

FALL 2023 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 can lead to the termination of your SEVIS record.
✓	Pay the GMU Student Health Insurance fee on your Student Account .	First Day of Classes	Your SEVIS record will be terminated if you do not pay for this required insurance. If you are working with a government sponsor, reach out to the third party billing office before the semester begins.
✓	Enroll full-time (9 credits or 6 credits with appropriate GTA/GRA). Only 3 credits of your first 9 may be fully online or listed as less than 60% F2F in Patriot Web. GAs need to be at least 60% F2F. Notify OIPS to add an additional site of activity if you are taking an online or hybrid course or if your GA or classes are on a different GMU campus than the one listed on your DS-2019 form.	First Day of Classes	Your SEVIS record will be terminated if you are not enrolled full-time after the last day to add.
✓	Submit a Reduce Course Load Form to OIPS if eligible.	First Day of Classes	Your SEVIS record will be terminated 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	Make certain this form is submitted to maintain J-1 enrollment requirements.
✓	Submit any new funding letters to OIPS including renewed GTA/GRA contracts or scholarships.	First Day of Classes	An updated DS2019 form will be issued.
✓	Submit the On-Campus Employment Certification (OCEC) Form for new on-campus employment including GTA/GRA contracts. Renewed GTA/GRA contracts need to be submitted also.	Before Beginning Work. New students that need Social Security Numbers should complete ASAP	OIPS will return the approved form and provide you with a letter to update your I9 with the International Tax Office. Another letter is provided for new SSN applicants.
✓	Submit pre-completion Academic Training (AT) documents to OIPS (AT Offer Letter and completed AT Recommendation form).	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. Check with your academic advisor and employer on their deadlines in order to meet OIPS deadline.	By November 21 if your program ends in December 2023.	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 or legal issues.	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 30-90 days before 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 Two Weeks before your departure	Travel signatures are valid for a year. Students in good standing will receive a DS2019 with a travel signature.
✓	Let your J-1 advisor know if you are planning your defense before the beginning of spring 2024 semester.	As Soon As Possible	Depending on the date, OIPS may update your DS-2019 dates. For post-completion AT, consult with OIPS about important deadlines and timing.
✓	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.