

The Research Institute



2016 RITA Welcome Booklet



**NATIONWIDE
CHILDREN'S**
When your child needs a hospital, everything matters.SM

Welcome To Buckeye Country!

RITA is the **R**esearch **I**nstitute's **T**rainee **A**ssociation at Nationwide Children's Hospital (NCH). Our members are here to assist you during your stay in Columbus, Ohio. During check-in and orientation, we will review multiple policies and procedures, including your immigration documents. We will also share information about the NCH campus and the city of Columbus. We wish you much success while here at Nationwide Children's Hospital.

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Contact Information at NCH and OSU:

Nationwide Children's Hospital:

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- Patrick Kennedy, Senior Consultant-Employment, Human Resources:
Patrick.Kennedy@NationwideChildrens.org
- Heather Younkin, Senior Benefits & HRIS Analyst, Compensation & Benefits:
Heather.Younkin@nationwidechildrens.org
- Sara Marchionda, Research Education & Development Specialist, RITA Team:
Sara.Marchionda@NationwideChildrens.org

The Ohio State University, Scholar Team Advisors:

- Rosemarie Jackson: **jackson.1797@osu.edu**
- Shauna Sergent: **sergent.22@osu.edu**
- Ryan Walker: **walker.863@osu.edu**

Appointments: 1-4PM Monday-Thursday – schedule through oia.osu.edu | Email: **iss@oia.osu.edu**

This welcome booklet was created based on the the J-1 Scholar Check-in & Orientation from the Office of International Affairs at OSU. This version was generated by Nicolas Wein, Kenneth Brockman, Arielle Sheftall, Anirudh Singh, Vicky Lehmann, Kristin Heller, Shibi Likhite, Shibi and Samantha King.

Before Arrival

- Make sure you have a valid passport or form of identification (e.g., driver's license).
- For those born in the U.S., make sure you have your social security card with you as it will be needed for employment.
- If you have any documentation of vaccinations, please bring them with you.

Work Visa Information

- Discuss with your supervisor/ mentor which type of visa you want to apply for. Usually, post docs will get a J1 or H1b visa. Generally, both types of visas are comparable, but some restrictions apply. However, rules and regulations may be subject to change, so please check online or with NCH (e.g.: <http://travel.state.gov/content/visas/english/employment/temporary.html#overview>)
- The visa process will be initiated by Nationwide Children's Hospital: Jaclyn Rohaly (Jaclyn.Rohaly@NationwideChildrens.org) will be in contact and request documents she may need.
- This process can take several months. Please ignore information about maximum number of issued visas or application deadlines for H1b, since they do not apply for institutes of higher education.

H-1B

The H -1 B temporary worker classification is designated by U.S. Citizenship and Immigration Services for non-U.S. workers in specialty occupations - those which require a theoretical and practical application of a body of highly specialized knowledge to fully perform the occupation, and a bachelor's or higher degree in a specific specialty as a minimum for entry into the occupation in the U.S.

- **Length of Status:** The maximum time permitted in H-1B status is six years, which is not reduced by any prior periods of stay in any H classification, including H-4 dependent status. A maximum of three years may be requested at one time.

- **Maintaining Status:** Employees holding H-1B status must maintain employment as described in the H-1 B petition. Termination of employment ends H-1 B status. There is no grace period for H-1 B status holders. Any change in the terms of employment (reduction in salary, change in title or hours, new employer, etc.) requires the filing of a new H-1B petition.

- **Travel:** H-1 B employees who travel must borrow the original H-1B approval notice from The Research Institute's Paralegal - Immigration Specialist. The employee should present to a U.S. consulate (if a new visa stamp is needed in the passport) and to the officer at the port of entry, the original H -1 B approval notice, a copy of the packet which was filed to obtain the H-1B, and a letter from the employing department indicating that the person is still employed at The Research Institute according to the terms of the H-1 B. Traveling while an H -1 B Petition is pending at USCIS may negatively affect the processing of the petition.

- **Address Reporting Requirement:** USCIS requires all H-1 B status holders to notify them of any address change by submitting Form AR-11.

- **H-1B Extensions:** The Paralegal - Immigration Specialist can file H-1B extension paperwork within six months prior to the expiration of the current period of H-1B status. The Research Institute recommends filing no later than three months before expiration.

- **Processing H-1Bs:** It takes 3-4 months to obtain approval of an original H-1B petition unless the Principal Investigator or Applicant chooses to pay an additional \$1,225 for premium processing (optional). A petition for H-1B classification for an International employee is filed with USCIS by The Research Institute through the Paralegal – Immigration Specialist. There is a \$325 application fee and a \$500 fraud fee.

- **J-1:** J-1 status is granted to an individual having a residence in a foreign country which he/she has no intention of abandoning and who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or a leader in a field of specialized knowledge or skill, or other person of similar description.

- **Length of Status:** Research Scholars: Minimum 3 weeks with a maximum stay of 5 years. The five year period is not an aggregate of five years. It is a continuous five-year period given to a scholar on a “use or lose” basis. In order to take advantage of the full five-year period, J-1 Research Scholars and/or Professors must have a continuous academic appointment, at a J-1 Program Sponsor in the United States. They must maintain J-1 immigration status, and they must have a continuous J-1 immigration record in SEVIS (Student and Exchange Visitor Information System), an academic tracking system, which is maintained by the scholar’s home institution.

- **Change from a J-1 VISA to an H-1B:**
 - If in J-1 status, a copy of each form DS-2019 issued.
 - A final waiver approval notice from USCIS or the letter of recommendation for a waiver from the U.S. Department of State, of any two-year home residency requirements must be submitted.
 - Before a J-1 Exchange Visitor can change status he/she may be subject to the two year foreign residence requirement of the Immigration and Nationality

Act. The Act states that the J -1 Exchange Visitor must return to their home country for two years. If the J -1 Exchange Visitor who is subject to but does not wish to comply with the two year foreign residence requirement, may apply for a waiver. The J -1 Exchange Visitor must complete the online Department of State Form DS-3035, J-1 Visa Waiver recommendation Application. (The processing fee is \$215, plus an additional \$297 OSU processing fee.)

- At the conclusion of the review process, the Waiver Review Division will forward its recommendation directly to the United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security. The J -1 Exchange Visitor will receive a copy of that recommendation. USCIS has the responsibility for making the final determination on the waiver request.

- **Processing a J-1:** The Paralegal - Immigration Specialist works closely with the Office of International Affairs (OIA) at The Ohio State University through the process e-Scholar.

Do You Intend to Hire an International Employee?

International employees are welcomed and valued for the diversity and expertise they bring to The Research Institute. To ensure a mutually productive and valuable experience, Legal Services at Nationwide Children's Hospital helps principal investigators facilitate key procedures related to international staff employment.

Procedures and regulations are outlined for the following categories of employment:

- H-1B Temporary Worker Status
- J-1 Scholars
- F-1 Optional Practical Training
- F-1 Curricular Practical Training

Additional information is available by contacting:

Jaclyn Rohaly

Legal Services

Paralegal - Immigration Specialist

(614) 722-8485

Jaclyn.Rohaly@NationwideChildrens.org

International Employee Hiring Procedures

Research Associates, Research Scientists

H-1B: Temporary Worker Status Definition

The H-1B temporary worker classification is designated by U.S. Citizenship and Immigration Services for non-U.S. workers in specialty occupations — those which require a theoretical and practical application of a body of highly specialized knowledge to fully perform the occupation, and a bachelor's or higher degree in a specific specialty as a minimum for entry into the occupation in the U.S.

Length of Status

The maximum time permitted in H-1B status is six years, which is not reduced by any prior periods of stay in any H classification, including H-4 dependent status. A maximum of three years may be requested at one time.

Maintaining Status

Employees holding H-1B status must maintain employment as described in the H-1B petition. Termination of employment ends H-1B status. There is no grace period for H-1B status holders. Any change in the terms of employment (reduction in salary, change in title or hours, new employer, etc.) requires the filing of a new H-1B petition.

Travel

H-1B employees who travel must borrow the original H-1B approval notice from The Research Institute's Paralegal

- Immigration Specialist. The employee should present to a U.S. consulate (if a new visa stamp is needed in the passport) and to the officer at the port of entry, the original H-1B approval notice, a copy of the packet which was filed to obtain the H-1B, and a letter from the employing department indicating that the person is still employed at The Research Institute according to the terms of the H-1B. Traveling while an H-1B Petition is pending at USCIS may negatively affect the processing of the petition.

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USCIS requires all H-1B status holders to notify them of any address change by submitting Form AR-11.

H-1B Extensions:

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Processing H-1Bs

It takes 3-4 months to obtain approval of an original H-1B petition unless the Principal Investigator or Applicant chooses to pay an additional \$1,225 for USCIS premium processing (optional). A petition for H-1B classification for an International employee is filed with USCIS by The Research Institute through the Paralegal - Immigration Specialist. There is a \$325 application fee and a \$500 fraud fee.

Post-Doctoral Fellows, Research Assistants

J-1 Scholars Definition

J-1 status is granted to an individual having a residence in a foreign country which he/she has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or a leader in a field of specialized knowledge or skill, or other person of similar description.

Length of Status

Research Scholars: Minimum 3 weeks with maximum duration of stay 5 years. The five-year period is not an aggregate of five years. It is a continuous five-year period given to a scholar on a “use or lose” basis. In order to take advantage of the full five-year period, J-1 Research Scholars and/or Professors must have a continuous academic appointment, at a J-1 Program Sponsor in the United States. They must maintain J-1 immigration status, and they must have a continuous J-1 immigration record in SEVIS (Student and Exchange Visitor Information System), an academic tracking system, which is maintained by the scholar’s home institution.

Change from a J-1 VISA to an H-1B:

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Before a J-1 Exchange Visitor can change status he/she may be subject to the two year foreign residence requirement of the Immigration and Nationality Act. The Act states that the J-1 Exchange Visitor must return to their home country for two years. If the J-1 Exchange Visitor who is subject to but does not wish to comply with the two year foreign residence requirement, may apply for a waiver. The J-1 Exchange Visitor must complete the online Department of State Form DS-3035, J-1 Visa Waiver recommendation Application. (The processing fee is \$215, plus a \$297 OSU processing fee)

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Processing J-1s:

The Paralegal - Immigration Specialist works closely with the Office of International Affairs (OIA) at The Ohio State University through the process e-Scholar.

Post Arrival Checklist

#1 Social Security Number (SSN)

Those born outside of the U.S. must apply for a social security number (SSN) as soon as arriving in Columbus. Required paperwork must be completed beforehand. Visit <http://www.ssa.gov/ssnumber/> and contact Patrick Kennedy for assistance (**Patrick.Kennedy@NationwideChildrens.org**).

There are also two locations in Columbus where you can initiate the process of receiving your SSN:

- 401 N Front St. #400 (888) 397-6870
- 200 N High St. (800) 772-1213

The SN card will be mailed to you (usually within one week).

