

### University of Washington Online Immigration Check-In Process – J1

### **Purpose:**

The International Student Services' Immigration Document Upload form is a web-based application to allow new students to complete their immigration check-in 100% online.

This saves paper and eliminates lines at orientation.

For a **successful** experience it is very important that you:

- a) Read this manual
- b) Follow the steps in the order listed below

### Step 1: Make digital files of your immigration documents.

#### J-1 Students:

- □ Passport biographical page with valid expiration dates
- □ I-94 (after entry to U.S., download electronic I-94 at: <u>https://i94.cbp.dhs.gov/I94/</u>)
- □ J-1 visa (Canadians exempt)
- □ Page 1 of DS-2019 showing your signature, date, and location
- a) Take a picture of your documents **before** you begin the upload process.
  - Check the files are clear and easy to read.
  - Either PDF or JPEG files are acceptable
  - File size is 1 MB maximum. Smaller is better.
  - Black and white is fine. Color is also fine. It is your choice.
- b) Name each digital file carefully.
  - Name the digital files in English
  - Name them your UW student ID number and the document type

Sample J-1 Student File Names:

1234567 passport 1234567 I94 1234567 visa 1234567 DS2019

#### Step 2: Save the digital files in your computer or electronic device.

Remember where you save your electronic copies. These saved files can help you later if you lose your documents.

## Passport ID Page – Valid



### Passport ID Page + Extension Stamp?



# DS-2019 – Page 1 Only

	U.S. Departme	ent of State GE VISITOR STATUS (J	I-NONIMMIGR	ANT)	OMB APPROVAL NO.1405-0119 EXPIRES: 07-31-2014 ESTIMATED BURDEN TIME: 45 min Man Para 2	
1. Sumane/Primary Name: Sample	Giren Name: John			Gender:	N0000147766	1
Date of Birth (nm dd. 9999): City of Birth: 12-09-1980 Anytown	Country of Birth: IRELAND	Citizenship Country Code: EI	Citizenship Country: IRELAND	AADS	J-1	
Legal Permanent Residence Country Cole: Legal Perma EX TRELAN Primary Site of Activity: University of Vanh 1410 NE Canpus Pkv Schaitz 459 Seattle VA 98195-0	nent Residence Country: Positio ID 2 ington y 003	n Code: Poulitien: 15 UNIVERSITY UN	DERGRADUATE S	TUDENTS		
2. Pragram Spomer: University of Wash; Parképadeg Pregram Official Desription: Professor: Research Scholar: Short Bachelors; Student Doctorate; Stud	ington -Term Scholar; Specialist; S ent Intern; Student Masters;	tudent Associate; Stude Student Non-Degree	Program Number:	P-4-16511		
Puper of this form: Begin new program;						
3. Form Covers Period:	4. Exchange Visitor Category:					
From (mm-dd-yyy): 9-15-2016	Student Bachelors	de Remarke				
To (mm-dd-9999): 06-09-2017	04.0902 None	or senarse				
<ol> <li>Darlag the period (overed by this form, the total estima Current Program Spensor funds : \$5,000.0 Parsonal funds : \$3,000.00 Total : \$8,000.00</li> </ol>	fel financial support <i>(n. U.S. S</i> ) in to be provide 0	d to the exchange visitor by:				
6. DEPARTME JF STATE SNURLE OFFICER OR AL. ZRNATE K. TL. STION COPY OF STUDIES TO THE U.S.C. TMENT OF	NTFIC VSIBLA CER ISBEEN VIDE DAITEL 1000 Notor Detriot, N Ad	Name of O 1 Preparing Vehicle Blvd. II 43201 ufficer or Alle wessbie Officer or Allers	• DS-201	L9 must s You sign understa written o	show <b>student s</b> to show you hav and and agree to on page 2 of you	<b>ignature</b> and <b>date</b> . ve read and follow the laws r DS-2019.
<ol> <li>Statement of Responsible Officer for Releasing Sponsor Effective date (non-dd-yyyy): to the program specified in item 2 in necessary or highly de</li> </ol>	r(FOR TRANSFER OF PROGRAM) Transfe of this exchange visitor from prog sizable and is in conformity with the objectives of	pass number	If stude	ent is <b>un</b>	der 18 years ol	d:
Signature of Responsible Officer or Alternate Responsible Officer			Parent/guardian must also sign, write address,			
PRELIMENARY ENDORSEMENT OF CONSULAR OR IMMIGRATION AND NATIONALITY ACT AND PL 94 The Exclarge Visios in the above program:	IMMIGRATION OFFICER REGARDING SE 1484, AS AMENDED (see item. 1 (s) of page 2).	CTION 212(e) OF THE		and date	2.	
I. Not subject to the two-year ensidence enquirement.     Judget to two-year ensidence enquirement based on:     A Decomposed formed on the PHYSICIANS SPONSORED BY P-3-047, 0 ARE SUBJECT TO     THE TWO-YEAR HOME RESIDENCE REQUIREMENT )			Scholars and 4 mos (1) Exchange Visit	nthe for Camp Counsel for is in good standing (	om and Summer World Travel. at the present tase	
B. The Eachange Visitor Skills List and/or				Date (non-d	(L <sub>1979</sub> )	
C. PL 94484 as anormaled			Signature of (2) Exchange Visit	f Responsible Officer o tor is in good standing :	r Allernate Responsible Officer	
			-	Date (mm.d		
THE U. S. DEPARTMENT OF STATE RESERV	ESTHE RIGHT TO MAKE FINAL DETERM	INATION REGARDING 212 (e).	Signature of F	Responsible Officer or	All espenable Officer	]
EXCHANGE VISITOR CERTIFICATION: 18	ave read and agree with the statement in ite	m 2 on page 2 of this document.				
student sign	rature Co	rk, Ireland		06-23	2-2016	
Signature of Applican		Place			Date (non-dd-9999)	1
D8-2019					Page 1 of 2	1

