

GUIDE TO MIT AND VISA INFORMATION

for International Scholars and their Families

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WELCOME TO MIT AND CAMBRIDGE

This booklet is to provide you with information about offices and services at MIT and to explain some of the United States government regulations which will affect you during your stay at MIT. Read it now to get an overview of MIT services and save it for use as a resource guide later. At the International Scholars Office (ISchO) we hope that many of your questions will be answered by reading this guide, and that you will soon adjust to life at MIT and in the United States. More information is available on our website: web.mit.edu/scholars.

Please contact us if you have questions or problems during your stay at MIT. We are primarily responsible for taking care of immigration-related needs but would be happy to assist you in other areas or refer you to someone who can.

Penny Rosser

Director, International Scholars Office

Vivian Ruiz

Assistant Director

Amanda Doran

Advisor to International Scholars

Fumiko Futai

Advisor to International Scholars

Makiko Wada

Advisor to International Scholars

Anna Smith

Assistant Advisor to International Scholars

Natalie Wood

J-1 Program Administrator

Hours: 9:00 am to 3:00 pm, Monday – Friday

Room: [E18-209](#), Entrance at 50 Ames Street (Building E19)

(Handicap/stroller access at 40 Ames Street ([Building E17](#)))


Telephone: 617-253-2851


Fax: 617-253-6624

E-mail: ischo@mit.edu

ISchO Website: web.mit.edu/scholars

The following abbreviations are used:

 **Addresses** – An MIT address written as “E32-123” means the office is in Building E32 in Room 123. This office is on the first (ground) floor as indicated by the first digit in the room number, in this case 1 (whereis.mit.edu).

 **Telephone Numbers** – An MIT phone number such as 617-253-1493, 617-258-1556, or 617-452-1234 may be written as 3-1493, 8-1556, or 2-1234. While on campus using a campus telephone, it is not necessary to dial 617-25; dial only the 3, 8, or 2 followed by the 4 digits of the office extension. “Tel” is the abbreviation for telephone number. “x” or “ext.” is the abbreviation for extension. All calls within eastern Massachusetts require an area code. Therefore, if you are calling MIT from outside the Institute you must add 617 (or 1-617 if calling from outside the Boston area).

MIT SERVICES AND GENERAL INFORMATION

Adjusting to MIT and U.S. Culture

ISchO's Experience American Culture pages

web.mit.edu/scholars/americanculture/index.html

Book List – Making the Transition to Living in the U.S.

web.mit.edu/scholars/pdfs/booklist.pdf

Meeting People at and around MIT

web.mit.edu/scholars/pdfs/meetingpeople.pdf

Tips for Adjusting to Life @ MIT and Boston

web.mit.edu/scholars/pdfs/AdjustmentTips.pdf

Newcomer's Almanac: A Newsletter for Newcomers to the United States


web.mit.edu/scholars/news/index.html#almanac

Newcomers' Guide

spouses.mit.edu/resources

Athletics (Sports)

 Buildings W35, W32, W33, W34, and 57

 617-452-3690

daper.mit.edu

The athletic facilities at MIT are available to faculty, staff, students and alumni. The Zesiger Sports and Fitness Center (Z-Center) in W35, the du Pont Athletic Center in W32, Rockwell Cage in W33, and the Alumni Pool/Wang Fitness Center in Building 57 offer many athletic facilities to the MIT community such as cardiovascular equipment, free weights, dance programs, swimming, exercise classes, squash courts, and recreational basketball, volleyball, and badminton. The Johnson Athletic Center in W34 has an ice rink that is open from mid-October to mid-March.

If you would like to use the athletic facilities at MIT, you may apply for an athletic card at the main desk in the Zesiger Center (W35). Present your official MIT identification card. Details about costs and types of memberships are available at www.mitrecsports.com/join/memberships. Note that there are also temporary pass options.

Campus Restaurants and Cafeterias

dining.mit.edu

Check for any updates and days/hours of operation.

