



LOYOLA
UNIVERSITY CHICAGO

J-1 Check-In and Insurance Confirmation

Your immigration record needs to be validated in the SEVIS system. To validate your record, all individuals in J-1 status must check-in electronically with ISSS. This should be done within 3 days upon arrival in Chicago.

Without this validation, your immigration record will become inactive. An individual whose immigration record is inactive may not work and must depart the U. S.

Directions:

To complete the check-in process please email copies of the following information to iss@luc.edu using the subject line J-1 CHECK-IN (Your full name):

- Completed J-1 Check-In and Insurance Confirmation (below)
- Passport
- Visa (sticker in passport)
- Form I-94 retrieved online from: <https://i94.cbp.dhs.gov/i94/#/home>
- DS2019 signed/stamped by the consulate
- Copy of insurance policy
- Dependent documents (if applicable)
 - Passport
 - Form I-94
 - Visa
 - Copy of insurance policy

Note: Should you travel outside of the US while in J-1 status, we recommend submitting a copy of your updated Form I-94 to ISSS for review. This will allow us to confirm that U.S. Customs properly processed your entry information.



J-1 Exchange Visitor Information

J-2 Dependent Information

Emergency Contact Information

Health Insurance Information

NOTE: If any of the above information changes while you are at Loyola, including address, email, phone, program details (dates, title, pay, etc.), or departure of any dependents, you must notify ISSS within 10 calendar days.

Date (MM/DD/YYYY)