Welcome to The University of Texas at Austin! We are pleased that you chose UT Austin for your J-1 Exchange Visitor Program and hope that you will find your time in Austin productive, rewarding and enjoyable. At International Student & Scholar Services (ISSS), we are always willing to provide assistance to you during your program. Your hosting department will also serve as a valuable resource during your stay. Below is a short description of the purpose of the J-1 Exchange Visitor Program and contact information for the Faculty and Scholar Services at ISSS.

**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, interns and professors promotes international interchange, mutual enrichment and linkages between research and educational institutions in the United States and those of other countries. If you have any questions about the J-1 Exchange Visitor Program, please feel free to contact Faculty and Scholar Services.

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

**Mailing Address**
International Office
P.O. Box A
Austin, TX 78713-8901

**Street Address**
International Office
2400 Nueces St. Suite B
Austin, TX 78705-4805

http://world.utexas.edu/isss
Email: scholars@austin.utexas.edu
Telephone: 512-471-2477
Fax: 512-471-8848
Campus Mail Code: A7000

To schedule an advising appointment, please visit:
http://world.utexas.edu/isss/scholars
Appointments must be made 24 hours in advance.
__Attend J-1 Scholar Orientation at ISSS. Once you have completed the mandatory orientation, your SEVIS record will be validated within three days.

__Schedule an appointment to purchase insurance. To purchase insurance coverage for yourself and your J-2 dependents, please schedule an appointment. See: http://world.utexas.edu/isss/insurance/vs-overview to review the insurance requirements.

__Make housing arrangements. For more information, visit the ISSS housing website at http://world.utexas.edu/isss/students/new/housing.

__Apply for your UT ID card (see page 13). This is your campus identification card.

__Report your local U.S. address. Enter your address at https://utdirect.utexas.edu/apps/utd/all_my_addresses if your address changes after your J-1 Scholar Orientation. Address changes must be reported within 10 days of any move.

__Make banking arrangements. All UT Austin Exchange Visitors are eligible to join the University Federal Credit Union (UFCU), which is a full-service bank with locations near campus. Several other options for banking are also available.

__Apply for a Social Security Number (SSN). An SSN is required if you are paid by UT Austin, and recommended if you are not (see page 14).

__Apply for a Texas Driver’s License or a Texas Photo ID Card. Even if you do not intend to drive in Texas, you may use this ID rather than your passport for local identification purposes (see page 15).

__Complete your GLACIER profile. This is required if you will be paid by UT Austin (see page 16).
MAINTAINING YOUR J-1 IMMIGRATION STATUS

• Attend full J-1 program, including J-1 Scholar Orientation

• Keep immigration documents current (passport and DS-2019)

• Report local address to program sponsor
  You are required by immigration regulations to maintain your current local address with UT Austin at all times. Please update any change of address in UT Direct https://utdirect.utexas.edu/apps/utd/all_my_addresses/ within 10 days of any change. Please note that J-1 Scholar records are housed on the UT Austin student database, so please make changes in your address under “Student Records” section of UT Direct. Immigration regulations require a physical, home address rather than a P.O. Box or an office address.

• Maintain adequate medical, medical evacuation and repatriation insurance
  You must maintain adequate insurance for yourself and your J-2 dependents for the entire duration of your program and provide proof of coverage to ISSS (see page 10).

• Engage in authorized employment only (see page 5)

• Report early departure from your program to ISSS
  If you decide to depart the United States more than 30 days prior to the completion date of your program (as indicated on your DS-2019), you must notify ISSS. Correctly recording your program completion date is important because it can affect the date on which you can return to the United States on a new J-1 program or in another visa status.
AUTHORIZED EMPLOYMENT
As a J-1 Exchange Visitor, you are eligible for employment at UT Austin, but only in the field specified on the DS-2019. Unauthorized employment may result in a violation of immigration regulations and loss of valid J-1 status.