#2 Drug Test and Security Check

Human Resources (HR) will schedule a drug test (at Employee Health; also bring you vaccination documentation) and a security/background check at HR. You will not be able to start working until both the items are completed and cleared.

#3 Orientation at Nationwide Children's Hospital

You will start with a full employee orientation day at Nationwide Children's Hospital (NCH). HR will schedule this day for you. Important issues that will be discussed include:

1. Computer/Email Access
2. Health Insurance
3. Payroll and taxes
4. Parking at NCH

#4 Orientation at The Research Institute

Apart from the general orientation at NCH, an orientation specific to The Research Institute will be scheduled for you.

#5 Taxes – For International Scholars Only

If you are paid by NCH, you will receive an email about registering for GLACIER, a system that ensures the proper amount of tax is taken from your payments. A GLACIER account will also give you access to GLACIER Tax Prep to help you complete the appropriate tax forms. If you do not get registration information within two weeks after your start date, send an email to taxoffice@hr.osu.edu (also visit oia.osu.edu/taxes-and-social-security.html for more information about tax requirements).

#6 Ohio Driver's License

The BMV issues licenses. Depending on your country of origin you may be required to take the theoretical and/or practical test.

Check with the BMV for requirements, locations, and office hours (visit: www.ohiobm.com; or <http://mydriverlicenses.org/new-driver-license/ohio.html>)

Make sure to bring:

1. Your visa paperwork (if applicable)
2. SSN and old driver's license if you had one
3. Proof of housing
4. A letter from NCH for international post docs to prove you are an employee of NCH

#7 Ride COTA (see page 26 for more details)

If you do not want to drive, you can use the public bus system called Central Ohio Transit Authority (COTA). If you will use the bus system frequently, you may save money by buying a daily, weekly or monthly bus pass (single trips cost \$2 and make sure to bring the exact amount). You will not get any change back. COTA buses only accept cash. If you need to change buses, ask for a transfer as you pay.

COTA also operates CBus, a bus free of charge, connecting the Short North, Downtown, German Village, and the Brewery District. You can also plan trips on Google maps (<https://www.google.com/maps>). For more information, check www.cota.com

#8 Ride CABS or the NCH shuttle for free

The University's bus system is called Campus Area Bus Service (CABS) and offers several routes around OSU campus. Website: <http://ttm.osu.edu/cabs>

NCH has a shuttle connecting the NCH main campus and OSU (shuttles depart every 30 minutes). Both systems are free of charge but do not run on University-observed holidays and during the weekends:

- OSU shuttle stop: in front of Rhodes Hall/Doan Hall loop to 12th Avenue- directly across from the 12th Avenue Garage and behind Rhodes/Doan Hall.
- NCH shuttle stops: 700 Children's Way entrance and Research Building III's main entrance. (<http://www.NationwideChildrens.org/Employee-Access>).

OSU to NCH Shuttle Schedule				
Arrive Urgent Care	Arrive D Lobby	Arrive RBIII	Depart NCH	Arrive OSU
7:00AM	7:11AM	7:13AM	7:14AM	7:30AM
7:30AM	7:41AM	7:43AM	7:44AM	8:00AM
8:00AM	8:11AM	8:13AM	8:14AM	8:30AM
8:30AM	8:41AM	8:43AM	8:44AM	9:00AM
9:00AM	9:11AM	9:13AM	9:14AM	9:30AM
9:30AM	9:41AM	9:43AM	9:44AM	10:00AM
10:00AM	10:11AM	10:13AM	10:14AM	10:30AM
10:30AM	10:41AM	10:43AM	10:44AM	11:00AM
11:00AM	11:11AM	11:13AM	11:14AM	11:30AM
11:30AM	11:41AM	11:43AM	11:44AM	12:00AM
12:00AM	12:11AM	12:13AM	12:14AM	12:30AM
12:30AM	12:41AM	12:43AM	12:44AM	1:00PM
1:00PM	1:11PM	1:13PM	1:14PM	1:30PM
1:30PM	1:41PM	1:43PM	1:44PM	2:00PM
2:00PM	2:11PM	2:13PM	2:14PM	2:30PM
2:30PM	2:41PM	2:43PM	2:44PM	3:00PM
3:00PM	3:11PM	3:13PM	3:14PM	3:30PM
3:30PM	3:41PM	3:43PM	3:44PM	4:00PM
4:00PM	4:11PM	4:13PM	4:14PM	4:30PM
4:30PM	4:41PM	4:43PM	4:44PM	5:00PM
5:00PM	5:11PM	5:13PM	5:14PM	5:30PM
5:30PM	5:41PM	5:43PM	5:44PM	6:00PM

#9 Request a family package

If you moved to the U.S. together with your family, you can request a Family Packet from the OSU Scholar Advisor. Please see their contact in the contacts section of this welcome packet.

#10 ...and most important:

Never hesitate to ask any questions you may have! RITA is here to help! Sara.Marchionda@NationwideChildrens.org

Immigration Regulations

Following the government immigration regulations is your responsibility. It is important that you understand the rules because you can be penalized for violating them.

For J1

You can learn the rules using this handout and by viewing information online. Go to oia.osu.edu under the 'International Students & Scholars' section, click 'International Scholars' and then 'J-1 Visiting Scholars.' It is impossible to cover all aspects of the immigration regulations using these resources but you can get additional help from the Scholar Advisors at The Office of International Affairs. If you have any questions regarding your immigration status, contact us by:

- Sending an email to iss@osu.edu
- Making an appointment on-line with a Scholar Advisor at oia.osu.edu

The immigration regulations are monitored by a government tracking system called the Student and Exchange Visitor Information System (SEVIS). This is the government's main tracking system for homeland security for J-1 Scholars. Therefore, many of the rules that follow are required as part of SEVIS.

Eight Essential Rules

#1: Address Reporting - Your residential address must be accurate in SEVIS during your entire stay. OSU will report your current local address documented on your orientation forms to SEVIS. However, if you move during your J-1 program, you will be responsible for reporting your new address within 10 days of moving in the Ohio State Employee Self Service system. If you try to log in and find that you do not have access to Employee Self Service, send an email to iss@oia.osu.edu and to Jaclyn.Rohaly@NationwideChildrens.org put 'address change' in the subject line. In the body of the email include your name, date of birth, and new address. Note: you cannot use a work address or a P.O Box for this requirement.

2: Health Insurance - Enroll in one of the required health insurance plans (<https://www.aetna.com/>) if you have not done so yet. Refer to your letter of invitation to confirm which insurance plan(s) you are eligible to select.

You will also get information about health care plans and be able to sign up for coverage during your first day at NCH (orientation day). Failure to have the government required health insurance for yourself or any J-2 dependents may result in early termination of your J-1 program.

3: J-1 Program Activities - You are required to be engaged in the activities located at the address listed on your DS-2019 form. Requests to change any aspect of your J-1 program – substantial change in funding, physical change in program location, or change in department – must be approved in advance by an OIA Scholar Advisor. Make an appointment with a Scholar Advisor before making any changes to ensure you are not violating any rules.

#4: Employment/Activity - Your paid employment or unpaid professional activity is restricted to the activity and location listed on your DS-2019 document. Whether paid or unpaid, if you perform professional activities outside NCH, you will need to get permission in advance from a Scholar Advisor. The OIA website has more information about the rules and forms to complete to request and qualify for permission.

#5: Class Enrollment/Student - You may enroll in classes incidental to your primary program objective, but you may not hold a graduate teaching, research, or administrative associateship or assistantship. If you decide to pursue a degree program you must formally apply to the University and obtain the necessary immigration documentation to apply for a student non-immigrant status.

#6: J-1 Program Transfer - If you request a J-1 transfer to another institution, the transfer must be coordinated between the institutions so your J-1 program is continuous and shows no gap between the institutions. To ensure the appropriate rules are followed and forms are completed schedule a transfer appointment with a Scholar Advisor at least 2 weeks prior to the requested start date at the new institution. Go to the OIA website for more instructions and to download the forms to bring to the transfer appointment.

#7: Extensions - If you want to request an extension on your J-1 program beyond the current end date on your DS-2019, check the OIA website for eligibility and if eligible download the Extension Form. Schedule an

extension appointment with a Scholar Advisor and bring the completed extension form and related materials 1-3 months prior to your ending date on your DS-2019.

#8: Departure - Complete the Departure Form found on the OIA website 1-2 weeks prior to the date upon which you will end your program activity at Ohio State. This is important for your SEVIS record. You have a 30-day grace period to depart the U.S. following the completion of your J-1 program. If your J-1 program ends earlier than the end date listed on Form DS-2019, then the 30-day grace period begins upon the actual completion date of your program, not the end date on Form DS-2019.

Five Key Requirements

#1: Safekeeping Documents - Keep all DS-2019 forms even after receiving an updated form or after completing your J-1 program. OIA does not maintain copies of your documents and you may need to show these forms again for future trips to the U.S. or for other related reasons.

#2: Passport Maintenance - Maintain a passport that is valid for at least six months into the future at all times. Contact your country's consulate or embassy in the U.S. for information on extending your passport while in the U.S.

#3: U.S. Government Public Assistance - Do not accept any type of public assistance from the U.S. government (low-income/subsidized housing, food-stamps, Medicare/Medicaid, subsidized utilities, etc.) If you do, you may jeopardize your J-1 non-immigrant status and you may be denied renewal of your non-immigrant visa.

#4: J-2 Dependent - Your spouse and unmarried minor children under the age of 21 are eligible for J-2 dependent status if you have the funding to support them and you maintain the required health insurance for them during their stay. OIA can also help your J-2 dependents apply for a work permit if desired during their stay in J-2 status.

#5: Travel Signature for U.S. Reentry - If you travel outside the U.S. during your J-1 program and are returning to resume your J-1 program activities, you are required to get a travel signature on your DS-2019 for reentry. The same is true for J-2 dependents. Schedule a 'Travel Appointment' with an OIA Scholar Advisor 2-3 weeks in advance of departure to get the travel signature. During the

appointment the advisor will also review what additional items you need upon re-entry into the U.S. which are:

- Valid passport good for at least six months
- Valid DS-2019 Form with a valid travel signature (If you are requesting to be away for more than one month, complete the form found on the OIA website for this purpose before requesting the travel signature.)
- Valid J-1 visa stamp (unless you are a Canadian citizen)
- Proof of funding
- Letter from your department indicating you are engaged in J-1 program activity, are traveling and date of expected return

Three Related Travel Notes:

Note 1: If you arrive by air or sea to the U.S., your arrival information is recorded in an electronic format called I-94 Automation and a paper version of Form I-94 can be printed at www.cpb.gov/I94. Individuals who enter the U.S. by land receive a paper I-94 card at the port of entry.

