

Arrival of the J-1 scholar

1. Sponsoring Department acquires and sends the following **five pieces of information in ONE email** to globalsupport@unmc.edu.
 - i. **Copy of the DS-2019** after it was used by the scholar to enter the US.
 - ii. **Copy of passport photo page** (showing expiration date)
 - iii. **Copy of J-1 Visa stamp** from passport
 - iv. **Copy proof of health insurance** if the J-1 scholar is not an employee and will not be eligible for UNMC health insurance.
OR copy of proof of medical evacuation/repatriation insurance if J-1 scholar will be an employee and eligible for UNMC's health insurance.
Copy must show eligible dates of coverage for J-1 and any accompanying J-2 Dependents. It is recommended that the health insurance and medical evacuation insurance be purchased through BETINS from this office website: <http://www.unmc.edu/global/support-services/health-insurance.html>. Their health insurance coverage includes medical evacuation insurance.
 - v. **Local residential address and local phone number.** If temporary, please send an update once permanent address is established.
 - a. Scholar is responsible for notifying our office of residential address changes
2. The OGE sends request to activate the J-1 sponsorship through the SEVIS database.
3. Sponsoring Department uploads I-9 Information to HR. If HR runs an E-Verify request before our J-1 sponsorship is activated or "validated", E-Verify will result in a "non-confirmation".
4. J-1 employee may apply for a Social Security Number. However, SSA will ask for an I-94 number. A printout of the J-1 scholar's I-94 number is available at <https://i94.cbp.dhs.gov/I94/#/home> .

New J-1 arrivals are often sent to the Social Security Office too early resulting in a repeat trip a few days later. New J-1 scholars should wait to apply for a SSN until after the J-1 sponsorship has been activated in SEVIS and at least three days after their initial arrival in the U.S.

5. Please direct the J-1 Scholar to visit our website with information for J-1 visitors here: <http://www.unmc.edu/global/support-services/immigration-visa-sponsorship/j-1/index.html>.

Reinstatement

If we do not receive the required five pieces of information within the 30-day window after the start date on the DS-2019 form, we may need to apply for reinstatement. The cost for this process is currently \$367 and often takes more than one month. The J-1 scholar will not be able to apply for a SSN until the reinstatement is approved.

Contact Dan Teet for any questions: dteet@unmc.edu or 402-559-8326.