OIS Document Upload for International Check-in

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

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 'Login' under "Active JHED Login".
    b. If you do not know these, click on 'No JHED Login' under "No Active JHED Login", and login using your university ID or JHED ID, and limited access pin, which has been emailed to you.
    c. Open up the Orientation menu, and select: "F-1 Check-In Quiz and eForm" or "J-1 Student Check-in", based on your visa status.
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):
    - Visa page (not required of students from Canada and the Bahamas)
    - Port-of-entry stamp
    - I-94 document (retrieved online)
    - DS-2019 (only for J-1 students)

    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.
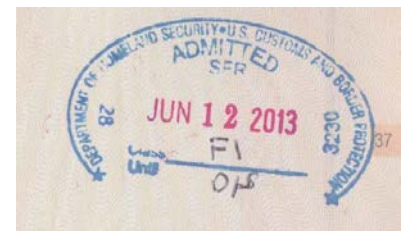
Immigration Documents

Visa Page

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 in J-1 status
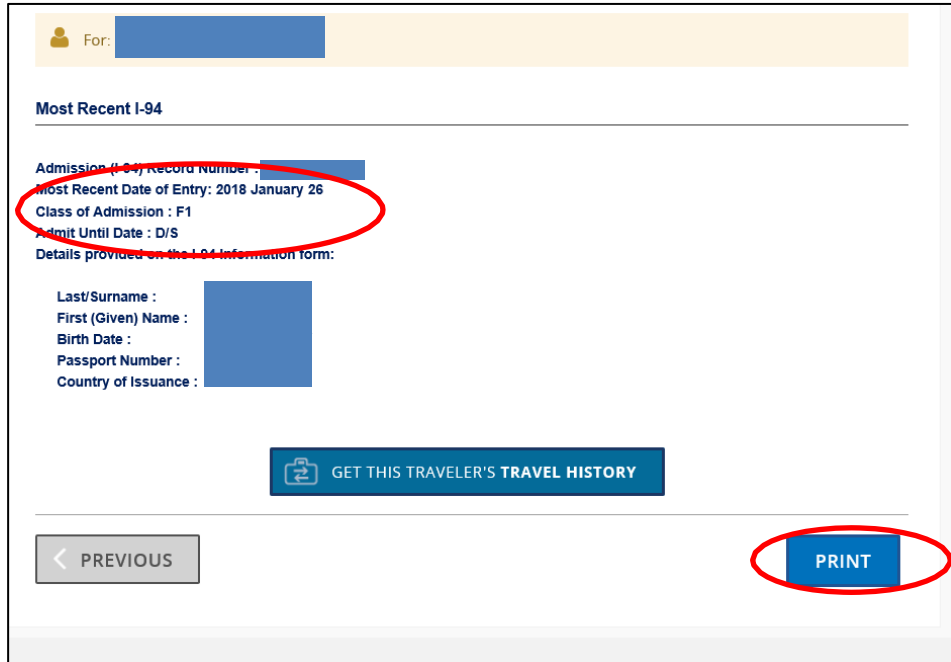3) Students from Canada and the Bahamas are not required submit a passport visa page copy.

Port-of-entry (POE) stamp

1) Photograph the POE stamp in your passport.
2) The POE must show your most recent arrival into the United States. The POE stamp will indicate your immigration status and allowed duration of stay. Be sure it has F-1/J-1 and D/S on the stamp.
3) The port-of-entry stamp is typically stamped on the adjacent page to your visa page.

I-94 Document

1) Visit https://i94.cbp.dhs.gov/I94/#/home
2) Click **Get Most Recent I-94**
3) Fill out the information from your passport
4) Be sure the class of admission is F-1/J-1 and Admit Until Date is D/S (it should match your passport arrival stamp)

DS-2019 Upload Instructions

1) Make sure you sign and date your DS-2019 (bottom of page) first!
2) Photograph only the first page of the document.

DS-2019 Example

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