



**The Cleveland Clinic Foundation
Graduate Medical Education
Department
Handbook for International Physicians
& Scientists**

2010 Edition

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Welcome to Cleveland Clinic!

The purpose of this booklet is to provide pre-arrival and ongoing information to international physicians, research scientists and their family members.

If you require clarification or further information beyond what is included in this booklet, please contact the Graduate Medical Education Department. We look forward to working with you at the Cleveland Clinic.

We hope your stay here will be an exceptional experience for you and your family.

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&

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THROUGHOUT THIS BOOK, LOOK FOR THIS SYMBOL:  INDICATING IMPORTANT INFORMATION TO REMEMBER.

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Nonimmigrant Status/Visa Accepted By The Cleveland Clinic

For graduate medical education purposes: residency, fellowship and clinical research fellowship, the Cleveland Clinic will accept H-1B temporary worker or J-1 exchange visitor (alien physician category – sponsored by the ECFMG). For research, the H-1B, the J-1 exchange Visitor (research scholar category – sponsored by CCF) or F-1 student (sponsored by a U.S. college or university) with employment authorization are accepted. *The Cleveland Clinic does not sponsor immigrant (permanent resident) petitions for research or clinical trainees (residents, clinical fellows, clinical research fellows, research fellows or postdoctoral fellows).*

Requirements:

H-1B Temporary Worker (Clinical Training Program)

- Passing score on USMLE Step 1, Step 2CK, Step 2CS and Step 3 (Step 3 is not required for graduates of U.S. medical schools – **GRADUATES OF CANADIAN MEDICAL SCHOOLS MUST PASS ALL 3 STEPS, THE LMCC IS NOT ACCEPTED FOR VISA PURPOSES**)
- Valid ECFMG Certificate
- Training certificate (license) issued by the State Medical Board of Ohio

H-1B Temporary Worker (postdoctoral research fellows, research fellows)

- M.D. or Ph.D.
- An offer for a *paid* research fellowship; salary must meet prevailing wage requirements

J-1 Exchange Visitor (ECFMG)

- Valid ECFMG Certificate or a medical degree from a U.S., Puerto Rican or Canadian medical school

J-1 Exchange Visitor (research scholar or short-term scholar sponsored by the Cleveland Clinic)

- M.D. or Ph.D.
- Must either receive a salary from the Cleveland Clinic or provide documentation of financial support from an outside source. Personal funds may only account for 50% of total funding amount.

INFORMATION ON OBTAINING A VISA



DO NOT ARRANGE TRAVEL UNTIL YOU HAVE YOUR VISA.

General Information

Contact the U.S. Consulate nearest to your place of residence to schedule an appointment for an interview. Once you have your visa, you may make your travel arrangements. It is wise to wait until you have your visa, in the event there are delays.

H-1B Temporary Worker

You will receive a Notice of Approval (Form I-797) and a copy of the Form I-129 (H-1B petition that was filed with the US Citizenship & Immigration Service on your behalf). This will include the Labor Condition Application (LCA, Form ETA9035) and information about your employment at the Cleveland Clinic.

You should follow these steps to obtain your H-1B Visa:

- Take the Form I-797, the copy of the petition, the completed Form DS-156 (Application for Nonimmigrant Visa), Form DS-157 (if needed) and your passport to the U.S. Consulate. You may be required to pay a fee(s).
- If you have family members traveling with you, submit their passports with a Form DS-156 requesting an H-4 visa for each of them. Fees may be required.
- Forms DS-156 and DS-157 and information on fees may be obtained from the consulate or from the U.S. Department of State website at <http://travel.state.gov/visa/index.html>
- Canadian citizens are not required to have a visa in their passport. Take your documents with you to the airport or to the border if driving.

J-1 Exchange Visitors

There are 12 categories of J-1 Exchange Visitor visas. The two categories used most often by physicians and scientists are the research scholar and the alien physician. The alien physician category is solely for use by physicians who are pursuing graduate medical education in the United States. The Educational Commission for Foreign Medical Graduates (ECFMG) is the only authorized sponsor for the alien physician category. The Cleveland Clinic Foundation is authorized by the U.S. Department of State to sponsor exchange visitors in the research scholar category.