Long-term employment may require a change of immigration status for continued employment eligibility. Please consult your ISSS Advisor regarding any changes in your official title, salary or department to be certain that you are authorized to engage in such employment under your current J-1 status. J-1 status is not appropriate for tenured or tenure-track positions.

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 or Short-Term Scholar category may be authorized by ISSS to engage in consulting for institutions other than The University of Texas at Austin. The proposed activity must be temporary and/or occasional, related to the original program objective and concurrent to the program at The University of Texas at Austin.

Written approval is required in advance from ISSS or from the J-1 Program Sponsor (if other than The University of Texas at Austin) before engaging in outside activities such as those described above. Please consult your ISSS Advisor for further details in advance of participating in such an activity.
CHANGE OF STATUS
New offers of employment and changes in current employment may require a change of status. Consult your ISSS Advisor in advance of such changes to determine eligibility for a change of status to enable continued employment. An application for a change to another nonimmigrant status will require a minimum of three to six months for processing by U.S. Citizenship and Immigration Services (USCIS). Individual circumstances may influence procedures and processing times, so it is important to discuss such plans with your ISSS Advisor in detail as early as possible. Please note that if you are subject to the 212(e) two-year home residence requirement, you will not be eligible for a change of status from within the United States.

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

30-DAY GRACE PERIOD
Upon completion of your program, you and your J-2 dependents are allowed a 30-day grace period to depart the United States. It is critical that you depart the United States on time, prior to the end of your grace period. **You are not authorized to work during the grace period, nor can you leave the United States and return during this time.**
EXTENSION OF STAY

It is your responsibility to be aware of the expiration date of your DS-2019, which indicates the period of authorized stay in the United States. If you need additional time to complete your program objective, a J-1 Extension must be requested through ISSS prior to the expiration date on your DS-2019.

Please note the following **maximum program durations** for specific J-1 categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Scholar and Professor</td>
<td>5 years</td>
</tr>
<tr>
<td>Student Intern</td>
<td>12 months</td>
</tr>
<tr>
<td>Short-term Scholar</td>
<td>6 months</td>
</tr>
</tbody>
</table>

No extensions can be granted beyond these maximum time periods.

To request an extension, you must make an advising appointment and present the following to your ISSS Advisor:

- A letter written by your hosting department that requests an extension, including:
  - Dates of the extension,
  - Salary (if any) and
  - Verification of UT employee insurance benefits (if applicable)
- Verification of funding if you will not be supported by a UT department
- Verification of insurance that meets the requirements of the U.S. Department of State for yourself and any dependents in J-2 status
- Passport, I-94 and DS-2019 for yourself and any dependents in J-2 status

Extending your DS-2019 extends your J-1 immigration status, but does not extend the visa stamp in your passport. If your current visa has expired and you travel outside of the United States during the extended period, you must apply for a new visa stamp to return to the United States.
J-2 DEPENDENTS

Your immediate family members (spouse and children under the age of 21) are eligible to enter and remain in the United States as J-2 dependents during your J-1 Exchange Visitor Program.

BRINGING YOUR FAMILY
To request a DS-2019 for a family member who wishes to apply for a J-2 dependent visa, please schedule an advising appointment with ISSS at http://world.utexas.edu/isss/scholars. You will need to present a copy of the biographical page of each dependent’s passport and proof of financial support to cover your family’s living expenses.

MAINTAINING STATUS
J-2 dependent status hinges upon your J-1 Exchange Visitor status. Therefore, you cannot exit the United States and leave your J-2 dependents in the United States for long periods of time. Also, once your J-1 program is complete or if your program is terminated, you and your dependents must exit the United States.

EMPLOYMENT
J-2 dependents may apply for employment authorization through U.S. Citizenship & Immigration Services (USCIS) after arriving in the United States. Applications require a fee and take approximately 90 days to be processed by USCIS. For application procedures, please visit http://world.utexas.edu/io/forms/isss/j2work.pdf. An ISSS Advisor can assist your J-2 dependent with the application during an advising appointment. Schedule an appointment at http://world.utexas.edu/isss/scholars.