Koch Café – Building 76

Bosworth's – Lobby 7

Café 4 – Building 4, 1st floor (off the Infinite Corridor)

Steam Café – Building 7, 4th floor

100 Main Marketplace – Building E62

Stata Center – Building 32:

Forbes Family Café & Starbucks – 1st floor

Faculty Dining – 4th floor; open to MIT faculty members
The R&D Pub – 4th floor



Stratton Student Center – Building W20:

Anna’s Taqueria – 1st floor
Dunkin’ Donuts & Cambridge Grill – 1st floor
LaVerde’s Market – 1st floor
Lobdell Food Court – 2nd floor
Shawarma Shack
Shinkansen Japan
Subway
Cafe Spice - Indian favorites

Child Care (See also MIT Work-Life Center, page 9)

childcare.mit.edu Technology Children’s Centers (MIT on campus daycare for MIT community)
hrweb.mit.edu/worklife/child-care-parenting
spouses.mit.edu/resources/parenting



Computer User (“Kerberos”) Accounts

 **IS&T Walk-in Help, Atlas Service Center, E17-106**
 **617-253-1325**
E: accounts@mit.edu
ist.mit.edu/accounts

9:00 am to 5:00 pm, Monday to Friday (or call for an appointment)

An MIT identification number is required to open a computer “user account” to use MIT computers or “Athena,” MIT’s main server to the Internet. Once you have an MIT ID you can go to the website listed above or office listed above or register at one of the Athena clusters of computers on campus. This office also provides information regarding computer services at MIT. For more information on getting connected to MIT’s network and the Internet, go to ist.mit.edu/mitnet?category=10.

Coop (MIT Bookstore)

 **3 Cambridge Center, Kendall Square**
W20, Stratton Student Center
 **617-499-3200**
store.thecoop.com

9:30 am to 6:30 pm, Monday – Friday; 10:00 am to 6:00 pm, Saturday

The MIT Coop is a large bookstore and department store in Kendall Square. You may purchase textbooks, small appliances, clothing, and school, office, and dorm supplies. You may become a Coop member, but it is not necessary to be a member in order to shop at the Coop. Coop members may receive 10% off of each purchase. An application for a Coop membership card may be obtained from a cashier in the Coop for \$1 with an MIT identification card, or online at hstore.thecoop.com/coopstore/estore_membership.jsp. Membership is valid for 1 year. There is a smaller branch of the MIT Coop located in the Stratton Student Center and a large Harvard Coop branch located in Harvard Square.

Counseling and Personal Assistance

MyLife Services

☎ 844-405-5433 (TTY 866-892-7162)

hrweb.mit.edu/worklife/mitmylifeservices

MyLife Services is available to MIT employees, postdoctoral associates and postdoctoral fellows, and their family members. This is a free, confidential MIT benefit. One call puts you in touch with a network of experts who can provide counseling, work-life consultations, and referrals. For more information, read the overview and enter the MyLife Services website, or call 24 hours a day. This benefit includes short-term emotional and mental health services, consultations about how to help someone in distress, and support before, during, and after a disruptive event. Among other services, you may have up to five consultations with a mental health professional, per family member, per issue or concern, with no out-of-pocket cost. (If you to continue seeing a mental health professional for this concern, you may use your health insurance coverage and copayments may be required.)

Visitors (visiting professors, visiting scholars, visiting scientists, etc.) enrolled in the MIT Affiliate Health Plan may receive assistance by contacting Faith Bennett, Referral Coordinator at the MIT Mental Health & Counseling Service, at 617-253-2916 who will help with finding a participating clinician in the insurance network.

Driver's License

web.mit.edu/scholars/intlscholars/general/driving.html

See our website (above) for information about:

Buying a Car

Registry of Motor Vehicles (RMV) Addresses

Learner's Permits and Driver's Licenses

Renting a Car

Massachusetts Driver's Licenses

Employee Resource Groups (ERGs)

Employee Resource Groups (ERGs) are employee-led groups formed around common interests, issues and/or a common bond or background. ERG members create a positive work environment at MIT by actively contributing to the Institute's mission, values and efforts, such as recruitment and retention. All of MIT's ERGs are open to any employee. For a list of the current ERGs and to join their mailing lists go to: hrweb.mit.edu/diversity/ergs/current.