The authorization for a J-1 visa is initiated by the issuance of a Form DS2019 (formerly IAP66) or Certificate of Eligibility for Exchange Visitor Status. This document is issued by either the ECFMG (physicians in clinical training) or the Cleveland Clinic Foundation (research fellows). Following is information on how to obtain a J-1 visa once you have received your Form DS2019.

PLEASE NOTE:

You may enter the U.S. no more than 30 days PRIOR to the start date indicated on the DS-2019 and no later than 30 days AFTER the start date indicated on the DS-2019. If you are not going to enter the U.S. or report to the Graduate Medical Education Department within 30 days after the start date on the DS2019, please contact the Graduate Medical Education Department immediately. Failure to do so may result in your DS2019 becoming invalid.



You MUST report to the Graduate Medical Education Department to validate program participation no more than 30 days AFTER the start date indicated on the DS-2019.

Physicians sponsored by ECFMG for Graduate Medical Education

- ECFMG will send your Form DS2019 to the Cleveland Clinic. They will issue a Form DS2019 for you and for each family member who will accompany you to the United States. We will forward the Form DS2019 to you via DHL.
- Bring the Form DS2019, your passport, Form DS-156 (Application for Nonimmigrant Visa) and Form DS-157(if applicable) and any fees to the U.S. Consulate when you go for your interview.
- If you have dependents traveling with you, you will need to submit their passports, Form DS-156 for each person and any applicable fees with your documents.

Physicians and Scientists sponsored by the Cleveland Clinic for Research

- The Graduate Medical Education Department at CCF will issue a Form DS2019 for you and each family member who will accompany you to the United States. You will also receive a letter stating that you will not have any patient contact.
- Bring or mail your Form DS2019, your passport, Form DS-156, Form DS-157 (if applicable) and the no patient contact letter and any fees to the U.S. Consulate.
- If you have dependents traveling with you, you will need to submit their passports, the Forms DS2019 issued for each family member and a completed Form DS-156 and requisite fees.



SEVIS FEE

SEVIS stands for Student and Exchange Visitor Information System. This is a website maintained by the U.S. government which allows Exchange Visitor Program sponsors to issue the Form DS-2019. Effective September 1, 2004, certain J-1 exchange visitors are required to pay a one-time SEVIS fee of \$180. This fee is collected to fund operation of the Student and Exchange Visitor Program Office, which has oversight of SEVIS. **THE CLEVELAND CLINIC WILL NOT PAY OR REIMBURSE THIS FEE.**

WHEN AND HOW YOU SHOULD PAY THE SEVIS FEE:

Applying for the J-1 visa abroad: You should pay your SEVIS fee at least **three business days** prior to your visa interview. **You cannot pay the fee at the consulate.** You can pay the fee over the internet using a credit card at <https://www.fmjfee.com/index.jhtml>. Follow the instructions carefully and *be sure to print out your receipt at the end of the process.*

Alternatively, you can complete Form I-901 and mail it with your payment to the U.S. Department of Homeland Security (DHS) with a check or money order payable in U.S. currency and drawn against a bank in the U.S. The check can be from a foreign bank as long as it is drawn on a branch in the U.S. The DHS will mail you a receipt for the fee. The form is available for download at <http://www.ice.gov/graphics/sevis/pdf/I-901.pdf>. **A friend or family member may pay the fee on your behalf using either method.** You will need to bring either the receipt printed from the internet or the one mailed to you by the DHS to your interview at the U.S. Consulate.

Entering the U.S. without a visa

Citizens of Canada are not required to obtain a visa in their passport prior to entering the United States. However, they must undergo inspection at the point of entry. You should pay the SEVIS fee at least **3 days** prior to your date of entry. Be sure to bring your printed receipt or the receipt from the DHS with you to the point of entry.

