

A photograph of the Purdue University campus. In the background, a tall brick clock tower with a red roof and two clock faces stands against a clear blue sky. The foreground features a large, modern, white stone fountain with a central water spout. The fountain is surrounded by a paved walkway and green lawns. In the distance, there are several brick buildings with red roofs and many windows. The overall scene is bright and sunny.

PRE-ARRIVAL SCHOLAR GUIDEBOOK

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MESSAGE FROM THE DIRECTOR OF INTERNATIONAL SCHOLAR SERVICES

Welcome to Purdue University! We are so glad you have chosen Purdue for your exchange and look forward to seeing you on campus.

At Purdue, you will find a culturally diverse and welcoming community of students, scholars, faculty, and staff from all over the nation and world – it is consistently ranked as one of the most international universities in the United States.

The Office of International Students and Scholars (ISS) is committed to providing the international scholar community exceptional customer service so that you have a successful and enriching time at Purdue. With this in mind, please take some time to thoroughly review this pre-arrival guide and any other communication from ISS. The information provided in this guide will help prepare you for your transition to Purdue.

If you have any questions as you get ready to travel to West Lafayette, please don't hesitate to contact our office. Again, welcome to the Purdue community and Boiler up!

Amanda Thompson
Director, International Scholar Services
Office of International Students and Scholars

WELCOME, NEW BOILERMAKERS!

OUR OFFICE IS EXCITED TO MEET YOU!



CHAD BROEKER
Counselor



MOIRA HAEHL
Senior Counselor



MELISSA HAY
Senior Clerk



AUSTIN SMITH
Counselor



MATTHEW TENAGLIO
Counselor



AMANDA THOMPSON
Director

CONTACTING OUR OFFICE

INTERNATIONAL SCHOLAR SERVICES

YOUNG HALL, 155 S GRANT STREET, FIFTH FLOOR, WEST LAFAYETTE, IN 47907

WEBSITE: [HTTPS://WWW.PURDUE.EDU/IPPU/ISS/](https://www.purdue.edu/ippu/iss/)

EMAIL: INTLSCHOLARS@PURDUE.EDU

PHONE: 765-496-0653

Hours of Operation

Our office hours are Monday - Friday 8:00 AM to 5:00 PM Eastern Standard Time. Due to COVID 19, our office is not currently open to visitors. Please review the virtual options below for getting in touch with us.

Email

A member of our team monitors emails daily. If you have any questions or concerns, please email intlscholars@purdue.edu

Phone hours

Phone Hours are a time to speak with an Immigration Counselor by phone to discuss basic questions. Monday- Friday 1:30 PM-4:00 PM.

J-1 Virtual Drop-Ins

Webex Drop-Ins are intended for matters that can be addressed in 10 minutes or less. Upon entering, scholars wait in a virtual lobby; counselors admit scholars on a first-come, first-served basis. Tuesday 9:00 AM-10:00 PM

VOCABULARY

AS AN INTERNATIONAL SCHOLAR AT PURDUE, YOU WILL HEAR SPECIFIC ISS AND IMMIGRATION VOCABULARY. TO HELP YOU DECIPHER SOME OF THOSE TERMS, BELOW YOU WILL FIND A MINI-DICTIONARY.

myISS

myISS is Purdue University's web portal to immigration services, requests, and benefits for our international student, scholar, and employee community.

e-checkin

Scholars who are beginning a new program at Purdue must complete a mandatory checkin upon their arrival. Your ISS liaison will initiate the process and will let you know if they will meet with you virtually or in-person. The checkin must be approved by ISS within 30 days of the program start date on the DS-2019 and is required before you may obtain a Purdue ID.

USCIS

United States Citizenship and Immigration Services

CBP

Customs and Border Protection - grants admission, status and stay

DOS

Department of State - Operates US Embassies and consulates worldwide and adjudicates applications for visa foils

SEVIS

Student and Exchange Visitor Information System - electronic reporting system that provides the United States Department of Homeland Security with information on international students and scholars in the United States

OBTAINING YOUR DS-2019 OR CERTIFICATE OF ELIGIBILITY (COE)

A DS-2019 is issued by a U.S. government approved institution or organization such as Purdue University and enables you to apply at a US Consulate for a J-1 Visa.

