



BIS@UCC Survival Guide

What you should know before leaving for the U.S.!

So you've got your DS-2019 and your J-1 visa, and you're ready to head to the United States—what's next? Be sure to read through this guide—created specifically for UCC students—before getting on the plane! We've included all of the important contact details you'll need while on at your internship, as well as instructions on registering for SEVIS and getting your Social Security Card. Lastly, don't forget to read through the FAQs on the other side of this guide—we cover everything from second jobs to driver's licenses!

Important Contacts

Make sure you keep these numbers handy so that you can contact CIEE at any time. USIT and UCC contact details are included, but for most issues just call or email CIEE!

CIEE Customer Service and Support (24hrs/day): 1.888.268.6245; contact@ciee.org

CIEE Insurance: 1.888.268.6245; insurance@ciee.org; www.ciee.org/insurance

USIT Ireland: Michelle Burke, +353.1.602.1668

BIS@UCC Ireland: Carole O'Brien or Patricia Lynch, +353.21.490.3829

BISS@UCC Boston: John Kilbride, 1.781.449.1844

Before You Go

Make sure usit.ie and ciee.org are on your email safe lists and periodically check your junk box to make sure you're not missing out on important program information!

- ☐ Make two photocopies of all of your important travel documents. Leave one copy at home and take the other with you (along with the originals).
- ☐ Arrange short-term accommodation and begin to look into where you want to live long term. A great web tool for finding apartments in the U.S. is www.craigslist.org, but it's advisable to tour your accommodation before putting any money down. Make some appointments for when you first arrive!
- ☐ Be sure to learn about your insurance policy through CIEE: go to www.ciee.org/insurance and click on DocFind to find a doctor and hospital closest to your internship site.

After You Arrive

SEVIS: Register your U.S. address with SEVIS as soon as you arrive! You can register with a temporary address, and update SEVIS once you have secured long term accommodation. Remember—you can't apply for a Social Security Card until two business days after registering for SEVIS, so the sooner you register, the sooner you can apply for your Social Security Number! There are three easy ways to register with SEVIS:

- Online at www.mysevis.com
- By email at contact@ciee.org
- By phone at 1.888.268.6245

For more information on SEVIS, please consult the Participant Handbook or visit the CIEE program website at www.ciee.org/intern.

Social Security: The Social Security Administration recommends that you wait at least 10 business days after entering the country (and at least two business days after registering for SEVIS) before applying for your Social Security Number. To locate your nearest Social Security Office, please go to: www.ssa.gov/locator.

Evaluations: Remember to complete all online program evaluations as required by CIEE and your university.



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Why do I have to register with SEVIS?

SEVIS is the system implemented by the U.S. Government to register participants on all international exchange programs while in the U.S. If you do not comply with SEVIS rules your sponsorship may be revoked and you will have to return to Ireland. No one wants this to happen, so make sure to register as soon as you arrive!

I previously went to the U.S. on a J-1 visa. Can I still use that Social Security Number/Card?

Yes! If for some reason you no longer have the card or number you should call into your local Social Security Office with your passport to request that a new card be sent to you.

How long will it take to obtain my Social Security Card?

It may take as long as four to six weeks to obtain your card. Take a look in your CIEE handbook for details on the application process and what to do if you have any issues obtaining your Social Security Number.

I need to seek emergency treatment. How does this work with my CIEE health insurance policy?

When possible, all emergency medical assistance should be coordinated through CIEE. In the event of an emergency, contact CIEE 24 hours/day at 1.888.268.6245. CIEE will help you locate your nearest in-network hospital to help keep costs down.

I need to go to the doctor. Which doctor should I go to?

To maximize savings, you should always choose an in-network doctor (part of the Preferred Provider Organization Network through Aetna). You can easily locate an in-network doctor by:

- Calling CIEE at 1.888.268.6245
- Going to www.ciee.org/insurance

I went to an in-network doctor and they asked me to pay a copay. What is a copay?

In the U.S., it is normal for patients to pay a small portion of money for their medical expenses out of their own pockets. As long as you have your insurance card with you, a visit to an in-network doctor/emergency room should only cost \$50. If you are admitted into an emergency room, your copay will be \$100.

I failed my exams. Can I claim this on CIEE insurance?

No. You will have to pay for all expenses related to your exam failure.

I need to return home/travel outside of the U.S. during my program. Do I need to do anything in order to do this?

You will need to have your DS-2019 signed by CIEE, so make sure to allow plenty of time to send your form back to Portland, Maine! Contact CIEE Customer Service for further details.

Can I obtain a driver's license while on this program?

Look into the individual requirements of the state you are going to before committing yourself to getting a license. It is perfectly legal to obtain a driver's license while on this program, but it's important to consider the financial costs involved. If you are thinking about buying a car make sure you also look into registration and insurance costs!

Can I hold a second job while in the U.S. on my internship program?

No, you are only authorised to train with your designated Host Organization while in the U.S. Any employment outside of this is illegal and can lead to deportation or difficulty with future travel to the U.S.

How do I claim my taxes?

The tax year in the U.S. runs with the calendar year, so you will not be able to claim your taxes until the year following your program. You can claim your taxes through a company such as www.taxback.com; however, U.S. federal taxes are fairly easy to file on your own. You can go to www.irs.gov and download the 1040 NR EZ once you have received your W-2 form from your employer. **Don't forget to give your Host Organization your Ireland address so that your W-2 is returned on time and not lost in the mail!**