

# J-1/H1- B INTERNATIONAL SCHOLAR RECORD FORM

**TO BE COMPLETED BY ALL NEW SCHOLARS WHO ARE NOT CITIZENS OR PERMANENT RESIDENTS OF THE UNITED STATES.**

## PERSONAL DATA (please print as it appears in passport)

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last Name First Name Middle Name

Mr.  Dr.  Mrs.  Ms.  Male  Female  Single  Married

Current Address in U.S.: \_\_\_\_\_  
Including Zip Code

Phone: \_\_\_\_\_ Personal Email Address(Required): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

Foreign Address: \_\_\_\_\_  
Including Zip Code

Are you changing status within the U.S.?  Yes (see back)  No

Are you transferring to Wayne State University from another U.S. university?  Yes  No

## ACCOMPANYING DEPENDENTS

Name	Birth Date	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EMERGENCY INFORMATION

In the event of any emergency during the time that I am a student at Wayne State University, I give permission to representatives of the Office of International Students and Scholars to notify the named persons of my whereabouts and/or my condition:

IN THE U.S.:  
NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

OUTSIDE THE U.S.:  
NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OISS Use Only:

## PASSPORT INFORMATION

Issued by (Country): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

Passport Number: \_\_\_\_\_

## VISA INFORMATION

Control #: \_\_\_\_\_

Visa Type: \_\_\_\_\_ Entry (1, 2, or M): \_\_\_\_\_

Date Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## I-94 INFORMATION

I - 94 #: \_\_\_\_\_

Current Status: \_\_\_\_\_

Date Entered U.S.: \_\_\_\_\_

Valid Until: \_\_\_\_\_

Port of Entry: \_\_\_\_\_

## J-1 SCHOLAR ONLY

Program Sponsor: \_\_\_\_\_

Program #: \_\_\_\_\_

SEVIS ID#: \_\_\_\_\_

## CHECKLIST

- Is the H-1B LCA memo signed by scholar on file? If not, please have the scholar sign the copy of the memo (which is on file) for record and provide another copy of the LCA.
- Institutional SEVIS Fee (in six-month increments)
- OISS office hours
- Health insurance requirements, including dependents
- Keep valid -- Passport, I-94 and/or DS-2019s/I-797s
- OISS recommends that scholar apply/renew visa in your home country
- Change of address (Pipeline update is not good enough!)
- Change of name (Pipeline update is not good enough!)
- Any changes relating to employment (change in terms, adding an employer, changing employer, etc.)
- E-mail activation
- J-1 30 Days Absence-Reporting Back
- WSU One Card
- Social Security Number
- Transfer/Resignation/Termination: Discuss your options with an OISS advisor, prior to making your decision.
- Maximum extension before applying for the 212(e) waiver
- OISS Newsletter (via e-mail)

## REMARKS

Signature of OISS staff: \_\_\_\_\_

Signature of Scholar: \_\_\_\_\_