English as a Second Language (ESL) and Other Language Resources


MIT has numerous resources, listed below, for learning or improving English and other language skills. For information on ESL courses at local universities and language schools, check the MIT Spouses & Partners Connect website at spouses.mit.edu/resources/english.


English Evaluation Test (EET)

mitgsl.mit.edu/academics-courses/english-evaluation-test-eet

This exam is given to new international graduate students before the beginning of each semester. Results of the exam may provide students and their advisors with recommendations for specific ESL courses. **Visiting scientists and scholars are welcome to take the EET** to determine their strengths and weaknesses in English. Restrictions apply according to space availability. For more information, check the website listed above.

Global Studies and Languages

 14N-305

 617-253-4771

<http://mitgsl.mit.edu/academics/english-language-studies-els>


This website provides information on English Language Studies at MIT.


Language Conversation Exchange

lce.scripts.mit.edu/about.php

Practice English and make new friends. This program, sponsored by Community Wellness at MIT Medical, provides a relaxed, informal way for members of the MIT community to practice a foreign language with a native speaker.


MIT Women's League English Conversation Class


 10-342

 617-253-3656

web.mit.edu/womensleague/events/class.html

Writing and Communication Center

 E18-233

 617-253-3090

cmsw.mit.edu/writing-and-communication-center

The Writing and Communication Center, part of Comparative Media Studies | Writing, offers free individual consultation about any writing situation or problem. Members of the MIT community may visit the Center during any stage of the writing process or for guidance on oral presentation. The Center provides specialized help to those for whom English is a second language. There is also an online tutor service on the website. Call for appointments.

Health Insurance and MIT Medical

web.mit.edu/scholars/intlscholars/index.html#health

See our website (above) for details on the following:


Health Insurance Requirements for J-1 Exchange Visitors

Health Plan Choices for MIT Employees

MIT Affiliate Health Plan

MIT Medical

 E23

 617-253-4481

medical.mit.edu/about/

All visits to MIT Medical are by appointment except in emergencies. Regular hours in most areas are from 8:30 am to 5:00 pm, except for holidays. The pharmacy is open from 8:30 am to 7:00 pm, Monday through Thursday and from 8:30 am to 5:30 pm on Fridays. Consult the website listed above for information on services and eligibility. **Urgent Care walk-in hours: 7:00 am to 11:00 pm every day.** Telephone the Urgent Care line at 617-253-4481 day or night for advice. Urgent care services are available to all MIT students, benefits-eligible employees, and retirees. Family members covered by any MIT-sponsored health plan are also eligible to use the Urgent Care Service. (For **emergencies**, Dial 100 on an MIT telephone, 617-253-1212 from outside MIT, or use an outdoor blue emergency telephone.)

Holidays


<http://web.mit.edu/holidays.html> – Provides a list of the holidays when MIT is closed

www.usholidaysonline.com – Lists national holidays

Housing

MIT Off-Campus Housing Service

 W59-200

 617-253-1493

<http://studentlife.mit.edu/housing/offcampus-housing>


9:00 am to 5:00 pm, Monday – Friday

Also, see the ISchO website web.mit.edu/scholars/intlscholars/preparation/col.html#housing for our advice on locating housing, leases, housing costs, other expenses, and roommates.

Identification Cards (MIT and Massachusetts State IDs)

MIT ID, MIT Card Office

 Atlas Service Center, E17-106

 617-253-3475

<https://idcard.mit.edu/>

8:30 am to 4:30 pm, Monday – Friday

An **official** MIT ID (with a photograph and number) will be issued to **appointed scholars**. This card may be used whenever it is necessary to prove affiliation with MIT or identity, and to be admitted to various MIT events. It is also used as an MIT library card. To obtain an official MIT Photo ID Card, call the MIT Card Office to find out whether or not they have received notification of your appointment from your department, laboratory, or center. If they have, bring your passport to the Card Office and request a card.

