room 134). This form will be automatically generated by the GLACIER system when you first create your GLACIER record. Payroll Services will use this information to record your tax treaty exemption. When your period or amount of exemption has expired, Payroll Services will automatically begin to withhold taxes.

The Form 8233 is valid for one calendar year only, so you must renew it for every calendar year that you are present at UT. Payroll Services will send a reminder every November asking international employees to update their tax information in the GLACIER system.

See an example of a completed Form 8233 on the Payroll Services website www.utexas.edu/payroll/forms.html.

If you receive a scholarship or fellowship payment from UT, qualify for and choose to claim a tax treaty exemption for scholarships/fellowships, you will need to obtain Form W-8BEN from ISSS and submit it to the Office of Accounting (Main Building, Room 132). The Form W-8BEN is valid for three calendar years. Check with your Faculty and Scholar Advisor if you have questions about tax treaty eligibility for scholarship/fellowship payments.



Medical Insurance Requirements



U.S. Department of State regulations require all J-1 Exchange Visitors to have medical insurance for themselves and any accompanying J-2 family members for the duration of their program.

This insurance must meet the following requirements:

Major Medical Coverage: \$50,000 (deductible not to exceed \$500)

Repatriation of Remains: \$ 7,500

Medical Evacuation: \$10,000

Fulfilling this requirement is essential, not only because medical treatment in the U.S. is very expensive, but also because **Exchange Visitors and their family members are considered to be in violation of J-1 status if they do not have sufficient insurance, and ISSS is required to terminate their program.** In addition, ISSS is not able to provide program benefits to scholars or family members who are not maintaining valid status (for example, extend your J-1 program or provide a travel signature on your DS-2019).

It is the J-1/J-2's responsibility to notify ISSS of dependents who are currently in the U.S. or who arrive subsequently and present evidence of appropriate insurance coverage for them.

You must purchase an insurance policy for the entire duration of your program (as indicated on your DS-2019) if your program's duration is less than one year. If your program will continue for more than one year, you may purchase insurance for first year only.

If you have any questions about the medical insurance requirements, please contact your Faculty and Scholar Advisor at ISSS.



UT Austin Employee Medical Insurance



Human Resource Services (HRS) presents a benefits orientation for eligible employees each Monday, excluding holidays, from 8:00 a.m. to 12:00 noon in the North Office Building A (NOA) at 101 East 27th Street. Pre-registration is required for the new employee orientation program. More information on the insurance plan is available online at <http://www.utexas.edu/hr/current/insurance/>.

UT Employee medical insurance does not cover repatriation and medical evacuation. Repatriation and medical evacuation insurance should be purchased during the check-in at ISSS if not already purchased from your home country. The cost of the repatriation and medical evacuation insurance is \$20/person per year or \$40/family per year.

Full-time Employees

All full-time (**40 hours**) benefits-eligible employees have insurance coverage from their first day of employment. Full-time employees **have 31 days** from their date of hire to elect optional benefits or add dependents. Please consult with your hiring department regarding your benefits as a UT Austin employee.

Part-time Employees

All part-time (**20-39 hours**) benefits-eligible employees and their covered dependents **must elect insurance coverage within 31 days** from their date of hire or they will not have any insurance coverage.

All Other Exchange Visitors

J-1 Exchange Visitors who receive all of their funding from home or who are appointed at UT Austin for less than 20 hours per week and/or less than 4.5 months are not eligible for medical coverage provided by UT Employee insurance. However, they are eligible to purchase the *United HealthCare Insurance* at ISSS. See page 18 for more information on this insurance policy.



United HealthCare Medical Insurance



J-1 Exchange Visitors are eligible to purchase medical insurance directly from the *United HealthCare Insurance Company*. ISSS will assist new visiting scholars in purchasing the insurance at the mandatory check-in and orientation. Below is general information on *United HealthCare Insurance*. Detailed information is available at <http://www.studentresources.com>.

Monthly Rates (effective as of 08/30/2008)

\$93 for J-1 Scholar

\$267 for Spouse

\$144 for all Children (flat rate, regardless of number of children)

Medical Coverage & Expenses

United HealthCare Insurance covers basic body health—it does not include vision or dental coverage. You will need to pay the first \$300 of covered medical expenses per year before your insurance starts to pay its share (the \$300 is called a “deductible”). The \$1,000 annual prescription benefit is not subject to the \$300 annual deductible. If you use a doctor, clinic or hospital that participates in the Texas True Choice Insurance Network or Beech Street Network, *United HealthCare Insurance* will pay 80% of covered expenses, and you will be responsible for the remaining 20%. You may also go to an out-of-network doctor or hospital; however, insurance will pay only 60% of covered expenses, and you will be responsible for the remaining 40%.

