 **J-1 CHECKLIST**

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**BEFORE YOU ARRIVE PRESS the key Ctrl + Click to follow link**

* ***REVIEW* your DS-2019 when you receive the email** and if there are any errors, contact us via email at isss@ucdenver.edu **Attention: *“J-1 Document Correction.”***
* ***REVIEW*** **the Pre-Arrival & Orientation, & Check in for J-1 Scholars information** that is found under the “Scholars” tab at [Pre-Arrival, Orientation, & Check-in (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/j-1/pre-arrival). It will provide detailed information on the process of getting your J-1 visa and traveling to the U.S.
* ***MAKE SURE*** **your passport is valid** for at least 6 months after the start date on your Form DS-2019. If any dependents are coming with you, their passports should also be valid for 6 months after your program start date.
* ***PAY* the SEVIS fee on** [Department of Homeland Security - Form I-901 (fmjfee.com)](https://fmjfee.com/i901fee/index.html) //

[I-901 SEVIS Fee Frequently Asked Questions | ICE](https://www.ice.gov/sevis/i901/faq) As a J-1 Exchange Visitor, you are responsible for paying the SEVIS fee, and this fee is an addition to any other regular visa application fees/machine-readable visa fees. Print the receipt and keep a copy for your records. (Citizens of Canada and Bermuda do not need an entry visa, but they still have to pay the SEVIS fee before entering the U.S.).