STUDY/RESEARCH
J-2 dependents may enroll in full-time or part-time study, engage in research, or volunteer for the duration of your J-1 program. In order to be paid for any activity, your dependent must have prior employment authorization from USCIS.

INTERCULTURAL PROGRAMS
Your J-2 family members are welcome to participate in ISSS intercultural programs and events, including the Friendship Program, Language Circles and Texas Excursions. For more information, please visit http://world.utexas.edu/isss/intercultural.

GLOBAL AUSTIN COFFEE MORNINGS
J-2 dependents are also invited to attend Global Austin Coffee Mornings, a gathering of international family members for coffee, conversation and cultural exchange on Wednesday mornings. For details about the program, visit http://www.gacoffeemornings.org. Please note that this is not an ISSS program, but is popular with many international family members.
TRAVEL WITHIN THE UNITED STATES
Every time you leave your Austin home, you should carry copies of your passport biographical and expiration pages, DS-2019 and I-94 record. If you are traveling outside of Austin, you should take your original passport, DS-2019 and I-94 record. Due to the proximity of the U.S.-Mexico border, you may be required to show proof of legal immigration status if you travel in south or west Texas, so be certain to bring your original documents even if you do not plan to cross the border.

TRAVEL OUTSIDE OF THE UNITED STATES
To enter the United States after a temporary trip abroad, you will need your:
- Passport (valid for 6 months or longer upon entry)
- 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 an entry visa. For a list of foreign consulates in the United States, see http://www.state.gov/s/cpr/rls/fco. It is also important to consult the International Office Risk & Safety website for current travel restrictions and potential safety concerns: http://world.utexas.edu/risk.

J-1 VISA RENEWAL
If your J-1 visa has expired and you wish to travel internationally, you must renew your expired visa at a U.S. Consulate or Embassy before you return to the United States. Processing times vary greatly among the different consulates, so please plan accordingly. To check current visa interview and processing times at a specific U.S. Consulate, consult the Department of State’s website http://travel.state.gov/content/visas/english.html. Please note that the wait times listed do not include any delays that may occur as a result of background or security checks.

AUTOMATIC VISA REVALIDATION (AVR)
Travel with an expired visa using Automatic Visa Revalidation (AVR) is permitted when you travel to a contiguous territory (Canada, Mexico, and certain Caribbean Islands) for 30 days or less and do not apply for a U.S. visa during your travel. To use AVR, you MUST keep your original I-94 record when you depart the United States. Do not surrender it to the airline or immigration official, as it is required for your re-entry to the United States. You will need to present the following documents in order to re-enter the United States using AVR:
- Passport
- Expired J-1 visa stamp
- DS-2019 signed for travel within the last 12 months
- I-94 record
U.S. Department of State regulations require all J-1 Exchange Visitors to have medical, evacuation and repatriation insurance for themselves and any accompanying J-2 dependents for the entire duration of the J-1 program (as indicated on the DS-2019). If your program is longer than one semester, insurance must be purchased at least until the end of the academic semester, and renewed prior to the expiration date.

Your insurance must meet the following minimum requirements:
Major Medical Coverage: $50,000 (deductible not to exceed $500 per incident)
Medical Evacuation: $10,000
Repatriation of Remains: $7,500

Fulfilling this requirement is essential, not only because medical treatment in the United States is very expensive, but also because you and your family members are considered to be in violation of J-1 and J-2 status if you do not have sufficient insurance. ISSS is not able to provide J-1 program benefits such as work authorization, travel signatures and extensions to anyone who is not maintaining insurance coverage.

It is your responsibility to notify ISSS of any dependents that are in the United States and present evidence of appropriate insurance coverage.

If you have any questions about the insurance requirements, please contact Faculty and Scholar Services at scholars@austin.utexas.edu or the Insurance Advisor at insuranceadvisor@austin.utexas.edu.
NEW EMPLOYEE ORIENTATION
Human Resource Services (HRS) offers an orientation for new UT Austin employees which includes information about your UT employee insurance plan (if eligible) and other benefits. To learn more, please visit: http://www.utexas.edu/hr/current/new/. This orientation is different from your mandatory J-1 Scholar Orientation with ISSS.

