

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

- Access the ISSS Link sign-in page: <https://isslink.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

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

ISSS Link

Welcome to ISSS Link

The ISSS Link portal provides individualized, web-based services to Emory University's international students, scholars, and department administrators.

Returning ISSS Link Users: ISSS Link has a new look! ISSS Link has upgraded resulting in some aesthetic and organizational changes, but the functionality of the system has stayed mostly the same including the ability to submit updates and requests. If you have any questions as you navigate ISSS Link, please feel free to reach out to your [ISSS advisor](#) (Atlanta campus) or the [Office of International Programs](#) (Oxford campus).

Full ISSS Link Services for International Students, Scholars, and Department Administrators

Secure services requiring an active/valid Emory NetID/EMPLID and password

[Login](#)

An active/valid Emory NetID/EMPLID and password are required.

Limited Services for International Students and Scholars

Students and scholars who are unable to access ISSS Link because they do not have an active/valid Emory NetID/EMPLID and password may request a PIN to access ISSS Link Limited Services. To request a PIN, click the "Limited Services Login" link below. Then, click on "E-mail me my Limited Access Pin." After entering your university identification number/EMPLID and submitting the form, your PIN will be sent to the e-mail address on file in ISSS Link. [Limited Services Login](#)

ISSS Link Sign-In Page

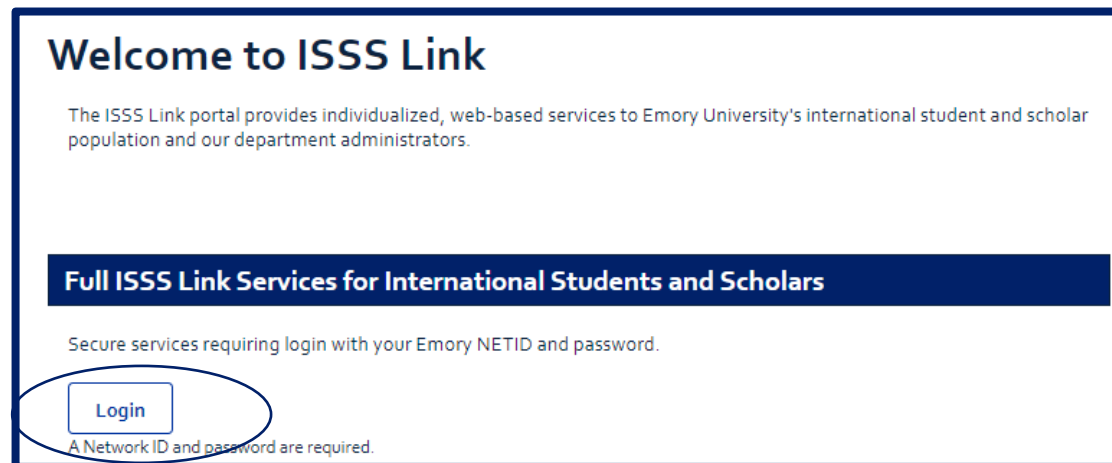


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FULL SERVICES ACCESS WITH NETID AND PASSWORD

- Click the “Login” button under Full ISSS Link Services on the ISSS Link homepage. You will be taken to “login.emory.edu” page
- Enter your Emory NetID and Password and click “Login.”
(Note: 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](#) or instructions on how to complete the New Scholar Arrival e-form.



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LIMITED SERVICES ACCESS

If you do not have a valid 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://isslink.emory.edu/istart>) and click on the **“Limited Services Login”** 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.

(Directions continued on next page.)

Limited Services for International Students and Scholars

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Login to ISSS Link - Limited Services

IF YOU HAVE AN ACTIVE/VALID EMORY NETID AND PASSWORD, CLICK HERE TO LOGIN TO ISSS LINK FULL SERVICES

Use your University ID number/EMPLID, date of birth, and limited access PIN to log into Limited Services. Limited Services are for Emory graduates, students on a leave of absence, or other students without a valid Emory NetID and password as well as new international students/scholars who have not yet received an Emory NetID and password.

Need a PIN?

Click on **“E-mail me my Limited Access Pin”** below. After entering your university identification number/EMPLID and submitting the form, your PIN will be sent to the e-mail address on file in ISSS Link. If you do not receive the e-mail in your Inbox (and Junk Folder) within 24 hours, please e-mail iss@emory.edu for assistance.

