



OFFICE FOR INTERNATIONAL STUDENTS
AND SCHOLARS

Scholar Check-In Form

This form should be completed upon arrival to Washington University by all new employees.

Please scan the completed form as well as the following immigration documents. Attach all documents to one email with the subject line "J-1 Scholar Check-in/Orientation Forms" and send to j1scholar@wustl.edu.

- Passport Biographical Page(s) (include passport number, date of birth and expiration date)
 - U.S. Entry Visa for current status
 - Admission (I-94) Record, available at <https://i94.cbp.dhs.gov>
- Status Document (i.e. DS-2019*, H-1B Approval, Employment Authorization Card, etc.)
*If submitting a DS-2019 – please send us a copy with the consular officer's stamp/signature.

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

Current Visa Status: _____ **Today's Date:** _____

Sponsoring Institution (if not WUSTL): _____

Department at WUSTL: _____

Address in the St. Louis Bi-State Area: Address should be where you are currently living – **not** your work address.

(Street Number and Name)

(City) (State) (Zip Code)

Primary E-mail: _____

Primary Phone Number: _____

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

Do you have any dependents: _____ **If yes, how many?** _____
Please include their immigration documents in your email to OISS.