OIS Document Upload for International Check-in

As part of the check-in process for international students, scholars, and employees, you are required to provide the Office of International Services (OIS) copies of your immigration documents after you have arrived in the United States and before you check in with our office.

Please keep in mind when scanning or photographing your documents:
1) Access the check-in eForm by going to https://ihopkins.jhu.edu.
   a. If you know your JHED ID and password, you may click on the blue login button under “Full Client Services.
   b. If you do not know these, click on the Limited Services link, and log in using your university ID or JHED ID, and limited access pin, which has been emailed to you.
   c. Open up the Orientation dropdown menu, and select “International F-1/J-1 Check-In”.
2) Using your smartphone, tablet, or available computer and scanner, you will need to photograph/scan and upload the following documents (click on link for specific example):
   • I-20 (for F-1 students) or DS-2019 (for J-1 students)
   • Passport Photo Page
   • Passport Visa Stamp (not required of students from Canada and the Bahamas)
   • Passport Arrival Stamp
   All documents must be photographed or scanned individually and uploaded to the correct immigration document category.
3) Documents must be saved in an image format (preferably .jpg) or .pdf format.
4) All copies must be legible and contain an image of the entire page.
5) After completing the eForm and attaching the required immigration documents, please read through the Statement of Understanding of Nonimmigrant Status Regulations, and click on Submit.
6) If you have technical issues or questions on uploading your documents, please contact OIS at ois@jhu.edu.

Immigration Documents

I-20 or DS-2019 Upload Instructions

1) Make sure you sign and date your I-20 (section 11) or DS-2019 (bottom of page) first!
2) Photograph only the first page of the document.
Passport Photo Page Instructions

1) Photograph the photo page of your passport.
2) The passport page needs to show a clear picture of you, as well as your full name, date of birth, and passport expiration date.

Passport Visa Stamp Instructions

1) Photograph the visa page.
2) The visa page must be your current visa, showing F1 for students in F-1 status, J1 for students/scholars in J-1 status, or other current visa status.
3) Students from Canada and the Bahamas are not required submit a passport visa page copy.

Passport Arrival Stamp Instructions

1) Photograph the arrival stamp in your passport.
2) The arrival stamp must show your most recent arrival into the United States. The Visa stamp will indicate your immigration status and allowed duration of stay.
3) The visa stamp is typically stamped on the adjacent page to your visa page.

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