

J-1 STUDENT COMPLIANCE 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	Send an email to OIPS and we can confirm the change. Not updating your contact information can lead to program termination.
✓	Pay the GMU Student Health Insurance fee on your Student Account.	First Day of Classes	Your SEVIS record will be terminated if you willfully do not pay for required insurance. If you have a government sponsor, contact the third-party billing office before the semester begins.
✓	Register for classes. Remember that your program must be predominately in person. Review the J-1 Student Enrollment Requirements to understand the requirements.	First Day of Classes	OIPS will terminate your SEVIS record if you are under-enrolled after the last day to add and you will need to leave the U.S.
✓	Submit a Reduce Course Load Form to OIPS if eligible	First Day of Classes	OIPS will terminate your SEVIS record if under-enrolled after last day to add. Do not drop a class before OIPS approval.
✓	Eligible Master's or PhD students should work with their departments to submit the Full-Time Equivalency Form for to the Office of Registrar	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 scholarships, fellowships, and GTA/GRA/GPA contracts	First Day of Classes	OIPS will send you an updated DS2019 that includes the additional funding. For GRA/GTAs, we will provide an I-9 Support Letter.
✓	Submit On-Campus Employment Authorization Form	Before Beginning Work	OIPS will enter your employment in SEVIS, return the form and provide you with an I-9 Support Letter.
✓	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. Students with a dissertation defense should meet with a J-1 advisor to understand their program end date.	At Least Three Weeks before the end of your program (last exam or defense date).	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 30 to 60 days before the end of your current DS-2019 form	OIPS will provide an updated DS-2019 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 one week before your departure	Travel signatures are valid for a year. OIPS will confirm you are in good standing before providing one.
✓	Notify OIPS if you are ending your program earlier than the date on your DS-2019 form	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.

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