

## 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](mailto: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.

Wednesday: 1:30 p.m. – 3:00 p.m.

Medical Campus

Human Resources Building

4480 Clayton Ave.

Tuesday: 1:30 p.m.-3:30 p.m.

Thursday: 9:00 a.m.-11:00 a.m.

**FOR OISS USE ONLY**

EMPL ID: \_\_\_\_\_

*Documents Obtained:*

\_\_\_\_ Passport Bio Page & Exp Date

\_\_\_\_ J-1 Visa

\_\_\_\_ I-94 Card (front/back)

\_\_\_\_ DS-2019 stamped for entry