

New Scholar Check-in

Use this request to notify OISS that you have arrived in the U.S. in J-1 status so that your SEVIS record can be validated.

When to Make This Request

Once you arrive in the U.S., you are required to check in on OISS Connect as soon as possible. You cannot complete your I-9 verification (federally required if you receive Yale funds) until your SEVIS record has been activated. Your immigration status could be jeopardized if you do not check in in a timely manner.

Preparing to Make the Request

[Complete the New Scholar Orientation on Homebase](#)

You will receive an email from OISS with instructions for enrolling in and completing your [New Scholar Orientation on Homebase](#) [1]. Homebase is the website that hosts the online course module component of the Scholar Orientation that you must complete to meet J-1 visa guidelines.

Once you have completed the New Scholar Orientation on Homebase, you will receive a code you'll need to enter when completing your 'New Scholar Check-In' request.

In addition to this online orientation component, you must also attend a Zoom orientation session where you will get a chance to meet some of the OISS advisers and ask any questions you may have after reviewing the online component.

We also recommend that you sign up for an in-person New Scholar Meetup to meet other new scholars at Yale. Signup links for both events may be found in the 'Your Next Steps' section of the Homebase online module.

You are required to attend a New Scholar Orientation session at the start of each new J-1 exchange program at Yale, even if you have already attended one previously.

[Enter the U.S. in J-1 Status](#)

You will need a copy of your [I-94 record](#) [2] in order to complete new scholar check-in. I-94 is created upon your arrival in the U.S.

[Gather Required Documentation and Information](#)

You will need to upload the following documents (in PDF format*) and information:

- [A PDF of your I-94](#) [3]
- A PDF of the **J-1 visa** in your passport
- A PDF of paper **DS-2019** that a visa officer returned to you after you applied for your visa (or if Canadian, the DS-2019 that a port of entry officer reviewed for your admission to the U.S.).
- The above documents **for each J-2 dependent** (if any) who has entered the U.S. with you

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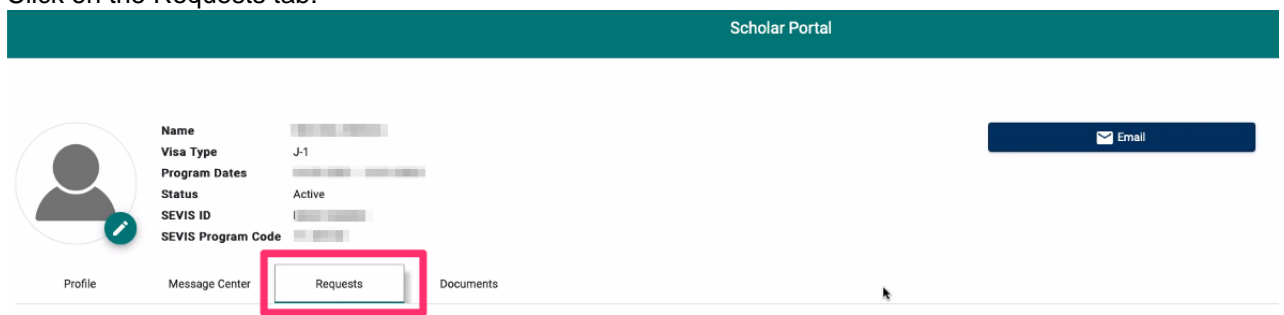
- If you are on the **Student Intern Exchange Visitor Category** (see section 4 of DS-2019), PDFs of both pages, front and back, of your Training/Internship Placement Plan (DS-7002). Make sure that it includes **all three signatures** and signature dates.
- Date of your **New Scholar Orientation**: You must have either attended or signed up for a New Scholar Orientation session with OISS.

*Documents Not in PDF Format?

If your document(s) are not in PDF format, please [follow these directions to convert them](#) [4] before uploading to OISS Connect.

