

First Steps

If there are some mistakes or changes, please correct them in the electronic copy for the persons following you. He or she will probably be as happy as you to get a smooth start in the American way of living. The list has shown to be the most efficient way to do the things. If you can't do a step now, don't wait, proceed with the next one.

If you use this paper, please update it by correcting mistakes and changes and adding comments.

The new colleagues should see Barbara Outzen in the first day and Francisco Zaera soon during the first few days if possible. You can ask Prof. Zaera about the project in which you're going to be involved.

0. Some information for International Visitors
1. Getting hired by UCR Chemistry (starting paperwork, normally takes several days to process)
2. Getting Keys
3. Getting Orientation at International Scholar Office (Ask Barbara for an appointment)
4. Getting Social Security Number (SSN)
5. Getting an Apartment
6. Getting Bank Account
7. Getting Utilities for Your Apartment
8. Getting Phone Numbers
9. Getting Cable Television
10. Getting Furniture and other stuff
11. Getting UCR ID card (R'Card)
12. Getting Parking Permit
13. Getting UCR library permission
14. Getting Network Access on campus
15. Getting Safety Online Training
16. Getting Californian Drivers License
17. A final remark on Taxes

Established by Jeff Flowers in 1999 – Expanded by Stefan Wehner in 2001 – Modified by Ilkeun Lee in 2011

0. Some information for International Visitor

In Riverside, \$700 - \$1,000 are needed to get an apartment (1 Bed 1 Bath) to rent. So this is the minimum which has to be available (expenses for food etc. have to be added). A recommendation of at least about \$1,500 to \$2,000 to cover the gap to the first salary (not before the next month) is a good estimate. And here is the most important thing; nothing works without Social Security Number (SSN), in UCR and elsewhere.

For international visitors, most of information (see Appendix A) including visa and travel to Riverside will be provided in advance from the international scholar office, when you prepare to get USA visa.

1. Getting hired by UCR Chemistry + 2. Getting keys

This means starting the paperwork, it will normally about some days to process it and no salary will be paid before it is finished. Go to the head of the department, the chairperson's office to check in. Here Barbara will explain how you get paid and give you the keys to the building and offices. In order for you to have your salary directly put into your bank account, give them a check or some other piece of paper that has your banking account information on it. Also in order to make it easier for them to process your paper work, have your social security number ready.

Take with you:

- Passport with Visa and your I-20 or DS-2019
- Bank information for UCR payroll for electronic deposit if you already have.

Come out with:

- keys for our labs and hall cabinets
- password for our building access
- if your desk is not located in Zaera's laboratories, but e.g. in Zhang's, also one more key for room 162
- information for health insurance
- Appointment at International Scholar Office for foreigner.

3. Getting Orientation at International Scholar Center

Ask Barbara to make an appointment at International Scholar Office. During the orientation you will be given information regarding insurance, visa and general information about Riverside. These are the people who know the rules, if you have questions, ask them they know most about the specific regulations in your case, not your colleagues – they struggle to know the valid regulations for them.

International Scholar Center

900 University Ave. Riverside, CA 92521-0307
0372 Surge Building
×2-6184

Don't forget the letter about your employment in UCR for applying social security number if you are foreigner.

Also get the forms for the Sayler-Hill Insurance, which is needed for all foreigners, if they are employed and insured by UCR. If you are not employed (e.g. visitor, stipend) you will receive a list with different insurance companies, then you don't need the first one. Make always copies of form and check before you send them out.

Take with you:

- all your papers
- Passport

Come out with:

- Letter for applying social security number
- Insurance application

Don't forget:

- to tell them all changes in address and so on

4. Getting a Social Security Number (SSN)

It is needed for tax and payroll information in UCR and for everything outside.

It is advisable to get the form (SS-5) from the internet site first and bring the filled form to the local office.

Social Security
7880 Mission Grove Parkway South
Riverside, CA 92508
1-800-772-1213
<http://www.ssa.gov>

They are open M-F 9-4:30, so being there half an hour early means you can be ready earlier. When you have applied, you will receive a letter, confirming your application – that will replace your number for the first days for most purposes.

Take with you:

- A letter from International Scholar Office
- Passport with Visa and the DS-2019.

Come out with:

- the letter saying that you have applied for a social security number

Don't forget:

- to give them your address.

5. Getting an Apartment

You may stay in Motel 6 (951-784-2131) or Dynasty Suites (951-369-8200) which is also close to the campus until find a room for several days, as you need that time to find housing for yourself. There is a Housing Services Center on Canyon Crest run by the university. Please visit the website, <http://housing.ucr.edu/>, first. Here they might be able to set you up and find a roommate if you want. Otherwise, you will have to do this by yourself.