UT EMPLOYEE MEDICAL INSURANCE ELIGIBILITY
- **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.

- **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 UT employee insurance.

SUPPLEMENTAL INSURANCE REQUIRED FOR UT EMPLOYEES
The UT Austin employee insurance plan does not provide repatriation and medical evacuation benefits. To cover these required benefits, supplemental insurance can be purchased through an alternate provider. For the estimated cost of medical evacuation and repatriation insurance, please visit: http://world.utexas.edu/isss/insurance/vs-emp-ins.

Steps to purchase International SOS insurance to cover medical evacuation and repatriation can be found at: http://world.utexas.edu/io/forms/isss/purchasing-intl.sis.pdf.
J-1 Exchange Visitors are eligible to purchase insurance that meets U.S. Department of State requirements by buying the insurance plan offered to students on campus, currently Blue Cross Blue Shield (BCBS). To purchase or ask questions about the BCBS insurance, please schedule an appointment with the ISSS Insurance Advisor at http://world.utexas.edu/isss/insurance.

**BLUE CROSS BLUE SHIELD**
Blue Cross Blue Shield covers medical expenses as well as medical evacuation and repatriation. For additional information on the insurance plan, please visit http://world.utexas.edu/isss/insurance.

**UNIVERSITY HEALTH SERVICES**
In most circumstances, you will incur the lowest expenses by using University Health Services (UHS), located in the Student Services Building (SSB). There is a subscription fee that must be paid each semester for access to UHS. **UHS is only available to J-1 Exchange Visitors and not to J-2 dependents.**
For more information about UHS, see http://www.healthyhorns.utexas.edu.
UT EID AND UNIVERSITY ID CARD

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 already been created for you. If you do not know your UT EID, please ask your ISSS Advisor for it. If you forget your UT EID password, you may reset it online at http://www.utexas.edu/eid.

UNIVERSITY IDENTIFICATION CARD (UT ID)
A UT ID card enables use of many facilities on campus and allows you to ride campus and city buses for free. You should apply for a UT ID card soon after arriving at the university. If you lose your UT ID card, you should contact the ID center immediately at 512-471-4334. J-2 dependents are not eligible for UT ID cards.

To apply for a UT ID, bring your passport to the ID Center located on the 1st floor of the Flawn Academic Center (FAC). The ID Center is open Monday through Friday from 8:00am - 6:00pm.

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 http://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 visiting scholars with a valid UT ID card. For Capitol Metro bus route schedule or to plan a trip, go to http://www.capmetro.org or call the Capitol Metro GO Line at 512-474-1200. UT Shuttle Bus information is available online at http://capmetro.org/schedulemap-ut.aspx.
If you are employed by the university, you must obtain a Social Security Number (SSN) from the Social Security Administration (SSA) office in order to receive payment. If you are not employed by the university, you are still eligible to apply for an SSN if you are in one of these visa categories: J-1 Short-term Scholar; J-1 Research Scholar; J-1 Professor; J-1 Specialist; or J-2 Dependent with valid Employment Authorization Document (EAD). Please note that J-1 Student Interns who are not employed by the university are not eligible to apply for an SSN.

**STEPS TO OBTAIN A SOCIAL SECURITY NUMBER**

1. Wait 10 days from the date you entered the United States or the start date of your DS-2019, whichever is later. This time is needed for your immigration information to appear in government databases.

2. Wait three days after attending the J-1 Scholar Orientation at ISSS. This time will allow for your SEVIS record to be validated. Please note that the SSA will not issue a SSN until your SEVIS record has been validated.