Note 2: Reentry on an expired U.S. visa stamp is allowed under Automatic Revalidation only for trips to Canada, Mexico, or certain Caribbean Islands lasting 30 days or less. This is allowable as long as you and your J-2 dependents possess a U.S. visa that is expired but has not been cancelled by Immigration (or is marked CWOP – cancelled without prejudice). Also, if you received a paper I-94 card then you must keep your paper I-94 card upon re-entry to be eligible for Automatic revalidation. Automatic revalidation of the visa does not apply to citizens or nationals of Iran, Syria, Sudan, or Cuban. If you have more questions, make an appointment to see an OIA scholar advisor.

Note 3: Check if you need a visa for the country and/or islands you will visit.

Two Important Restrictions

#1: Two-Year Home Country Return Requirement (212e)

- You may be required to return home for two years after completing your J-1 program depending on the circumstances of your program. If you are subject to this requirement, then you are restricted from returning to the U.S. in a few specific types of non-immigrant statuses unless you return home for 2 years or apply for a waiver of this requirement.

#2: 24-Month Repeat Participation Bar - If you are in the Research Scholar or Professor category on your DS-2019, then you are restricted from returning to the U.S. in either of these categories for 24 months once you have completed your J-1 program.

Many of the rules described above for J1 visa apply to H1B. For any question related to H1B application please send an email to Jaclyn.Rohaly@NationwideChildrens.org.

For H1B

For any question related to H1B application please send an email to Jaclyn.Rohaly@NationwideChildrens.org.

#1- List of documents to prepare and send to Jaclyn Rohaly for receiving the H1B approval (I-797, which is not the same as the H1B stamp!!!)

- 2 checks addressed to the Department of Homeland Security
- H-1B Information Sheet (ask Jaclyn Rohaly to send it to you)
- Form I-129 (Petition for Nonimmigrant Worker). Prepared based on the H1B information sheet you provided and signed by Jaclyn Rohaly and Amy Roscoe
- A letter from your PI justifying why you are unique and highly qualified for this job and an H1B visa
- ETA Form 9035 & 9035E
- Copy of foreign national's most recent diploma and transcripts. If not in English, include in addition of the original document, a certified translation
- Copy of the foreign national's curriculum vitae
- Copy of passport pages showing picture, expiration date and biographical information
- If you are already working in the US, add:
 - Copy of both sides of the current Form I-94 – white card normally stapled in the passport. In addition include the most recent I-94 (https://i94.cbp.dhs.gov/I94/consent.html?sessionId=fkK8WgPMpxsxkLFW9x_ZC3DWB4ZfvW4TK3hx5ymvpWX6QwccTgj6y!-436884709)
 - And in addition:
 - If presently in F-1 status, a copy of both sides of the most recent Form I-20, along with a copy of the employment authorization document (EAD) if on optional practical training (OPT).
- If in J-1 status, a copy of all DS-2019 forms ever issued. In addition, include scan copies of J1 ever issued in you passport and any boarder entry stamp.
- If applicable, a final waiver approval notice from USCIS, or the letter of recommendation for a waiver from the US Department of State, of any two-year home residency requirements must be submitted.
- If in H-1B status, a copy of all previous H-1B Approval Notices (Form I-797). Also proof of present H-1B employment through a letter of confirmation from the current employer and/or copy of the most recent pay stub. Individuals must maintain employment with the current H-1B employer at least until the CRI petition has been received by USCIS, as evidenced by a receipt notice issued to CRI by USCIS.
- If in a dependent status (H-4, J-2, F-2), a copy of both sides of spouse's Form I-94 and I-20s, DS 2019s, or I-797s, and any J-2 work authorization cards, Marriage certificate and the spouse's most recent three paystubs.
 - A copy of your last employer payment
- FOR FAMILY MEMBERS (DEPENDENTS IN THE US ONLY), add:
 - Form I-539 (Application to Extend/Change Nonimmigrant Status) completed and signed by the dependent spouse for all dependent family members.
- This form is for family members currently inside the US who wish to change to or extend H-4 dependent status at the same time as the H-1B employee's petition is filed with the USCIS
 - Copy of both sides of Form I-94 of each dependent family member.
 - If currently in H-4 status, copy of all previous H-4 approval notices from the USCIS
 - For dependents of current J-1 status holders, copies of all J-2 Forms DS-2019 and J-2 work authorization cards

- Marriage Certificate and/or Birth Certificates to prove relationship with dependent
 - One check or money order made out to “Department of Homeland Security.” Checks may be personal checks.

2- H1B stamp

After approval and reception of the I-797 form, you can work in the US. However If you have travel out of the U.S., you will not be able to re-enter the U.S.

H1B visa stamping in the passport is needed for a foreign national to enter/re-enter the United States as an H1B worker. In other words, visa stamped on your passport is the authorization to enter into USA. For a U.S. Consulate to issue H1B visa stamp in your passport, the passport must be valid for 6 months after the expiration of a US visa.

Important fact:

- It is not possible to obtain an H1B visa stamp within the USA.
- All H1B visa stamps must be issued by the U.S. consulate outside the USA. To be more precise, H1B visa stamping must be obtained from any U.S. consulate preferentially the one situated in your home country.
- You must **appear** for an interview at the US Consulate.

List of Documents Required for H1B Visa Stamping:

- A completed and signed non-immigration visa application form (Form DS-156). Separate form must be submitted for each applicant.
- A completed Form DS-157.
- A valid passport (at least six months validity remaining) for each applicant. If your passport will expire within six months, it is necessary to extend the validity period before your interview date.
- One photograph (37x 37mm) for each applicant.
- Original H1B approval notice (Form I-797).
- H1B visa petition application form (Form I-129).
- A Labor Condition Application accepted by the Department of Labor.
- A support letter from your employer:
 - It should include a description of your position, proving that the position is temporary and should

also include a confirmation that the candidate will be a direct employee, and the salary level. Besides, the nature of the employer’s business should be included.

- Original experience certificates from all your previous employers (if applicable).
- Proof of your academic qualifications such as certified copies of your qualifications including university diplomas; mark sheets and any certificates you may have (if applicable).
- A copy of the candidate’s resume (curriculum vitae).
- Details of the candidate’s Social Security Number (if applicable).
- Details of the candidate’s foreign address.
- Fee for issuing visa stamping.
- Personal bank records for the last six months and any other items that the U.S. embassy or consulate may require.

Re-stamping of H1B Visa: If you currently hold H1B work visa, you may need to get the re-stamping upon the extension of your expired visa. Re stamping of H1B visa can be at any US consulate outside of USA.

3- Traveling under H1B status

If you have travel out of the U.S. while you are in H status, you should have the following documents in order to be re-admitted to the U.S.

- Passport valid 6 months into the future
- Letter from department Chair or Dean confirming current employment in same position described in his / her H petition
- Recent check-stubs proving current employment at employer sponsor
- Copy of complete H-1B petition filed with the CIS
- Valid Form I-797 H Approval Notice (Request the top portion of this form from the Office of Visa and Immigration Services. Please return this to the Office of Visa and Immigration Services upon your return.
- If appropriate, original J-1 home residency I-612 Waiver Approval Notice (only applies to former J-1 holders who were subject to the two year home residency requirement)
- Valid H visa for re-entry to U.S.



NATIONWIDE CHILDREN'S
When your child needs a hospital, everything matters.™

2016 Research Orientation Agenda

2nd and 4th Tuesdays

Location for all sessions: Wexner Annex 1525

You will be registered automatically and notified of
when you should attend by email

ANIMAL (Required for vivarium access)

8:00 – 9:00am	Working with Animals in Research	(L. Gallagher)
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LAB SAFETY OPERATIONS (Required for all staff working in a wet lab)

9:00 – 11am	Chemical and Biological Safety	(K. Jennings and K. Campbell)
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LAB SAFETY AWARENESS (Required for all new employees not attending Operations)

10:30 – 11:00am	Laboratory Safety – Basics	(A. Brown)
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GENERAL (Required for all new Research Employees)

11:00am	Welcome and General Safety	(A. Brown)
11:15am	Research Compliance	(J. Psurny)
11:30am	General Information	(S. Marchionda)

The Research Institute at NCH: Training in Responsible Conduct of Research

All employees conducting research at the Research Institute at Nationwide Children's Hospital (RINCH) must complete the following training prior to working on any research projects : CHEX, CITI training, Zero Hero training, and training in responsible conduct of research.

In addition, Training in Responsible Conduct of Research (RCR) has to be attended. RINCH has two pathways to complete for the training.

1. Pathway A: RCR Online Class - CITI

This training is required for ALL research personnel within 90 days of employment here at RINCH.

2. Pathway B: RCR Certificate Curriculum

This certificate is required by NIH guidelines for all trainees, postdoctoral fellows, participants, and scholars who are receiving support through any NIH training, career development award, and research education or dissertation grants.

Researchers who select Pathway B, attend all of the in-person training courses, and complete CITI training will receive a certificate of completion. This certificate is well received by grant committees and can be added to your CV as training you have received.

To register for the courses for Pathway B you must do so on the Training Tracker and search for the words "RCR" in the title of the course (e.g., RCR – Conflict of interest – personal, professional, financial). All class schedules can be found in Training Tracker.

For more information concerning training in RCR at NCH please see the research intranet website (<http://rex/Training/Pages/Responsible-Conduct-of-Research-Continuing-Education.aspx>).

For more information concerning the NIH guidelines on RCR please see the Notice Number NOT-OD-10-019 (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>).



Safety Tips

On the Nationwide Children's Hospital Campus:

MEDICAL EMERGENCY:

- Emergency Communication Center, ECC (614-722-3333)

FIRE:

- ECC (614-722-3333)
In RBIII (911), then ECC (614-722-3333)

CHEMICAL AND BIOLOGICAL EXPOSURE

- Employee Health (614-355-4135)
- After Hours/Weekends - ECC (614-722-3333)
- Research Safety (614-355-2776)

CHEMICAL/BIOLOGICAL SPILL

- Research Safety (614-355-2776)
- The laboratory Principal Investigator
ECC (614-722-3333)

RADIOLOGICAL MATERIAL:

- Radiation Safety (614-722-2338),
pager (614-690-6389)

STRANGE SMELL:

- ECC (614-722-3333)

UNAUTHORIZED PERSONNEL:

- ECC (614-722-3333)
- RBIII (614-355-7000)

ENGINEERING EMERGENCY (Heating/Cooling/Plumbing/ Electrical):

- 7:30am - 4:30pm, Monday – Friday (8-8183)
- After Hours/Weekends (Pager # 614-690-6500)

BIOMEDICAL ENGINEERING EMERGENCY:

- 7:30am - 4:30pm, Monday – Friday (614-355-4300)
- After Hours/Weekends (Call the hospital operator "0")

On The Ohio State University Campus

In many cases, the only tools you need to prevent crime are common sense and awareness. Please read this list and follow these suggestions to protect yourself and your property.