PLEASE NOTE: If you pay your fee by mail, you can arrange to have the receipt sent to you by overnight delivery.



THERE WILL BE NO REFUND OF THE SEVIS FEE FOR INDIVIDUALS WHO ARE NOT GRANTED A VISA OR CHOOSE NOT TO COME TO THE U.S. AFTER THEIR VISA HAS BEEN ISSUED.

PLEASE NOTE: The current visa application forms (DS156, DS157, DS158) are slowly being phased out and will be replaced by an electronic form – DS160. Some consulates are already using the DS160. You will be instructed on the appropriate form to use when you contact the Consulate.

INSPECTION AT THE POINT OF ENTRY

When you arrive at your first stop in the United States, you will be given a blank Form I-94 (Arrival/Departure Record). You must fill

out the required portions. If you have difficulty, ask the flight attendant or wait and ask the U.S. Customs and Border Patrol (CBP) Inspector. The forms are available in English or in your native language if your flight to the U.S. originated in your country. If the flight attendant does not give you a form, inform the CBP inspector and he/she will give you one.

Upon deplaning, you will be directed to the CBP inspection station. The CBP officer will inspect your passport, Form I-797 (H-1B) or Form DS2019 (J-1) and endorse your Form I-94.



DO NOT LEAVE THE INSPECTION STATION UNLESS YOUR FORM I-94 HAS BEEN STAMPED.

If the officer forgets to stamp it please ask him/her to do so. You will not be able to begin working at the Cleveland Clinic, if you do not have a properly endorsed Form I-94.



Please be sure to check the status noted on your Form I-94. Be sure that it is correct for you and all of your dependents (i.e. H-1B and H-4 or J-1 and J-2). Please also be sure to check the expiration date. For H-1B nonimmigrants, it will be the end date on your approval notice. For J-1 nonimmigrants, it should be D/S for Duration of Status.

CANADIANS, because you may not receive documents when traveling as tourists to the United States, it is imperative that you plainly state that you wish H-1B or J-1 status and show the appropriate documents. If the station is particularly busy, the officer may neglect to issue the Form I-94. Do NOT leave the border crossing station without a Form I-94. If they do not give you one, ASK FOR IT.

PROCESSING-IN & ORIENTATION AT CLEVELAND CLINIC: YOUR FIRST DAY

You must bring the following documents to orientation on your first day at Cleveland Clinic:

J-1 Visa: passport, Form I-94, Form DS2019

H-1B Visa: passport, Form I-94, H-1B approval notice (Form I-797)

Employment Authorization: original employment authorization card issued by USCIS – **receipts are unacceptable**

Permanent Residents, please bring your original permanent resident card.

Nonimmigrant status & Visa: What is the difference?

A **Visa** is the document placed in your passport by the U.S. Consular official. This document permits you to *enter* the United States. It may be valid for 6 months or a year or longer. You may be able to use it to enter the U.S. many times or just one time. If your Visa expires while you are in the United States, it does not mean that you are out of status or in the U.S. illegally.

Nonimmigrant status is granted when you arrive in the United States. The Customs and Border Patrol (CBP) officer at the point of entry (airport or border) will issue a Form I-94. This Form will indicate your nonimmigrant status, H-1B, J-1 or for dependents H-4 or J-2. He/she will also indicate an expiration date. For H-1B holders, this is usually the expiration date on your approval notice.

Therefore, it is a Visa, which gets you to the point of entry in the U.S. and the Nonimmigrant Status, which allows you to remain in the U.S.

Maintaining your Nonimmigrant Status



**THIS IS YOUR NONIMMIGRANT VISA/STATUS —IT IS YOUR
RESPONSIBILITY TO MONITOR AND TRACK THESE EXPIRATION DATES:
PASSPORT • VISA • FORM I-94 • FORM DS2019**

H-1B Temporary Workers

Your stay in the United States may be valid for an initial period of 1 to 3 years with the possibility of extension for another 1 to 3 years. Approximately, 2 months prior to the expiration date on your Form I-94, the Cleveland Clinic will need to submit a request for extension to the USCIS on your behalf.