3. Present the following documents in person at the SSA Office:
   - Passport
   - I-94 record
   - DS-2019
   - Appointment or Visiting Scholar Letter from your hosting department
   - Employment Verification Letter (for J-1 Student Interns only). Available at: [http://world.utexas.edu/forms/isss/F1_J1_ssn_letter.pdf](http://world.utexas.edu/forms/isss/F1_J1_ssn_letter.pdf)

4. The SSA office will issue a receipt for your application. You should receive your new Social Security card in the mail within 14 business days. Be sure to include a reliable mailing address on your SSN application. Once an SSN has been issued to you, the same number will be valid indefinitely.

If at the time of your application, your information cannot be verified, the SSA should issue you a “delay letter”. If you are paid by UT, you will need to take this letter to the Payroll Office in Room 134 of the Main Building, 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 actual SSN from the SSA office.**

You and your J-2 dependents may be eligible to apply for a Texas Driver’s License or a Texas Photo ID Card at the Department of Public Safety (DPS).

The DPS office nearest to UT Austin is located at 6121 North Lamar. For other locations, hours, directions and fee information, please visit: http://world.utexas.edu/io/forms/isss/driver’s_license.pdf.

**DRIVER’S LICENSE**

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

1. Gain access to a car. You must provide a vehicle when taking the driving exam. If you own a car but do not have insurance or Texas vehicle registration and inspection for the vehicle, you will not be permitted to apply for the driver’s license.

2. Study the information about Texas traffic laws in the Texas Driver’s Handbook, which is available online in both English and Spanish at http://www.txdps.state.tx.us/DriverLicense/documents/DL-7.pdf.

3. Pass the written, driving, and visual examinations at the DPS office.

4. Present the DPS office with your valid passport, I-94 record, DS-2019, Social Security Card (if applicable), Appointment or Visiting Scholar Invitation Letter from your hosting department, and proof of having resided in Texas for at least 30 days.

5. Provide proof of adult driver education if you are an applicant under the age of 24 and do not have a valid driver’s license from another state or country.

**TEXAS PHOTO ID CARD**

Visiting scholars and their dependent family members who will not drive in Texas are advised to apply for a Texas Photo ID Card at a DPS office by presenting a passport, DS-2019 and I-94 record. **This card does not give you permission to drive but can be used for local identification purposes.**
If you are a new employee, you must complete a GLACIER profile once your hiring department processes your assignment. GLACIER is used to collect information about your immigration status, citizenship, country of residence and history of presence in the United States. This information is necessary in order to determine tax filing status and applicable tax treaty benefits.

**DIRECTIONS FOR COMPLETING A GLACIER RECORD**

1. You will receive a UT Secure Message by email from Payroll Services which provides you with a GLACIER temporary User ID and Password.

2. Upon initial login to GLACIER, you will immediately be required to create a personal User ID and password. You will need to remember this login information in order to return to GLACIER to make changes to your personal information or to renew your annual tax treaty exemption. Upon completing your GLACIER profile, the system will determine your tax filing status (nonresident or resident) and eligibility for exemptions, if applicable (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 and sign 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 (Mail Code G0200). This is necessary in order to have the proper taxes withheld from your paychecks. You will not receive a paycheck until you have created a GLACIER profile and turned in the tax forms to Payroll Services.

If your immigration status changes while you are employed at UT Austin, it is your responsibility to update your profile in GLACIER, as changes in your immigration status may change your tax liability. New forms should be submitted to Payroll Services if you update your profile.
Tax assistance and non-resident tax preparation software are available at ISSS during tax filing season from late February through mid April. Please visit http://world.utexas.edu/iss/tax for more information. ISSS tax assistance is limited to nonresidents for tax purposes.

**WHEN TO FILE TAXES**

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

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

If you are paid by UT Austin, Payroll Services will issue your payment and tax summary to you (Form W-2 and/or Form 1042-S) for tax filing purposes. W-2 forms are available for download from UT Payroll Services website at the end of January and 1042-S forms are mailed to you by early March. If you leave the **United States before February 1**, be sure to update your address with Payroll Services online at https://utdirect.utexas.edu/apps/utd/all_my_addresses.