Spouses and partners may obtain MIT photo ID cards from the MIT Card Office. Each spouse or partner must provide the scholar's MIT ID number, legal proof of relationship (for example, marriage certificate, joint checking account listing both names, or current utility bill listing both names), and a picture identification such as a passport. Please visit web.mit.edu/securityops/card/get/spouse/index.html to fill out the form. You will be notified by email when your application has been processed.

Massachusetts State Identification Card

web.mit.edu/scholars/intlscholars/general/driving.html#id

See our website (listed above) for information on obtaining a Massachusetts ID card. People without a driver's license will find a Massachusetts ID Card (or Massachusetts Liquor ID) extremely useful. Identification is required for many common transactions. It is also required to purchase wine, beer, or alcohol, or to enter bars or nightclubs serving alcohol (the minimum age is 21). While a passport can typically be used, it can easily be lost or stolen. It is possible to obtain a Massachusetts ID or Massachusetts Liquor ID (**not valid for driving purposes**) from the Registry of Motor Vehicles (RMV). Although it is not a driver's license, the Massachusetts ID/Massachusetts Liquor ID is recognized as a valid form of photo identification. **Visitors in B-1/B-2 or WB/WT status are not eligible for a Massachusetts ID.**

International, Ethnic, and Language Groups on Campus

<http://global.mit.edu/global-campus/student-groups>

MIT has a number of international, ethnic, and language-related student groups which welcome participation by scholars. Please consult the website listed above for the most updated list of clubs and links to their websites.

International Organizations

web.mit.edu/scholars/intlscholars/general/intlorgs.html

There are numerous international organizations and clubs in the Boston area in which you may be interested, including the French Library and Cultural Center, Goethe-Institute, Japan Society of Boston, U.S.-China Peoples Friendship Association, and World Boston. Consult our website listed above for details.

Lesbian, Bisexual, Gay, and Transgender Resources at MIT

<https://lbgtq.mit.edu/>

MIT offers many services, activities, and resources for the LBGT community, including advice and support. Please consult the website listed above for more information.

Library Card


libraries.mit.edu

Your MIT ID Card will serve as your Library Card. Go to the Hayden Library Circulation Desk, Building 14N, 1st floor, in order to activate your library privileges and to obtain a list of MIT libraries. Present your official MIT ID card. The website listed above has more information about MIT library services.

MIT Activities

MITAC (MIT Activities Committee)

 Stata Center Lobby


 617-253-7990

<https://mitac.universitytickets.com/>

11:00 am to 4:00 pm, Tuesday – Friday

MITAC is the MIT Activities Committee, which organizes events and outings open to the MIT community such as day trips, fairs, theater, dance performances, and weekend trips. Prices are generally discounted. MITAC also provides coupons and discounted tickets for movies, museums, the New England Aquarium, ferry rides, and much more. Listings are posted on MITAC's website, where you may also sign up to join MITAC's e-mail list.

Movie Information, Lecture Series Committee


 617-253-3791

lsc.mit.edu

The Lecture Series Committee provides movies and "Fun Lectures" to the MIT community. Check its website for program information or sign up for the mailing list. LSC movies are shown in 10-250 and 26-100. Tickets can be bought at the door. Ask for the "Movie Card" for an extra discount.

MIT Work-Life Center

 NE49-5000

 617-253-1592


E: worklife@mit.edu


hrweb.mit.edu/worklife/

9:00 am to 5:00 pm, Monday – Friday

The MIT Work-Life Center is an excellent source of information, referral, and advice related to parenting, child care, and schools in this area. A wide variety of child care programs exist on-campus and in the metropolitan Boston area, although choice may be limited by price and by available openings. Advance preparation and timing can be important, especially in locating a nursery school, daycare center, or after-school program. Family daycare (child care in licensed private homes) may be more readily available. Many agencies now exist as well for the placement of in-home caregivers. It is difficult to report an average fee because programs vary so much. The MIT Work-Life Center has information on current fees for the various options. The MIT Work-Life Center staff can also assist you with information on schools and enrollment procedures for school age children.