Your H-1B extension will be prepared by the Graduate Medical Education Department. You will be contacted at the appropriate time. Extensions are contingent upon continued reappointment to your position at the Cleveland Clinic. Please note that H-1B regulations permit continued employment *beyond* the expiration date of your H-1B status **only if the extension is filed prior to the expiration.**

Please note that the H-1B status is employer specific. You will be authorized to work at the Cleveland Clinic only. You may not use that status to work for a different employer. A new employer will need to file a change in previously approved employment on your behalf.

Continued on next page

Maintaining your Nonimmigrant Status continued

J-1 Exchange Visitor Sponsored by ECFMG

Your J-1 status will expire annually. If you are reappointed to your GME program, you will be contacted by the Immigration Coordinator regarding applying for your J-1 extension through the ECFMG. Please note that if you are changing programs (within CCF), ECFMG may require additional processing time. It is *your* responsibility to respond to the Immigration Coordinator quickly and present the items required for your extension.

J-1 Exchange Visitor Sponsored by CCF for Research

Your initial Form DS2019 will be issued for a period of 3 years with a possible extension to a maximum of 5 years. However, your appointment contract is valid for one year only. If you are reappointed, you will receive a new appointment letter through interoffice mail. If a new Form DS2019 is issued for you, the Immigration Coordinator will contact you to pick up the documents.

Employment Authorization Document (EAD) holders

You are responsible for filing the application for renewal of your employment authorization document (card) in a *timely manner*. If your EAD expires and you still have not received the new card, you will be placed on an unpaid leave of absence until the new card is issued. Receipts for filing the extension application *are NOT* acceptable for employment eligibility purposes.

Your nonimmigrant status and visa status are essential to your ability to work in the United States. It is vital that you realize and accept your role and responsibility in maintaining your status. The Office of International Physician and Scientist Services handles visa maintenance issues for approximately 800 individuals – we need your help in ensuring that your training and/or research is uninterrupted.

Moonlighting

J-1 Exchange Visitors: Moonlighting (independent practice of medicine outside of the training program) is not permitted under the regulations of the J-1 Exchange Visitor Program. Extra call or duties which are directly supervised by a licensed staff physician may be permitted if approved by the program director.

H-1B Temporary Workers: H-1B nonimmigrants may moonlight with the same or a different employer provided they meet the requirements for independent practice (licensure etc.). If they H-1B holder will be working for a different employer, that employer **MUST** file a concurrent H-1B petition to authorize employment at their worksite. All moonlighting must be approved by your program director.

Changing Institutions/Employers

H-1B Temporary Workers

Under the H-1B portability rule of Public Law 106-313, H-1B nonimmigrants who change employers are permitted to begin working with the new employer before final approval of the new employer H-1B petition is received. If the new employer files their petition prior to the last day of employment with the current employer *and* they have a receipt notice from the Immigration service, the employee may begin work as scheduled. For example, your last day of employment at Cleveland Clinic is May 15. You are contracted to begin working at the new institution on May 16. You do not have to wait for the new H-1B approval provided the new employer files before May 15 *and* they have a receipt or proof of delivery to the U.S. Citizenship & Immigration Service (USCIS).

J-1 Exchange Visitors

Clinical Trainees

Many J-1 alien physicians change institutions between their residency and fellowship program. You will need to complete the same application for your fellowship program as you completed for renewing your sponsorship for each year of residency training. Your new institution will assist you with this process. You may be required to submit a new statement of need from the Ministry of Health in your country specifying a need for physicians trained in your fellowship subspecialty program. ECFMG will issue a new Form DS2019 reflecting the change in program and institution.