#1 Where to go for help

911 for emergencies, police, fire, medical, on NCH campus or off campus

614-292-2121 - Campus Police to report non-emergencies on campus

614-645-4545 - Columbus Police to report non-emergencies in Columbus.

Blue light Emergency Phones-The Ohio State University Department of Public Safety (DPS) These phones are located all over campus. Activate the phone by pressing the red button and speak into the intercom to request police, fire, and medical help or to report a suspicious activity.

Services offered by DPS: **dps.osu.edu**

Buckeye Alert Emergency: **buckyealert.osu.edu**

Notification System: **614-292-3322**

Escort Service: **ps.ohio-state.edu/sss/escort_info/**

Bicycle Safety: **dps.osu.edu/police/bike_safety**

#2 Safety at home

- Do not admit strangers into your apartment.
- Lock doors and windows. Block sliding doors with a pole placed in the bottom track.
- Close your curtains or blinds at night.
- When out of town, use timers on your lights and have a neighbor collect your mail and newspapers so it appears that someone is home. Also the post office will hold mail for up to 1 month and deliver when you return – you can do that on their website (<https://holdmail.usps.com/holdmail/>).
- List only your first initial and last name in telephone directories, on doors and mailboxes and in other locations where your name might be posted.

#3 Safety on the phone

- Do not give out personal information (like your social security number).
- Keep emergency telephone numbers near the telephone.
- You may get phone calls asking you to make purchases or donations. It is not safe to give your credit card number over the phone.

#4 Safety when walking

- Walk confidently. Keep your head up and look directly ahead, not at the ground. Pay attention and be aware of your surroundings. Avoid walking alone, especially at night. Call the Ohio State Escort Service at **292-3322** to be accompanied home. At NCH, Security will escort you to your car please call Security at **614-722-2128** to request pick-up.
- Avoid dark streets. If you think you are being followed, walk into a crowded, well-lit area. Maintain a secure grip on your valuables or purse, preferably under your arm.
- Be cautious when entering public places like elevators, stairwells, laundry facilities or computer labs alone. If you think someone or something looks suspicious, leave.
- Never get into a stranger's car. If someone in a car asks for directions, stand away from the car when talking to him or her.

#5 Safety in your car

- Keep car windows and doors closed and locked, even when you are in the car.
- Check the back seat every time you get into your car. When parking at night, select a parking space that will be well-lit upon your return. Stay in your car if a situation does not seem safe.
- If you are parked on NCH campus and lock your keys in your car, or your car won't start, call Security at 614-722-2128, or use a blue light emergency phone.
- Carry your keys so that you can open the door to your car or home immediately.
- If you are pulled over by a police officer, do not get out of your car unless instructed to do so.

#6 Safety in dating

- Understand responsible dating in the U.S. Do not

physically or verbally force or coerce your date to be sexually involved with you, as you could be charged with rape or sexual assault.

- Date in groups. Do not go out alone with someone you just met. If someone asks you on a date and you wish to accept, agree to meet in a public place with other people around.
- If someone behaves aggressively or threateningly, end the relationship. You do not need to be polite if someone makes you feel pressured, scared or uncomfortable.

#7 Safety in drinking

- In the U.S., you must be 21 years of age to purchase and/or drink alcohol.
- It is illegal to carry an open container of alcohol in public areas (like the street) or in your car. Do not drink alcohol and then drive. You could lose your license and go to jail.
- Do not buy alcohol for any stranger. Also, do not buy alcohol while you're with a minor. Do not leave your drinks unattended at a bar.

#8 Protect your identity

- Do not give anyone your social security number and/or credit card number. Tear up all credit card receipts.
- Keep a list of the credit cards you hold and the phone numbers of those credit card companies. Call the company and cancel the card if you notice one is missing. Do not save your SSN/passwords on your smartphone.

#9 Protect your possessions

- Do not leave personal belongings in public areas like classrooms or libraries. Do not leave possessions unattended in your car; lock them in your trunk.

#10 Parking during the week and during weekends at Nationwide Children's Hospital

- To be able to park at NCH and surrounding lots, please visit this website: **<http://anchor.columbuschildrens.net/parking-and-shuttle-information>**.

In addition, trainees can park in the staff lot near the The Research Institute on the weekend and evenings.

Opening a bank account

Nearby Banks in Columbus, Ohio

- JP Morgan Chase
- Huntington
- Fifth Third
- PNC
- U.S. Bank

Types of Bank Accounts

Checking Account:

- Offers easy access to money for daily transactional needs and helps keep your cash secure.
- You can use a debit card or checks to make purchases or pay bills (Usually, few checks are provided when opening an account. But then you need to order them).
- Accounts may have different options or packages to help waive certain monthly service fees.
- Most banks offer checking accounts with no minimum balance.
- However, almost every checking account is eligible for extra fees for an overdraft (when money is withdrawn from a bank account and the available balance goes below zero), unless it is connected to a savings account.

A checking account is required for setting up a direct deposit for your Nationwide Children's paycheck.

Saving Account:

- Allows accumulation of interest on funds you've saved for future needs.
- By design, money contained in savings accounts is hard to spend directly.
- Savings accounts typically don't have check-writing privileges or debit cards attached to them, so in many cases you'll need to withdraw or transfer it before you spend it.
- Most banks also require a minimum daily balance to be maintained for saving account or have a maximum number of transactions per month

While they are a convenient way to pay for things, checking accounts are terrible places to save. Not only can money be drawn out quickly by savers themselves, checking deposits make a ripe target for thieves.

Hence, it is advisable to have a savings account for long-term investment of larger sums of money while utilizing the checking account for daily usage.

Opening a Checking Account

1. Decide on a specific bank.

- Location: Choose a branch near work as well as home. Also think about if you travel often. If so, you'll probably want a nationwide or even international bank so you can always find a branch nearby.
- Fees for checks: If you plan on writing a lot of checks, it can be a big advantage for you if the institution you use offers free or low-cost checks.
- Hours of operation: Look for one that's open weekends or nights if you have to.
- Other requirements besides opening a checking account: Other accounts or credit cards offered.

2. Check the kinds of checking accounts the institution offers.

- Basic checking: Low interest rates and a moderate minimum balance requirement. Limited number of checks per month without fees.
- Free checking: No fees or minimum balance requirements. No fees for checks.
- Interest-bearing accounts: Yield a relatively high interest rate. High minimum balance or a monthly fee.
- Joint accounts. Designed for use by two people. Both people have equal access to the account.
- Student checking. Special accounts for students. A low minimum balance and account-opening fee.

3. Explore online options.

- Many large banks like Chase, Capital One, Wells Fargo, and others have options to open accounts completely online.
- Although it is possible to open an account online, as each bank has a unique process, it is best to directly contact the institution you're interested in.

4. Gather the necessary documents.

To open any bank account, you'll usually need several documents and pieces of information to verify your identity.

- Government identification. A state-issued driver's license or passport is usually required. School or work ID's are not sufficient here. Also bring your DS2019 form with you.
- Social security number. It is best to have this number memorized. You can still open the account if you have not received your SSN yet. Please make sure to update it once you have it.
- Check with the specific bank before you visit to see if they require any other proof or documentation. This will avoid repeated trips to open your account.

5. Bring cash or some other form of payment that would suffice the minimum opening account balance.

6. Speak with a representative at the institution.

- Set up an appointment by calling the specific branch of the respective bank.
- At the bank, Speak with bank managers or financial consultants about the account you're opening and counsel you on what options are best. Plan to ask the representative any questions you might have.
- Explain your financial and banking situation to the representative.
- If you've investigated the kinds of checking accounts the institution offers, mention them. The representative will be able to talk you through the pros and cons of each account.

- Ask about any fees associated with the account, as well as the minimum balance required.

Building a Credit History

Every credit journey has to begin somewhere. And while it may seem impossible to begin your own when creditors keep denying your applications due to your lack of credit, generations of consumers have proven that it IS possible to build your credit from scratch. Here are some tips to get you started:

1. Consider Getting a Credit Card

If you were denied credit in the past, it may have been because the cards you applied for required a high credit score for approval. When you're just beginning to build your credit, consider starting off small and looking for options available for those with little or no credit:

- Secured credit cards can be great for building credit because almost any applicant can qualify for them, as they're backed by mandatory cash deposits. In other words, the cardholder is required to make a deposit to help remove the risk of default for the issuer. Just be sure that the company reports the card to the credit bureaus so your positive payment history can help build your credit file.
- Student credit cards can be great options for young consumers who are just starting to build their credit history. These cards typically offer higher acceptance rates and may even come with promotional offers and rewards. The drawback is that they usually have lower credit limits and higher interest rates.
- Retail credit cards are another option commonly used to build credit. While they're usually easy to get and can help consumers save money at their favorite stores, these cards often have low credit limits and interest rates that are considerably higher than non-retail cards.

Asking to become an authorized user on a close family member or friend's credit card is also a great option to consider. Since the card's history is usually reported to the credit bureaus, if you and the card-owner use it responsibly, it should help the both of you. However, keep in mind that the opposite situation is also true-- if either of you miss a payment or rack up a lot of debt on the card,

it could hurt both of your credit histories.

Getting a credit card should be done with care and consideration. As with any major decision, do some research about the different options out there. You can check out reviews to see what people are saying about the cards you're interested in and read the fine print so you understand the fees, interest rates, reward program details and other specifics. In short, know what you're getting into. Lastly, keep in mind that if you're under 21, you'll need to have either a co-signer or a verifiable income that proves you have the means to repay your credit cards.

2. Use Your Credit Responsibly

Once you receive your first credit card, it's important to get your credit history off to a good start. Keep in mind these smart credit habits:

- Consider paying your card in full. Contrary to popular belief, you don't need to carry a balance to build credit. We're sure you don't enjoy wasting money, so as often as you can, consider paying your entire balance to avoid paying interest on purchases.

- It's important to pay your bills on time. Late payments can stay on your credit reports for seven years and wreck your score, so try to make each payment on time.
- Try not to max out your card. While you may be excited about receiving your first credit card, don't be overzealous and proceed to test its limit-- it could make it look like you're desperate for credit. Instead, try to use only one to 30 percent of your available credit. This looks good to creditors because it shows that you use credit but aren't overly reliant upon it.

3. Bottom Line:

Unfortunately, it can be much easier to destroy your credit than to fix it, so try to look at this new beginning as an opportunity to form good habits and start your credit history off right. The time and effort you put into building this solid foundation might eventually get you the best cards, loans and rates and may even end up saving you money.

Health Care

Employees may enroll in one of two comprehensive medical plans administered through Aetna; The Health Savings Account, or Health Reimbursement Account. Benefits in both plans include, but are not limited to, the following: preventative care, inpatient/outpatient services, therapy services, home health care, mental health services and more. Coverage commences on the date of hire or the date of eligibility. The cost of both plans is shared by Nationwide Children's Hospital and the employee. Please refer to the benefits cost schedule for the bi-weekly premium rates for both plans.

