

J SCHOLAR CHECK-IN FORM

You must report your arrival to the ISS Office in Union 410 within 30 days of your program start date and before doing any of the following:

- Beginning the activities of your J-1 Exchange Visitor Program
- Completing I-9 paperwork with the academic department or division
- Applying for a Social Security Number (if applicable) or Driver License

NOTE: If you are unable to arrive within 30 days of your program start date, email the J Scholar Team at internationalscholars@utah.edu for assistance. You also must communicate any changes in start date or travel plans with the academic department or division at the University. ISS will confirm any changes to your program with the University department.

LAST NAME: _____

FIRST NAME: _____

DATE: _____

SEVIS #: _____

J-1 Exchange Visitors must provide the following information for themselves and any accompanying dependents when checking in:

NOTE: Dependents arriving at a later time must provide copies of these documents upon arrival to Salt Lake City.

Health Insurance:	Requirement:	Provider Name:	Policy Number:	Office Use Only
<p><i>It is a federal requirement that all J-1 and J-2 exchange visitors have health insurance for the duration of their program which meets the following:</i></p> <ul style="list-style-type: none"> • Medical benefit of \$100,000 per accident or illness; • Maximum deductible of \$500 per year; • Medical evacuation up to \$50,000; • Repatriation of remains up to \$25,000. 	<p>\$100,00 per incident; \$500 maximum deductible;</p>			
	<p>\$50,000 medical evacuation;</p>			
	<p>\$25,000 repatriation;</p>			
	<p>J-2 dependent insurance</p>			
<p>DS-2019: Bring the DS-2019 used for the visa interview and travel. This document should contain notations from the Consular Officer who approved your visa application. ISS will copy this document.</p>				
<p>I-94 Admission Record: The I-94 admission record can be printed from https://i94.cbp.dhs.gov.</p>				
<p>Passport and Visa: Bring the passport you used to enter the United States. This passport should contain your J entry visa and a stamp from Customs and Border Protection noting the date you entered the country. ISS will make copies of these pages of your passport.</p>				
<p>Complete Address: (Information Update Form) ISS must report your address to US Citizenship and Immigration Services. You must use your physical address – not the address of your academic department – in order to report your arrival. If you are staying in a hotel or temporary housing upon arrival, update the ISS with your permanent address within 10 days of any changes.</p>				
<p>Email Address and US Phone Number: (Information Update Form) ISS also must gather the current email address for you and your dependent spouse (if applicable), and your US phone number (if applicable). If you do not have this contact information, update ISS within 10 days of receipt of a new email address or US phone number. Included with this document is a form to update your contact information. We have additional forms in the ISS office to notify us of changes.</p>				