MIT Furniture Exchange

 350 Brookline St., Cambridge

 617-253-4293

web.mit.edu/womensleague/fx/

10:00 am to 4:00 pm, Tuesdays and Thursdays

10:00 am to 1:00 pm on some Saturdays

The MIT Women's League sponsors a used furniture exchange that has bed frames, bookcases, lamps, desks, sewing machines, couches, rugs, chairs, tables, small appliances, etc., all at a reasonable cost. Proceeds from the sale of these items benefit the MIT Women's League Scholarship Fund, a growing endowment that provides annual financial support to undergraduate women at MIT. Check the website or call to obtain further information and to verify the hours.

Money and Banking

web.mit.edu/scholars/intlscholars/preparation/col.html#banking

web.mit.edu/scholars/intlscholars/general/moneybank.html

It is important to safeguard your money during your stay in the United States. Consult our website listed above for details on these topics.

Newspapers

Published at MIT: *The Tech* (student newspaper) in hardcopy version or on-line at tech.mit.edu and MIT news on the web at news.mit.edu.

Local Papers: *The Boston Globe*, *The Boston Herald*, *The Cambridge Chronicle*, *The Tab*, and *The Christian Science Monitor*.



At MIT Libraries: Several foreign language newspapers can be found through the library system.

Harvard University's Widener Library Periodical Room, in Harvard Yard, is open to the public. Current papers are in the main reading room, and back issues are kept in the stacks. You may not check out newspapers.

Out-of-Town News Kiosk, Harvard Square above the 'T' station, sells newspapers and magazines from around the world. Papers are expensive due to airfreight costs.

The Boston Public Library in Copley Square or your town's public library may also have foreign newspapers.

Ombuds Office (Problem Resolution)

 10-213
 617-253-5921
ombud.mit.edu

According to its website, "The MIT Ombuds Office helps people express concerns, resolve disputes, manage conflicts, and learn more productive ways of communicating. The Ombuds Office serves as an independent, confidential, neutral and informal resource to the diverse MIT community—it is a resource for faculty, staff, students and post-docs. It provides a place for every voice at MIT to be heard and to receive impartial attention without fear of loss of privacy." The MIT ombudspeople can listen, offer information about options available, and accept and offer suggestions.

Parking Permits

MIT Parking Permits

 Atlas Service Center, E17-106
 617-258-6510
E: mitparking@mit.edu
web.mit.edu/facilities/transportation/

To park on the MIT Campus, you must have an MIT parking sticker. Parking stickers are very limited. Check with the Administrative Officer in your department, laboratory, or center headquarters. There is a fee. For more information, consult the website, or visit or contact the office.

Cambridge, Somerville, or Boston Resident Parking Permits

To obtain a resident permit parking sticker, you must apply in person at the Traffic and Parking Bureau with proof of your registration and residence in that town or city.



Boston:

 Room 224, Boston City Hall
 617-635-4682
<https://www.boston.gov/departments/parking-clerk/how-get-resident-parking-permit>

Cambridge:

 344 Broadway
 617-349-4700
www.cambridgema.gov/traffic/permits/residentparkingpermit

Somerville:

 133 Holland Street
 617-625-6600 ext. 7900
www.parksomerville.com

Postdoctoral Associate and Postdoctoral Fellow Resources

web.mit.edu/scholars/pdfs/ResourcesforPostdocs.pdf

MIT Postdoctoral Association (PDA)

<https://pda.mit.edu/>

This is an organization run by MIT postdocs, with the support of the Office of the Vice President for Research. Meetings of the Postdoctoral Association are held monthly. The Association provides support, information, social events and practical seminars for postdocs.

Office of the Vice President for Research (VPR)


postdocs.mit.edu

The Office of the Vice President for Research provides central oversight and support for postdoctoral affairs, and works closely with the Postdoctoral Association. The VPR's Postdoc Information site includes helpful information for newly arrived and continuing postdocs, including a link to sign up for the **postdoc listserv** and a schedule of professional development presentations.