There are not many options for post-docs from the Housing Service, but sometimes you receive a list of the surrounding apartment complexes from the Extension Center, which is helpful because you can phone them, see if something is available and how much the rent is. So you have only to visit a few interesting ones instead of many more. I recommend you'd better decide one after visiting other apartments also.

There are several apartments close to chemical science building. One is University Village (1-951-684-6828) and the other is University Hills (1-951-683-3650). You can check their address from the goggle map. For University Village apartment, the information is as follows. It is 6 minutes walk from Chemistry department and also the cheapest (it means old apartment) for one bedroom apartment. For nine months lease, the rent is \$750 per month. For University Hills, it takes 15 minutes walk from department. One bedroom apartment is around \$850. None of the apartments are furnished.

Rent is more or less than \$900 for one-bedroom in the apartments around the campus, but you could get cheaper and cleaner ones in the area a little bit far from the campus. There are some furnished apartments, but it would be more expensive than you expected.

Actually, it is not recommended for walking alone around the campus at evening. Even though there are some shuttle buses, intervals are shorter in day time mostly for class and a few bus stops at off-campus dormitories. Of course, there are two or three public transportation buses. However, the bus stops are outside of campus.

There are also short-term housing information, so visit the following web page; <http://housing.ucr.edu/Housing/ShortTerm.htm>. Actually, it is difficult especially to stay in a furnished apartment for a short-term. Most of students who want a furnished apartment stay in one of campus apartments, unless they rent a room in sharing house. Sharing house is a good way for short term and cheaper, but I think it is not suitable for family.

Actually, there is a campus apartment (International Village, fully furnished), but campus apartments are in a year round basis mostly for students and international scholars. They may have a short-term stay plan, so you may contact them by phone (951) 827-6350 or visit its web site:

<http://housing.ucr.edu/Housing/InternationalVillage.htm>
<http://housing.ucr.edu/Resources/ApplicationsContracts.htm>

Here are other apartments close to campus:

University Village	265 W.Big Springs Road, Riverside, CA, 92507	951-684-6828
University Hills	160 W Big Springs Road, Riverside, CA 92507	951-683-3650
Summer Meadows Apartments	3429 Rustin Avenue Riverside, CA 92507	909-682-6860
Summer Ridge Apartments	950 W Linden St Riverside, CA 92507	909-683-1525
Windwood	W Linden St Riverside, CA 92507	

Park Hill Apartments	991 West Blaine Riverside, CA 92507	909-686-3553
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When you look for housing, be sure to have your check book ready. And don't get the first place that you see – even if they say that it might not be there when you come back. Relax and look around to avoid making a costly mistake.

Take with you:

- Passport with Visa and DS-2019 (proves your salary and employment by UCR)
- the letter you have received from UCR or Francisco Zaera as an invitation
- the letter saying that you have applied for a social security number
- Checks or cash for rent and deposit (some request money orders or cashier checks)

Come out with:

- Your permanent address in Riverside (street address and apartment number)
- Date and Time to move in
- List of the utility companies and their telephone numbers.

6. Getting Bank Accounts

The best choice is Schools First Federal Credit Union (SFFCU). You can get more information from Barbara. It is located in the University Village (HWY 60, University Avenue). They are open M-Th 9-5, F 9-6, and Sa 9-2.

Schools First Federal Credit Union
1209 University Avenue
Riverside, CA 92507
T: 909-680-1998
<http://www.schoolsfirstcu.org>

When you go there, ask for: Direct deposit, Electronic Checking and Regular Savings. These services will be completely free of charge.

Also ask for temporary checks, so that you can wait to order checks until you have your permanent address in Riverside. By the way, start the numbering of the checks at 500 or higher, as some companies think that a low check number means that you are new to checking and decline your check. Also for the address that will be displayed on the checks, include a telephone number. If you do not have a phone, then use the lab phone (951-827-5736). Otherwise when you write a check, you will have to write it each time.

Apply also for a credit card, a ATM/debit card and electronic deposit at this time.

Take with you:

- Passport with Visa and DS-2019 (proves your salary and employment by UCR)
- the letter you have received from UCR or Francisco Zaera as an invitation
- the letter saying that you have applied for a social security number
- At least \$50 for deposit (\$25 have to stay as deposit in your savings all the time)

Come out with:

- Temporary Checks
- Account Number
- Checks ordered (or do later, they are needed for nearly all payments)

- form for UCR payroll for electronic deposit (sometimes SFFCU takes care of it alone)

Don't forget:

- to give them your SSN
- to give them your address later.