Research Trainees

Research trainees sponsored by Cleveland Clinic as J-1 exchange visitors who are going to a new research program are not only changing institutions, but are also changing J-1 sponsors. Cleveland Clinic will have to complete an electronic transfer of your SEVIS record to the SEVIS database of your new institution. In order to do that, you will need to provide the name, telephone number and email address of the J-1 Responsible Officer at your new institution so that the transfer can be arranged. The transfer must be effective from the day after your last day at Cleveland Clinic. So, if your last day at Cleveland Clinic is June 30, the transfer to your new sponsor must be effective from July 1.

Income Tax Information

Tax information for non-U.S. citizens/non- U.S. permanent residents may be found in various publications provided by the Internal Revenue Service (IRS) at www.irs.gov. Publications 519, 514, 597 and 901 provide information on how taxation works, who is exempt based on a treaty with a foreign country and how to file an income tax return. GME staff are not trained tax professionals and cannot answer questions regarding income tax.

Travel outside the United States

General Information

Contact the embassy or consulate of the country to which you are traveling to determine if you need a visa to enter that country. Each country has different laws governing entry of foreign citizens. It may be necessary for you to obtain a visa from the consulate or embassy prior to departing the United States. Foreign consular offices are located in cities throughout the United States. Foreign embassies are located in Washington, D.C.

Please note that for travel to Canada or Mexico, you should be permitted to reenter the U.S. with an expired visa in your passport if your stay in Canada was for less than 30 days. Also, if traveling to Canada, you may not be required to surrender your Form I-94. If possible, keep it; often upon return from Canada, you will not be given a new Form I-94.

Things to do at least 2 weeks before leaving the U.S. (temporarily)

- Check your passport: is it valid? Is the visa valid?
- Check your documents:
 - H-1B: Form I-94 and H-1B approval notice
 - J-1: Form I-94 and Form DS2019 with 2 signatures (one in the lower right corner for travel validation)
- **UNDER NO CIRCUMSTANCES ARE YOU TO LEAVE THE U.S. WITHOUT THESE DOCUMENTS:** If you do not have your H-1B approval notice or Form DS2019 when you try to re-enter the U.S., the U.S. Customs and Border Protection officer may deny you entry into the U.S. and send you back to your home country at your own expense. If all of your vacation time has been used, you will be placed on an unpaid leave of absence during the time you spend outside the country awaiting a resolution.
- If your visa has expired, you will need to renew it at a U.S. Consulate in the country to which you are traveling. You will need the same documents required when you first obtained your visa.

When you leave the United States, you will be asked to surrender your Form I-94. ***Please remember that upon re-entry, you must receive a new Form I-94.***

TRAVEL continued

H-4 Dependents of Temporary Workers

If traveling without the H-1B holder, dependents should bring a copy of the H-1B holder's visa, Form I-94 and a letter confirming continued employment of the H-1B. If they are traveling alone and need to renew their visas, they must also bring a copy of the original Form I-797 and a copy of the petition. Please remind your dependents that they need to receive a new Form I-94 when re-entering the United States.

J-1/J-2 Exchange Visitors

Prior to departing the United States, you must bring your Form(s) DS2019 to the Graduate Medical Education Department for a second signature verifying participation in the Exchange Visitor Program. Failure to do so may result in your being denied re-entry to the United States. Physicians sponsored by ECFMG must submit a request directly to ECFMG; you can do this by filing the form found at this link: <http://www.ecfm.org/evsp/ds2019dup.pdf>.

Housing Information, Social/Cultural/Religious Resources

HOUSING

The city of Cleveland is divided into two areas by the Cuyahoga River: the East and West sides. The Downtown or metropolitan area is between the two and is easily accessed from either side of town. West and East sides are easily accessible by car and public transportation. Cleveland Clinic is on the East side.