**WHAT TO FILE**

- **Form 8843** - filed by all non residents for tax purposes, including J-2 dependents (even if no U.S.-sourced income was received). If you are a resident for tax purposes, you are not required to file Form 8843.

- **Form 1040NR-EZ or 1040NR** - filed by non residents who 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. J-1 scholars who have become residents for tax purposes should file Form 1040 or 1040EZ (resident tax forms).

**INDIVIDUAL TAXPAYER ID NUMBER (ITIN)**

J-2 dependents who do not have a SSN may apply for an ITIN if it is necessary for tax filing. For further information about an applying for an ITIN, visit http://world.utexas.edu/iss/ssn.
If you are a resident of a country with which the United States has a tax treaty, you may be exempt from the payment of U.S. federal income tax on some or all of the income that you earn while employed at UT Austin.


If you are employed by UT Austin, and you 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 profile. 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 from your paychecks.

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 Austin. Payroll Services will send a reminder every November asking international employees to update their tax information in the GLACIER system.


If you receive a scholarship or fellowship payment from UT Austin, qualify for and choose to claim a tax treaty exemption for scholarships/fellowships, you must complete and submit Form W-8BEN to the Office of Accounting (Main Building, Room 132). The Form W-8BEN is valid for three calendar years.

Please note that some tax treaties include retroactive clauses if you stay over a certain amount of years or earn over a certain level of income. You are not required to take a tax treaty exemption.
INTERCULTURAL PROGRAMS AND EVENTS

SCHOLAR SOCIAL HOUR
Join Faculty and Scholar Services for our monthly social hour to meet other international faculty and scholars in an informal setting. Scholar Social Hour is held on the first Wednesday of the month, from 5:30 pm – 7:00 pm. Visit our website for details and the current schedule: http://world.utexas.edu/forms/isss/scholar_social_hour.pdf.

TEXAS EXCURSIONS
Each semester, ISSS offers international scholars, students, and their families several opportunities to explore other parts of Texas. The schedule includes Texas cities like San Antonio and Houston, as well as historic small towns. There is a registration fee that covers transportation, snacks and admission to venues that may be included in the trip. You are welcome to bring your family and friends (additional registration fees apply). Please register online: http://world.utexas.edu/isss/intercultural/excursions.

PARTNERSHIPS TO ADVANCE LANGUAGE STUDY AND CULTURE EXCHANGE (PALS)
The PALS program matches international and American students and scholars for culture and language exchange. Want to practice conversation in English, have an American friend, or learn about American customs? PALS is a great way to do this! For more information or to apply, visit http://world.utexas.edu/isss/intercultural/pals.

LANGUAGE CIRCLES
This program was designed to provide international students and scholars with opportunities to practice their conversational English or other languages in small groups and to learn more about American culture. Language Circles are available in English, Arabic, French, German, Korean, Portuguese, Spanish and various other languages. Language Circles also allow American students the opportunity to interact with international students and scholars and practice a foreign language. For more information or to apply, visit http://world.utexas.edu/isss/intercultural/langcircles.

FAMILY MAILING LIST
The Family Mailing List is a discussion listserv for UT scholars and their families living in Austin. New and current scholars and their families share information about activities, best practices, cultural adjustments and other topics. The listserv is completely voluntary – you will not automatically receive messages unless you subscribe.

• 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.
BUYING A CAR
You can buy a used car either from a dealer or directly from a private party. Typically, it is cheaper to buy from a private party but it is important that you thoroughly research your purchase either way.

To find a used car, you might consider going online to http://austin.craigslist.org or the Classified Section of the Austin American-Statesman. Contact the seller to get further information before you go to see a car.

Keep in mind the expenses of auto insurance, sales tax, title application, vehicle registration, repairs and maintenance in addition to the sales price.

ESL SERVICES
English courses are available through the International Office and other organizations in Austin. Please visit http://world.utexas.edu/esl for additional information.