7. Getting utilities for your apartment

Your property manager has given you a list of the companies you need to contact, some apartment complexes have specific companies they work with.

a) Electricity:

Electricity is normally provided by:

Riverside Public Utilities
Utilities Plaza – Customer Service
3460 Orange Plaza
Riverside, CA 92501
T: 909-782-0330
www.riversidepublicutilities.com

They are open M-F 9-6 and S 9-1. You have to go there normally in person to get service. A deposit in cash of about **\$100 (not sure)** is needed and kept for one year. It could take one to two days to be activated, rush activation is available, but costs additional fee.

b) Water:

Water is also normally provided by Riverside Public Utilities, see electricity. A deposit and activation fee could apply.

c) Gas:

Gas is normally provided by:

Southern California Gas Company
Utilities Plaza – Customer Service
3460 Orange Plaza
Riverside, CA 92501
P.O. Box C
Monterey Park, CA 91756
T (general): 800-427-2200
www.socalgas.com

They are open M-F 8-5. You normally have to go there in person to get service, but you are already in the right office, just go in the next line. A deposit in cash will be needed and kept for one year. Also there is a connection fee (please update the fee).

Take with you:

- Passport with Visa and DS-2019, if you don't have a SSN yet
- Complete address of your apartment, perhaps leasing contract
- SSN

Come out with:

- Electricity
- Gas
- Water

8. Getting Phone Numbers

The American telephone system requires you to contact two companies, one the local carrier, which provides you with the telephone, and a second the long distance carrier, which deals with calls outside Riverside and abroad.

Local carrier is normally AT&T (www.att.com). They offer a home phone service for 19.95, so see the web page for additional information. Many people buy a cellular phone with AT&T (www.att.com), Verizon (www.verizonwireless.com), T-Mobile (www.t-mobile.com), or Sprint (www.sprint.com).

Take with you:

- complete address of your apartment
- SSN
- Credit card or Bank Account Number

Come out with:

- Telephone connection
- Telephone number

9. Getting Television

You can use an antenna (free) for digital TV or pay for cable connection.

**Charter Communication
Riverside Customer Service
6680 View Park Court
Riverside, CA 92503
T: 909-359-8989
M-F 8-8 S 8-5
www.chartercomm.com**

You will be asked for the first payment in cash after installation. They offer also high speed internet access via cable.

10. Getting furniture and other stuff

Apartments are normally **not** furnished. You have a lot of possibilities:

- leaving employees and students sell their stuff (look at advertisement boards on campus)
- Koo's Furniture (4135 Chicago Ave, which is next to post office) is open M-S 10-7 and is cheap. He also delivers the things on the same day, so nearly everybody has a bed, table and chairs from him.
- IKEA (in City of Industry, on HWY 60, Exit Azusa), if you like a more European style
- THRIFT store of the salvation army (in Moreno Valley, HWY 60, Exit Day, go left then)

Sheets, cover, pots, utensils and pottery you can buy in each supermarket, e.g. Walmart, Kmart, Target.

11. Getting UCR ID card (R'Card)

This will be used as identification for use with recharge cards, library card, and discounts. You can also use it for cash-free buying on campus. For the ID card Barbara has to fill a form on the web, you will get a recharge form or such a document with your name and number. If you don't have a recharge form, you will be charged for it. The UCR card office that you need to go to get this card is in the Highlander Union Building, Suite 249, located near to the bell tower. Also the card services will ask for employee identification number. If you do not have a number yet, you can still get the card by asking to use a temporary number, not your social security numbers for protection. Normally you receive a staff or post-doc ID.

Take with you:

- A form from Barbara
- passport with Visa or Drive license
- letter (email) from Francisco describing your status (student, visitor, Postdoc)

Come out with:

- R'Card

12. Getting Parking Permit

Go to the Parking Services and buy a permit. Tell them how you regularly come to UCR (bike, walk, bus) and select a permit type; red, blue, or gold).

**Parking Service
Linden Street**

Take with you:

- ID card

Come out with:

- a Permit (allows you to park a car on UCR property)

13. Getting UCR library permission

The science library is located next to the physics building. Here you will find a wide range of books and journals. Go to the front desk to register for use. Use as address: Chemistry Department, Telephone x2-5736.

Then go to the copy center in the basement and get a copy card. This is a special one, only used for the library copy machines.

