J-1 Exchange Visitor Check-In Form

This form should be completed upon arrival to Washington University by exchange visitors in J-1 status. Please return the completed form to the OISS by e-mail to internationalscholars@wustl.edu. The email subject line should state “J-1 Check-In.” Scans of the following documents must be attached to the e-mail:

- Passport Biographical Page(s) (include passport number, date of birth and expiration date)
- J-1 Visa
- I-94, front and back
- DS-2019 used to enter the U.S.

Name: 
(Family Name)   (Given Name)   (Middle Name)

Department at Wash. U.: 

Address in St. Louis: Address should be where you are currently living – and not your work address. You may list a hotel or other temporary accommodation, if you have not found housing.

(Street Number and Name)  (City)       (State)     (Zip Code)

Phone Numbers in St. Louis (if available):
(Work)     (Home)

Wash. U. E-mail (if available):

Personal E-mail (if available):

Are you a Postdoctoral Researcher? If yes, what is your native language?

You will need to report to the OISS for J-1 orientation within 15 days of your start date at Washington University. Below are the orientation walk-in hours:

Danforth Campus
Stix International House
6470 Forsyth Blvd.
Monday: 9:00 a.m. – 10:30 a.m.  Tuesday: 1:30 p.m.-3:30 p.m.
Wednesday: 1:30 p.m. – 3:00 p.m.  Thursday: 9:00 a.m.-11:00 a.m.

Medical Campus
Human Resources Building
4480 Clayton Ave.

FOR OISS USE ONLY

Documents Obtained:

- Passport Bio Page & Exp Date  - J-1 Visa  - I-94 Card (front/back)
- DS-2019 stamped for entry

Last Updated: 02/2012