Prescription Drug Coverage

Employees enrolled in one of the two medical plans will automatically receive prescription drug coverage administered through CVS Caremark. Enrollees will receive a prescription drug card to be used at any local participating pharmacy. As an added benefit, employees are able to fill prescriptions at Nationwide Children's pharmacy.

Dental Insurance

Employees may enroll in a dental insurance plan administered through Delta Dental. Participants will be covered by two of the nation's largest networks of participating dentists- the Delta Dental PPO and Premier networks. The plan includes preventative care covered at 100% and coinsurance benefits for basic and major services. The plan also offers orthodontia coverage for dependents up to age 19. The cost of the plan is shared by Nationwide Children's Hospital and the employee. Please refer to the benefits cost schedule for the bi-weekly premium rates for the dental plan.

Benefits Plus Pre-Tax Program

Deductions through the Nationwide Children's Hospital payroll system for medical and dental insurance premiums are made on a "pre-tax" rather than an "after-tax" basis. This means that these deduction amounts are not subject to state, federal, or social security taxes.

Vision Insurance

Employees enrolled in one of the two medical plans will have basic vision coverage, which includes an annual eye exam. Employees may choose to enroll in one of two supplemental vision plans administered through Vision Service Plan (VSP) - VSP Base or VSP Premier. These plans include coverage for an annual eye exam and a benefit toward contacts or lenses for glasses. The cost of the plan is paid entirely by the employee. Please refer to the benefits cost schedule for the monthly premium rate.

Flexible Spending Accounts

Flexible Spending Accounts (FSA) allows eligible employees to use pre-tax dollars to pay for out-of-pocket medical, prescription drugs, dental, vision and/or dependent care expenses. New hires have 30 days from their date of hire to enroll in a Dependent Care FSA. Eligible employees can enroll in a Medical FSA during open enrollment.

For more information, visit these two webpages:

<http://www.nationwidechildrens.org/health-wellness-family>

<https://www.aetna.com/individuals-families/health-plans-insurance.html>

For non NCH employee, the employee should subscribe to the minimum coverage insurance with OSU. Please contact The Office of International Affairs at iss@osu.edu

For both NCH and non NCH employee that hold any type of visa, subscription to an international SOS card is required. For more information, please visit this website: <https://www.internationalsos.com/en/index.htm>

We recommend you find a family physician as soon as you arrive in Columbus. Your family doctor can help in many situations and will provide referral to see specialists. However, most doctors' offices are open from 8AM-5PM, Monday through Friday.

What if you experience symptoms of an illness outside normal business hours or you can't reach your family doctor? You can get medical attention from a nurse or doctor at an Urgent Care or Fast Care health care facility. These facilities are often open until 9 p.m. weekday evenings and offer weekend hours. If none of those options are available and/or you have a life-threatening emergency, then go to an Emergency Room (ER). ERs are open 24 hours every day. See more details below on these options.

How to Find a Family Physician:

- Ask your friends and co-workers for referrals.
- Consider whether you want a general practitioner or an internal medicine doctor. Note: some family doctors are also pediatricians.
- Consider the location such as close to work or close to your home.
- Check out the Aetna Health Plan provider website at <https://www.aetna.com/>

Urgent Care or Fast Care:

Urgent Care or Fast Care facilities are a step down from an Emergency Room and a step up from a family physician in terms of availability and hours of operation; they operate on a walk-in basis. You can often go for:

- Colds, flu or asthma
- Respiratory infections
- Sinus infections
- Cuts and scrapes
- Migraines
- Burns
- Rashes
- Broken bones
- Sprains and strains

***Note: University Health Services** is a medical office located on campus that has urgent care hours on Mondays, Tuesdays, Thursdays, and Fridays from 8:30AM-4:30PM. See details in the list below. You can also find other Fast Care and Urgent Care facilities listed on the following and can search other locations on

Emergency Room (ER):

ER visits are recommended only when you feel like your life is in danger. They are usually hosted under a hospital and operate 24 hours a day. Getting service at an ER is more expensive than seeing your family doctor or going to an Urgent Care or Fast Care facility. However, don't take a chance with anything life-threatening. The ER is the best place for these and other critical conditions, including:

- Chest pain
- Difficulty breathing
- Severe bleeding or head trauma Loss of consciousness
- Sudden loss of vision or blurred vision

Medical Services Locations

Note that the list below provides locations primarily near Nationwide Children's or on the OSU campus

Urgent/Fast Care

University Health Connection

McC Campbell Hall, Suite 201, 1581 Dodd Dr.
614-688-0300

OSUHealthPlan.com/uhc

Services offered: urgent care; primary care; non-physician services. Must be older than 18 yrs.

Urgent Care: Call for same-day appointment 8:30AM-12:30PM Mon-Fri until daily capacity is met.

Primary care: For established patients by appointment
Tues: 1-4:30PM & Wed: 8:30AM-4:30PM

Non-Physician Services: Call for appointment Mon-Fri 8:30AM-12:30PM & 2-5PM.

Urgent Care Plus

1430 S. High St.
614-542-0940

Mon-Fri: 9AM-7:15PM
Sat-Sun: 11AM-6:15PM

Hometown Urgent Care

4400 N. High St., Suite 110
614-263-4400

Mon-Fri: 8AM-8PM
Sat-Sun: 9AM-5PM

Hometown Urgent Care

2150 Marble Cliff Office Park, Suite A
614-481-7777

Mon-Fri: 9AM-7:30PM
Sat-Sun: 9AM-3:30PM

Fast Care

Wexner Medical Center FastCare Clinics

Located inside Giant Eagle Grocery Stores at:
3061 Kingsdale Center & 1250 North Hamilton Rd.
614-366-2050

MedicalCenter.OSU.edu/patientcare/hospitals_locations/fast_care_clinics/Pages/index.aspx

Mon- Fri: 8:30AM-8:30PM
Saturdays: 9AM-6:30PM
Sundays: 10AM-4:30PM

Open all holidays except Christmas and Easter. Fast, convenient care for common illnesses such as colds, strep throat, sinus infections. Patients must be 18 months or older.

Emergency Medical Services

CALL 911 ONLY IF IT IS AN EMERGENCY. Trained paramedics will come to your location to provide advanced first aid and/or take you to the nearest hospital.

OhioHealth EMS

Use for emergencies only
393 E Town St., Suite 214, Columbus, OH 43215
614-566-9111

Medical Services Locations

Note that the list below provides locations primarily near Nationwide Children's Hospital or on the OSU campus. There are multiple options of medical care and asking around to other post docs or staff can be very helpful.

OSU Wexner Medical Center Emergency Room

Use for emergencies only 450 W. 10th Ave.
614-293-8333

General Family Practice

OSU Family Medicine Centers

Many locations

Fammed.Ohio-State.edu/9872.cfm

Appointment required; all ages, general medicine; international travel immunizations

Riverside Family Practice Center

697 Thomas Lane

614-566-5414

RiversideFamilypractice.com

Appointment required; health care for all ages

Riverside Community Medicine program

500 Thomas Lane

614-566-5456

OhioHealth.com/body.cfm?id=1540

Sliding payment scale

Gynecology and Maternity

Planned Parenthood of Central Ohio

18 E. 17th Ave. and 206 E. State St.

800-230-7526 or 614-222-3604

PlannedParenthoodCentralOhio.com

Appointment required; annual gynecological examinations, infertility, family planning counseling, birth control and sexually transmitted disease testing

OSU OB-GYN Clinic

456 W. 10th Ave.

University Hospitals Clinic, second floor, 2C

614-293-3069

MedicalCenter.OSU.edu/patientcare/healthcare_services/Pages/index.aspx

Appointment required; maternity and gynecology

Riverside Methodist Hospital OB-GYN Clinic

3535 Olentangy River Rd.

614-566-5757

OhioHealth.com/homeriverside.cfm?id=320&fr=true

Appointment required; maternity and gynecology; medical and other specialty clinics available morning and afternoon

Specifically for Children

Nationwide Children's Hospital, Pediatrics (Primary Care Clinic)

700 Children's Drive (off Livingston Ave.)

614-722-5750

NationwideChildrens.org

Appointment required (other clinics: 614-722-2000).

Services: newborns to 18 years; general medicine; Well-Baby Clinic; Emergency Room; Poison Center; Dental Clinic; Eye Clinic; call 614-461-2000 for specific information about these services

Dental

Ohio State University Dental Clinic

305 W. 12th Ave.

614-292-2751

MedicalCenter.OSU.edu/patientcare/healthcare_services/dental_care/Pages/index.aspx

Emergency walk-in clinic; services by appointment

Optometry

OSU Optometry Clinic

338 W. 10th Ave.

614-292-2020

GreatVision.OSU.edu/index.cfm

Vision and eye health care services; call or go on-line for appointment.

Paying Your Taxes

Who should pay taxes?

Anyone who works in United States and receives wages is liable to pay taxes unless you are exempted because of the tax treaty between your home country and the U.S. Understanding taxes may be a daunting task and may require substantial amount of web searches and consultations from tax attorneys. However, most employers in U.S., including Nationwide Children's Hospital, withhold income tax on the wages of employee irrespective of their immigration status unless specified. So the more important thing to know is to how to file the tax return correctly. As most of the international postdoctoral fellows at The Research Institute come on a J-1 or H1-B visa this section is aimed at providing the basic information for J-1 and H1-B visa holders. For comprehensive knowledge on U.S. taxes for international employee/scholar, please refer to Internal Revenue Service's (IRS) website: <http://www.irs.gov/Individuals/International-Taxpayers/Taxation-of-Nonresident-Aliens>.

You will be considered a U.S. resident for tax purposes if you meet the substantial presence test for the calendar year. Please visit the link above to determine your resident status before you file your tax return to ensure that you are filling the correct form. If you do not pass substantial presence test you need to fill 1040-NR or 1040-NR-EZ form. Here are few common tips;

1. If you are a J-1 scholar;

- First two calendar years are not taken in to account while determining the substantial presence
- You are exempted from paying Social Security and Medicare for the first two calendar years irrespective of your nationality.
- You may be exempted from paying Social Security taxes if your home country has entered a Totalization Agreements with the United States (<http://www.irs.gov/Individuals/International-Taxpayers/Totalization-Agreements>). Make sure you talk to benefits and payroll division as soon as you start your employment.

