An Introduction to Rowan University - Rowan University has three campuses in New Jersey. Its main campus is located in Glassboro, N.J., 20 minutes southeast of Philadelphia. Its Camden campus is within the city's University District, just a short distance from the Cooper Medical School of Rowan University. The Rowan University School of Osteopathic Medicine is located in Stratford, N.J. Rowan University also offers courses on-site at area community colleges as well as online. Rowan University’s enrollment is at 15,000 students this year, up from 11,000 five years ago. Rowan offers the following Colleges: Business, School of Biomedical Sciences, Graduate School of Biomedical Sciences, Communication & Creative Arts, Cooper Medical School of Rowan University, Education, Engineering, Graduate & Continuing Education, Humanities & Social Sciences, Performing Arts, Rowan University School of Osteopathic Medicine, Science & Mathematics. An ambitious, $300 million redevelopment project linking the University with Glassboro’s downtown retail district is fast redefining both the campus and the borough. Through a unique public/private/public partnership between the borough, Rowan and developers, creation of the “quintessential college town,” one that promotes smart growth living with mixed-use buildings, is well underway.

Purpose of this sheet - This sheet is intended to provide exchange visitors with pre-arrival information about a variety of topics to ensure that they understand the nature, objectives, and requirements of their programs, to ease their arrival and help them derive the fullest benefit from their experience in the United States and at Rowan University.

Purpose of the Exchange Visitor Program - The broad purpose of the exchange visitor program is to promote international educational and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. Exchange programs exist in a variety of formats and permit visitors to come to this country for a wide range of activities. Rowan University’s exchange visitor program provides opportunities for study and research.

If you are not in the United States - (or currently in the U.S. but will leave the US before you begin your experience at Rowan University) read below…
Please read the enclosed information about paying the SEVIS I-901 fee before you go for your visa appointment.

Your visa arrival in the United States – Your Form DS-2019, “Certificate of Eligibility of Exchange Visitors (J-1) Status” is required to apply for a visa. If you are outside the United States, you should sign the bottom line of page 1. Next, present your form DS-2019 to an American embassy or consulate to apply for your J-1 exchange visitor visa. (Canadians do not need passports or visa stamps to enter the U.S., but they do have to show form DS-2019 at the port of entry to obtain status as a J-1 exchange visitor.) The consular officer will return all pages to you, and you should present them again to an Immigration inspector at the port of your entry to the United States. That officer will stamp and return the form DS-2019, along with an I-94 departure record card. Keep form DS-2019 and I-94 card with your passport. They are your only proof of J-1 status, and you will need them for such purposes as extending your permission to stay in the United States, work permission, and re-entry to the United States after temporary trips abroad during the period of validity of your form DS-2019. If your J-1 visa has another institution noted on your visa page and it is not expired, it is still valid. This means you could use that current visa and your new Rowan University DS-2019 form.

The Home-Country Physical-Preference Requirement [212(e)] - Some, but not all, exchange visitors are subject to this requirement. Its purpose is to have the home country benefit from the exchange visitor’s experience in the United States. Exchange visitors come to the United States for a specific objective such as a program of study or a research project. This requirement is intended to prevent a participant who is subject from staying longer than necessary for the objective, and to ensure that he or she will spend at least two years in the home country before coming back to the United States for a long-term stay. For the terms of the requirement, please see item 1 (a) on page 2 of the DS-2019 and refer to information provided in the Rowan University DS-2019 Application. If you have questions about the requirement, including whether or not you will be subject to it, please raise them with the consular officer when you apply for your visa, or direct them to the International Center.

Information for Paying the SEVIS I-901 Fee
The U.S. Department of Homeland Security’s Federal SEVIS I-901 Fee is $180 for J-1 students.

Who Has to Pay the SEVIS I-901 Fee

- You must pay the SEVIS I-901 fee if you are seeking an initial F-1 or J-1 visa from an embassy or consulate abroad for initial attendance or initial participation in an exchange visitor program.

- You must pay the SEVIS I-901 fee if you have previously been enrolled at a U.S. school, but you are no longer enrolled and you have been outside the U.S. for more than five months.
You must pay the SEVIS I-901 fee if you are a Canadian citizen, and are therefore exempt from the U.S. visa requirement, before you can enter the U.S.

