

# J-1 Exchange Visitor Checklist

## International Student and Scholar Services

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## Before you arrive

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- Review your Form DS-2019** to make sure that your personal information, and program dates and information are correct. If you won't arrive by your program start date, contact ISSS to update your DS-2019. If dependents are coming with you, each of them should have their own DS-2019.
- Make sure your passport is valid** for at least 6 months after the start date on your Form DS-2019. If any dependents are coming with you, their passports should also be valid for 6 months after your program start date.
- Review the *Pre-Arrival & Orientation* information** that is found under the "Scholars" tab at [iss.emory.edu](http://iss.emory.edu). It will provide detailed information on the process of getting your J-1 visa and traveling to the U.S.
- Schedule an appointment at the nearest U.S. embassy or consulate** to apply for your J-1 visa (except for citizens of Canada or Bermuda). Visit [travel.state.gov](http://travel.state.gov) to find your nearest consulate and review the documents required for your interview. When you receive your visa sticker, please review it for accuracy.
- Pay the SEVIS I-901 fee** at least 3 days before your visa interview. Print the receipt and keep a copy for your records. (Citizens of Canada and Bermuda do not need an entry visa, but they still have to pay the SEVIS fee before entering the U.S.) For more information, visit [ice.gov/sevis/i901](http://ice.gov/sevis/i901).
- Make travel arrangements** after you get your visa. You can enter the U.S. up to 30 days before the start date on your Form DS-2019. If traveling by air, fly into [Hartsfield-Jackson Atlanta International Airport](#). Let your department and ISSS know when you will get here. If you are sponsored by an organization other than Emory, let them know about your plans.
- Review your hosting department's invitation letter** for information about program activities, employment details (if applicable), and any program fees.
- Review the J-1 health insurance requirements** that is found under the "Global Community" tab at [iss.emory.edu](http://iss.emory.edu). As an exchange visitor, you and any accompanying J-2 dependents are *legally required* to carry health insurance from the program start date to the program end date as listed on your Form DS-2019. We recommend the Emory/Aetna POS health insurance plan for university employees, and either an ISO or ISP plan for non-employees. If you decide to enroll with an insurance provider other than ISO, ISP, or Emory/Aetna POS insurance plans, the insurance company must have a claims office that is physically located in the U.S. If it does not, we will require that you enroll in an ISO, ISP, or Emory/Aetna POS plan. You may pay about \$100-200 per month for insurance per person. *Please note that traveler's insurance does not meet the minimum J-1 requirements for health insurance and is not an acceptable form of health*

*insurance coverage.* If you don't purchase adequate health insurance, as required by the U.S. federal law, your J-1 program participation will be terminated.

- Get copies of important medical and dental records**, x-rays, and prescriptions written in generic terms for you and any accompanying dependents.
- Get copies of financial documents** that show how you will be supported while you are at Emory. You might be asked for these at the U.S. port of entry. We recommend that you have a budget of at least \$2,500 per month to cover your living expenses in the U.S.
- Review the ISSS website** ([iss.emory.edu](http://iss.emory.edu)) for information about housing, social security numbers, driver's license, banking, rights and laws, maintaining your status, the J-1/J-2 two-year home-country physical presence requirement, and more.

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## At the port of entry

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- Present a physical Form DS-2019 and valid passport** at the border when you enter the U.S.
- Make sure the date stamp shows "J-1" and "D/S"** when you receive your passport back from the CBP officer after inspection.

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## After you arrive

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- Report to your hosting department** at Emory University and obtain your Emory netID and password. Remember to ask your department about your Emory Card, your eligibility for the Emory/Aetna POS insurance plan (if applicable), and if you have to attend any orientations other than the one at ISSS.
- Complete the *New Scholar Arrival* e-form** and register for the mandatory ISSS scholar orientation in ISSS Link ([jsslink.emory.edu](http://jsslink.emory.edu)). After logging into ISSS Link, open the "Pre-arrival and Orientation" tab on the left-hand side and click on the *New Scholar Arrival* e-form. *This e-form must be completed no later than 5 days after your arrival in the U.S.*
- Attend the mandatory ISSS orientation** within 15 days of the program start date on your DS-2019.
- Do not apply for a driver's license or a social security number** until you have checked in with ISSS and attended the scholar orientation. Your SEVIS record must be activated first.
- Begin your J-1 activities at Emory** on the start date as listed on your Form DS-2019. If your arrival in the U.S. was delayed, please contact ISSS to determine your proper J-1 program start date.