

-- Report Your Arrival Instructions --

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 U.S., 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:

- The UAtlas portal can be accessed [here](#) or by visiting the [ISSS website](#), selecting the **UAtlas LOGIN** button, **and** then clicking the **New Student/Scholar Login link** at the very bottom of the page.

When logging in, you must input the following information:

- Your University ID number (UniD) - 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**
 - o **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 – there are several pages that must be completed within the form
- Click **submit** when the form is completed
- You are not required to submit any other E-form at this time

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 page from your **Passport**
4. **Proof of insurance** - this can be a copy of your health insurance **declaration page** or **summary of policy benefits**. If you have insurance through the University, please upload a copy of the offer or appointment letter as proof of insurance until you receive your insurance card.
5. **Form I-94** – your I-94 can only be accessed **AFTER** you arrive to the U.S. Please visit the [I-94 website](#) and select “**Get Most Recent I-94.**”
6. Other information required includes a **U.S. residential physical address, U.S. phone number**, and the name and e-mail address of your host academic department contact that can verify your arrival.

Once your E-form is submitted, the department contact you listed 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 and you will be in ACTIVE status. ***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.***

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

Best,

J-1 Exchange Visitor Team
International Student and Scholars Services