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**Rotator Pre-Arrival Instructions**

**Rotators who are not U.S. Citizens (including permanent residents) must receive clearance from the Office of International Services.**

**Submit this form to the OIS at least 30 days before the start date. Please do not submit forms for rotations more than 90 days in the future.**

**1. Provide the following information**

Rotation Start Date:

Rotation End Date:

Last/Family Name:

First/Given Name:

Date of Birth:

Country of Citizenship:

City of Birth:

Country of Birth:

JHED ID:

E-mail Address:

Cell Phone:

Department/Division of Rotation:

Dept. Administrator/Coordinator:

Faculty Sponsor/Preceptor:

**2. Scan Documents to verify your status****J-1 Alien Physicians sponsored by ECFMG**

- DS-2019 Form
- Passport ID page
- I-94

**Permanent Residents or Pending Permanent Residents**

- Green Card (front & back)  
Or
- EAD (front & back)

**H-1B Temporary Workers**

- I-797 (H-1B Approval Notice)
- Passport ID page
- I-94

**3. Email this completed form and copies of your appropriate visa documents (in PDF or JPG format) to [J1-Advising@jhu.edu](mailto:J1-Advising@jhu.edu)**

**Once we receive and review your documents, we will send you and your department contact a confirmation email clearing you for rotation.**