

FALL 2021 GRADUATE

J-1 STUDENT COMPLIANCE SEMESTER CHECKLIST

	DO THIS	BEFORE THIS DATE	ADDITIONAL INFORMATION
✓	Update your address and phone number in Patriot Web.	Within 10 days of moving or obtaining a new phone number.	Email OIPS and we can confirm the change. Not updating your contact information correctly can lead to the termination of your SEVIS record.
✓	Pay the GMU Student Health Insurance fee on your Student Account . GMU Student Health Insurance meets J-1 Requirements.	First Day of Classes	Your SEVIS record will be terminated if you do not pay for this required insurance.
✓	Enroll full-time (9 credits or 6 credits with appropriate GTA/GRA or full-time equivalency).	First Day of Classes	OIPS will terminate your SEVIS record if you do not meet the full-time enrollment requirement after the last day to add.
✓	Submit a Reduce Course Load Form to OIPS if eligible.	First Day of Classes	OIPS will terminate your SEVIS record if you are under-enrolled after the last day to add. Do not drop a class before OIPS approval.
✓	Submit the Full-Time Equivalency Form for Master's or PhD students to the Office of Registrar if eligible.	First Day of Classes	Students are responsible for making certain all forms are submitted to maintain J-1 status.
✓	Submit any new funding letters to OIPS including GTA/GRA contracts.	First Day of Classes	OIPS will send you an updated DS2019 form that includes the additional funding. For GRA/GTAs, we will provide an Employment Authorization Letter.
✓	Submit the On-Campus Employment Certification (OCEC) Form for non GTA/GRA positions.	Before Beginning Work	OIPS will return the approved form and provide you with an Employment Authorization letter to update your I9 with the International Tax Office.
✓	Submit pre-completion Academic Training documents to OIPS.	At Least Three Weeks before the start date of your Academic Training	OIPS will provide you with an Employment Authorization letter and an updated DS2019 form that includes your Academic Training.
✓	Submit post-completion Academic Training documents to OIPS.	By November 19 th , if your DS2019 expires in December 2021.	OIPS will provide you with an Employment Authorization letter and an updated DS2019 form that includes your Academic Training.
✓	Report to OIPS any serious incidents regarding health and safety.	Within One Business Day	OIPS is required to notify the Department of State on these matters.
✓	Submit Program Extension Form to OIPS if your DS2019 expires at the end of the semester and you are not finished with your program.	Submit your Program Extension as soon as you know you will not complete your program by the end date on your DS2019 Form.	OIPS will provide an updated DS-2019 form for you. Remember to read the OIPS website regarding travel restrictions with an expired visa.
✓	Request a Travel Signature from OIPS if you are travelling internationally during your program.	At Least Three Weeks before your departure	Travel signatures are valid for a year. OIPS will confirm you are in good standing and provide you with a DS2019 with a travel signature.
✓	Notify OIPS if you are ending your program early.	As Soon As Possible	OIPS will shorten your program and provide an updated DS-2019 form.
✓	Notify OIPS if your J-2 dependent is leaving the US and not returning while you continue your program	As Soon As Possible	OIPS will update your SEVIS record.

NOTE: Submit OIPS Forms securely via the [J-1 Dynamic Form](#). Email is not secure. Do not email your documents.