* ***APPLY* For J-1 Visa**to the [U.S. Department of State website](https://ceac.state.gov/genniv/)[DS-160: Online Nonimmigrant Visa Application (state.gov)](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application.html) to fill out the Online Nonimmigrant Visa Application Form DS-160 and to pay the visa application fee.
* ***VISIT* the** [Official list of embassies from the U.S. Department of State (usembassy.gov)](https://www.usembassy.gov/) ***for a list of all the U.S. embassies/consulates*.** Consult the website of the U.S. embassy or consulate where you plan to apply to complete the required forms, ***schedule an interview*** *and obtain specific J-1 Exchange Visitor visa application instructions*.
	+ - You will need to have the University of Colorado Denver’s Exchange Visitor Program Number, which is**P-1-03858.**  You will also need your SEVIS ID number, which is in the upper right-hand corner of your DS-2019.
		- *Review visa appointment wait times* here: [Visa Appointment Wait Times (state.gov)](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html#:~:text=Visa%20Wait%20Times%20%20%20%20Nonimmigrant%20Visa,%20--%20days%20%204%20more%20rows%20)
* ***MAKE* travel arrangements** after you get your visa. You can enter the U.S. up to 30 days before the start date on your Form DS-2019. If traveling by air, fly into DIA, Denver International Airport [Travel and Transportation (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/travel-and-transportation#ac-air-travel-0) [Scholar Resources (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/resources#ac-travel-resources-3) Let your department/sponsor and ISSS at isss@ucdenver.edu know asap when you will get here.
* ***INFORM* your department/sponsor and ISSS** at isss@ucdenver.edu if you **cannot arrive** in the U.S. within 30 days before OR after the start date listed in Section 3 of your DS-2019 form, you must [inform our office](https://pips.partners.org/forms/arrival-date-change.aspx) @ isss@ucdenver.edu no later than 15 days after the DS-2019 start date.
* ***REVIEW*** **your department/sponsor’s invitation letter or letter of offer** for information about program activities, employment details (if applicable), and **insurance policies.**
* ***REVIEW the J-1 Health Insurance requirements*** here: [j1\_insurance\_carriers.pdf (ucdenver.edu)](https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/j1_insurance_carriers.pdf?sfvrsn=8021eeb9_4) **Become acquainted and plan ahead:**
	+ - *Minimum medical benefit of $100,000 per person per accident or illness;*
		- *Deductible that does not exceed $500 per accident or illness;*
		- *Minimum repatriation of remains in the amount of $25,000;*
		- *Minimum medical evacuation expenses in the amount of $50,000; and*
		- *Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness.*
	+ As an exchange visitor, you and any accompanying J-2 dependents are legally required to carry health insurance ***from the program start date*** **to the program end date as listed on your Form DS-2019. If you don’t purchase adequate health insurance, your J-1 program will be terminated.**
		- **UNIVERSITY EMPLOYEE?** If you **ARE employed** by the University of Colorado / Anschutz Medical Campus, you can purchase medical insurance through the University’s Payroll and Benefits office-
		- **Current Employee – CU Benefits Package**: [Benefits & Wellness | University of Colorado (cu.edu)](https://www.cu.edu/employee-services/benefits-wellness) // [| University of Colorado (cu.edu)](https://www.cu.edu/employee-services)
		- **Sick Time:** <https://advantage.cu.edu/search>
		- **Employee Resource Center:** <https://stateofcolorado.benefithub.com/app/home>
		- <https://www.cu.edu/employee-services/benefits-wellness/current-employee>
		- Your department will provide paperwork for purchasing insurance. However, **you must purchase EXTRA COVERAGE for medical evacuation and repatriation of remains, which are NOT part of the University’s medical insurance programs**. For a list of companies go here:[j1\_insurance\_carriers.pdf (ucdenver.edu)](https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/j1_insurance_carriers.pdf?sfvrsn=8021eeb9_4)
			* **Global Travel Plus, Inc.** at [Medical Travel Assistance: Global Travel Plus](https://www.globaltravelplus.com/) 202 Carnegie Center, Suite 302A Princeton, NJ 08540 Tel # 609-986-1213. Sales: sales@globaltravelplus.com Support: info@globaltravelplus.com
		- **NOT A UNIVERSITY EMPLOYEE**? If you **are NOT employed** by the University of Colorado / Anschutz Medical Campus, **you must purchase medical insurance**. Here is a list of insurance companies: [j1\_insurance\_carriers.pdf (ucdenver.edu)](https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/j1_insurance_carriers.pdf?sfvrsn=8021eeb9_4)
			* **Global Travel Plus, Inc.** at [Medical Travel Assistance: Global Travel Plus](https://www.globaltravelplus.com/) 202 Carnegie Center, Suite 302A Princeton, NJ 08540 Tel # 609-986-1213. Sales: sales@globaltravelplus.com Support: info@globaltravelplus.com
* ***HAVE* copies of financial documents** that show how you will be supported while you are at the University of Denver / Anschutz Medical Campus. The Immigration Officer will ask for these documents at the U.S. port of entry. We recommend that you have a budget of at least $3,000 per month to cover your living expenses in the U.S. and at least $750 per month per each of your J-2 dependents.
* ***ACCESS the following links*. Become acquainted and plan:**
	+ **Social Security:** [Request a Social Security number | SSA](https://www.ssa.gov/number-card/request-number-first-time)
		- People who may need a new Social Security:
			* [Noncitizens](https://www.ssa.gov/pubs/EN-05-10096.pdf) (PDF)
			* [International students](https://www.ssa.gov/pubs/EN-05-10181.pdf) (PDF)
			* [Foreign workers](https://www.ssa.gov/pubs/EN-05-10107.pdf) (PDF)
	+ **Monthly Expenses**:[https://livingwage.mit.edu/states/08/locations /](https://livingwage.mit.edu/states/08/locations%20/) <https://livingwage.mit.edu/states/08/locations>.
* **Housing:** [Housing](https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/housing) - [Housing Information Denver for International Students & Scholars | University of Colorado Denver | Anschutz Medical Campus (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/housing#ft-cu-denver-0) // [Housing Information Denver for International Students & Scholars | University of Colorado Denver | Anschutz Medical Campus (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/housing#ac-roommate-agreements-1)
* **Cell Phone and Banking:** [Cell Phones and Banking](https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/life-in-denver#ac-cell-phone-and-banking-information-0)  - [Life in Denver (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/life-in-denver#ac-cell-phone-and-banking-information-0)- [Life in Denver (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/life-in-denver#ac-cell-phone-and-banking-information-0)
* **Travel & Transportation:** [Transportation](https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/travel-and-transportation) - <https://www.ucdenver.edu/services/international-student-and-scholar-services/life-in-colorado/travel-and-transportation>
	+ **International Activities for Scholars:** email our International Scholar Outreach Coordinator cristina.cenciarelli@ucdenver.edu **She** **will put you in touch with other international scholars through WhatsApp group(s),** where social events (InternationaliTEA and Mix&Mingle) and more are announced.
		- There is also a WhatsApp group for spouses/partners of scholars. Check out these links:  [Creating Community (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/engagement-feed/international-scholars-engagement/creating-community);  [ISCORE (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/engagement-feed/international-scholars-engagement/iscore)
		- Facebook
			* International Affairs – Asnchutz Medical Campus
			* CU Denver International
			* Instagram
			* @cuanschutzinternational
			* @cudenverinternational
	+ **Driver’s License**, [New to Colorado from another country? | Department of Revenue - Motor Vehicle](https://dmv.colorado.gov/new-colorado-another-country) // <https://dmv.colorado.gov/driver-license-office-locations> *Required Documents*:
		- * Valid passport
			* Print out of I-94 arrival record
			* DS-2019
			* Original J-1 Invitation Letter or Letter of Offer
			* Proof of residence in Colorado
	+ **Rights and Laws:** As a J-1 Exchange Visitor, you have the right to:
		- * Be paid fairly
			* Be free from discrimination
			* Be free from sexual harassment and sexual exploitation
			* Have a healthy and safe workplace
			* Request help from union, immigrant, and labor rights groups
			* Leave an abusive employment situation

