

# J-1 Exchange Visitor Checklist

## International Student and Scholar Services

North Decatur Building Suite 130 • Emory University • Atlanta, GA 30322

Tel: +1-404-727-3300 • Fax: 404-727-0830 • [iss.emory.edu](http://iss.emory.edu)



EMORY  
UNIVERSITY

---

## Before you arrive

---

- 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 "Students" 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. If you don't purchase adequate health insurance, your J-1 program 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](https://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.

---

## At the port of entry

---

- 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.

---

## After you arrive

---

- Let your hosting department** at Emory know that you have arrived. Ask your department if you have to attend any orientations other than the one at ISSS.
- Complete the *New Student Check-in E-Form*** in ISSS Link ([isslink.emory.edu](https://isslink.emory.edu)). After logging into ISSS Link, open the "Pre-Arrival and Orientation" tab on the left hand-side, and then click on the *New Student Check-In* e-form. To complete the e-form and check in, you will need to upload your I-94 and port of entry stamp as well as update your local U.S. address and phone number in OPUS.
- Attend the mandatory ISSS orientation** (ISSS will inform you of the orientation date and other details through e-mail)
- Do not apply for a driver's license or a social security number** until after you have checked-in with ISSS and attended orientation. Your SEVIS record must be activated first.
- Start 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.