You must pay the SEVIS I-901 fee if you are already in the U.S. prior to submitting a change of non-immigrant status application to F-1 or J-1.

**SEVIS I-901 Fee Rules**

- The SEVIS I-901 fee must be processed at least three (3) business days before the visa interview, unless you have a printed receipt from an Internet payment.
- The SEVIS I-901 fee cannot be paid at the embassy, the consulate, or at the U.S. border.
- The visa officer will not issue a visa unless he/she can verify that you have paid the SEVIS I-901 fee. However, you may schedule your visa interview prior to paying the SEVIS fee. The SEVIS fee is not refundable. If your visa application is denied, and you decide to re-apply for the same type of visa within 12 months of the initial denial, you will not be asked to pay the SEVIS fee a second time.

**How to Pay the SEVIS I-901 Fee**

Currently, there are three payment methods:

- Payment in U.S. dollars by credit or debit card over the Internet, OR
- Payment in any country’s currency through Western Union “Quick Pay.” There are agents in more than 130 countries world-wide, OR
- Payment in U.S. dollars by check, money order, or bank draft, drawn on a U.S. bank, and mailed to an address in the United States.

Payment of the SEVIS I-901 fee may be made by you or by any other individual, either in the United States or abroad, including family or friends. However, anyone paying the fee on your behalf will need to have a copy of your DS-2019 and information from your passport, or a completed copy of Form I-901.

**Procedure for Paying the SEVIS I-901 Fee**

1. Obtain form DS-2019 from Rowan University.

3. Complete form I-901, answering all questions (you must have a DS-2019 from Rowan University in order to complete form I-901). Be sure that you enter your personal information exactly as it appears on the DS-2019.

4. Pay the SEVIS I-901 fee according to one of the methods described here.

NOTE: To complete the form I-901, you must enter the Rowan Program Number of P-1-10199. You must enter your SEVIS ID number, which is printed on the top right of the DS-2019, above the bar code. It starts with the letter “N”.

Paying Online

Once you receive your DS-2019, you can make the fee payment by submitting form I-901 online using MasterCard, Visa, and American Express debit or credit cards. It does not matter if the card was issued in the United States or overseas. Follow the on-line instructions, include the required credit card information, and print out the payment screen to verify your payment. It is essential that you prepare your printer before starting the payment process. Do NOT exit the receipt page until you have successfully printed the receipt, because you will not be able to return to the receipt page.

Remember - the printed receipt should be presented at the visa interview or at the U.S. point of entry as proof of payment.

The web address is http://www.fmjfee.com

Paying By Mail

Note: Payment by mail is no longer the recommended process for fee payment (from outside the U.S.), as it can take as long as four weeks from the day you mail in the fee to the day that you receive the required receipt by mail. (Courier service is faster.)

Note: To pay by mail, you must download and print form I-901 from http://www.fmjfee.com or use the paper copy provided in your DS-2019, fill out the form and mail the form and your payment to:

By mail:

I-901 Student/Exchange Visitor Processing Fee
P.O. Box 970020
St. Louis, MO 63197-0020 USA

Your payment must be in US dollars by check, money order, or bank draft, drawn on a U.S. bank. This does not mean that only a U.S. bank can issue the document. Many foreign banks are able to issue checks or money orders drawn on a U.S. bank because they are chartered in the
United States, or have arrangements with a U.S. bank to issue checks, money orders or foreign
drafts that draw from a U.S. bank.

Your check, money order, or bank draft should be made payable to: “I-901 Student/ Exchange
Visitor Processing Fee.” Also, be sure to print your name and SEVIS ID number on the lower
left-hand corner of the check, money order, or bank draft.

Once your form and fee are processed, a paper receipt will be mailed to you.

**Showing Proof for SEVIS I-901 Fee Payment at the Visa Interview and/or the U.S. Port of
Entry**

You must be able to prove that the fee has been paid when you appear for your visa interview,
and when you enter the U.S. This is done by presenting a printed receipt, either from the Internet
if you made an on-line payment, or a mailed receipt if you paid by mail.