(*) Information Required

University Identification Number/EMPLID*

Date of Birth*

Limited Access PIN *

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

Login

[E-mail me my Limited Access PIN](#)

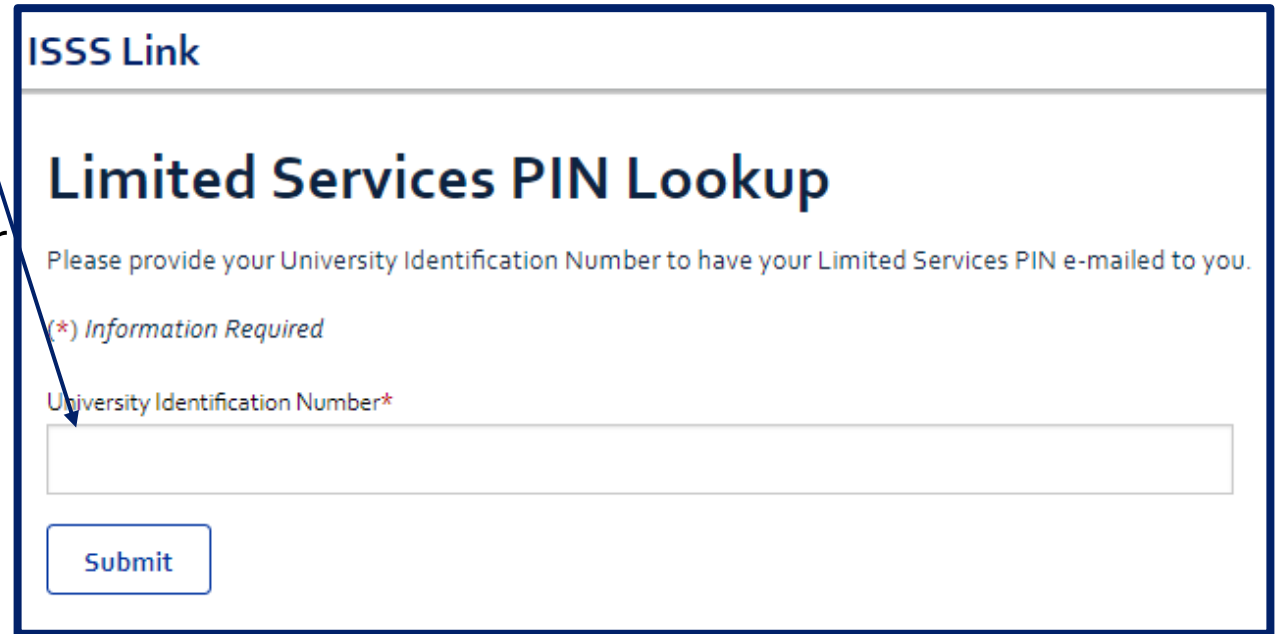


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LIMITED SERVICES ACCESS (CONTINUED)

- Enter your 7-digit **University Identification Number** (sometimes called your “Emory ID,” “Empl ID” or your “Employee ID”). Then click “Submit.”
- An email will be sent to the email ISSS has on file and was used to send you pre-arrival communication. This email will contain your Limited Access PIN. **If you do not receive this email, please contact ISSS to verify the email address on file.**



ISSS Link

Limited Services PIN Lookup

Please provide your University Identification Number to have your Limited Services PIN e-mailed to you.

() Information Required*

University Identification Number*

Submit

(Directions continued on next page.)



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LIMITED SERVICES ACCESS (CONTINUED)

- Once you receive the email containing your Limited Services PIN, return to the ISSS Link homepage (<https://isslink.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,” “Empl ID,” or your “Employee ID”), your Date of Birth, and the Limited Access Pin provided to you in the email. Then click “Login.”
- Click [here](#) for instructions on how to complete the New Scholar Arrival e-form.

Login to ISSS Link - Limited Services

[IF YOU HAVE AN ACTIVE/VALID EMORY NETID AND PASSWORD, CLICK HERE TO LOGIN TO ISSS LINK FULL SERVICES](#)

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(* Information Required)

University Identification Number/EMPLID*

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Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

Login

[E-mail me my Limited Access PIN](#)



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COMPLETING THE NEW SCHOLAR ARRIVAL E-FORM AND REGISTERING FOR SCHOLAR ORIENTATION

- 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.)