A DS-2019 Identifies:

- Exchange visitor (Section 1)
- Program sponsor (Section 2)
- Brief description of program (Section 2)
- Start and end date (Section 3)
- Category of exchange (Section 4)
- Funding (Section 5)

Throughout your J-1 program, you will receive many emails from ISS. It's very important you read ISS emails thoroughly and if you have any questions email intlscholars@purdue.edu.

Please check that your name and personal information is correct. Read the back of your DS-2019 before signing and then sign, date and keep all versions of your DS-2019s.

You are required to engage in activities related to your program objective at the address listed as Primary Site of Activity in Section 1 of your DS-2019. Before any changes can be made, you must contact ISS. This includes any changes to your funding, program activities, change in supervisor and lab, home address, and worksite address, including if you will be working remotely away from West Lafayette

PAY THE I-901 SEVIS FEE AND APPLY FOR VISA

You must pay the I-901 SEVIS fee before going to the United States embassy or consulate for your visa interview. The SEVIS fee can be paid online at <https://www.fmjfee.com/i901fee/index.html>. You are responsible for paying all fees associated with obtaining a visa.

- All questions regarding the SEVIS fee also known as the I-901 fee should be directed to the [SEVIS Fee FAQ](#) or call 703-603-3400.

Make a visa appointment by following the [U.S. Embassy/Consulate instructions](#) to schedule your visa appointment.

- See our Step by Step guide for details about applying for a J-1 Visa.
- Federal regulations DO NOT permit us to email you your DS-2019. However, you can schedule your visa appointment as soon as you receive a confirmation email from us listing your SEVIS ID and Purdue program number. However, you will need a hard copy of your DS-2019 for your visa appointment.



ARRIVE AT THE PORT OF ENTRY AND ENTER THE US

WHAT TO EXPECT WHEN ENTERING THE U.S. AT A PORT OF ENTRY

Arrival

Be prepared with the following documents:

- Passport
- J-1 Visa (unless exempt from visa requirement)
- DS-2019
- Customs Declaration Form (if applicable)
- They may also ask to see your proof of funding and SEVIS fee payment and your Purdue University invitation letter

We recommend placing these documents in a protective folder for safekeeping. Do not pack your immigration documents in your checked luggage!

Questioning

- You may be fingerprinted and/or photographed
- Officers might ask about your J-1 program and reasons for entering the U.S.
- Officers may determine you require additional screening and ask you to go to secondary inspection. This is okay but it can add significant time to your stay in the airport. You should take this possibility into consideration when planning flight connections.

Per US immigration regulations, you may enter the US up to 30 days prior to the start date on your DS-2019. Your department may delay your start date without you receiving an updated DS-2019. If you are unsure what your start date is please contact your ISS liaison.

TRAVEL TO PURDUE

It's your responsibility to get from the airport to the Purdue campus in West Lafayette, Indiana. The two major cities nearest West Lafayette are Chicago, Illinois and Indianapolis, Indiana. It is recommended that you fly to one of these cities and then secure transportation to West Lafayette using one of these shuttle services.

Click on the links below to make a reservation with a shuttle service. If your flight is delayed, it might be possible to get on the next shuttle, but check with your shuttle company about available seats.

From Chicago to West Lafayette:

- Express Air Coach Shuttle Service: <http://www.expressaircoach.com/>
- Lafayette Limo Shuttle Service: <http://www.lafayettelimo.com/>
- Reindeer Shuttle: <http://reindeershuttle.com/>

From Indianapolis to West Lafayette:

- Lafayette Limo Shuttle Service: <http://www.lafayettelimo.com/>
- Reindeer Shuttle: <http://reindeershuttle.com/>

Please visit the [Protect Purdue](#) website for the most up do date information about requirements and protocols you must follow upon your arrival to campus due to COVID-19

It is your responsibility to arrange housing in the US. We recommend you review Purdue University's [Off-Campus Housing Website!](#) Your ISS Liaison may be able to help you find housing options, as well.

GET YOUR I-94

Part of the process of admitting a nonimmigrant to the United States is the creation of a Form I-94 record. Form I-94 serves as evidence of a lawful admission and “alien registration” that is required by law.