The Downtown area has seen an increase in the number of modern apartment options – lofts, converted warehouses and new buildings. It is convenient to all sporting and entertainment – the Theater District, the Quicken Loans Arena (basketball, concerts etc.), Browns Stadium (American football) and Progressive Field (baseball). However, these apartments, condominiums and townhouses tend to be more expensive than their suburban counterparts. Here is a list of popular suburbs with approximate travel time to Cleveland Clinic:

EAST SIDE

Beachwood 20-25 minutes
Cleveland Heights 10-20 minutes
Lyndhurst 20-25 minutes
Mayfield Heights 25-30 minutes
Shaker Heights 10-20 minutes
South Euclid 20-25 minutes
University Heights 15-20 minutes

WEST SIDE

Bay Village 30-35 minutes
Fairview Park 25-30 minutes
Lakewood 20-25minutes
Parma 35-40 minutes
Rocky River 30-35 minutes
Westlake 25-30 minutes

HOUSING INFORMATION continued

Here are some good sources for rental properties which are accessible from the internet. Many offer photographs and virtual tours.

RENTING

www.forrent.com

www.rentincleveland.com

BUYING

www.howardhanna.com

www.realtyone.com

TEMPORARY HOUSING

If you want to find temporary, furnished housing while searching for a permanent home, try these websites/phone numbers:

www.corporatehousing.com

www.thealcazar.com

<http://www.bedandbreakfast.com/cleveland-ohio.html> (a list of bed & breakfast inns in the Cleveland area)

These 2 places are on the Cleveland Clinic Campus:

Cleveland Clinic Guest House (hotel rooms with kitchen areas): 216-707-4000

Intercontinental Suites Hotel (efficiency hotel rooms with full kitchen/living room): 216-707-4100

TRANSLATORS/INTERPRETERS

International Services Center/1859 Prospect Avenue/Cleveland, OH/216-781-4560

The International Services Center can provide assistance with translating documents, providing interpreters and other services you may need.

RELIGIOUS GROUPS (if there is a group not represented here, please let us know)

Roman Catholic Diocese of Cleveland, www.dioceseofcleveland.org, 216-696-6525

The Episcopal Diocese of Ohio, www.dohio.org/joomla/index.php, 216-771-4815

African Methodist Episcopal Church, <http://www.ame-church.com/directory/results.php?ChurchID=03010112>

Northeastern Ohio Synod of the Evangelical Lutheran Church in America, <http://www.neos-elca.org/>, 330-929-9022

Baptist Church, http://www.usachurch.com/ohio/cleveland/Baptist_churches_14.htm

United Methodist Church, www.umc.org, website can be translated into other languages, has a search engine for a church in your area

Park Synagogue (conservative), www.parksyn.org

Beth El-The Heights Synagogue (modern orthodox), www.bethelheights.org

RELIGIOUS GROUPS cont'd

Beth Israel The West Temple (reformed), www.thewesttemple.org

Islamic Center of Cleveland, www.iccleveland.org
Byzantine Catholic Eparchy of Parma, OH, www.parma.org
St. Mark Coptic Orthodox Church, www.stmarkcoccleveland.org
Orthodox Church (Russian, Greek, Antiochian) www.orthodoxcleveland.org
St. Gregory of Narek Armenian Church, <http://www.st-gregory-narek.org/>
Shiva Vishnu Hindu Temple of Greater Cleveland, www.shivavishnutemple.org
Sikh Gurudwaras in Ohio: <http://www.sikhwomen.com/Community/OH/index.htm>
Cleveland Buddhist Temple, www.clevelandbuddhisttemple.com
Cleveland Zoroastrian Community, 440-944-1181
Jewish Community Federation, www.jewishcleveland.org
Catholic Charities of America, www.clevelandcatholiccharities.org

SOCIAL SERVICE & RECREATIONAL GROUPS (this list is compiled based on public information, if any group is not represented, please let us know so we can add them to our list)

ASIA/ASIAN SUBCONTINENT/SOUTHEAST ASIA/SOUTH PACIFIC

Asian Services in Action, <http://www.asiainc-ohio.org/>
Federation of India Community Association, www.fica-cleveland.org, has links to other Asian Indian community groups
Organization of Chinese Americans of Greater Cleveland, www.ocagc.org
Philippine American Society of Ohio, 440-887-7276
Vietnamese Community, 216-651-3930