Visa officers and U.S. port-of-entry inspectors should be able to verify SEVIS I-901 fee payment
electronically three business days after payment is processed, but in case of problems, have a
printed receipt for fee payment.

* A visa will not be issued unless verification of the SEVIS I-901 fee payment can be made. *

For detailed information on the SEVIS I-901 fee payment process and for a list of frequently
asked questions, visit: [http://www.ice.gov/sevis/i901/index.htm](http://www.ice.gov/sevis/i901/index.htm)

**Maintaining Your Exchange Visitor (J-1) Status**

Once an Exchange Visitor is admitted to the United States, s/he must meet the following
obligations to maintain visa status:

- Must have a valid passport at all times, unless exempt for passport requirements.
- Must pursue the objective indicated on the Form DS-2019.
- Must complete a Program Transfer BEFORE transferring to another program sponsor. *
- Must maintain health insurance that meets Department of State requirements.
- Must meet with an advisor in order to extend the Form DS-2019
- Must not TRAVEL outside the United States without the proper re-entry documents
- Must notify the Office of International Student Services of any change of address

**Extensions of Program**

An individual who enters the United States in Exchange Visitor (J-1) status in the category of
research scholar or professor is permitted to remain in the U.S. for up to three years. If at the end
of three years the individual and sponsoring department/institution decides that additional time
is necessary to complete the original objective, an extension may be granted to complete
teaching and research responsibilities. An application must include financial documentation and a letter from the department indicating why the extension is required in order to complete the original objective. The letter from the department head or supervisor should indicate the expected date of completion of the exchange program and provide a detailed description of the circumstances that warrant such an extension.

**Off Campus Housing** – For Visiting Scholars, the International Center does not typically make arrangements for housing. Please work with your host professor to make housing arrangements. Most apartments within walking distance of the campus are rented long before the academic year begins. Others may necessitate the use of a bicycle, bus, or automobile. Some are available with furniture; others are rented without furniture. All require one month rent in advance and another month’s rent as damage deposit.

https://www.places4students.com/Places/School.aspx?SchoolID=xQ33VYRoVYc

**On-Campus Housing** – For Exchange Students only. Housing may be available to exchange students. Please check the “on-campus housing” box on the J-1 Student Application. If you have any questions, please e-mail Obeid@rowan.edu

**Fees payable to Rowan University** - Exchange visitor students or their financial sponsors are required to pay tuition and fees to Rowan University, unless there is a formal, written exchange agreement modifying the requirement (University, Government funding etc.).

**Other Likely Costs** - Fees payable to Rowan University do not include books and supplies, health insurance, room and board, or miscellaneous expenses. For basic living expenses, an exchange visitor should expect to spend a minimum of $2,000 per month, plus approximately $600 per month for an accompanying spouse, and approximately $500 a month per each child.

**Health Insurance** - Exchange visitors are required, as a condition of their J-1 status in the United States, to carry health insurance for themselves and each accompanying J-2 dependent. Medical insurance coverage must cover the entire period of participation in the Exchange Visitor program. If you and/or your dependents fail to maintain the mandatory health insurance coverage, you and/or your dependents will be in violation of federal immigration regulations. You will be terminated as an Exchange Visitor participant and must leave the U.S. immediately. Exchange visitor professors and research scholars who are employed by Rowan University may qualify for the health insurance offered by the University. Others will be required to purchase insurance from an independent carrier immediately upon arrival to the U.S.

By government regulation, minimum coverage must provide; $100,000 for accident or illness; $25,000 repatriation and remains; $50,000 for medical evacuation to the home country, and a deductible not to exceed $500 per accident or illness. Co-insurance may not exceed 25 percent payable by the exchange visitor or sponsor. Acceptable coverage may not exclude risk inherent in the activities in your exchange visitor program. The company providing the insurance must have an A.M. Best rating “A-” or above, an Insurance Solvency International, Ltd. (ISI) rating of “A—I” or above, a Standard and Poor’s Claims paying ability rating of “A-” or above, or a Weiss Research, Inc., rating of “B+” or above.
In the United States, certain kinds of elective medical care, such as eyeglasses or dentistry, are ordinarily not covered by insurance and they are very expensive. To the extent possible, exchange visitors should take care of those needs before leaving home.