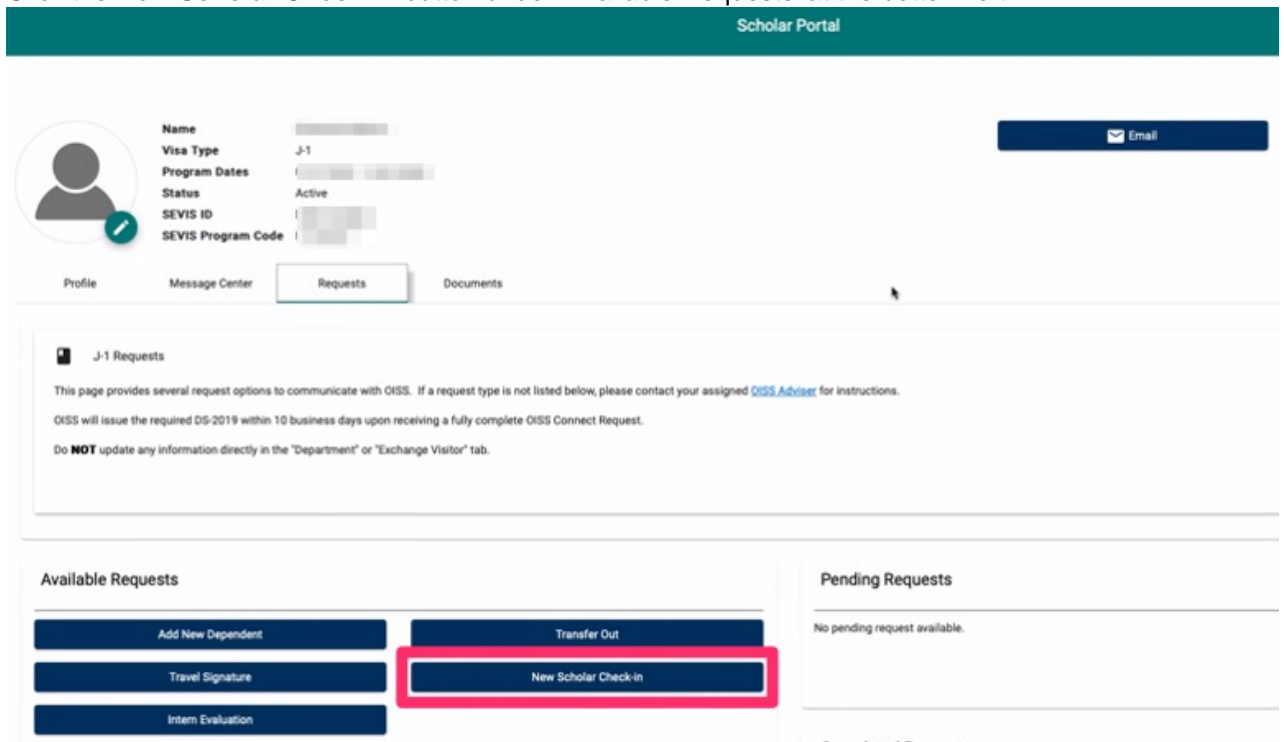
How to Make the New Scholar Check-in Request in OISS Connect

1. [Log into OISS Connect with your email address and password \(not NetID\)](#) [5]
2. Click on the Requests tab:



The screenshot shows the 'Scholar Portal' header. On the left, there is a user profile icon and a list of fields: Name, Visa Type (J-1), Program Dates, Status (Active), SEVIS ID, and SEVIS Program Code. Below these fields are four tabs: Profile, Message Center, Requests, and Documents. The 'Requests' tab is highlighted with a red rectangle. To the right of the profile fields is an 'Email' button.

3. Click the **New Scholar Check-in** button under 'Available Requests' at the bottom left:



The screenshot shows the 'Scholar Portal' header. Below the header, there is a section titled 'J-1 Requests' with a paragraph of text and a 'Do NOT' warning. Below this is a section titled 'Available Requests' with four buttons: 'Add New Dependent', 'Transfer Out', 'New Scholar Check-in', and 'Intern Evaluation'. The 'New Scholar Check-in' button is highlighted with a red rectangle. To the right of the 'Available Requests' section is a section titled 'Pending Requests' with the text 'No pending request available.' Below this is a section titled 'Completed Requests'.

4. Fill out all required information, and upload the documents by clicking **Browse** or dragging files into this area. You may upload multiple files at the same time.

Required documents to upload:

- [A PDF of your I-94](#) [3]
- A PDF of the **J-1 visa** in your passport
- A PDF of paper **DS-2019** that a visa officer returned to you after you applied for your visa (or if

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- Canadian, the DS-2019 that a port of entry officer reviewed for your admission to the U.S.).
- The above documents **for each J-2 dependent** (if any) who has entered the U.S. with you
 - If you are on the **Student Intern Exchange Visitor Category** (see section 4 of DS-2019), scans/photos of both pages, front and back, of your Training/Internship Placement Plan (DS-7002). Make sure that it includes **all three signatures** and signature dates.
5. When prompted, answer that you have completed the [New Scholar Orientation on Homebase](#) [1], and in the next field, enter the code you received on the last page of the orientation module. If you have completed the orientation but forgot this code, [please follow these instructions](#) [6] to retrieve it.
6. Click the **Create Request** button at the bottom of the window to complete the request.
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Next Steps after Submitting this Request

Your request should be processed within 3-4 business days. Once your request has been validated by OISS, you will receive an email notifying you that your record is active in SEVIS and that a new DS-2019 signed for travel is now available in OISS Connect. Once your record is active, you may proceed with other administrative matters, like completing the I-9 process (if you will be compensated by Yale) and applying for your Social Security Number.

Please see [Your First Two Weeks](#) [7] for detailed information on your next steps.

Need Help?

If you have trouble completing this request, please email [Arlen Stabbe](#) [8].

Source URL: <https://oiss.yale.edu/immigration/j-1-scholars/oiss-connect-requests/new-scholar-check-in>

Links

[1] <https://oiss.yale.edu/getting-started/new-scholars/oiss-orientation/new-scholar-orientation-in-homebase> [2] <https://oiss.yale.edu/travel/for-scholars/traveling-to-the-us/i-94-record> [3] <http://i94.cbp.dhs.gov/i94/#/recent-search> [4] <https://www.wired.com/story/how-to-turn-document-into-pdf/> [5] <https://oiss.yale.edu/immigration/j-1-scholars/applying-for-a-visa/getting-started-with-oiss-connect> [6] <https://oiss.yale.edu/getting-started/new-scholars/oiss-orientation/new-scholar-orientation-in-homebase#forgot> [7] <https://oiss.yale.edu/getting-started/new-students/your-first-two-weeks> [8] [%109;%97;%105;%108;%116;%111;%58;%97;%114;%108;%101;%110;%46;%115;%116;%97;%98;%98;%101;%64;%121;%97;%108;%101;%46;%101;%100;%117;](#)