2. If you are an H1-B researcher;

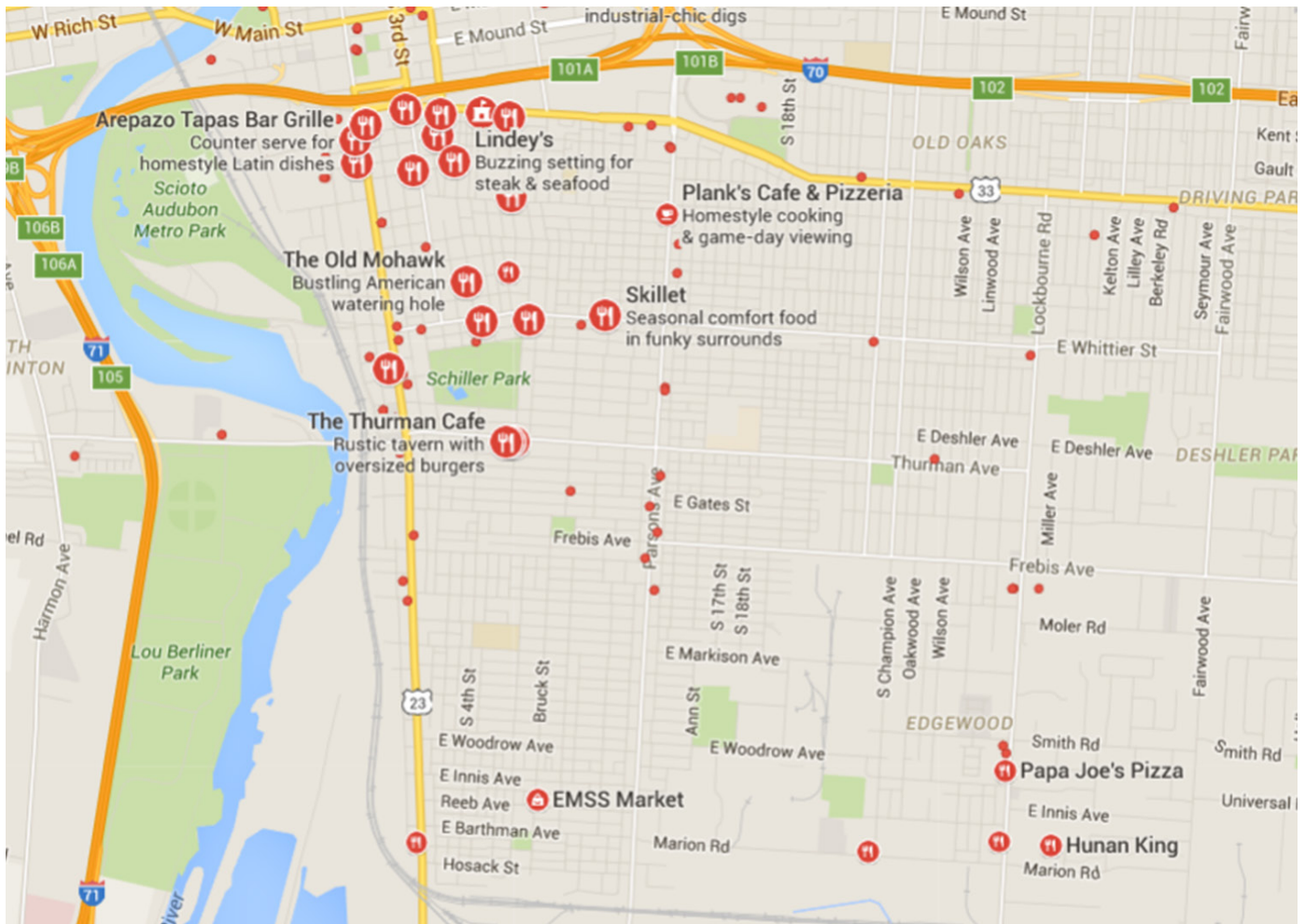
- You are liable for Social Security/Medicare taxes from the very first day of U.S. employment, regardless of whether you are nonresident or resident aliens, and regardless of whether their wages may or may not be exempt from federal income taxes under an income tax treaty, unless the provisions of a Totalization Agreement relieve such aliens from liability for U.S. Social Security/Medicare taxes..

Note: The U.S. has income tax treaties with a number of foreign countries. Under these treaties, residents (not necessarily citizens) of foreign countries are taxed at a reduced rate, or are exempt from U.S. income taxes on certain items of income they receive from sources within the U.S. These reduced rates and exemptions vary among countries and specific items of income: (http://www.irs.gov/publications/p901/ar02.html#en_US_2013_publink1000219434)

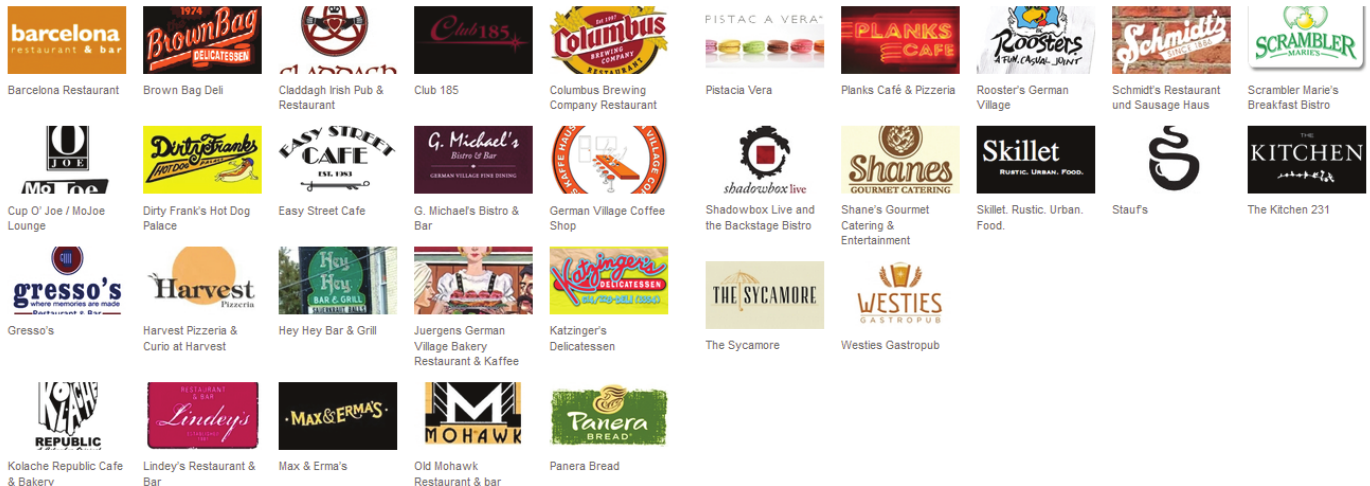
Where should you file your tax return?

While you can download all the required forms from IRS website, it advisable to seek professional help from tax an certified public accountant or go to a tax preparation offices such as H&R Block (www.hrblock.com). Make sure the branch/office you are going to file your return can file 1040-NR and 1040-NR EZ form, as all the branches of these tax preparation firms do not do that. You can also use online tax filing services such as TurboTax® (<https://turbotax.intuit.com/>) or Jackson Hewitt.

Shopping Near NCH



Restaurants Near NCH



Shopping Near OSU Campus

High Street (COTA #2 Bus)

1. South of campus: Kroger Grocery Store (N. High St. and 7th Ave)
2. North of campus: Middle Eastern and Asian Grocery Stores
3. Campus Area- bookstores, music stores, restaurants and boutiques
4. Giant Eagle grocery store: 2801 North High Street
5. Graceland Shopping Center (several miles north of campus)
 - a. Kroger Marketplace: groceries as well as household goods (dishes, bedding, small furniture). Ask manager about options for furniture delivery

University City Shopping Center- Olentangy River Road (COTA #18 bus)

1. Take Cabs bus to Buckeye Village, then cross Ackerman Rd to shopping center
 - a. Kroger
 - b. Big Lots
 - c. Restaurants: Applebees, Raising Canes, McDonalds, etc.

Lennox Town Center- Olentangy River Road (COTA #84 bus)

1. Walk from Lincoln Tower, take Herrick Drive across the river and go left on Olentangy River Rd
 - a. Target store: clothing, electronics, bedding, dishes, small furniture
 - b. World Market: sells items from around the world (snacks, drinks)
 - c. AMC Movie Theater and restaurants, coffee shops, bookstore, clothing stores, pet stores

Whole Foods Store- 1555 W. Lane Ave (COTA #84)

Natural foods, fresh fish, organic fruits and vegetables

Giant Eagle Market District- 840 W. 3rd Ave

Groceries as well as household goods

South Campus Gateway- North High and 10th Ave (COTA #2 Bus)

Movie theatre, bars, restaurants, bookstore, boutiques

North Market- North High and Vine St (COTA #2)

Shops, fresh produce, ethnic stores, and restaurants

The Short North- North High Street between 5th Ave and Downtown (COTA #2 bus)

Shops, galleries, restaurants and taverns

Secondhand Stores (for used clothing and household goods)

1. Rag-O-Rama: 3301 N. High St
2. Volunteers of America: 3620 Indianola Ave
3. One More Time: 1521 West 5th Ave
4. Goodwill: 2768 N. High Street
5. Out Of The Closet: 1230 N. High Street

Shopping Malls

1. Easton Town Center: 160 Easton Town Center, Columbus, OH 43219
2. The Mall at Tuttle Crossing: 5043 Tuttle Crossing Blvd, Dublin, OH 43016
3. Polaris Fashion Place: 1500 Polaris Pkwy, Columbus, OH 43240

Housing / Renting

Nationwide Children's Hospital is proud to offer Campus Housing to our visiting scholars, out-of-state residents, and others. For more than 10 years the International Scholars Program has rolled out the red carpet to make visitors welcome in their home away from home by providing a comfortable, private space to relax in after a hard day's work. These 1, 2, and 3-bedroom rental apartments are continuously upgraded, making them ideal for a short term, personalized living experience (<http://www.nationwidechildrens.org/campus-housing>). Please contact Eileen Tyre (Eileen.Tyre@NationwideChildrens.org) for further information.

Who is Eligible to Use the NCH Campus Apartments

The limited number of rental units will be made available in this order to:

- International Scholars Program participants
- Out-of-state residents participating in an affiliated GMEP
- Researchers and Community Education students in need of short term housing
- Others as approved

Rental Process

The International Scholars Program (ISP) shall be notified in writing of housing needs by the individual, the affiliated institution, or the host department. Interested parties will:

- Obtain and complete rental application from www.NationwideChildrens.org/campus-housing.
- The ISP will respond in writing within 24 hours with availability information.
- When approved, the individual must confirm his/her arrival date and time with the ISP no later than 1 week prior to arrival by calling (614) 722-4906, or by email at Eileen.Tyre@nationwidechildrens.org.

- An ISP representative will be available during normal business hours to greet incoming renters, hand over keys, and conduct a walk-thru of the apartment. The representative will advise visitors of conditions of rental, their responsibilities, and appropriate safety and security precautions. The Lease Agreement will be signed at this time and both parties will receive a copy.
- Rental and \$100 non-refundable cleaning fees are due on arrival unless prior arrangements have been made.
- Family members are welcome to visit during the last 2 weeks of the visit (see lease agreement) if space is available. The Tenant understands and agrees that the Premises are not childproofed, and agrees to childproof the premises, if necessary, for any of its visitors.