07-2011

## J-1 visa page located inside the passport

Note: Canadians do not need a visa. (If you are traveling with a Canadian passport, please skip this step).



### **I-94**

AFTER you arrive in the U.S., download and save a copy of your online I-94 record To get a copy of the online I-94, go to: https://i94.cbp.dhs.gov/I94/

Recent I-94	16/8/22 下午7:22				
U.S. Customs and Border Securing America's Borders	Protection				
Most Recent I-94					
Most Recent Date of Entry: 2016 August 30 Class of Admission: J1	• Make sure your I-94 shows J1 and D/S.				
Admit Until Date: 0/S Details provided on the I-94 Information form:	If your I-94 is different, follow <u>instructions</u> on contacting Customs and Border				
Last/Surname: Husky First (Given) Name: Dubbs	Protection (CBP) to have it corrected.				
Birth Date: 1990 January 1 Passport Number: X1234567					
Get Tr	ravel History				

Step 3: Go to the upload form: <u>https://apps.iss.washington.edu/forms/intake/</u>

a) Log in using your UW net ID and password to access the upload form.



b) After logging in, you will see this screen. Confirm you are correctly logged-in.



### Step 4: Before Uploading, Choose Visa Type

Step 1 - Upload Immigration Document Files	
Passport Biographical Page :*	Choose your visa type from the drop-down list.
Must show valid expiration dates.	<ul> <li>If you are Canadian and UW issued you a DS-2019 form, but you don't have a visa, choose J-1 status only</li> </ul>
Browse No file selected.	
Instructions for downloading your I-94	
Visa Type :*	
F-1	
J-1	

### Step 5: Upload, Complete Contact Information Update, and Finish Form

Step 1 - Upload Immigration Document Files			
Passport Biographical Page :*			
Browse No file selected.			
Must show valid expiration dates.	<ul> <li>Upload a file for each required document for your visa/status type.</li> </ul>		
1-94 :*	Eallow any other instructions that appear on		
Browse No file selected.	• Follow any other instructions that appear of screen.		
Instructions for downloading your I-94			
Visa Type :* J-1 Visa : Browse No file selected. :anadians exempt. DS-2019 Showing Your Signature & Date : Browse No file selected.			

### **Step 6: Receive Confirmation Email**

After you submit, you will receive an email receipt.

If you have questions or concerns about your check-in, submit a <u>help request</u> online.