Take with you:

- R'Card

Come out with:

- registered R'Card for library use (they have to phone Barbara to prove your identity)

14. Getting network access for www.ucr.edu

You have to get an email account from UCR for log in wireless internet on the campus. When you click any web browser, you visit automatically Mobilenet which is the official UCR WiFi networking service. Your UCR email account name, (not address) will be UCR Net ID. For example if your address is surface@ucr.edu, UCR Net ID is surface. Remember it isn't a secure network, so be careful whenever you need use personal information such as SSN.

15. Getting Safety Online Training

Zaera Lab Safety Document, Chemical Hygiene Plan, and Research Ethics can be downloaded from the web site, [www. <http://research.chem.ucr.edu/groups/zaera/labdocs.html>](http://research.chem.ucr.edu/groups/zaera/labdocs.html). Besides reviewing the above documents, you also have to take at least three online training courses from Environmental Health & Safety Department, <http://www.ehs.ucr.edu/training/index.html> before beginning your project. After the training, you are asked to put your signatures on the roasters and the review Sheet of Zaera group. Ilkeun or Xiangdong show you how to handle chemical wastes in Zaera lab and how to make chemical waste tag. Otherwise, you need to take training about "Online Tag Program" from <http://www.ehs.ucr.edu/training/online/otp/>.

Laboratory Safety Orientation (about 80 min)

Chemical Hygiene (about 40 min)

Hazardous Waste Management (30 min)

Electrical Safety (about 9 min)

Fume Hood Safety (not available at this time)

16. Getting a Californian drivers license

This is very important and will act as your official identification. You can either get a driving license or state ID. Both are the same except on the state ID it will say that you can not drive. You can obtain these cards from the Department of Motor Vehicles or DMV. If the driving license is wanted then you need to pass both a written and practical test. For the practical test, you will need the use of a car. The whole things costs \$12.

It will be greatly speed up if you make an appointment to take the written test. The phone and address of the closest DMV is:

6280 Brockton Ave

Riverside, CA 92506
T (local): 909-782-4100
T (general): 800-777-0133
<http://www.dmv.ca.gov/>

Please remind the officials at the DMV office that it is necessary to take photocopies of the front and the backside of all papers, especially the IAP-20 even if they are empty – otherwise you will receive a letter from the DMV saying that the INS can't approve your application because of insufficient INS documentation. In this case phone Sacramento (DMV headquarters) and send the copies of your documents directly to them.

P.O. Box 942890 M.S. G204
Sacramento, CA 94290-001
T: 916-657-7445

Make your appointment first and then start to study the booklet (from Horst) and the tests (available in the office) or on the web.

Take with you:

- complete address of your apartment
- SSN
- passport with visa and copy of the DS2019
- \$31 for fees

Come out with:

- come out with a temporary license (number especially is needed)

17. A final remark on taxes

After one year you will have to file taxes in any case. You fill out the forms and then normally get some of the money paid back. Deadline is always April 15th, you have to have done it to this time. Otherwise you could get into trouble. You always have to file for federal (USA) and state (CA). The forms change slightly over the years, so visit the websites for the most recent ones.

USA (federal tax)
Form 1040NR
www.irs.gov

CA (state tax)
Form 540NR
www.ftb.ca.gov

Remark:

You will be exempted from federal income tax for the first two years, if you are a foreign post-doc. But you have to file it anyway, if you will get some back or not. But whenever you will stay longer in the US than the time of your countries tax treaty with the US (normally 2 years), you have to pay all the taxes for this period at once. Further in the first two years you have to file as a non-resident, which means you can't claim any deductions.

Getting started in UCR

Using the UCR phones:

To phone local (area code 951): Dial 9 (to leave UCR system) and then the number
To phone inside USA: Dial 9, then 1 (to leave your area code) and then the number, starting with the area code
To phone international: Dial 9, then 011 (to leave the US) and then the number, starting with the national code

Using the copy/fax machine in the department:

There are one department photocopier machine (code here is 47693) and one fax machine (access code here is 4769) located on the second floor. Don't forget to delete the code, before you leave. So you prevent others copying on the labs expenses.

Ordering supplies:

There are a number of different methods to order supplies.

Firstly for computer and office supplies, there is the bookstore. You will need to obtain a recharge card from accounting for either one of these stores. Remember, there are actually two separate stores inside the bookstore; one for computers only and the other for office supplies.

Secondly there is the stock room (the person in charge is Pris) located on the second floor. Here you simply pick out those items needed, and on the form for the lab just fill in those item numbers. Here is where you will get your lab notebook, cleaning stuff and tubing. We have a key for this facility, stored in the tool box.

Thirdly you can order supplies via the stockroom. Here you need to get the stockroom item number from their catalog and fill out an order request. Then submit that request to ordering on the first floor. Those items will then be delivered to the lab. This is good for paper, soaps, and other much used products.