Programs for Spouses, Partners, and Women

MIT Spouses & Partners Connect

 E23-323


 617-253-1614


E: spousesandpartners@mit.edu

spouses.mit.edu

MIT Spouses & Partners Connect is a support and self-help group for American and international spouses and partners. It offers a variety of programs and groups to help develop a social network and to make connections with other people and resources in the Boston area. It is helpful in making friends, finding jobs, developing careers, and doing volunteer work. Groups meet for trips to local museums, craft exhibits, book discussions, movies, language conversation exchange, and neighborhood get-togethers. The group also offers a support network for parents and a forum for setting up babysitting exchanges and opportunities for children to play together. You can find MIT Spouses & Partners Connect on Facebook or join their LinkedIn group.

MIT Women's League

 10-441

 617-253-3656

E: wleague@mit.edu

web.mit.edu/womensleague/

9:00 am to 5:00 pm, Monday – Friday

The MIT Women's League, founded in 1913, enriches the lives of women in the MIT community through its programs of activities, interest groups, social events, and volunteer service opportunities. It offers English conversation classes to international wives (see the "English as a Second Language" section for details). Included among the yearly activities are the fall reception for new women, the fall and spring Catherine N. Stratton Lectures, the annual Museum of Fine Arts Boston tour, and the holiday and spring craft fairs. There is also a Women's Lounge next to 10-342.

Resources for Spouses Seeking Work

The International Scholars Office will advise on whether or not an individual is eligible for work authorization. Information on J-2 work authorization is available at web.mit.edu/scholars/intlscholars/visas/j2.html. MIT Spouses & Partners Connect (see section [above](#)) is a helpful resource for job seekers, and generally has a subgroup and written materials which concentrate on this topic. Spouses can also seek the guidance of MIT Career Advising & Professional Development at <https://capd.mit.edu/>.

Public Transportation

web.mit.edu/scholars/intlscholars/general/transportation.html
www.mbtta.com

The public transportation system in the Boston area is called the “T” and includes a system of subways, buses, and trains. Subway and bus stops on the street are indicated by “T” street signs. Reduced fares are available if you use the refillable, plastic “Charlie Card.” The MBTA also operates an extensive commuter rail (train) system to surrounding suburbs; prices vary according to distance traveled. Monthly MBTA passes can be purchased at many subway stations, as well as the MIT Parking and Transportation Office, W20-022, during the last three business days and the first business day of the month. MIT employees are eligible for free or discounted “T” passes. The websites listed above contain more information about this and will also address many travel questions. Additionally, free subway/bus schedules and maps can be found at major subway stations and on buses. Many bookstores also sell subway/bus maps and the book *Car Free in Boston*, which may be helpful to newcomers.

Religious Life at MIT

studentlife.mit.edu/rl

MIT has a Chaplain to the Institute, Board of Chaplains, and student religious groups, many of which work with individual chaplains. The MIT Board of Chaplains (members of the clergy), representing various religious groups, are available to members of the MIT community for general conversation, counseling, and program development. Many of the religious groups represented by the chaplains meet weekly for worship, prayer, or study. In addition to contact information for the chaplains, MIT has many student religious groups listed on the religious life website. Below is a list of the current members of MIT’s Board of Chaplains, alphabetically.

Special Advisor, LGBTQ+ Issues	The Leadership Connection
Addir Fellows MIT Interfaith Dialogue	Lutheran
Asian Baptist Student Koinonia	Muslim
Baha’i	Reformed University Fellowship
Baptist	Seventh-day Adventist
Blue Ocean Faith	United Methodist
Buddhist	Zoroastrian
Catholic (Roman)	
Cru	
Church of Jesus Christ Latter Day Saints	
Episcopal	
Hindu	
Humanist	
InterVarsity Christian Fellowship	
Jewish	

Safety and Security

See the International Scholars Office's "Safety" page: web.mit.edu/scholars/intlscholars/general/safety.html.

Campus Police

🏠 301 Vassar St., Building W89

☎ 617-253-1212 or dial 100 from any campus phone

police.mit.edu

Emergencies: Dial 100 on an MIT telephone, 617-253-1212 from outside MIT, or use an outdoor blue emergency telephone.