***Resources:***

* + - * + Workplace Bullying <https://www.cu.edu/ope/aps/5059>
				+ Ombuds Office <https://www.ucdenver.edu/offices/ombudsoffice>
				+ Office of Equity equity@ucdenver.edu
				+ Office of Professional ExcellenceProfessionalism@cuanschutz.edu
	+ **Maintaining Your Status, the J-1/J-2 Two-year Home-Country Physical Presence requirement and Traveling:** [Maintaining Immigration Status (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/j-1/maintaining-immigration-status) / [Travel Information (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/j-1/maintaining-immigration-status/travel)

**AT THE PORT OF ENTRY**

* ***PRESENT* your original Form DS-2019** and your valid passport at the border when you enter the U.S.
* ***MAKE SURE*** the date stamp shows **“J-1” and “D/S”** when you receive your passport back from the CBP officer after inspection and your I-94.

**AFTER YOU ARRIVE**

* ***LET YOUR DEPARTMENT/SPONSOR*** at UC Denver / Anschutz Medical Campus know that you have arrived. Ask your department if you must attend any orientations other than the mandatory one at ISSS.
* ***START* your J-1 activities at UC Denver / Anschutz Medical Campus** on the start date as listed on your Form DS-2019. If your arrival in the U.S. was delayed, please contact your department/sponsor to determine your proper J-1 program start date.
* ***ATTEND the mandatory J-1 Virtual Orientation.*** Sign up for a virtual orientation here: [Events & Workshops (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/resources/events) Choose: Dual Campus (ISSS) - Events & Workshops: J-1 Scholar/Intern Orientation [Virtual] This is a J-1 Check-In for Brand New J-1 Scholars to the University. They are required to attend this. This Check-In is for J-1 Scholars and their dependents. J-1 Scholar/Intern Orientation {Virtual]
* ***COMPLETE THE J-1 CHECK-IN*** **form within 3 calendar days after your arrival in the U.S.** Complete the J-1 *Check-In* here: [SCH J-1 | Check-In & IVF - Formstack](https://ucdenverdata.formstack.com/forms/oia_isss_j1_checkin_ivf)

<https://ucdenverdata.formstack.com/forms/oia_isss_j1_checkin_ivf>

[Pre-Arrival, Orientation, & Check-in (ucdenver.edu)](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ucdenver.edu%2Fservices%2Finternational-student-and-scholar-services%2Fscholars%2Fj-1%2Fpre-arrival&data=05%7C01%7Cisss%40ucdenver.edu%7Cbca9b128ee3e4dc80f6a08db40775e56%7C563337caa517421aaae01aa5b414fd7f%7C0%7C0%7C638174653661334488%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rKigDY2t8526oxFBN%2F9lrKRagshNq6Q56nLVVwTc6hQ%3D&reserved=0) Do NOT register *before* you enter the U.S.