Forthly, there is going and buy something. You have to use normally your money for this and then make accounting (Jamie) pay you back through petty cash or reimbursement check. This is ideal if you need something immediately and it's small.

There is also the ability to get a PO number from Tina Enriquez and use that at some stores. This is a good idea for Riverside computing, electronic warehouse and some more. They will take the number, so you don't need money and have it at once.

Electronic shop:

It is located on the second floor in Pierce Hall. There you will find many electronics you may need. Don't ask them to make stuff as they charge too much, ask Stan instead. Just get the part. Better and cheaper supplies are available at electronic warehouse (Main Street, near downtown). They are open M-S 8-6 and accept PO numbers, so you don't need cash to get the stuff, take your ID card with you.

Glass blowing:

It is located on the second floor in Pierce Hall. The person in charge is also Stan in our group.

Machine shop:

One of persons in charge is Jeff, and other mechanics are Wayne, Daniel, and Gene. They are knowledgeable and helpful. You can take a class and they will then allow you to use the shop unattended. Otherwise you can ask them to make you an item. Jeff is a good welder. Gene is very experienced. Wayne is the person, if you need to have something done in the lab. Stan has a key for this facility across our lab.

Departmental optical lab and NMR:

Dan is the person in charge. They do have a nice assortment of IR and other optical instrumentation. We also have a key for the optical lab. To use the NMR you must ask Dan for a password and manual to use the instrument. Actually the system has changed, so we have to make an account first. Ask Ilkeun first about it.

Printing:

There are two printers in our office; one color inkjet and one laser printer. For the virus issue, bring your file on a flash memory for printing into one of office computers in room 141.

Purchasing:

The person is Tina Enriquez. The office is located on the second floor, next to copy machine. You fill out a purchase request form and submit that request to Tina (second floor) with Francisco's signature. Ilkeun and Xiangdong also can request an order under \$200 without his signature. Here you get PO numbers for purchases and regular orders have to be brought there. You will receive the pink copy as proof that the order was placed.

Appendix A

Surge Building
Room 0390
900 University Avenue
Riverside, CA 92521
Tel 951.827.6184
Fax 951.827.1247
www.ucr.edu

The University of California, Riverside, welcomes you to participate in its Exchange Visitor Program. On behalf of the Department of Chemistry we are sending you the DS-2019 form, *Certificate of Eligibility for Exchange-Visitor (J-1) Status*.

Before you take the DS-2019 to the United States consulate or embassy, you must carefully read the enclosed information regarding regulations affecting Exchange Visitors (especially about medical insurance) and the instructions on the DS-2019 form.

Plan your travel to and arrival in Riverside carefully. Regulations require that **you must report to the International Scholar Center at UC Riverside within 30 days of the program begin date, listed in item # 3 of your DS-2019**. If you arrive later than 30 days from the program begin date, your DS-2019 will be void. In that case, you must not travel to the U.S., even if you have a valid visa in your passport. A new DS-2019 has to be issued and mailed to you before you may come to the U.S. If your plans change please contact me immediately so that I can issue an amended DS-2019.

SEVIS fee: You must pay the \$180 SEVIS fee before applying for your visa. Follow the instructions at the government website: <http://www.ice.gov/sevis/i901/index.htm>. We strongly recommend that you choose the payment method, which gives you the fastest response. The slowest method, paying by check and use of regular mail, can take up to 4 weeks for a response. You do not need to pay the extra \$30 express shipping fee for the receipt, as the computer printout should be sufficient for the Embassy/Consulate and port of entry officer.

Visa: To obtain your J-1 entry visa, sign the DS-2019 form at the bottom of page 1. Take or mail that form with your passport and all other required visa application documents to the nearest United States consulate or embassy in your home country. Contact the consulate if you are not sure about the requirements (the information is usually posted on the consular web site: http://travel.state.gov/visa/tempvisitors_types_scholars.html). Your passport will be returned with your visa and DS-2019 form (usually sealed in an envelope). You have been entered in SEVIS.

Entry: At the port of entry, an immigration officer will open the sealed envelope and return to you the stamped DS-2019 form and your I-94 form (Arrival-Departure Record) with the notation **D/S** (Duration of Status). This is your permission to stay in the United States for the time indicated on your DS-2019 form. Please be aware that United States Department of Homeland Security regulations state that the holder of a J-1 nonimmigrant visa will not be admitted to the United States until a date thirty days or less prior to the beginning of your program date, or start date, as given on your DS-2019 form.

