An electronic version of this letter is available at:
https://davisic.princeton.edu/J1scholarletter

Dear New J-1 Scholar,

Enclosed is a Certificate of Eligibility, Form DS-2019 issued through the Student Exchange Visitor Information System (SEVIS). Please follow the instructions below to ensure a better pre and post-arrival experience to the U.S.

**J-1 Visa Application and Travel to the U.S.**

If you will be coming to Princeton from outside the U.S., you must present the DS-2019 to a U.S. Embassy or Consulate to apply for a J-visa. You should:

1. **Carefully read page 2 of the Form DS-2019 before completing and signing the Exchange Visitor Certification at the bottom of page 1.**
2. **Verify the J-visa application procedures at the U.S. Embassy/Consulate website:**
   Find your local U.S. Consulate at [http://www.usembassy.gov/](http://www.usembassy.gov/)
3. **Pay the SEVIS Fee and print the receipt:**
   - J-1 applicants are required to file a Form I-901 and pay the SEVIS fee *before filing a J-1 visa application*. You can pay this fee online using a credit or debit card at [https://www.fmjfee.com/index.html](https://www.fmjfee.com/index.html). Take the receipt to your visa interview. **PLEASE NOTE:** SEVIS payment covers you and all family members.
4. **Schedule your visa appointment/interview, and pay the visa application fee.**
5. **Review the enclosed Exchange Visitor Program Welcome Brochure, Procedures Upon Arrival memo, and Health Insurance guidance.**
6. **Visit our website davisic.princeton.edu for information on cultural adjustment, as well as, a variety of other practical matters (e.g., living expenses, housing, banking, transportation) including online orientation.**
7. **Review important travel procedures at the U.S. Customs and Border Protection website:** [https://www.cbp.gov/travel/international-visitors](https://www.cbp.gov/travel/international-visitors)

**Port-of-Entry Inspection**

Be prepared to show your Form DS-2019 and passport when you enter the U.S. You may NOT:

- **Enter the U.S. more than 30 days before the start date** shown in section 3 of your Form DS-2019.
- **Enter the U.S. more than 30 days after the start date** shown in section 3 of your Form DS-2019. If you will be delayed, please contact the Davis IC as soon as possible, as we may need to issue a new document.

You will be asked to complete an Arrival/Departure Record (Form I-94). The immigration inspector will stamp your passport indicating the date and place of your arrival and indicate that you are admitted to the U.S. in J-1 status until “D/S (Duration of Status)”. A paper record of your Form I-94 may be required by Human Resources or other government agencies, and can be retrieved here: [https://i94.cbp.dhs.gov/I94/ - /home](https://i94.cbp.dhs.gov/I94/ - /home)

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After You Arrive

1. Report to your department (see attached Procedures Upon Arrival memo)
2. Report to Human Resources, IF you will be paid by Princeton University, to complete an Employment Eligibility Verification Form (Form I-9): This is a U.S. legal requirement. You must provide photo identification and proof that you are in the U.S. in J-1 status, within 3 days of the beginning date of your appointment to be eligible to be paid by the University. J-1 visa holders are authorized payment only from sources listed on the Form DS-2019 except for occasional lectures or consultations.
3. Report your arrival to the Davis International Center:
   Visit our web site: davisc.princeton.edu/new-students-scholars/new-scholars-and-faculty under the heading Steps for Scholars and Faculty with Princeton Appointments follow the instructions in Step 2: Reporting Your Arrival | Mandatory Check-In for J-1 Scholars. We must report your arrival to the U.S. Department of Homeland Security within 30 days of the start date on the Form DS-2019.
4. Apply for a U.S. Social Security Number (SSN): After you have reported your arrival to the Davis IC you will need to call the closest Social Security Administration to schedule an appointment to apply for an SSN.
   NOTE: You can’t apply until 10 days after you’ve reported your arrival/checked-in.
5. For more information about J-status visit: http://j1visa.state.gov/

Important Legal Information

1. Notify the Davis IC within 10 days of any address change.
2. Notify the Davis IC if any of your dependents depart the U.S. prior to your program completion.
3. Notify the Davis IC if you plan to work off-campus or participate in any outside activity, such as occasional lectures or consultations.
   NOTE: Pre-approval from the Davis IC is required for all incidental activity.
4. You have a 30-day "grace period" after your J-1 program ends. This time should be used to prepare for departure.
   NOTE: You may remain in the U.S. during this "grace period" but you may not work.
5. Visit our Finance and Treasury website under the Foreign Nationals link for information on tax compliance: finance.princeton.edu

Welcome to Princeton University! Should you need assistance with any immigration-related issues once you arrive in the U.S., please feel free to schedule an appointment or visit us during walk-in hours.

Davis International Center
A45 Louis A. Simpson International Building
Princeton University
Princeton, New Jersey 08544
T 609-258-5006 | E intlscholar@princeton.edu