* To complete the ***Check-In****,*you will need to upload your:
* Local U.S. address and telephone number
* U.S. visa with a stamp from port of your entry to the U.S. (Canadian citizens: visa is not required - only a copy/picture of the admission stamp from your port of entry in the passport is required),
* DS-2019 signed by the U.S. consular officer (Canadian citizens: consulate signature is not required – only the DS-2019 is required),
* I-94 record - Obtain a copy of your I-94 printed from [www.cbp.gov/I94](http://www.cbp.gov/I94) by following these instructions:
	+ Go to I94 - Official Website
	+ Click on 'GET MOST RECENT I-94'
	+ Read the Terms of Service and click on 'I ACKNOWLEDGE AND AGREE'
	+ Enter Your Traveler Info and click 'NEXT'
	+ Click on 'PRINT' and save the document as a pdf file
* Insurance Information coverage

* ***WATCH*** your email- International Tax:
* **IF YOU ARE A NEW EMPLOYEE,** you will receive an email notification from UIntlTax@Sprintax.com  asking you to complete a Sprintax profile within approximately 14 days of the employment begin date.  Watch your university email – including spam folders – for the activation email.
* **IF YOU ARE A CURRENT EMPLOYEE**,who has not already completed a Sprintax profile will receive an email notification from CUIntlTax@Sprintax.com asking them to complete a Sprintax profile. Watch your email – including spam folders – for the activation email.
* **REVIEW**  **OR WATCH** the [International Tax New Hire Guide](https://www.cu.edu/docs/new-hire-guide-international-employees) or watch the [New Hire Orientation Course](https://www.cu.edu/employee-services/international-tax/international-employees/orientation-course) for international employees

International Tax New Hire Guide For CU International Employees

* [international-tax-new-hire-guidepdf-1 (cu.edu)](https://www.cu.edu/doc/international-tax-new-hire-guidepdf-1)
* [New Hire Guide International Employees | University of Colorado (cu.edu)](https://www.cu.edu/node/287645)
* <https://www.cu.edu/docs/tags/new-employee>
* If need be, contact the International Tax Office @ intltax@cu.edu The International Tax Office responds to emails within 2-3 business days
* ***DO NOT APPLY*** for a *Driver’s License or a Social Security Number* until after you have completed the *Check-In* and have attended *Orientation*. ***Your SEVIS record must be activated first. Here is some information:*** [Pre-Arrival, Orientation, & Check-in (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/j-1/pre-arrival#ac-colorado-id-or-drivers-license-6)
	+ **Driver’s License**, [New to Colorado from another country? | Department of Revenue - Motor Vehicle](https://dmv.colorado.gov/new-colorado-another-country) // <https://dmv.colorado.gov/driver-license-office-locations> *Required Documents*:
		- * Valid passport
			* Print out of I-94 arrival record
			* DS-2019
			* Original J-1 Invitation Letter or Letter of Offer
			* Proof of residence in Colorado
* ***WAIT* at least 10 days** after *completing your Check-In* If you are applying for a Social Security Number - [Request a Social Security number | SSA](https://www.ssa.gov/number-card/request-number-first-time) // [Social Security Office Locator, SSA Office Locator Social Security Office Locator, Social Security](https://secure.ssa.gov/ICON/ic001.action#officeResults) numbers,
	+ - People who may need a new Social Security number:
			* [Noncitizens](https://www.ssa.gov/pubs/EN-05-10096.pdf) (PDF)
			* [International students](https://www.ssa.gov/pubs/EN-05-10181.pdf) (PDF)
			* [Foreign workers](https://www.ssa.gov/pubs/EN-05-10107.pdf) (PDF)
* ***BUY HEALTH INSURANCE* within 30 days of your arrival in the U.S.** The U.S. government requires that J-1 Exchange Visitors buy health insurance for themselves and any accompanying J-2 family members. The U.S. government does not have standard public health insurance for the general public. **You are responsible for getting your own health insurance for you and your family.**
* Access the J-1 insurance Policy here: [j1\_insurance\_policy.pdf (ucdenver.edu)](https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/j1_insurance_policy.pdf?sfvrsn=9c21eeb9_4) and visit our website: <https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/j-1/maintaining-immigration-status#ac-insurance-requirement-1>