As a condition of your Exchange Visitor status, **you must come to our office for the orientation.** Immediately after your arrival, please call me at **(951) 827-6184** to make an appointment for orientation. Bring your passport, all immigration documents, and the completed *Foreign Faculty and Staff Personal Record Form* (which is included in the packet), so that we can advise you about immigration regulations, provide orientation information and assistance, and complete our records.

If you have any questions, feel free to contact me by phone **(951) 827-3300**, fax (951) 827-3248 or e-mail: makbulek@ucr.edu. Have a pleasant journey!

Sincerely,



Makbule Koksals, Alternate Responsible Officer
International Scholar Center

Enclosures

University of California, Riverside
INTERNATIONAL SCHOLAR CENTER
Surge Building – 3rd Floor – Room 390
Office Phone: (951) 827-6184

URL Address: <http://www.campusmap.ucr.edu/cgi-bin/mapit.cgi?loc=SURGE>

If you arrive by car, the nearest parking lot is Lot 24; buy a Visitor Parking Permit at the dispenser. (Hour parking -- \$2.00/Day pass -- \$8.00)

From LOS ANGELES INTERNATIONAL AIRPORT (LAX)

– Distance: 110 Kilometers or 68 miles –

1. SUPER SHUTTLE Local: (909) 984-0040 Toll Free: (800) 700-1983

www.supershuttle.com

- Super Shuttle provides a 24-hour service LAX to the Riverside campus for \$68 per person payable by cash or credit card. Reservation request **2-3 days in advance** of arrival.
- To call for your van, claim your luggage, go to the center island toward the orange sign “SHARE RIDE” and give your confirmation number to the Shuttle Representative wearing a blue cap and jacket.

2. VIP Express: Toll Free: (888) 511-4847

- VIP Express provides door-to-door service operation from 4:00 AM – 11 PM, 7 days a week. All vans hold 6 passengers. Reservation required **24 hours** before arrival. Cost is \$95.00 per person from LAX.
- After claiming luggage, call Toll Free number and tell the attendant that you have a reservation. Normally the van will be waiting outside the baggage claim area to pick up passengers. Payment must be made with credit card or cash.

3. Audrie’s Limo Service Local: (909) 792-9229 Toll Free: (800) 207-5459

- Reservations are required at least **3 days in advance**. This company provides 24-hour door-to-door service from LAX to Riverside for \$150.00 (including tip) for up to 4 people. The driver will meet you at the gate with you deplane.

From ONTARIO INTERNATIONAL AIRPORT (ONT)

– Distance: 35 kilometers or 20 miles –

N.B.: Flights into Ontario may be more expensive than those into LAX.

1. SUPER SHUTTLE Local: (909) 984-0040 Toll Free: (800) 700-1983

www.supershuttle.com

- Super Shuttle provides 24-hour service from ONT to the Riverside campus at \$33.00 per person. Reservations required **2-3 days in advance** of arrival. Payment by cash or credit card.
- To call your van, claim your luggage, use the courtesy phone to call #2897 or go directly to the right end of the center island to “TRANSPORT SERVICE”, and give your confirmation number to the Shuttle Representative wearing a blue cap and jacket.

2. Audrie’s Limo Service Local: (909) 792-9229 Toll Free: (800) 207-5459

- Reservations are required **1 week in advance**. This company provides 24-hour door-to-door service from ONT to Riverside for \$74.00 (including tip) for up to 4 people. The driver will meet you at the gate with you deplane.

3. Omni Tran Toll Free: (800) 966-6428 www.omnitrans.org
Toll Free: (800) 800-7821 www.rrta.com

- From ONT, board Omni Trans bus #61 to Ontario Mills. Bus runs every 15 minutes. Transfer to RTA bus #204 Southbound to Riverside Bus Terminal. Transfer to RTA bus #14 to arrive at UCR.
- RTA runs from 5:30 AM to 8:15 PM; RTA buses run every 20 to 30 minutes depending on the day and time. Call Omni Tran and RTA for updated information. Inquire inside Ontario International Airport for location of Omni Tran bus stop.

PLEASE READ

Please be advised that, due to the terms of your appointment in your department, the University of California will not provide medical insurance coverage as required for your stay on J-1 Status.

It is the United States Federal Government requirement for the foreign visitors and their dependents to have adequate medical insurance coverage for the period of their stay at this university. The minimum coverage is as follows:

1. Medical coverage of at least **\$50,000.00** per accident or illness
2. Deductible not to exceed **\$500.00** per accident or illness
3. Medical evacuation expenses in the amount of **\$10,000.00**
4. Repatriation of remains in the amount of **\$7,500.00**

Since your appointment is without salary or your coverage is below the minimum required as listed above, you should purchase medical insurance before you leave your home country, or you must purchase it immediately after your arrival at UC Riverside. **Please note: "Core" medical benefits, provided by UC Riverside, do not meet the United States Federal Government requirements.**

Please verify your insurance coverage and make plans accordingly before you leave for the United States.

