Online Check-in Process

Rutgers sponsored J-1 International Exchange Visitors are now able to report their arrival in the U.S. and at Rutgers online. This new process eliminates the paper process which currently requires J-1 visitors to report to the Center in person in order for their immigration arrival documents, such as the visa, passport, Form DS-2019, etc. to be verified, copied and filed at the Center.

The “J-1 Online Check-In”:

- removes the departmental/host unit responsibility of signing up the visitor for the Check-in/Welcome Session and shifts it to the visitor
- reminds the primary preparer by email that visitors need to check-in online
- requires visitors to log into the program using their username and password that was previously assigned
- allows for the password (if forgotten) to be sent by the Preparer or Alternate Preparer to the visitor with the click of a button
- requires visitors to provide certain information and upload check-in documents
- gives all Online DS-2019 Request Program users the ability to view visitors’ uploaded check-in documents and check-in status in a newly-created tab, “Check-in Data”
- notifies the primary preparer by email when the visitor has completed the online check-in process
- adds additional “statuses” so users of the Online DS-2019 Request Program can view the status of the visitor’s Check-in
Visitor’s View

Tab 1: Check-in Information

Welcome to the Online Check-in Process for J-1 Exchange Visitors and their J-2 Dependents

You must complete the J-1 online check-in process within 30 days of the “From” date listed in #3 on your Form DS-2019. If check-in is not completed and submitted, your J-SEVIS record will become invalid and you will not be able to participate in your J program.

Before proceeding, please understand:

You can only complete the check-in process after you have arrived in the U.S.

In order to complete this check-in process, please have the following documents/information, including for your dependents, if applicable, in front of you:

- **Form DS-2019**
- J-1 Visa page in passport which includes entry stamp on the opposite page. This is the stamp you received when you entered the U.S. and passed through U.S. Customs and Border Protection. Canadian citizens only need to upload entry stamp.
- **Electronic I-94.** Please save your I-94 for future reference.
- If applicable, your dependents’ Form DS-2019 and J-2 visa page in passport
- Your complete address where you are living in the U.S.
- Emergency contact information of a person in the U.S. If you do not have an emergency contact person of someone in the U.S., please list someone outside of the U.S. that we can contact in case of an emergency. Please include the country code and prefix if the person is outside the U.S.
- Your availability to attend an in-person Welcome Session for new J-1 visitors, held twice per month.

If you are unable to fully complete the check-in data and uploads, you are able to save and return at a later time to complete and submit your check-in requirement.

Documents must be uploaded in the "Uploads" tab.

*If your dependents will arrive later, they must check-in in person or you must check-in in person on their behalf within 10 days of their arrival at the Center for Global Services, 130 College Avenue, New Brunswick, NJ with their passport and Form DS-2019.*

If you have questions about your check-in, please contact Julie Haferz (jhaferz@gaianetcenters.rutgers.edu) or Shanda Spradley (spradley@gaianetcenters.rutgers.edu). If you have questions about your visit unrelated to the check-in process, please contact your host unit at Rutgers.

The Center for Global Services hopes that you have a great experience at Rutgers, the State University of New Jersey!
<table>
<thead>
<tr>
<th>Tab 2: Check-in Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. Address</strong> (address where you are living in the U.S.)</td>
</tr>
<tr>
<td>Street Number and Name, Apartment Number if applicable</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td><strong>Site of Activity</strong> (where you are researching)</td>
</tr>
<tr>
<td>Street Number and Name, Apartment Number if applicable</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

**Date of initial entry into the U.S. as J-1** (formatted as: MM/DD/YYYY):

| Cell or Home Phone | U.S. Office Phone |

**Visa Expiration Date** | **DS-2019 End Date** | **Passport Expiry Date**

**Emergency Contact Information**, preferably a person in the U.S.:
- **Name**
- **Email Address**
- **Telephone Number**, include country code and prefix if outside of the U.S.

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<table>
<thead>
<tr>
<th>Tab 3: Uploads</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upload Attachments:</strong></td>
</tr>
<tr>
<td><strong>Attachment Type:</strong></td>
</tr>
<tr>
<td>- DS-2019</td>
</tr>
<tr>
<td>- J visa and entry stamp</td>
</tr>
<tr>
<td>- Passport</td>
</tr>
</tbody>
</table>

Maximum file size is 4 megabytes

**Please select an attachment type, then click Browse / Choose File to select a file.**

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As part of your J-1 status, you are required to attend a Welcome Orientation for new J-1 visitors. The
Users’ View

“send userid and password email to visitor” button

When status is DS-2019 document envelope,
the userid and password can be re-sent to the visitor

Center for Global Services
180 College Avenue

**DS-2019 REQUEST** for J-1 Visa Eligibility Certificate For a
VISITING PROFESSOR, RESEARCH SCHOLAR OR SHORT-TERM SCHOLAR

*This process is for use ONLY if requesting J-1 visa sponsorship for a visitor who is NOT currently enrolled in a degree program at a foreign institution and will NOT be conducting research at Rutgers that is integral to his/her home institution degree program.*

Sponsoring units completing this DS-2019 Request must first read our documents on "Insurance Information" and "Exchange Visitor Program (J-1 Visa) Request Procedures". In submitting this information to the Center, the requesting unit agrees to comply with all sponsoring department responsibilities. If you have any questions, please feel free to contact the Center.

1. Name of visitor **exactly as it appears in visitor's passport** (any discrepancy, however minor, between names on passport and DS-2019 will cause significant problems for the visitor)
Users’ View

Check-in Data has been submitted by the visitor:

Please contact Julie Hafeez (x2-8607), Shanda Spradley (2-2999) or Julie de Klerk (2-7065) if you have questions about Online Check-in