The Campus Police are on campus to protect and help the MIT community 24 hours a day, 7 days a week. The Campus Police are professional police and have emergency medical training. Services include: crime prevention education, crime investigation, criminal apprehension, medical emergency response, accident and fire response, investigation of suspicious persons, traffic control, lost and found, and registration of bikes and laptop computers. For regular business calls, information, or a medical or personal safety escort, call 617-253-2996. The Campus Police offer over 70 publications on topics such as personal safety, drug and alcohol education, consumer protection, home security, and property protection. Call the Crime Prevention Unit at 617-253-9755 for a list of current publications.

Saferide

☎ 617-258-6510

E: mitparking@mit.edu

web.mit.edu/facilities/transportation/shuttles/safe_ride.html

Saferide is a free MIT shuttle service that provides transportation all over the campus, including stops at Massachusetts Avenue and the Kendall Square T station. It also has routes that service both Cambridge and Boston-based living groups. Saferide runs from 6:00 pm to 2:30 am, Sunday – Wednesday, and 6:00 pm to 3:30 am, Thursday – Saturday. For schedule information and route maps, consult the website.

Social Security Number

web.mit.edu/scholars/intlscholars/taxes/tin.html

A Social Security number (SSN) is a taxpayer identification number issued by the Social Security Administration. Individuals who are paid in the U.S. must have a SSN to file an income tax return. Individuals who are not paid in the U.S. but who are in a visa status that permits certain types of employment (e.g. J-1, F-1, J-2 with EAD) are advised to obtain a SSN. Please report your SSN to the MIT HR/Payroll Service Center as soon as you receive it. Log into Atlas or go in person to building NE49-5000 (the 600 Technology Square Building on Main Street). **Consult the website listed above for more information on the SSN application process. Note to new J-1 scholars: you must check in with the ISchO before you apply for a SSN.**

Social Security Administration Offices (open 9 am to 4 pm on Monday, Tuesday, Thursday, Friday; 9 am to 12 pm on Wednesday):

- 10 Fawcett Street, 1st floor, Cambridge, MA 02138-1171
- Federal Office Building, 10 Causeway Street, Boston, MA 02222

Stratton Student Center

Building W20

Open 24 hours a day. Hours for shops/services vary.

This building contains several shops and services including cafeterias, a U.S. Post Office, a dry cleaner, a barber shop, the Coop, an optical shop, a grocery store, an Athena (computer) cluster, Bank of America, and MIT Federal Credit Union (MITFCU). The Stratton Student Center Reading Room on the 5th floor is a quiet place to read and study, open 24 hours.

Tax Information

web.mit.edu/scholars/intlscholars/taxes/index.html

Consult our website listed above for details on the following:

Social Security and Individual Taxpayer Identification Numbers

Tax Information

Tax Publications and Resources

Thomson Reuters Foreign National Tax Resource (FNTR) [includes tax preparation software]

Telephone Service

web.mit.edu/scholars/intlscholars/general/telephone.html

Consult our website listed above for details on getting phones and calling plans.

VISAS, TRAVEL, AND MAINTAINING AND EXTENDING YOUR STATUS

This section provides a brief summary of immigration-related information. It is not meant as a replacement for personal advice by an immigration advisor. Please note that immigration regulations are complex and do change. For detailed visa-related information and advice, please call or visit the International Scholars Office (ISchO).

Visa Questions

We are available to discuss many aspects of your immigration status during your stay at MIT, including:

- Travel outside the United States while at MIT
- Staying longer than your current nonimmigrant status permits
- Changing visa type or category
- Transferring to another institution
- Working for another employer while still employed at MIT
- Applying for a waiver of the J-1 two-year home residence requirement
- Applying for J-2 work permission
- Applying for permanent residence via permanent employment at MIT

Types of Visas, Basic Nonimmigrant Documents, and Permission to Work

web.mit.edu/scholars/intlscholars/visas/visasdocswk.html

It is important for you to understand your visa status and visa-related documents. Please see our website listed above for a full explanation. Please also see our website for a brief list of who can work and in which visa status.

