

How To Submit the J-1 Scholar Check-In

Select the Check-In eForm under the J-1 Scholar Services Menu

The screenshot shows a web interface for J-1 Scholar Services. On the left is a navigation menu with 'Home' and 'J-1 Scholar Services' (the latter is highlighted with a yellow box and a red arrow). The main content area is titled 'J-1 Scholar Services' and contains a 'Tasks' section with five buttons: 'Change DS-2019 Start Date', 'J-1 Check-In for Scholars and Cohort Programs' (highlighted with a yellow box and a red arrow), 'Update Insurance Information', 'Update my Emergency Contact', and 'Update my US Address and Contact Information'.



Then click on Scholar Contact Information

Home

J-1 Scholar Services

J-1 Check-In for Scholars and Cohort Programs

Please complete this J-1 Check-In Form and provide the form and copies of the following supporting documents to the International Students and Scholars team during Scholar Orientation (or your program's designated orientation session).

Supporting Documents

1. A copy of your U.S. J-1 Visa Stamp (this is affixed in your passport)
2. A print-out of your Electronic Admission Record (I-94 Card) - note that this can only be collected after you have arrived and been admitted to the U.S.; you can access your record at: <https://i94.cbp.dhs.gov>
3. A copy of your DS-2019 (Page 1)
4. Proof of Mandatory Insurance Coverage - your insurance card or proof of payment is sufficient.

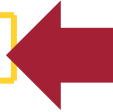
If you have dependents here in the U.S. in J-2 status please provide the above documents for each dependent.

NOTE: Acceptable file types are PDF, JPG, GIF, BMP and PNG.

E-Forms

REQUIRED
[Scholar Contact Information](#)

NOT YET AVAILABLE
[Scholar Supporting Documents](#)



The first step will be to update your contact information.

Scholar Contact Information

(*) Information Required

U.S. Contact Information

U.S. Residential Address (may not be a P.O. Box, must be where you actually live)

*If you live on the Santa Clara University Campus, please identify your dorm / building.

* If your residential address changes, you must notify our office within 10 days

U.S. Address line 1*

U.S. Address line 2

U.S. City*

U.S. State*

U.S. Zip*

U.S. Phone Number*

Preferred (non usc) Email*

Emergency Contact

Please provide us with the contact information for a person to contact in case of an emergency. This person does not need to live in the U.S., but an English speaker is preferred.

My emergency contact is*

In the U.S.

Outside the U.S.

Emergency contact name*

Emergency contact relationship*

Emergency contact phone*

Emergency contact email*

Does your emergency contact speak English?*

Submit



Then click on Scholar Supporting Documents

Home

J-1 Scholar Services

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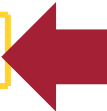
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E-Forms

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Scholar Supporting Documents



The second step requires submitting supporting documents: J-1 visa, I-94 record, and proof of medical insurance

Scholar Supporting Documents

(*) Information Required

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Supporting Documents

Below you will need to upload a copy of your J visa. Please include an image of the full page, and please only upload the visa you used most recently to enter the U.S.



Visa expiration date*

Upload a copy of your J-1 visa *

A print-out of your Electronic Admission Record (I-94 Card) - note that this can only be collected after you have arrived and been admitted to the U.S.; you can access your record at: <https://i94.cbp.dhs.gov>

Upload a copy of your I-94 card *

Upload a copy of your DS-2019 (Page 1) *

J-2 Dependent Information

If you have J-2 dependents (spouse, children) who have joined you in the U.S., please provide the check-in documents for each dependent.

Select accordingly*

- I don't have J-2 dependents
- I have J-2 dependents who joined me in the U.S.
- I have J-2 dependents who will join me later



If you have J-2 dependents you will need to provide additional information and documentation.

