



## J-1 New Research Scholar/Professor Check-In

Welcome to TCU! We are so happy you will be joining us on campus for the duration of your program.

As part of your J-1 visa, you are required to check-in with the ISO and attend an orientation session to learn about the maintenance of your visa throughout your exchange visitor program.

Please complete the form below to submit your mandatory check-in for validation of your J-1 status.

### Form Guidance

To complete check-in, you will need the following to [internationalservices@tcu.edu](mailto:internationalservices@tcu.edu):

- Scholar/professor check-in form
- PDF of your most recent I-94
- PDF of your passport
- PDF of your J-1 visa
- PDF of your DS-2019 with the consular adjudication
- PDF of your insurance coverage
- J-2 Dependent documents (passport, visa, DS-2019, I-94, insurance)



### SCHOLAR/PROFESSOR CHECK-IN

Passport Family / Last Name:	Passport Given / First Name(s):	Middle Name:
TCU School/College:		Department Name:
U.S. Address (street, city, state, zip code):		
Is the above address temporary? <input type="checkbox"/> No <input type="checkbox"/> Yes		
***If yes, please indicate the address you will be moving to. If unknown at this time, indicate N/A and be sure to report your new address within 10 days of moving:		
Have you been issued additional DS-2019s by TCU for any reason? <input type="checkbox"/> No <input type="checkbox"/> Yes		
***If yes, please indicate the address you will be moving to. If unknown at this time, indicate N/A and be sure to report your new address within 10 days of moving:		

I confirm I have obtained accident and sickness insurance meeting J-1 visa minimum requirements.

Do you have any J-2 dependents?     Yes     No

\*\*If yes, you will need to provide J-2 dependent documents (passport, visa, DS-2019, I-94, insurance) when submitting the check-in to the ISO.

#### EMERGENCY CONTACT INFORMATION

The ISO must have the name and contact information for at least one person, either in the United States or in your home country, in the event of an emergency.

My emergency contact is:

In the United States     In my Home Country

Full Name of Emergency Contact:	Relationship to you:	Emergency Contact Email Address:
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I certify that the information provided for the Check-In is true and correct to the best of my knowledge.

J-1 Exchange Visitor Name (Please Print): \_\_\_\_\_

J-1 Exchange Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Next steps:** If you have not scheduled for your J-1 orientation, please email [internationalservices@tcu.edu](mailto:internationalservices@tcu.edu) as soon as possible.