An electronic version of this letter is available at davisic.princeton.edu/sites/davisic/files/j1scholarletteronline.pdf

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/
3. Pay the SEVIS Fee ($180) 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. 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

**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

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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: [davisic.princeton.edu/new-students-scholars/new-scholars-and-faculty](http://davisic.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 go, in person, to apply for an SSN.
   - **NOTE:** You can’t apply until after you’ve reported your arrival/checked-in.
5. **For more information about J-status** visit: [http://j1visa.state.gov](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](http://finance.princeton.edu)
6. **Review the Wilberforce pamphlet on rights and protections for temporary workers:** [travel.state.gov/content/visas/en/general/rights-protections-temporary-workers.html](http://travel.state.gov/content/visas/en/general/rights-protections-temporary-workers.html)

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.

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