Maintaining Your Status

It is important for you to maintain valid visa status while in the United States and at MIT. Please contact the International Scholars Office (ISchO) if you have any questions or concerns. We can guide you and help ensure your compliance with regulations. Please do your part to make sure the ISchO always has the most accurate, up-to-date information about you, and inform the ISchO of the following:

- Change of home address (see details at web.mit.edu/scholars/intlscholars/visas/AR11.html)
- Plans to travel outside the United States. Always check with the ISchO several weeks before traveling outside the United States to make sure you have all necessary documents and signatures. Also consult the latest **ISchO Travel Advisory**, web.mit.edu/scholars/intlscholars/travel/advisory.html.
- Change of MIT department, lab or center
- Change in work location or additional work location
- Change in funding (source and/or amount)
- Change of appointment percentage or title
- Early departure from MIT/Termination of MIT appointment
- Leave of absence (please inform the ISchO **before** the leave)
- Leaving the U.S. for an extended period of time

Always pursue your teaching and/or research activities. Do not engage in unauthorized work or other activities not authorized under your nonimmigrant visa program. If you are not sure if an activity would be permitted, check with the ISchO. See web.mit.edu/scholars/intlscholars/visas/message2.html for details and information specific to scholars in J, H and TN status.

Changing Your Local U.S. Address

U.S. Citizenship and Immigration Services (USCIS) regulations require notification within 10 days of any change. See details at web.mit.edu/scholars/intlscholars/visas/AR11.html. **If you change your local U.S. address:**

1. Notify the ISchO within 10 days so we can update our records and, if applicable, your SEVIS record.
2. Notify MIT of your change of address via the Self-Service tab in Atlas at atlas.mit.edu.
3. Notify the U.S. Citizenship and Immigration Services (USCIS) by submitting **Form AR-11** within 10 days of your address change. See complete instructions on the ISchO website: web.mit.edu/scholars/intlscholars/visas/AR11.html. **Individuals in F-1 and J-1 status do not complete these forms, but rather inform the visa sponsor (your international office) of a new address.** The visa sponsor then submits the change of address information to SEVIS, the Student and Exchange Visitor Information System (government database).

SEVIS (The Student and Exchange Visitor Information System)

web.mit.edu/scholars/intlscholars/visas/sevis.html

For all J-1 visitors sponsored by MIT and their J-2 dependents, MIT is legally required to go through SEVIS, an electronic system. MIT and individuals in J and F status have important reporting obligations under this system and the related federal regulations. For details, consult our website.

Extending your Stay, Changing Status, and Future MIT Appointments

web.mit.edu/scholars/intlscholars/visas/extchg.html

Some scholars may extend their permission to stay and to work and/or be appointed at MIT. You are permitted to remain in the United States until the end date shown on your visa document (such as the Form DS-2019 or I-797), on the Form I-94 and/or entry stamp on passport. The expiration date of your visa stamp is **not** relevant in this respect. If you hope to stay at MIT longer, or plan to return to MIT or elsewhere for a future appointment, consult the website listed above.

Travel and Re-entry to the United States

web.mit.edu/scholars/intlscholars/travel/index.html

Consult detailed guidance at the website listed above. If you plan to travel outside the United States, you should first come to the International Scholars Office, Room E38-219, **at least 2-3 weeks before you travel**. At that time we can make sure that you have all the necessary documents and signatures to travel. Some scholars may need to renew their visas before returning to the United States.

We will need to check the validity of your passport, your visa stamp, and your most current visa eligibility document (e.g. Form DS-2019). Please bring these things with you when you come to our office.

Be sure to read our latest **Travel Advisory** before your trip for important guidance:

web.mit.edu/scholars/intlscholars/travel/advisory.html

Consulates

web.mit.edu/scholars/intlscholars/visas/consulates.html

To access listings of foreign consulates located in the U.S., see our website listed above. If you are unable to find a desired listing, you could do a web search (enter Consulate, the country, and Boston or other city).