RECREATIONAL SPORTS
A variety of recreational sports facilities are available to scholars during their programs at the university. By presenting a valid UT ID card, scholars may purchase a Faculty/Staff Recreational Sports membership. Semester rates and short-term rates are available online. For further information contact Membership Services, located in Gregory Gym (21st and Speedway), Room 2.200. For information on recreational sports activities available at UT Austin, please visit http://www.utrecsports.org.

UT PARKING
Information on parking permits is available on the UT Parking and Transportation Services website: http://www.utexas.edu/parking. UT Austin employees may purchase a parking permit online. If you are not employed by UT Austin, you will need to take your UT ID card to Parking and Transportation Services to purchase your parking permit in person.
SHOPPING SUGGESTIONS

UNIVERSITY AREA GROCERY STORES
Central Market, 4001 N. Lamar Blvd.
Fiesta Market, 3909 N IH-35
HEB, Hancock Shopping Center, Red River & 41st St.
Randall’s, Lake Austin Blvd. & Exposition Blvd.
Wheatsville Food Co-op, 3101 Guadalupe St.

CONVENIENCE STORES
Many gas stations contain mini food markets or convenience stores. They are easy places to pick up a few items such as fresh milk and ice, and many are open 24 hours per day. Their prices, however, tend to be much higher than grocery stores, so you probably will not want to do the majority of your food shopping there.

SHOPPING MALLS
Arboretum (North), 9607 Research Blvd
Barton Creek Square Mall (South), 2901 S. Capital of Texas Hwy
The Domain (North), 11410 Century Oaks Terrace, Suite 210
Lakeline Mall (North), 11200 Lakeline Blvd

GARAGE SALES
A garage sale is a sale of household items, clothes, furniture, and personal items at a home. For specific times and locations, check the newspaper, http://craigslist.org and online bulletin boards. Go early to see the largest selection of items. You can usually offer a price lower than what the seller has marked, but plan on buying your items with cash.

CLASSIFIEDS
Classified advertisements in the Austin American-Statesman newspaper list 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, as does http://craigslist.org.

THRIFT STORES/FURNITURE STORES
Goodwill Industries (several locations; see www.goodwill.org)
Salvation Army (several locations; see www.salvationarmytexas.org)
Early exit: Email ISSS if you are leaving the United States more than 30 days prior to the end date on your Form DS-2019.

Update your forwarding address on UT Direct under “All My Addresses”: https://utdirect.utexas.edu/apps/utd/all_my_addresses/. Also, make certain that your hosting department has your current home country address.

Pay your University fees, if applicable. This includes any outstanding fees that you may have accrued on campus for services such as your UT ID, printing, University Health Services and remote internet access.

Save all of your immigration documents. Keep all of your DS-2019s, passports, I-94 records, and visas even after they expire. They may be helpful when arranging your future trips to the United States. Also be sure to keep your Social Security Card, Texas Driver’s License and UT ID.

File your tax return or mark your calendar for tax filing season (see page 17).

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. Note: 30- or 60-day notice of move out may be required by your lease.

Make sure you have received reimbursement on all of your medical insurance claims, if you filed any for yourself or your dependents. Update your forwarding address with the insurance company if any reimbursement is still due to you.

Obtain a retirement deduction refund (UT employees only). Your paycheck may reflect a monthly deduction for a retirement program(s), such as Teacher 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: Teacher Retirement System (TRS): http://www.trs.state.tx.us Optional Retirement Program (ORP): http://utsystem.edu/benefits/retirement/optionalretirement.htm.

Close your bank account if you do not intend to return to the United States.
Listed below are some of the frequently-visited buildings on campus.

- North Office Building A (NOA)
- Student Services Building (SSB)
- Walter Webb Hall (WWH)
- Building containing the Graduate and International Admissions Center (GIAC)
- International Office (INT)
- Texas Union (UNB)
- Peter T. Flawn Academic Center (FAC)
- Main Building/Tower (MAI)
- Mezes Hall (MEZ)
- Student Activity Center (SAC)
- Gregory Gymnasium (GRE)
- Perry-Castañeda Library (PCL)
- Rec Sports Center (RSC)