**Rules That Exchange Students are Required to Follow**
Exchange Students are subject to the same rules, responsibilities, and rights as native Rowan students. This information is contained in the Student Handbook and is available at: [http://www.rowan.edu/studentaffairs/registrar/forms/04_05_Student_Handbook.pdf](http://www.rowan.edu/studentaffairs/registrar/forms/04_05_Student_Handbook.pdf)

A copy of the handbook will be provided to all Exchange Students during orientation.

In addition to Rowan’s institutional rules, all Exchange Visitors are subject to certain rules established by the U.S. Department of State, outlined below.

**Extension of Program**
Exchange students* and scholars who intend to extend their program must begin the extension process before the expiration date of your current Form DS-2019. You should make certain to apply well in advance if you need to extend your stay.

- You are eligible to apply for an extension of stay if you are:
  - Working toward the objective shown on your most recent Form DS-2019
  - Maintaining your status as a J-1 Exchange Visitor
  - Able to demonstrate adequate funding for the period of the proposed extension
  - Not going to extend beyond three years as a J-1 Visiting Professor or Research Scholar

*Exchange students from partner institutions will need to check with their home institution before deciding to extend their program. Program extension may not be allowed in the partnership terms of agreement.

In compliance with the Health Insurance requirement, your sponsoring department must contact the International Center to request your extension and document a renewal of your affiliation with Rowan University. You must document past and future health insurance coverage and adequate funding for the period of the extension. Please note that the next time that you depart the US and wish to return, you will need to apply for a new visa if your current one has expired.

**Change of Address**
It is important to be able to stay in touch with you if you are not living on campus and Exchange Visitors are required by law to notify the government of address changes. This can be accomplished by giving this information to the International Center.

**Social Security Number**
If you will be paid for your activities as an Exchange Visitor at Rowan University, you must obtain a social security number. You will require the following items when applying:

- Passport with US visa stamp
- DS-2019
- I-94 Admission/Departure Record
- A letter from the Office of International Student Services verifying your immigration status and employment.

Social Security applications can take between two and eight weeks to be processed.

**Taxes**

All non-US citizens who work in the U.S. are classified as either residents or non-residents for income tax purposes. All visitors on the J visa will be considered non-residents for income tax purposes unless they have been in the U.S. previously. Visitors who earn income in the U.S. may be responsible for some income tax, but tax treaties may mitigate some of the tax liabilities. Non-residents are exempt from Social Security and Medicare taxes. ALL persons with J-1 visas must file a form 1040NR and a personal tax statement even if the source of funding is personal or from an overseas source.

**Federal Aid Prohibition**

As a holder of a non-immigrant visa, J-1 Scholars and their dependents are not allowed to accept Medicaid, food stamps or other U.S. Federal Government welfare benefits. Those with children born in the U.S. who receive public welfare are assistance may be barred from re-entering the United States on the basis of becoming a public charge (someone who is dependent on government assistance).

**Travel Documents**

You should make photocopies of your travel documents and keep the copies and originals in a safe place. Be sure to keep copies of the following:

- The personal/ biographic pages of your passport
- The passport page containing the U.S. visa
- Both sides of your Form I-94
- Both sides of your Form DS-2019

**Renewing Your Passport**

Consult your country's consulate or embassy in the U.S. to renew your passport. Please visit the web at http://www.embassy.org

**Renewing Your Visa**

If you or your dependents need to renew your visas in order to re-enter the U.S., you must apply in person to a U.S. Embassy or Consulate abroad. Applicants are normally required to submit the following documentation:

- Valid passport
- Valid Form DS-2019
- Proof of financial support
- Original Appointment letter from Department
- A letter from your department stating that you are working towards completing your objective at Rowan University.

**Travel to Canada or Mexico**
Before traveling to Canada or Mexico, check visa requirements and download a Canadian/Mexican visitor visa application if one is required. Re-entry to the U.S. from Canada/Mexico does not require a valid visa if your visit is for fewer than 30 days. However, your Form DS-2019 must be signed for reentry. If you apply for a visa at the US Consulate and are denied a visa you will not be able to reenter the US. Please check with our office before you leave the United States.