**HEALTH INSURANCE**

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*Minimum medical benefit of* ***$100,000 per person*** *per accident or illness;*

***Deductible that does not exceed $500*** *per accident or illness;*

*Minimum* ***repatriation of remains*** *in the amount of $25,000;*

*Minimum* ***medical evacuation*** *expenses in the amount of $50,000;* ***Co-insurance not to exceed 25%*** *of covered benefit*

 *per accident or illness.*

As an exchange visitor, you and any accompanying J-2 dependents are legally required to carry health insurance ***from the program start date*** ***to the program end date*** as listed on your Form DS-2019.**If you don’t purchase adequate health insurance, your J-1 program will be terminated.**

* **UNIVERSITY EMPLOYEE?** If you **ARE employed** by the University of Colorado / Anschutz Medical Campus, you can purchase medical insurance through the University’s Payroll and Benefits office [Benefits & Wellness | University of Colorado (cu.edu)](https://www.cu.edu/employee-services/benefits-wellness) //

[| University of Colorado (cu.edu)](https://www.cu.edu/employee-services) Ask your department/sponsor for the paperwork for purchasing insurance. However, you **must purchase** ADDITIONAL COVERAGE for medical evacuation and repatriation of remains, **which are NOT part of the University’s medical insurance programs**. Purchase ***the required extra coverage*** from this list of insurance companies:[j1\_insurance\_carriers.pdf (ucdenver.edu)](https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/j1_insurance_carriers.pdf?sfvrsn=8021eeb9_4)

**Global Travel Plus, Inc.** at [Medical Travel Assistance: Global Travel Plus](https://www.globaltravelplus.com/) 202 Carnegie Center, Suite 302A Princeton, NJ 08540 Tel # 609-986-1213. Sales: sales@globaltravelplus.com Support: info@globaltravelplus.com

**NOT A UNIVERSITY EMPLOYEE**? If you **are NOT employed** by the University of Colorado / Anschutz Medical Campus, **you must purchase medical insurance**. Here is a list of **insurance companies**: [j1\_insurance\_carriers.pdf (ucdenver.edu)](https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/j1_insurance_carriers.pdf?sfvrsn=8021eeb9_4)

**Global Travel Plus, Inc.** at [Medical Travel Assistance: Global Travel Plus](https://www.globaltravelplus.com/) 202 Carnegie Center, Suite 302A Princeton, NJ 08540 Tel # 609-986-1213. Sales: sales@globaltravelplus.com Support: info@globaltravelplus.com

* + **Check out the following links:**
* [J-1 Insurance Requirements](https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/j1_insurance_policy.pdf?sfvrsn=9c21eeb9_4)
* [What You Need to Know About Healthcare in the United States](https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/healthcare_in_us.pdf?sfvrsn=b722eeb9_6)
* [Update Insurance Through Online Form](https://ucdenverdata.formstack.com/forms/oia_isss_j1_checkin_ivf)
* ***INTERNATIONAL ACTIVITIES* for Scholars:** email our *International Scholar Outreach Coordinator* cristina.cenciarelli@ucdenver.edu to put you in touch with other international scholars. [ISCORE (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/engagement-feed/international-scholars-engagement/iscore)
* ***TRAVEL* Information for current J-1 Scholars**: If you need a travel signature on your DS-2019, please make these arrangements several weeks before you travel. You must send a clear PDF copy of both pages (1-2) (not a photo/screenshot) of your most recent DS-2019 to isss@udenver.edu **Attention: “*Travel Signature Needed*.”** Visit our website:[Travel Information (ucdenver.edu)](https://www.ucdenver.edu/services/international-student-and-scholar-services/scholars/j-1/maintaining-immigration-status/travel)

Contact us for questions here: isss@ucdenver.edu / susana.velarobles@ucdenver.edu

**PRESS the key Ctrl + Click to follow link**