Medical insurance is quite expensive in the United States. The monthly cost for one person ranges from approximately \$80.00 to \$350.00 (based on age). Family coverage (with two (2) children) ranges from approximately \$450.00 to \$650.00 per month. Insurance companies require that you enroll in their coverage for a minimum of three (3) months. Please budget your expenses accordingly.

If you choose to purchase medical insurance in the United States, the foreign scholar advisor can provide you with information about insurance plans at the orientation meeting.

PRE-DEPARTURE ORIENTATION INFORMATION FOR J-1 VISA HOLDERS

VISA VALIDITY AND AUTHORIZATION TO STAY

Entry into the United States is a two-step process:

1. Visa application at the U.S. Consulate, which gives you the **entry permit in your passport**. (Canadian citizens do not have to apply for a visa).
2. Entry examination at the port of entry by the U.S. Citizenship and Immigration Services, which grants you **permission to stay and to be employed with the adjudicated Form DS-2019 and Form I-94**.

Visa validity and permission to stay in the U.S. may have the same expiration date; however, visa validity may be less, depending on reciprocal agreements between your home country and the U.S. Once you are admitted into the U.S., the validity date on your DS-2019 determines your permission to stay in the U.S.

MEDICAL INSURANCE

We strongly recommend that you purchase travel insurance, which will cover you (and your dependents) for up to two months after your arrival in Riverside. You will not be able to get medical insurance in the United States, which will be in effect immediately after your arrival.

It is a U.S. Federal Government requirement that foreign visitors and their dependents have adequate medical insurance coverage for the period of their stay at this university. **Before your departure, you must know whether or not your hosting department at UC Riverside will provide you with medical insurance; if not, you must bring sufficient money to pay for your own insurance. It is your responsibility to verify that your insurance plan will cover all requirements. Failure to maintain medical insurance coverage for you and your dependents will be cause for termination of your program.**

Medical insurance is quite expensive in the United States. The monthly cost for one person ranges from approximately \$80.00 to \$350.00 based on age. Family coverage (with two children) ranges from approximately \$450.00 to \$650.00 per month.

HOUSING

Our office cannot make any housing arrangements on your behalf. For housing information, please contact: **Housing Services, 3595 Canyon Crest Drive, Riverside, CA 92507. Telephone (951) 827-6350, FAX: (951) 827-3807. <http://www.housing.ucr.edu> or email: info@housing.ucr.edu.**

SOCIAL SECURITY NUMBER

Immediately after your arrival, you must apply for a Social Security Number (SSN). You must apply for the SSN in person. There is no application fee. Bring the following documents: passport, DS-2019 form, I-94 card and a letter from The International Scholar Center certifying your employment status. The letter was sent to your department at UC Riverside to be picked up at the time of your arrival. If your appointment at UCR is without salary, you are not eligible for a SSN.

CALIFORNIA DRIVER'S LICENSE

If you are planning to drive in California, you must apply for a California Driver's License. An International Driver's license may be used only temporarily. **A foreign driver's license is not**

acceptable. In order to apply, you must provide a SSN to The Department of Motor Vehicles (DMV). If you are not eligible for a SSN, you can go to the Social Security Office and request a "denial letter". With that letter, you can apply for a driver's license.

TAXES

For those who will be employed with salary at UCR, be aware that the salary indicated is your **gross income**. Federal and state taxes will be deducted from your gross income. Taxes are assessed according to a scale from 12-16%, and can be higher, depending on your monthly income. For example, if your monthly income is approximately \$2,000, your taxes will be about 15% of your gross income. Citizens from certain countries may be exempt from federal tax due to a tax treaty between the United States and the national's home country.

CLIMATE IN RIVERSIDE

Fall temperatures range from 24° to 29° C in the daytime and 7° to 13° at night. In the winter, we have occasional rain showers and temperatures range from 10° to 21° in the daytime and 0° to 5° C at night. Spring temperatures range from 16° to 27° in the daytime and 10° to 16° at night. Summer temperatures (until September) can be **hot**, ranging from 32° to 38° in the daytime and 16° to 21° at night. Bring a variety of clothing, mostly for warm weather, but bring sweaters or jackets as well.