Large Rental Companies in the Area

- Casto
- Oakwood Management
- Lifestyles Communities
- Pella Company
- University Village
- Also check rentals.com or padmapper.com
 - Good place to check for available places
 - Can search by specific areas around Columbus

Expected Lease Time

- Most leases are for 12 months
 - Some places will give a discount if you sign a 13 or 14 month lease
- There are places that offer 3,6 or 9 month rentals
- Some month to month leases may be available

Furnished vs. Unfurnished

Most places will come unfurnished.

Neighborhoods close to NCH

- Brewery District
- German Village
- Short North
- Victorian Village

Parking

- If living near NCH, a City of Columbus parking pass is usually required
 - Ask when contacting rental company
- If living outside of downtown, parking is usually included

Utilities

- You might need to pay a deposit.
- Most of the time utilities are not included
 - Should be listed on website or ask when contacting them
- If utilities are not included, accounts will need to be set-up with the utility company prior to moving in
- Electric- provider should be listed with rental company
 - Usually American Electric Power (AEP)
- Gas- provider should be listed with rental company
 - Usually Columbia Gas

Columbus Neighborhoods (15-20 minute drive from downtown)

- | | | | |
|--------------|---------------|-------------------|----------|
| • Grove City | • Hilliard | • Gahanna | • Bexley |
| • Dublin | • Westerville | • Upper Arlington | • Powell |



Transportation

COTA Bus map:



COTA Schedules: <http://www.COTA.com/schedules.aspx>

NCH-OSU Bus Schedules: <http://www.NationwideChildrens.org/Employee-Access>

Car2go: This small car can be rented easily for as long and as often as you want. No fixed rental stations, but plenty of benefits for your budget and the environment. You can find them from Clintonville to Merion Village, from Franklinton to Olde Towne East with 300 vehicles, which are always ready to go. <http://Columbus.Car2go.com>

Begin and end your trip at any City of Columbus on-street parking space that is metered or has a time limit inside the car2go Home Area. For only \$0.41 a minute, parking,

fuel, insurance, maintenance, cleaning, GPS navigation, 24/7 customer support and roadside assistance are all included. You only pay for the minutes you're logged into the car. The charges are billed directly to your credit card.

The more you drive, the cheaper it gets. One hour costs a maximum of \$14.99, and a full 24 hours is no more than \$84.99. There are no hidden costs, security deposits, monthly fees or charges.

Driver's License

Permanent Residents

Non-U.S. citizens who have been granted permanent residency and present a valid I-551 (green card) will be issued a regular Ohio driver's license, which will expire 4 years from the date of issuance.

All non-U.S. citizens who are permanent residents will be required to present the following documents:

- Valid I-551 Permanent Resident Card
- Social Security Card (if ever assigned)
- Proof of Ohio Residential Street Address

Foreign residents must have their I-551 card replaced when they turn 14 years of age unless their I-551 card expires before their 16th birthday.

Non-Residents

Non-U.S. citizens must present appropriate documentation issued by the U.S. Citizenship and Immigration Services (USCIS) in order to obtain an Ohio identification card or Ohio driver's license. A Non-renewable/Non-transferable Ohio identification card or Ohio driver's license is issued with the same expiration date that appears on the appropriate document issued by the USCIS and will not exceed four (4) years. An Ohio driver's license allows individuals to drive in Ohio and other states, but it cannot be renewed or transferred to another state. The individual will be required to present current documents issued by USCIS and proof of Ohio residential street address at the time of every Ohio identification card or Ohio driver's license issuance and will not exceed four (4) birthdays. This rule also applies to those under the age of 21.

Note: Acceptable documents used for proof of legal presence in common cases:

- Attending School: Valid Passport, Visa, I-94, DS2019 or I-20 and proof of Social Security Number (if ever assigned)
- Employment: Valid Employment Authorization Card (EAD) and proof of Social Security Number (if ever assigned) OR Valid Passport, Visa, I-94, I-797 with acceptable employment case type and a letter from employer on letterhead dated within last 60 days and proof of Social Security Number (if ever assigned)
- Refugee: I-94 stamped Refugee or with I-797 case type 485 showing application for permanent residency
- Asylum: I-94 stamped Asylum

Note: Any grace periods extended by the federal government are not necessarily extended by the Ohio Bureau of Motor Vehicles on your Ohio non-renewable driver's license or Ohio identification card.

Allowing you additional time or days to obtain renewal of your USCIS documents will not extend your Ohio non-renewable driver's license or Ohio identification card.

The expiration date of a non-renewable Ohio driver's license or Ohio identification card is tied to the date on the USCIS documents not to any federal government grace period extending that date.

To obtain additional information and assistance with U.S. Citizenship and Immigration Services, please visit **uscis.gov** or call 1-800-375-5283.

Driving Licenses can be obtained at the Ohio Bureau of Motor Vehicles (BMV). Please check **<http://www.DMV.org/oh-ohio/>** for locations and hours.

English Conversation & Classes

NCH English Conversation Group

The Research Institute at Nationwide Children's Hospital offers English as a Second Language classes.

We alternate a writing-focused class with a pronunciation class annually or based on interest. Typically, the class meets once a week for 1.5 hours and lasts for 10 weeks. Please contact the Research Education Coordinator (Sara. Marchionda@NationwideChildrens.org) for details.

OIA Scholar English Conversation Group

OIA offers J-1 Scholars and J-2 spouses small group interaction with American Ohio State staff members and other scholars. Ask questions, discuss relevant issues, practice American slang and sayings, make friends, and exchange culture.

Offered: Thursdays from noon-1 p.m. during the semesters (Bringing your lunch is optional.)

At: Oxley Hall room 122

Contact: Ryan Walker, OIA Scholar Advisor, walker.863@osu.edu, 614-292-6101

International Neighborhood Coffee Hour

Offers small group setting for women and children to improve English and make friends with people from a wide variety of backgrounds. Small group English classes that include activities and snack time. Transportation may be available. There is no fee to attend but there is an opportunity to make a small voluntary contribution for snacks and children's supplies.

Offered: Wednesdays from 9:15-11:15AM during the academic year

At: University Baptist Church, 50 W. Lane Ave., Columbus, OH 43201

Contact: inchcolumbus@gmail.com or 614-294-6333; website: www.inhcolumbus.org

Conversational English Group

Men and women can practice speaking English with emphasis on common, every day conversation in a comfortable, friendly group for free. The focus of the program is to promote fluency and comprehension in discussions of a variety of topics among international members of the Columbus community.

Offered: Thursdays from 5-7pm

At: Indianola Presbyterian Church, 1970 Waldeck Ave., Columbus, OH 43201

Contact: Babara Groseclose at groseclose.1@osu.edu

English Classes

Columbus City Schools Adult and Community Education Program

Offers free day and evening classes of English for Speakers of Other Languages (ESOL) at many different locations throughout the city. Must attend orientations first.

2323 Lexington, Ave., Columbus, OH 43211

Contact: Tim Harry at 614-365-6468, Extension 261 cpsadulthood.org (Click GED\ABLE\ESOL link for more information on class and orientation times)

Columbus Literacy Council

Provide English tutors in one-to-one tutoring sessions or in classrooms led by certified teachers. Adult Literacy Services are free and are held Monday through Thursday. Classes are offered mornings, afternoons, and evenings at many locations throughout the city.

92 Jefferson Avenue, Columbus, Ohio 43215

614-282-7661 – Ask for Carmen or Whitney

ColumbusLiteracy.org

Columbus State Community College

English as a Second Language classes

550 East Spring St., Columbus, OH 43215

614-287-5353

www.CSCC.edu/academics/courses/esl.shtml

**ELS Language Centers/Columbus
at Ohio Dominican University**

614-215-7360

www.ELS.edu/columbus

Dublin Baptist Church

7195 Coffman Road, Dublin, OH 43016

614-889-2307

www.DublinBaptist.com

Dublin Schools

7030 Coffman Rd., Dublin, OH 43017

614-764-5913

DublinSchools.net/communityeducation.aspx

Kaplan

1-800-KAP-TEST

KaplanInternational.com

Recreational Activities

Sports Events

- Columbus Buckeyes - College Sports
Plays at different locations
Ticket price varies
<http://www.OhioStateBuckeyes.com/tickets/>
- Columbus Blue Jackets - NHL Hockey Team
Plays at Nationwide Arena
Ticket price varies
<http://BlueJackets.nhl.com>
- Columbus Clippers - Minor League Baseball Team
Affiliate of the Cleveland Indians
Plays at Huntington Park
Tickets are less than \$20 a game
<http://www.ClippersBaseball.com>
- Columbus Crew - Major League Soccer Team
Plays at Mapfre Stadium
Tickets run from \$25-60
www.ColumbusCrewsc.com

Indoor Activities

- COSI - 333 W. Broad Street
Interactive science museum with 300+ interactive exhibits
Admission: 2-12 years old: \$14; adult (13 and up): \$19; parking: \$5
www.cosi.org
- Columbus Museum of Art - 480 East Broad Street
Includes early and modern American Art, European Art, and ancient art
Tickets: free on Sunday; ages 5 and under: free; seniors and 6-17: \$5; adults (18+): \$14
www.ColumbusMuseum.org

- Wexner Center for the Arts - 1871 North High Street
Films, stage performances, art, and other exhibits
Under 18 and students are free; general public: \$8
www.wexarts.org
- CAPA Theater - multiple theaters
World-class musicals, plays, ballets, and symphony
www.capa.org
- Newport Music Hall- 1722 N High St
Indoor music venue
Check out www.NewportMusichall.org for more details
- Columbus Metropolitan Library - 96 S. Grant Ave
Weekly activities, 100 computers, Basic English required
www.ColumbusLibrary.org

Outdoor Activities

- Magic Mountain Fun Center - 8350 Lyra Drive
Arcade, laser tag, miniature golf, go-karts and more. See website for pricing:
www.MagicMountainFunCenter.com/Polaris
- Gallery Hop in Short North - Located at High St. north of downtown
First Saturday of every month, 4-10PM
Explore lots of independent shops and small art galleries
www.shortnorth.org
- Columbus Commons - 160 S. High Street Columbus OH 43215
Group fitness classes, outdoor movie watching, and more.
<http://ColumbusCommons.org/>

- Columbus Zoo and Aquarium - 4850 West Powell Rd
Named “#1 Zoo” in America in 2009 by USA Travel Guide.