University Health Services

You will incur the lowest expenses by using University Health Services (UHS), located in the Student Services Building (SSB). **You do not pay the \$300 deductible at UHS.** You can make an appointment with UHS by calling 471-4955. Nurses answer the advice line 24 hours a day, including holidays; call 475-6877. For additional information please visit UHS’s website <http://healthyhorns.utexas.edu/>. There is a \$65 administrative fee that must be paid the first time you use UHS each semester. This fee is only paid once a semester and only if you use UHS. Unfortunately, UHS is only available to the J-1 Exchange Visitor and not to J-2 dependent family members.



Family Activities



J-2 Dependents

Immediate family members (spouse and children under the age of 21) are eligible to enter and remain in the U.S. during the principal visa holder's program. Family members entering the U.S. separately will need a separate DS-2019 form for visa application and entry to the U.S. DS-2019 forms for family members may be requested from ISSS. The J-2 status becomes invalid if the J-1 departs permanently from the United States or allows the status to expire. J-1 status holders cannot leave J-2 dependents in the U.S. for long periods of time. Once the J-1's program is completed and the J-1 departs the U.S., J-2 dependents are required to leave with the J-1. Please consult with your Faculty and Scholar Advisor at ISSS if you have plans to leave your family in the U.S. for a long period of time (more than two weeks).

J-2 visa holders (dependents of J-1 Exchange Visitors) may apply for employment authorization after arrival in the U.S. The period required for USCIS to process a J-2 employment authorization is approximately 90 days.

Family and Community Programs

The Family and Community Programs Office offers advice and programs for Exchange Visitors and their families settling into the Austin Community. The office is located in the portable building directly east of the International Office. Examples of programs provided include the Tuesday Coffee Mornings, Friendship/Host Family Program, Volunteer Outreach programs and a ListServ. For additional information on these and other programs, visit www.utexas.edu/international/utfamily or email utfamily@uts.cc.utexas.edu.

Tuesday Coffee Mornings

Each Tuesday morning, the family members of international students and scholars gather for coffee, conversation and cultural exchange at the Baptist Student Center, located at 2204 San Antonio Street. The program begins at 10:30 am and ends at 12:00 noon. A different program is offered each week. Children and American friends are always welcome. Toys, videos and snacks are provided for children. Free parking is available in "Lot B" at the University Baptist Parking Lot (between Nueces St. and San Antonio St., on W. 22nd St.). For more information, email utfamily@uts.cc.utexas.edu or call 471-1150.



Shopping Suggestions



University Area Grocery Stores

HEB, Hancock Shopping Center, Red River & 41st, Bus #15 or RR Shuttle

Central Market, 4001 N. Lamar, Bus #1

Randall's, Lake Austin Blvd. & Exposition Blvd., MS Shuttle

Wheatsville Food Coop, 3101 Guadalupe

Fiesta Market, 3909 N IH-35, Bus #37

Garage Sales

A garage sale is a sale of household items, clothes, furniture, and personal items at a person's home. It may be held in the garage or in the front yard. Information on the time and location of the garage sale is available in *Austin American- Statesman* newspaper and banner postings. The best time to go to a garage sale is the first day between 7:00 and 10:00 am in order to see the largest selection of items. You can find Austin streetmaps at bookstores and gas stations. You may want to choose several sales that are close together and begin with the sale that starts the earliest. You can usually offer a price lower than what the seller has marked. The seller will let you know if the price you offer is too low. Plan on buying your items with cash.

Other Suggestions

Classified advertisements in the *Austin American-Statesman* newspaper lists furniture and other items for sale by individuals. A *Greensheet* newspaper, found at local convenience and grocery stores, also lists inexpensive items for sale by individuals.

Used furniture and household items are available at thrift stores and used furniture dealers:

Goodwill Industries & Salvation Army (several locations)

It's New to Me, 7719 Burnet at Anderson Lane, 451-0388, Bus #5

Relatively inexpensive new furniture and other items are available at many stores including:

Wal-Mart (South), 5015 S. IH-35, 443-6601, Bus #61 or #62

Target (Central), 5621 N. IH-35, 651-0202, Bus #7

Sears (Central), 1000 E. 41st St, 459-2300, Bus #15 or Red River Shuttle

Highland Mall (North), 6001 Airport, 451-2920, Bus #7

Tuesday Morning (South), 4006 S. Lamar, 442-5007, Buses #5 & #338



Make the Most of It!



Field Trips around Texas

Each semester, ISSS offers scholars and students several opportunities to explore other parts of Texas. The schedule is different each semester and has included Texas cities like San Antonio and Houston, as well as historic small towns. There is a small fee that includes transportation, snacks and admission to venues that may be included in the trip. You are welcome to bring your family and friends. These trips are very popular! Please register in advance at the ISSS reception desk. Information about the field trips will be distributed by email approximately two weeks prior to each trip.