Whether you are admitted with a paper or electronic I-94, the I-94 should reference the your full name, date and place of entry, your J-1 class of admission, your unique I-94 admission number, and an “admit until” date of “duration of status,” indicated by the notation “D/S.”

After entering the U.S., please go to www.cbp.gov/I94 to download a copy of your electronic I-94 arrival record. If you cannot locate your electronic I-94, please let your ISS liaison know immediately.

DS-2019:

The DS-2019 form is a Certificate of Eligibility for Exchange Visitor Status (J-1 Nonimmigrant). Key fields include:

- Start and End dates:** Indicated by a red circle around the dates 05-15-2014 and 07-20-2018.
- Category:** Indicated by an arrow pointing to the 'Exchange Visitor Category' field, which is 'J-1 STUDENT'.
- Host Dept/Objective:** Indicated by an arrow pointing to the 'Department/Institution' field, which is 'UNIVERSITY UNDERGRADUATE STUDENT'.
- Address of program activities:** Indicated by an arrow pointing to the 'Address' field, which is '225 NORTH AVE NW, LAW BUILDING, ATLANTA, GA 30332-5000'.
- Funding:** Indicated by an arrow pointing to the 'Funding' section at the bottom of the form.

I-94:

The I-94 form is a U.S. Customs and Border Protection document. Key fields include:

- Most Recent I-94:** Indicated by an arrow pointing to the 'Most Recent I-94' field.
- Admission (I-94) Record Number:** Indicated by an arrow pointing to the 'Admission (I-94) Record Number' field.
- Most Recent Date of Entry:** Indicated by an arrow pointing to the 'Most Recent Date of Entry' field, which is '2018 August 12'.
- Class of Admission:** Indicated by an arrow pointing to the 'Class of Admission' field, which is 'J1'.
- Admit Until Date:** Indicated by an arrow pointing to the 'Admit Until Date' field, which is 'D/S'.
- Details provided on the I-94 Information form:** Indicated by an arrow pointing to the 'Details provided on the I-94 Information form' field.

COMPLETE E-CHECKIN

Scholars who are beginning a new program at Purdue are required to complete an online E-checkin with ISS upon their arrival. It must be completed no later than 30 days after the program start date listed on your DS-2019

How do I start my E-checkin?

The online E-checkin is initiated by your ISS Liaison. Please reach out to your ISS liaison to initiate this process.

Who is my ISS liaison?

This individual will be one of your most important contacts while at Purdue. Within Purdue departments, there is a trained ISS liaison who serves as your key contact while at Purdue. If you do not know who your ISS liaison is, please visit our [website](#).

What do I need for my E-checkin?

Your liaison will either ask you to upload your documents before or after your arrival. Either way, you will need to provide your:

- Signed DS-2019
- Signed DS-7002 (All four pages – this only applies to J-1 Student Interns)
- J-1 Visa
- Electronic I-94
 - ◊ To obtain your most recent electronic I-94 please visit the [I-94 website](#). If you are unable to download it, let your ISS liaison know immediately
- Proof of Health Insurance
 - ◊ It must meet Department of State requirements and be in English
- Emergency Contact
 - ◊ Family member or close friend. This contact cannot be your Faculty Host
- US Phone Number
- US Home Address

OBTAINING YOUR PURDUE ID

You will need to upload a photo for your Purdue ID Card, please follow the instructions below:

1. Submit a photo on the [photo submission site](#)
2. Wait for the approval email

*If the picture is denied, please upload a new photo for approval

You may pick up your PUID Card from Card Services, which is located in Hovde Hall of Administration, Room 14. You may access the building using the ADA/ handicap entrance on the Southwest corner of HOVD Hall, near Elliott Hall and the Bell Tower. Please note you will be required to wear a face mask and to follow social distancing rules. You will also need to bring a government issued ID card (driver's license or passport). Please also bring your DS2019.

YOUR E-CHECKIN MUST BE APPROVED BY ISS BEFORE YOU WILL BE ABLE TO OBTAIN YOUR PURDUE ID CARD. YOU WILL RECEIVE AN EMAIL WHEN YOUR E-CHECKIN IS APPROVED.



HEALTH INSURANCE

WHY DO YOU NEED HEALTH INSURANCE?

