ACCESSING ISSS LINK AND COMPLETING THE NEW SCHOLAR ARRIVAL E-FORM

• Access the ISSS Link sign-in page: https://issslink.emory.edu/istart

• Do you have an Emory NetID and Password?
  • If you do: Click here for instructions
  • If you don’t: Click here for instructions

• Click here for solutions to common issues/errors
Click the “LOGIN” button under full services on
the ISSS Link homepage.

You will be taken to “login.emory.edu” page

Enter your Emory NetID and Password and click “Login.”

If you don’t have a NETID, click here for instructions accessing ISSS Link using Limited Services on a temporary basis until you receive an Emory NetID and password.

Congratulations! You have logged into ISSS Link and can complete the New Scholar Arrival e-form.

Click here for instructions on how to complete the New Scholar Arrival e-form.
LIMITED SERVICES ACCESS

If you do not have an Emory NetID and password, please take the following actions so that ISSS can provide you with Limited Services Access:

• Go to the ISSS Link homepage (https://issslink.emory.edu/istart) and click on the “Limited Services” link. This will take you to the Limited Services login page.

• Click on “Email me my Limited Access PIN.” This will take you to the ISSS Link Limited Services PIN Lookup page.

• Enter your 7 digit University Identification Number (sometimes called your “Emory ID” or your “Employee ID”). Then click “Submit.”

• An email will be sent to the email ISSS has on file and has used to send you pre-arrival communication. This email will contain your Limited Access PIN.

Directions continued on next page.
• Once you receive the email containing your Limited Services PIN, return to the ISSS Link homepage (https://issslink.emory.edu/istart) and click on the “Limited Services” link again.

• This will take you back to the Limited Services login page.

• Enter your 7 digit University Identification Number (sometimes called your “Emory ID” or your “Employee ID”), your Date of Birth, and the Limited Access Pin provided to you by email. Then click “Login.”

• Click here for instructions on how to complete the New Scholar Arrival e-form.
Registration for Scholar Orientation is required for all Emory scholars. Register for orientation by taking the following steps:

• Log into ISSS Link

• Select the “Pre-Arrival & Orientation” from the left-hand menu.

• Next, select the “New Scholar Arrival” e-form and begin completing the e-form.

Directions continued on next page.
COMPLETING THE NEW SCHOLAR ARRIVAL E-FORM

- Complete all required fields and submit the New Scholar Arrival e-form as soon as possible upon arrival in the United States.

- For J-1 Scholars:
  - J-1 scholars are legally required to attend orientation; your program participation will not be validated and you will be unable to apply for a Social Security Number or driver’s license until you’ve attended the Scholar Orientation and submitted the necessary documents.
  - In the final field of the e-form you will be required to choose a Scholar Orientation session to attend, please be sure you complete the e-form promptly as registration for that week's session closes at noon the day before the session.

- H-1Bs, TNs, O-1s, E-3s:
  All other scholars are required to complete the e-form and attend a 1-on-1 orientation with their ISSS advisor. At the end of the New Scholar Arrival e-form you will be directed to the ISSS website to find the name of your advisor and a link to their online calendar.
COMMON ISSUES/ERRORS

If you receive the following error “Failure – You must correct your errors below and resubmit,” upon submission of your e-form, follow the instructions below:

This error is usually the result of your login credentials being entered incorrectly or your ISSS Link record does not match the NetID you were given.

Solution:

- Ensure you’ve entered all information correctly
- Try entering your Date of Birth in another order as it may have been entered into the ISSS Link system differently (i.e. DD/MM/YYYY format rather than MM/DD/YYYY format). For instance if your birthday is December 1st, 1991 (12/1/1991), try entering: “1/12/1991.”
- If neither of the above solutions work, please email ISSS@Emory.edu using the following subject line in your email “Scholar – ISSS Link Login Problem.” In your email include your full name, date of birth, NetID and an explanation of the issue. If possible, include a screenshot of the error you received.

Click here for additional solutions to common issues/errors
• I don’t have my I-94...

  • An I-94 is generated any time a foreign national enters a United States at a port of entry. If you aren’t currently in the United States you will not have an I-94. However, once you arrive, you can access your I-94 via the following website: https://i94.cbp.dhs.gov/I94/#/home

• For J-1 Scholars Only: I don’t have health insurance yet...

  • Health insurance coverage is legally required for all J-1 exchange visitors for the duration of their program, please read the following section of the ISSS website.

  • Purchase your health insurance prior to your arrival and be sure that you (and any J-2 dependents) are covered for the entire duration of the program dates listed on your DS-2019.