Welcome to the University of Utah!

Reporting to the Office of International Student and Scholars Services (ISSS) should be one of the first things you do after entering the USA, and should be done within a few days of arrival. Reporting is necessary to validate your SEVIS immigration record, giving you an ACTIVE immigration status. If you do not report your arrival within 30 days of the program begin date as listed on your DS-2019, your immigration status will revert to NO SHOW, which is not a legal status to teach or research in the USA. You can report your arrival by submitting an electronic form or “e-form” through the UAtlas portal.

In order to access the UAtlas portal:
- Visit the ISSS website or type https://isss.utah.edu/ to your browser. On the ISSS website, select the UAtlas LOGIN button, then click the New Student/Scholar Login link at the very bottom of the page.

When logging in, you must input the following information:
- Your UNID or University ID number (for example, 06012345) provided in your Welcome letter
- Your Date of birth (must be in following format: month/day/year)
- Your Limited Access PIN provided in your Welcome letter
  - Click the Login button

Once logged in:
- Click the J-1 Scholar Services link on the left side of the page,
- Then select the Report Your Arrival e-form
- Click submit when the form is completed
  *You are not required to complete any other e-form

Please be prepared to upload a copy of the following when completing the Report Your Arrival e-form:
1. Your DS-2019 signed by you and the US Consular Officer from your visa appointment.
2. Your J-1 visa with the “J-1 D/S stamp”. Please make sure you include the “J-1 D/S stamp”.
3. Photo from your Passport.
4. Signed Insurance compliance form that was provided in your pre-arrival packet.
5. Copy of your health insurance declaration page or summary of policy benefits. This is only necessary if you do not have insurance through the University of Utah.
6. Form I-94. The I-94 can be accessed only AFTER you arrive in the USA. Please visit the I-94 website or type “i-94” into a search engine and find I-94 – Official Website. Select Get Most Recent I-94.
7. Other information required include a US residential physical address, US phone number, and name & e-mail address of your PI, supervisor, or program administrator.

Once your e-form is submitted, your supervisor or department contact person at the University of Utah will receive a request to confirm your arrival and the begin date of your exchange program. Once this process is complete, the ISSS office will validate your SEVIS record to ACTIVE. If there is a delay in your arrival, please let us know, and we can amend the DS-2019 begin date if provided advance notice of a delay.

Once again, welcome to the University of Utah and we look forward to meeting you upon arrival to campus!

Please contact us at internationalscholars@utah.edu if you have any questions.

Best,

J-1 Exchange Visitor Team
International Student and Scholars Services