EUROPE

Cleveland Society of Poles, www.clevelandsociety.com
Czech Cultural Center of Sokol, www.sokolgreatercleveland.org
List of Hungarian Cultural organizations, <http://www.jcu.edu/language/hunghemu/address3.htm>
Federation of German-American Societies (FOGAS), www.fogas.org
Slovak Institute, www.slovakinstitute.com
Cleveland Irish Cultural Festival, www.clevelandirish.org
Italian American Clubs & La Gazzetta Italiana <http://www.lagazzettaitaliana.com/iacclubs.html>

SOCIAL SERVICE & RECREATIONAL GROUPS cont'd

AFRICA & THE MIDDLE EAST

Arab American Community Center, 216-251-7650 or 216-252-2900
Cleveland Association of Black Story Tellers, www.clevelandstorytellers.com
Association of Nigerians Abroad, www.ananet.org
Association of Nigerian Physicians in the Americas, www.anpa.org

THE AMERICAS

Hijos De Borinquen Spanish American-Center, 216-361-7950
El Sol de Cleveland, (online newspaper) <http://www.elsoldecleveland.com>

English As A Second Language/American Culture

Whether you speak English or not, whether you are fluent or a beginner, the American culture is different and the ways and manners of speech may be different than the English you learned at home. Just as there are dialects of your language based on geographic locations so too are there different ways of saying things in different parts of the U.S. There are several programs in the Cleveland area which can help you and your family members become more fluent in English and learn more about life in the U.S. There are also several good books available which may be helpful in understanding American culture.

English & Acculturation Programs

Family Connections/19824 Sussex Road/Shaker Heights, OH/ 216-921-2023

Family Connections has a variety of programs for international families. www.familyconnections1.org

Cuyahoga County Public Library System/Administrative Office: 216-398-1800

The Cuyahoga County Public Library System has 28 libraries scattered throughout the greater Cleveland area. Several libraries easily accessible from any suburban city offer free English classes for adults and children. For more information visit: www.cuyahogalibrary.org click on the section marked “Events/Classes” and then choose “ESL/Citizenship Classes”.

GOOD READING

American Ways by Gary Althen,

Living in the U.S.A. by Alison Raymond Lanier

Both books are available to borrow through the Cleveland Clinic Alumni Library OHIOlink system or for purchase online from Intercultural Press (www.interculturalpress.com)

INFORMATION FOR DEPENDENTS

The J-2, H-4, F-2 and O-3 classifications are designated for the use of dependents of J-1, H-1B, F-1 and O-1 nonimmigrants. A dependent is defined as a legal spouse (must show a marriage certificate when applying) and children under the age of 21 years. Your parents, aunts, uncles, sisters, brothers, nannies and housekeepers ARE NOT eligible for these classifications. For information on bringing a household employee of long standing with you to the U.S., please contact the U.S. Consulate for information. Family members (not spouse/children) can come to visit you using the B visitor's visa.

Employment

H-4 dependents of temporary workers (H-1B) are not permitted to accept employment of any kind. This includes unpaid employment and self-funded research. J-2 dependents of exchange visitors (J-1) are permitted to work *after* they have obtained an employment authorization document from the USCIS. Applications for employment authorization (Form I-765) are available on the USCIS website at www.uscis.gov.

Academic Studies

J-2 and H-4 dependent children are all permitted to attend school in the United States. J-2 and H-4 spouses may enroll in college and university classes. Tuition rates may vary according to determination of resident status in the State of Ohio.

Students are permitted to accept on campus employment. However, even though an H-4 dependent is a student, they are NOT permitted to accept employment. This includes post-graduate employment. If necessary, the H-4 dependent must apply for a change of status from H-4 to either H-1B or F-1 (student).

Volunteer Work

The only volunteer activities permitted are those which are done for a charitable organization. For example, volunteering in a hospital (giving patients directions, visiting with patients, passing out magazines etc.), in your community volunteering with children or the elderly or as a volunteer in a museum.