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SEVIS Regulations for J Visa Holders

- **Report any change of residential address within 10 days to The International Scholar Center**
- Keep your passport valid at all times
- Keep your DS-2019 form valid at all times. You must apply for an extension before your DS-2019 expires.
- Contact The International Scholar Center:
 - If you are planning to travel to another country outside the United States
 - If you are planning to transfer to a different employer/university
- Engage in research or teaching activities only as stated on your DS-2019 (#4).
- Do not engage in any unauthorized employment.
- Maintain health insurance requirements for you and your dependents as specified by the U.S. Department of State. Please review the certification you have signed.
- If employed with salary, file the appropriate federal and state income tax returns by April 15 of every calendar year.
- When you terminate your employment at UCR, before you leave Riverside, notify The International Scholar Center.

Employment

Compensation for employment is authorized for activities that are part of the exchange visitor's program (see #4 on DS-2019 Form). If you are planning to move from one department to another at UC Riverside, you must contact The International Scholar Center.

Change of Research or Teaching Objectives

You may, with the permission of your supervisor, attend classes in support of your research while at UC Riverside. If your intention is to pursue studies for a master's or doctoral degree, you should not come to UC Riverside in the research scholar or professional category. You are not permitted to change the category (see #4 on your DS-2019) to that of a student while you are in the United States.

Extension of Stay

Research scholars and professors in J-1 status are allowed to stay in the United States for a maximum of five (5) years. Your extension of stay with a new DS-2019 allows your continuous permission to stay and to be employed at UCR. Your visa (in your passport) cannot and does not have to be extended during your extension. However, **if you leave the U.S. after your extension, you must apply for a new visa before you can return.**

Travel Outside the United States

Required travel documents

1. Valid passport (**for at least 6 months**).
2. **Valid visa stamp** in the visa category as noted on I-94 form (except for travel to Mexico or Canada for less than 30 days).
3. Signed DS-2019. **If you do not have a valid travel validation, before your departure, you must get a signature (travel validation) on the DS-2019 from the foreign scholar advisor at The International Scholar Center.**
4. Letter of employment verification from your academic department.
5. The I-94 form in your passport will be taken from your passport when you depart and a new I-94 will be issued when you re-enter (except for travel to Mexico or Canada for less than 30 days).

Two-Year Residence Requirement

You may be subject to the two-year residence requirement as established in Section 2123(e) of the United States Immigration and Nationality Act, as amended. The visa officer at the U.S. Embassy or Consulate and the U.S. Citizenship and Immigration Services (USCIS) will determine whether or not you are subject to this requirement. In most cases, the decision is based on either the source of your funding (government or international organization) and/or your field of research. If you are subject to this requirement, you are not eligible to change your status to H-1B or F-1, or to adjust to immigrant (permanent resident) status, until it is established that you have resided and been physically present in the country of your nationality or your last residence for an aggregate of at least two (2) years following departure from the United States.

Please Note: This regulation does not restrict subsequent travel to the United States in any non-immigrant status (except H-1B) after completion of your exchange visitor program.

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REGULATIONS AFFECTING EXCHANGE VISITORS (J-1 VISA HOLDERS)

Health Insurance

Employment with salary (minimum of 100% employment status for 3 months, or 50% for 12 months*):

With the exception of **medical evacuation and repatriation** coverage, the University will pay your medical insurance. Medical evacuation and repatriation coverage is excluded, since the University's insurance plans cover only domestic medical needs. At the orientation meeting with the foreign scholar advisor, you will receive instructions about your enrollment in the required medical evacuation and repatriation coverage. The cost is minimal, **less than \$5.00 per month. You must enroll in medical evacuation and repatriation coverage at the time of the orientation.**

Employment without salary (or below the minimum required as listed above)*: You should obtain medical insurance before you leave your home country, or must purchase it immediately after your arrival at UC Riverside. The Foreign scholar advisor can provide you with information about insurance plans at the orientation.

“Core” medical benefits do not meet the United States federal government requirements.

Department of Chemistry

Postdoc Health Insurance - New Employees

All Postdocs who are hired in title code 3252 (Postdoc-Employee) are eligible for medical, dental, and vision insurance. You must be employed for at least three months at 100% time or 12 months at 50-99% time. You have 31 days from your first day to enroll.

To enroll go to:

www.garnett-powers.com/postdoc/ and complete the forms. After doing this, forward the paper copy to Barbara Outzen in PS1 248, Chemistry Chair's Office.

If you have questions about the enrollment process contact Garnett-Powers toll-free at **1-800-254-1758** or e-mail psbp@garnett-powers.com For any other questions, contact your Department Academic Personnel Assistant or Linda G. Scott in the Graduate Division at x-2-3387 or Linda.scott1@ucr.edu