



The University of Pittsburgh
Office of International Services _____

J-1 Scholar Check-In and Compliance Form

PLEASE PRINT NEATLY AND BE SURE TO COMPLETE ALL FIELDS.

Biographical Information

Name: _____
Family Name *Given Name* *Middle Name*

Gender: Male Female Marital Status: Married Single Date of Birth ____ / ____ / ____
mm *dd* *yyyy*

U.S. Home Address:
 Street Address _____
 City, State/Province _____
 Postal Code _____
 Telephone _____ Fax _____ E-Mail _____

Emergency Contact Information

Contact Name: _____
Family Name *Given Name* *Middle Name*

Relationship to you (e.g., mother, father, brother, etc.): _____

City, State/Province _____
 Country and Postal Code _____
 Telephone _____ Fax _____ E-Mail _____

Maintaining your J-1 Scholar Status

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN ON THE REVERSE

With immigration laws and regulations changing constantly and penalties for non-compliance becoming more severe, it is critical that scholars in the J-1 visa classification maintain their legal status in the United States. Scholars must be aware of and comply fully with the following compliance requirements set forth by the Department of Homeland Security (DHS) and the Department of State (DOS):

- You must maintain a valid passport at all times, unless exempt from passport requirements.
- All information on your Form DS-2019 must be accurate at all times, including:
 - Your name and personal information
 - The activity and field of your program (i.e., “Research in the field of Mechanical Engineering” or “Teaching in the field of Linguistics”)
 - The dates that you will engage in those activities in the United States
 - The location (university) where you will engage in those activities
 - Your source of funding

Notify your Immigration Specialist as early as possible if any of this information has changed or will change.

(over)

- You must report any change of address or residence and/or any change of name **directly to the Office of International Services** using the OIS “*Request for OIS Services Form*” **within 10 days** of the change. OIS will then electronically notify DHS of the change, via SEVIS, with 21 days.
- You must apply for an extension of your program of study **prior to** the expiration date on your Form DS-2019 if you will not complete your program by that date. Your academic department must request this extension for you. Requests for extensions should be submitted at least 30 days prior to the expiration date of the Form DS-2019 so the extension process can be completed prior to the expiration date on the document.
- J-1 scholars and their J-2 dependents are required by federal law to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor status. You should have received a brochure with the minimum requirements for insurance coverage – ask your Immigration Specialist if you do not have this brochure. A willful failure to carry insurance is considered to be a violation of your legal status in the U.S. and will result in immediate termination of your status, pursuant to 22 CFR 62.45(d) and (f).
- J-1 scholars and their J-2 dependents must notify OIS prior to traveling outside the U.S. so that the Form DS-2019 can be endorsed for travel or a new form can be issued, if required. Students and scholars must complete and submit an OIS “*Travel Request Form*” at least 2 weeks prior to their anticipated travel date, although you are strongly encouraged to submit the form even earlier.
- You must complete an official immigration transfer whenever you change educational institutions. Notify your current institution of your intent to transfer, obtain a new Form DS-2019 from the new institution, and report to the Responsible Office at the new school by the start date on the new Form DS-2019.
- You may only work in the position and for the department indicated on their Form DS-2019. Requests for permission to engage in any additional employment, such as an occasional lecture, must be directed to your Immigration Specialist in OIS *prior to* beginning any such employment.
- If you are subject to the National Security Entry-Exit Registration System (NSEERS), you must comply with all requirements. Comprehensive information regarding the NSEERS program is available online at <http://www.ice.gov/pi/specialregistration/index.htm> (if this link no longer works, please notify your Immigration Specialist, who can direct you to further resources and update this document). If you are not certain if you are an NSEERS Special Registrant, check your I-94 card (front and back) for a “FIN” number.

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice. International scholars should contact the Office of International Services (OIS) at 412.624.7120 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

The OIS web site, <http://www.ois.pitt.edu>, is an important resource for information regarding your stay in the United States. To remain up-to-date on changes in U.S. immigration law, changes in OIS policies and/or procedures, workshops and information sessions offered by OIS, please visit the site regularly.

I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status.

Print Name: _____ Signature: _____ Date: _____