Dependents may NOT volunteer to do research in laboratories, libraries or on computers, assist with patient care, perform general administrative or secretarial duties. These are all examples of positions for which people are normally hired and paid as an employee. The USCIS strictly forbids this type of activity on the part of dependents unless the person is eligible and authorized for employment. The U.S. Department of Labor considers this using unpaid foreign labor to displace U.S. workers and a violation of fair labor standards.

Post Arrival Information

Applying for a Social Security Number

A social security number is the U.S. equivalent to an identity number or social insurance number in other countries. You need it to do many things: open a bank account, obtain a credit card or buy a car. The Social Security Administration (SSA) recommends that you wait 2 weeks after your arrival in the U.S. before applying for your social security number. This allows time for the U.S. Citizenship & Immigration Service (USCIS) or U.S. Customs and Border Protection (CBP) to update your information in their databases. The SSA will verify your nonimmigrant status in these databases when processing your application.

You need to apply for your social security number in person at one of the local offices. You will need to bring your passport and all visa related documents (Form I-94 and Form I-797 or DS2019). The Cleveland offices are located at: 11601 Shaker Boulevard, Cleveland, OH 44120 and the Anthony J. Celebrezze Federal Building, Room 793, 1240 E. 9th Street, Cleveland, OH 44199. Here is a link to a pamphlet published by SSA which explains the Social Security System in the U.S.: <http://www.ssa.gov/pubs/10107.pdf>

Be sure to keep your social security card and/or number in a safe place. Do not carry it in your wallet or have it listed on your driver's license. If this number is stolen or lost, the finder can use it to do everything you need it for and do it in your name – like opening bank accounts, obtaining credit cards etc.-this can financially ruin you. This is called identity theft. The SSA has published an informative pamphlet about this topic: <http://www.ssa.gov/pubs/10064.pdf>. Most people memorize their social security number – you may find this helpful too.

Obtaining a Driver's License

Your driver's license is issued by the Ohio Bureau of Motor Vehicles (BMV) via an office in the County where you live in Ohio. You can find an office at the following link: http://www.bmv.ohio.gov/county/dr_locs.htm. The Cleveland Clinic and most of the suburban cities immediately surrounding the Clinic are in Cuyahoga County.

You will need to bring your passport, Form I-94 and Form I-797 or DS2019. You will also need a letter from the GME Department. This letter is usually provided at orientation. If not, one will be provided at your request. Your spouse and eligible children will also need to provide these documents including a letter from the GME Department.

Important Telephone Numbers & Websites

U.S. Citizenship & Immigration Service (USCIS) – formerly U.S. Immigration & Naturalization Service (INS)
1-800-375-5283 / www.uscis.gov

U.S. Department of State

J-1 Exchange Visitor Program Information/ <http://exchanges.state.gov/jexchanges/index.html>

J-1 Waiver information (research) / <https://j1visawaiwerrecommendation.state.gov/>

Foreign Consulates in the United States / <http://www.embassy.org/embassies/>

Internal Revenue Service (IRS) - U.S. government agency responsible for Federal taxation

1-800-829-1040 / www.irs.gov

Social Security Administration

1-800-772-1213 / www.ssa.gov

State Medical Board of Ohio

77 South High Street, 17th Floor / Columbus, OH 43215

(614) 466-3934 / <http://med.ohio.gov/>

Educational Commission for Foreign Medical Graduates

www.ecfmg.org

3624 Market Street, 4th Floor / Philadelphia, PA 19104

General Inquiries: 215-386-5900 / Exchange Visitor Program: 215-823-2121

Graduate Medical Education Department

Cleveland Clinic Foundation

9500 Euclid Avenue, NA23 / Cleveland, OH 44195

(216) 444-5690 fax: (216) 444-1162

Cleveland Clinic Office of Diversity

The Cleveland Clinic Office of Diversity provides strategic support for creating an inclusive organizational culture. Phone: 216-445-7323 Fax:

216-444-3469 E-mail: diversity@ccf.org