Family Friendship Program

This is an opportunity to meet and become friends with someone in the Austin community. You will not live with this family, but you can expect invitations for activities such as a family dinner, afternoon coffee, local sightseeing, an evening at a concert or sporting event. Ask for an application at the ISSS check-in/orientation to join the program. Email utfamily@uts.cc.utexas.edu or call 471-1150 for more information.

English Corner

Practice your conversational English in an informal setting! Groups consist of one native English speaker and approximately four international participants. Groups meet one hour a week at the same time and place for the entire semester. Each semester there is a new schedule so if you are interested please come by the International Office to sign up for a time that is convenient for you. There is no fee to participate. For more information visit <http://studentorgs.utexas.edu/iopals> or email englishcorner@austin.utexas.edu.

ESL Services

Intensive English courses are available through the International Office and other organizations in Austin. Please visit www.utexas.edu/student/esl for additional information.

UT Parking

See UT website for information on parking permits www.utexas.edu/parking. If you are not employed by UT, take your UT ID card to Parking and Transportation Services to purchase your parking permit in person.



Make the Most of It!



UT Recreational Sports

A variety of recreational sports facilities are available to scholars in possession of faculty/staff University ID cards during their programs at the University. For up-to-date information on recreational sports activities available at UT, please visit www.utrecsports.org. By presenting a valid faculty/staff University ID card, scholars may purchase a Faculty/Staff Recreational Sports membership. Semester rates and short-term rates are available online at <http://www.utrecsports.org/memberships/fees/fees.php#0809Fees>. For further information contact Membership Services, located in Gregory Gym (21st and Speedway), Room 2.200. The office is open from 8:00 am to 5:00 pm, Monday through Friday and until 6:00 pm on Wednesdays. You may reach Membership staff by phone at 471-6370, Monday through Friday between 8:00 am and 5:00 pm.

UT Family Discussion Listserv

UT Family and Community Programs has created a Discussion Listserv for UT scholars and their families. New scholars will be able to sign up prior to their arrival at UT to ask questions about housing, furniture, banks, etc. Currents scholars will be able to share information about various activities, best practices, cultural adjustments, furniture for sale, etc.

Please note: This Listserv is completely voluntary – you will not automatically receive messages – you must sign up!

To subscribe, send an email to sympa@utlists.utexas.edu

– in the subject line of the message, type: sub utfamily

To post messages to the listserv, send your email message to

utfamily@utlists.utexas.edu

Social Hour

Join the Scholar Services staff for our monthly social hour to meet other international faculty and researchers.

when: Every 3rd Tuesday of the month, from 5:30 pm – 7:00 pm

where: Scholz Garten – 1607 San Jacinto, Austin, TX 78701

(at San Jacinto and 17th St), <http://www.scholzgarten.net>

who: International faculty and researchers

We hope to see you there!



Pre-Departure Checklist



- Early exit: Email ISSS** if you are leaving the U.S. more than 30 days prior to the end date on your Form DS-2019.
- Make sure you do not owe any money to the University** (fees for your UT ID, printing on campus, remote Internet access, etc.).
- Update your forwarding address** (1) with your department and (2) on UT Direct online at <https://utdirect.utexas.edu> under “Student Records” and “Employee Records” (if you were a UT employee at UT Austin).
- Retirement Deduction Refund**
Your paycheck may reflect a monthly deduction for a retirement program(s), such as Teachers Retirement System (TRS) or Optional Retirement Program (ORP). If you wish to receive a refund of this withholding, you should request the refund prior to your departure from UT Austin. To request a refund, see the following websites:
Teachers Retirement System (TRS): http://www.trs.state.tx.us/active.jsp?submenu=benefits&page_id=/benefits/refund_checklist
Optional Retirement Program (ORP): www.utorp.utsystem.edu
- Make sure you have received reimbursement** on all of your and your dependents’ medical insurance claims, if you filed any. Update your forwarding address with the insurance company if any reimbursement is still due to you.
- Request the return of your apartment deposit** from your apartment complex or landlord. You will need to have a walk-through in the apartment with the apartment complex manager or landlord to make sure that you are eligible to receive your deposit back.
- Close your bank account** if you do not intend to return to the U.S.
- Save all of your immigration documents** (all Forms DS-2019, passports, visas) even after they expire. They may be helpful when arranging your future trips to the U.S. Also be sure to keep your Social Security Card, Texas Driver’s License and UT ID. Your I-94 card must be collected by the airline personnel when you depart the U.S.



Things to do



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