**Ground Transportation**

*Options from the Philadelphia International Airport to Rowan University* – Prior to each semester, the International Center will make arrangements for airport pick-ups during predetermined times. We will communicate the specifics of these arrangements in the weeks prior to the semester. **Outside of this timeline there are two ways to travel to Rowan University from the Philadelphia International Airport:**

**Option 1: Rapid Rover (an airport shuttle service)**
(856) 428-1500

**Cost**
- The trip, from the Philadelphia International Airport to Rowan University, costs $45 per person.
- Rapid Rover allows two pieces of luggage plus one carry-on item per person.
- One or two extra pieces would result in an additional charge of $2.00 each.
- Payment is made to the driver at point of service. Your driver will accept cash, travelers checks, Visa, MasterCard, American Express or Discover Card.

**Option 2: PHL Taxi Service**
[http://www.phltaxi.net/reservations.php](http://www.phltaxi.net/reservations.php)
(215) 232-2000

**Cost**
- The trip, from the Philadelphia International Airport to Rowan University, costs approximately $70 (plus tolls).
• Payment is made to the driver at point of service. Your driver will accept cash, Visa, MasterCard, American Express or Discover Card.

Other Information:

Climate
Temperatures in southern New Jersey vary from winter lows of 10 degrees F. (-10 degrees C.) which may last from November to March, to 90+ degrees F. (30degrees C.) in the summer. Students are advised to bring heavy winter clothing, including a warm overcoat, in addition to lightweight clothes. Although the weather is generally clear, it does rain throughout the year and there is snow in the winter.

Banks
There are two banks located close to the University. The International Center will assist you in opening an account bank by providing you with a verification of your status. There is an ATM located in the Student Center at the University.

Driver’s License
Security regulations make it difficult to obtain a New Jersey driver’s license if you will be in the United States for less than one year. It is a good idea to obtain an International Driver’s License in your home country before coming to the United States. This document is valid for one year and will allow you to drive in the United States.

Information about Public Transportation

New Jersey Transit operates bus and train systems throughout the State with links to Pennsylvania and New York. New Jersey transit currently has two bus routes that pass through the University area. Routes 408 & 412 have stops located in front of the Library, adjacent to the Glassboro High School (across from parking lot D) and on Main street across from the Landmark restaurant. For more information about bus and rail lines visit the New Jersey Transit web site atwww.njtransit.com.

Greyhound Bus Lines: If you want to travel to other cities in the U. S. and you do not wish to take an airplane, there is an inter-city Greyhound bus service is located at 1001 Filbert Street in Philadelphia behind the Gallery Shopping Mall. They have scheduled routes to most cities and towns in the country, and their rates are competitive.

Philadelphia International Airport is the closest major airport to the University.
Safety: Please remember when using any form of public transportation in any metropolitan area, you need to be careful to safeguard both yourself and your property. Do not leave your bags or luggage unattended for even a moment. Be careful where you place your handbag when using the rest room. Do not hang your handbag on the door of the toilet stall or place it on the floor. Someone could reach under or over and grab it. Stay in areas where there are other people and have a lot of light. Do not wander off down empty corridors. If you are confused or lost, ask a transportation employee. Unfortunately, it is not always wise to ask strangers for information.

Good & Services Located Near Rowan

The following list are stores, eateries and services located in the Glassboro area along Delsea Drive (Rt. 47) and are within walking distance to university housing. The university has no direct affiliation with any of the companies listed on this page.

Collegetown Shopping Center
Kmart// Radio Shack
Pep Boys// Chinese Buffet// Hallmark Store
Dollar Tree// Payless Shoes

Double Tree Shopping Center
Hallmark Store// Good Will Store// Gino’s Pizzeria
Commerce Bank// Hair Cuttery// H&R Block
Ry’s Bagels// Laundromat 101// Pizza Hut
Italian Affair Restaurant//

Other Businesses Along Delsea Drive
SEARS Hardware //
McDonald’s// Burger King// Wendy’s
Dunkin Donut//s Big Lot’s// Save-A-Lot Food Store//ShopRite
Brunswick Bowlin//g Scott Pizza// PB’s Restaurant Diner
Mandarin Court Restauran// Taco Bell// Nick’s Pizza
Kentucky Fried Chicken// CVS Pharmacy//Smashburger