ISSS Link

Home
F-1 Practical Training
F-1 Student Services
General Services
General Student Services
ISSS Use Only
Pre-Arrival and Orientation

ISSS Link Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

Notifications

DELIVERED ON: MAY 19, 2021 AT 11:52 AM
[Follow up from today's virtual walk-in about Change of Program I-20](#)

DELIVERED ON: MAY 19, 2021 AT 10:47 AM
[ISSSLINK](#)

ISSS Link

Home
F-1 Practical Training
F-1 Student Services
General Services
General Student Services
ISSS Use Only
Pre-Arrival and Orientation

Pre-Arrival and Orientation

Tasks

[Emory College Initial I-20 Request \(Fall 2021\)](#) **[New Scholar Arrival](#)** [New Student Reporting](#)



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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 in SEVIS and you will be unable to apply for a Social Security Number or driver's license until you've submitted the necessary documents in ISSS Link and attended Scholar Orientation.
 - In the final section 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.

New Scholar Arrival

(*) Information Required

Overview

Welcome to Emory!

We look forward to meeting you for orientation. Before you visit ISSS, please complete this New Scholar Arrival e-form. **You must be in the US to complete this form.**

Note: this form is used for both new Emory scholars and those who have recently changed status in the US.

Scholar orientation at Emory consists of two simple steps:

1. **Complete the New Scholar Arrival e-form within 5 calendar days of arriving in the US.** To complete the e-form, have the following ready:
 - I-94 (access [here](#)) or if you changed status in the U.S., the I-94 attached to the bottom of the I-797 approval notice.
 - Visa stamp (except for citizens of Canada or Bermuda)
 - US address
 - US and overseas emergency contact information
 - *J-1 scholars only:* Signed and dated DS-2019 which was used to enter the US
2. **Attend orientation session within 10 calendar days of your start date.** At the end of the New Scholar Arrival e-form, you'll find instructions for attending an orientation session in our office.

Note: To comply with social distancing guidelines resulting from COVID-19, ISSS will temporarily suspend in-person scholar orientations. We will email you a welcome message and instructions. We hope to continue the in-person orientations as soon as social distancing guidelines are relaxed.

If you have any questions or need help completing this form, please contact [ISSS](#).

If you're unable to attend an orientation within 10 calendar days of your start date, [email your ISSS advisor](#) immediately.



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COMMON ISSUES/ERRORS

- If upon submission of your e-form you receive the following error **“Error – You must correct your errors below and resubmit,”** follow the instructions below:
- This error is usually the result of your login credentials being entered incorrectly or your ISSS Link record not matching 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.

(Common issues/errors continued on next page)

New Scholar Arrival

***** DRAFT STATUS / NOT YET SUBMITTED *****

Your form is currently in draft status. You may continue to make modifications and save as many times to draft as you wish until you are ready to finally submit the form.

Note: Partial dates are not saved to draft. Any desired changes to attached files on a draft e-form require a full cancel and resubmit.

(* Information Required)

Error - You must correct your errors below and resubmit

Unable to upload the selected files for fields: Upload I-94:....; Upload a signed and ...; Please ensure that the files are valid PDF or image files (JPG, GIF, PNG, or BMP) to upload to the server and try again.

Overview

Welcome to Emory!

We look forward to meeting you for orientation. Before you visit ISSS, please complete this New



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COMMON ISSUES/ERRORS (CONTINUED)

- 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/J-2 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.



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 51415565885
Most Recent Date of Entry: 2017 July 25
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname : [REDACTED]
First (Given) Name : [REDACTED]
Birth Date : [REDACTED]
Passport Number : [REDACTED]
Country of Issuance : China

Home » Life in the US » Health Insurance » J-1/J-2 Health Insurance Requirements

J-1/J-2 Health Insurance Requirements

All J-1 exchange visitors and their J-2 dependents are legally required to carry health insurance while they're in the US. If you don't purchase insurance that meets the requirements below, your J-1 program will be terminated.

If you're a J-1 student, you will be automatically enrolled in the Emory Student Health Insurance Plan unless you decide to go through the waiver process in OPUS.

If you're a J-1 scholar, you need to report your insurance coverage to ISSS before your J-1 program start date on your DS-2019. You have the following insurance options:

1. Emory's Aetna POS plan for employees
2. ISO
3. ISP
4. Insurance from an outside sponsor, such as Fulbright

J-1 Student Interns

J-1 Student Interns are considered J-1 scholars for insurance purposes and should choose from the coverage options listed under the J-1 scholar section below.



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