Tickets: 3-9 years old: \$9.99; 10-59: \$14.99; 60+: \$9.99, Parking: \$8

www.ColsZoo.org

- Zoombezi Bay- 4850 West Powell Rd
Outdoor waterpark located at the Columbus Zoo
Ranks as one of the Midwest’s most popular water parks
Tickets: 3-9 years old: \$24.99; 10-59: \$32.99; 60+: \$24.99, Parking: \$8

<https://ZoombeziBay.columbuszoo.org/>

- Franklin Park Conservatory- 1777 East Broad St
88-acre conservatory with 400 species of plants
Admission: 2 & under: free; 3-17: \$6; adults: \$13;
students with ID & seniors: \$10, free parking

www.fpconservatory.org

- Lifestyles Community Pavillion- 405 Neil Ave,
Columbus, OH 43215
Outdoor concert venue

<http://LifestyleCommunitiesPavilion.net>

- Hocking Hills
Located a little over an hour from downtown
Columbus
Old Man’s Cave, hiking, zip-lining, canoeing

<http://www.Hockinghills.com/>

- The Wilds - 14000 International Rd, Cumberland,
OH 43732
Located an hour east of Columbus
Safari park and Conservation center
Includes ziplining, horseback riding, fishing and more.
Home to rare and endangered species from the globe
living in natural, open-range habitats

<https://thewilds.columbuszoo.org/>

Parks (more park info at <http://parks.columbus.gov>)

- Goodale Park - 120 West Goodale Street
32.71 acre park with playground, tennis courts,
basketball court
- Franklin Park Conservatory - 1777 East Broad St
100 acre shared park with playground, pond and
walking trail
- Park of Roses - 3923 North High Street
13 acre park with 11,000 roses of 350 different types

- Fred Beekman Park - 2200 Carmack Rd
43 acre park with baseball fields, basketball courts,
volleyball courts and more

www.recsports.osu.edu/facilities/outdoor-facilities

- Olentangy Trail
13.75 mile walking and biking path

Movie Theaters

- Gateway - 1550 N. High Street
Tickets: \$6-10.50

www.GatewayFilmCenter.com

- AMC Lennox- 777 Kinnear Road
Tickets: adult: \$8-10; child: \$7

www.amctheatres.com/lennox

- Bethel Dollar Theater- 2570 Bethel Rd
Tickets: \$2-4

<http://www.cinemark.com/theater-172/>

Telephone, Internet and Television Services

Most post-docs and students only have a cellular phone for use at home and away. Home phones (landlines) are available but typically only used by families when multiple people will use the same line or a more reliable phone is needed in case of emergencies. Several options exist for both cellular service and landline service, as outlined below.

Cellular Phones

- Prepaid
 - Typically short term use, no credit needed
 - Available at most retailers; Walmart, some grocers. Straight Talk, BOOST Mobile, Cricket, etc.
- Contract
 - Requires Social Security and Credit history, or to join someone else's plan
 - Can still receive own phone and separate monthly bill on a shared plan.
 - Verizon (NCH discount), AT&T (NCH Discount), Sprint, T-Mobile
 - Most plans also included data usage plan for checking web, email, Facebook etc.
 - Unlimited International calling available for extra fee, check with service provider.

Land Line Phones

- AT&T, Verizon, Time Warner
 - Optional but may be required for some apartments or internet providers
 - Can bundle with internet or TV service, check with your landlord for available services

Internet Based Phones

- Vonage
 - Virtual or physical phones options
 - Many free or cheap international calling options
 - Skype, Google Voice, etc.

Internet/TV Providers

- Most apartments will have internet and TV available as a monthly subscription, check with your apartment complex to determine which service providers are available. Satellite available in some areas but requires contract commitment.
- Time Warner, AT&T, Verizon, WOW
- Most providers offer several packages or options based on needs or budget.
 - WiFi generally available from internet provider; equipment provided.

Useful website

Helpful Websites:

- www.ExperienceColumbus.com/ (Official Visitors Guide information for Columbus) onesuite.com & zaptell.com (for calling abroad)
- www.ColumbusUnderground.com
- <http://Columbus.Car2go.com>
- www.MetroParks.net

- <http://ColumbusFoodAdventures.com/> (getting to know Columbus through food)
- <http://www.OnlineConversion.com/> (convert clothing sizes, weight, temperature and more)
- www.ColumbusAlive.com
- www.614columbus.com
- <http://www.DineOriginalsColumbus.com/>

Equivalents

Weights & Measures

When it comes to weights and measures in everyday life, approximations work best. Think in terms of anchor points. For example, driving 60 miles an hour is approximately (\approx) 100 km/hour; 68° Fahrenheit \approx 20° Celsius; and 4 ounces (oz.) of cheese \approx 100 grams.

Lengths and Distances: Inches, Feet, Yards and Miles

A person's height is measured in feet and inches. Cloth is usually measured in yards and inches.

1 inch \approx 2.5 cm
12 inches = 1 foot \approx 30 cm
36 inches = 3 feet = 1 yard \approx 90 cm
39 inches \approx 1 meter
1 mile = 5280 feet = 1760 yards
.6 miles \approx 1 km
1 mile \approx 1.6 m
10 miles \approx 16 km
60 miles \approx 100 km
100 miles \approx 160 km

Weight (Dry Goods): Pounds and Ounces

Volume (Liquids): Ounces, Cups, Pints, Quarters, and Gallons

In the U.S., we have both fluid and dry ounces. Fluid ounces refer to the volume of something liquid similar to milliliters. Dry ounces refer to the weight of something similar to grams. When baking (cakes, cookies, pies), Americans use teaspoons, table spoons, and measuring cups to measure fluid and dry ingredients. Dry ingredients are not weighed on measuring scales. For example, 1 cup of flour (dry) is measured in a measuring cup as if it were a liquid for baking.

1 once (oz.) \approx 28 g
3.5 oz. \approx 4 oz. \approx 100 g
1 pound (lb.) = 16 oz. \approx 500 g = .5 kg
3 teaspoons = 1 tablespoon
3 tablespoons = 1 fluid oz.
1 Cup = 8 fluid ounces \approx $\frac{1}{2}$ pint \approx 2.4 dl
1 Pint = 2 cups = 16 fluid oz. \approx 4.8 dl.

5 lb. \approx 2.5 kg
10 lb. \approx 5 kg

Quarter = 2 pints = 4 cups = 32 oz.
Gallon = 4 quarts = 8 pints = 16 cups = 64 oz. \approx 3.8 liters

Buying Gasoline

Gasoline is sold by the gallon. Oil for your car, however, is sold by the quart. A gallon in the United States is less than a gallon in Canada and some Commonwealth Nations where the "Imperial Gallon" is used.

1 Imperial Gallon \approx 4.55 liters 1 U.S. Gallon \approx 3.8 liters

Temperatures

Weather

Fahrenheit	0°	32°	40°	50°	68°	75°	80°	90°	100°
Celsius	-18 °	0 °	5 °	10°	20°	24°	27°	32°	38°

Cooking and Baking

Fahrenheit	225°	250°	275°	300°	325°	350°	375°	400°	425°	450°	475°
Gas Mark	$\frac{1}{4}$	$\frac{1}{2}$	1	2	3	4	5	6	7	8	9
Celsius	110°	130 °	140 °	150 °	170 °	180°	190 °	200°	220°	230°	240°

Equivalents

Clothing Sizes

There seems to be no real logic for the different clothing sizes between countries. Note that buttons and zippers are on opposite sides for men's and women's clothing in the U.S.

Country Codes:			
A = Austria	CH = Switzerland	F = France	MEX = Mexico
AUS = Australia	D = Germany	I = Italy	NZ = New Zealand
B = Belgium	DOM = Dominican Republic	IRL = Ireland	PRC = China
BRZ = Brazil	E = Spain	JPN = Japan	RU = Russia
CAN = Canada	EUR = Europe	KOR = Korea	S = Sweden

Women's Suits, Coats, Dresses, and Blouses Key:

USA Size + 30 = sizes in B, BRZ, E, F, MEX, P.

USA Size – 1 = sizes in J.

CAN, USA	4	6	8	10	12	14	16	18	20
AUS, IRL, NZ, UK (+2)	6	8	10	12	14	16	18	20	22
DOM (+6)	10	12	14	16	18	20	22	24	26
B, BRZ, E, F, MEX, P (+30)	34	36	38	40	42	44	46	48	50
A, CH, D, NL, S (+28)	32	34	36	38	40	42	44	46	48
I (+34)	38	40	42	44	46	48	50	52	54
JPN (-1)	3	5	7	9	11	13	15	17	19
RU (+36)	40	42	44	46	48	50	52	54	56

Women's Shoes Key:

USA Size + 32 = European Size

USA Size – 1.5 = Size in UK

CAN, USA	4	6	8	10	12	14	16	18
AUS, IRL, NZ, UK (+2)	6	8	10	12	14	16	18	20
DOM (+6)	10	12	14	16	18	20	22	24
JPN/MEX (+17)	34	36	38	40	42	44	46	48
PRC	31	33	35	37	39	41	43	45

Men's Shoes Key:

USA -1 = Australian Sizes

USA + 19 = Sizes in Japan and Mexico

CAN, USA	6	7	8	9	10	11	12	13
AUS (-1)	5	6	7	8	9	10	11	12
EUR (+32)	38	39	40	41	42	43	44	45
JPN, MEX (+19)	25	26	27	28	29	30	31	32

Men's Suits, Jackets, Coats Key:

USA Size + 10 = European Sizes

USA Size + 2 = Japanese Sizes

CAN, USA, UK	30	32	34	36	38	40	42	44	46
Europe (+10)	40	42	44	46	48	50	52	54	56
Japan (+2)	32	34	36	38	40	42	44	46	48
Korea	80	85	90	95	100	105	110	115	120
S-M-L	XXS	XS	S	S	M	M	L	L	XL
PRC	36	38	40	--	42	--	44	--	46

Men's Trousers Key:

USA Size + 16 = European Sizes

CAN, US, UK	30	32	34	36	38	40	42	44	46
Europe (+16)	46	48	50	52	54	56	58	60	60
PRC	28	29	30	31	32	33	34	35	36

Men's Dress Shirts (Neck Sizes)

CAN, UK, US	14	14 ½	15	15 ½	16	16 ½	17	17 ½	18
EUR, JPN	36	37	38	39	41	42	43	44	45
S-XL	XS	S	S	M	L	L	XL	XL	XXL

Sources:

www.FahrenheitToCelsius.com/
http://www.OnlineConversion.com/cooking_gasmark.htm
<http://www.Calit2.net/~jschulze/misc/spinoff/metric-conversion.htm>
www.Lexiophiles.com/english/clothes-sizes-us-vs-china
www.HostelCentral.com/en/magazine/backpacker-magazine/international-clothes-sizes
www.SizeGuide.net/mens-clothing-sizes-international-conversion-chart.html
www.overstock.com/guides/international-clothing-sizing-buying-guide
www.TheTravelAlmanac.com/clothing-size.htm



NATIONWIDE CHILDREN'S

When your child needs a hospital, everything matters.SM