To have access to, and be able to afford, medical care in the US. See the following document for information about the US healthcare system: [Link to AT Overview of US Healthcare doc](#)

All J-1 Exchange Visitors and their J-2 dependents are required to have health insurance for their entire stay in the United States. Your health insurance policy must meet minimum coverage levels set forth by the U.S. Department of State (USDOS) in the USDOS Welcome Brochure <http://j1visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program>

- \$100,000 for each sickness or illness (including maternity/pregnancy care)
- \$100,000 for each accident or injury
- \$50,000 for medical evacuation
- \$25,000 for repatriation
- \$500 deductible or less

Your policy's coverage must become effective on the same day you enter the U.S., and you must have health insurance coverage for the duration of your J program or until you leave the U.S. Failure to do so would violate your non-immigrant status and you would no longer be eligible to participate in Purdue University's J-1 program.

A member of our team monitors emails daily. If you have any questions or concerns, please email intlscholars@purdue.edu

HEALTH INSURANCE

WHERE MAY I PURCHASE HEALTH INSURANCE?

It may be easier to purchase insurance before you arrive in the US

- If you will be paid by Purdue University, check with your department or offer letter to see if Purdue insurance will cover you
- You will not be able to purchase from Purdue

You may purchase insurance from a private agency in your home country or from a US based insurance company that issues insurance for visitors to the US. Here are some frequently used companies.

- Seven Corners, Inc.: <https://www.sevencorners.com/groupenrollment/quote?a=b76dc64c-90e4-425a-89a4-5e64a98db0bf&p=2038#/quote>
- N/Taian Financial LLC: <https://taianfinancial.com/student-scholar>
- Insubuy Inc.: <https://www.insubuy.com/j1-visa-health-insurance/>

A Note about Seven Corners Inc.:

It is the Scholar's responsibility to select an insurance plan that best covers the unique circumstances of the Scholar and any accompanying spouse/children. However, Purdue's Benefits team has negotiated with Seven Corners Insurance (<https://www.sevencorners.com/groupenrollment/quote?a=b76dc64c-90e4-425a-89a4-5e64a98db0bf&p=2038#/quote>) to design a plan that satisfies regulatory requirements and that also has the Purdue University Student Health center (PUSH) in its network of providers (which is on campus and easily accessible). Access to PUSH may also streamline certain other support during COVID. Both the scholar and their accompanying family may access PUSH, if approved to do so by Seven Corners.

212(E) TWO YEAR HOME COUNTRY RESIDENCY REQUIREMENT

What is 212 (e) Two-Year Home Country Residency Requirement?

- 212(e) is an agreement between the U.S. and your home country to ensure your home country benefits from your exchange experience

If you are subject to 212(e):

- You will be required to physically reside in your home country for 2 years before returning to the U.S. in specific visa statuses including H, L, K and permanent residence
- You may be able to return to the US in other statuses such as tourist or F-1 before fulfilling the home residency requirement
- You are not eligible to request a change of status inside the U.S.

What causes someone to be subject to 212 (e)?

- Department of State Exchange Visitor Skills List
- Government Funding in part or in whole by the home government or US government
- J-2 dependent of a J-1 Exchange Visitor who is subject to 212(e)

How Do I Know If I Am Subject to 212 (e)?

- The consular official may note on the DS-2019 if you are subject to 212(e) and for what reason you are subject
- Your visa stamp may have a note stating you are subject to 212(e)

What if I don't believe I should be subject to 212 (e)?

- It is possible to request an advisory opinion from the U.S. Department of State.

Is there any way to request that I not be subject to 212(e)?

- It is possible to request a 212(e) waiver, however, you will be ineligible for extension of the DS-2019 once a waiver is approved. Purdue ISS will not provide waiver advice or help with waiver applications.

For more information, please see our website at

- <https://www.purdue.edu/IPPU/ISS/Scholar/J1/residenceRequirement.html>

WEST LAFAYETTE RESOURCES

Purdue University is located in West Lafayette, Indiana. West Lafayette is divided from its neighboring city of Lafayette by the Wabash River. For more information about Purdue and the Greater Lafayette area, including lists of area hotels, restaurants, religious institutions, events, and even information about climate and weather, visit the following publications and websites:

[City of West Lafayette](#) • [City of Lafayette](#) • [Home of Purdue](#)

We can't wait to see you on campus. Boiler Up!

