

# NEW J-1 INTERNATIONAL SCHOLAR/RESEARCHER ARRIVAL CHECK LIST

Welcome to the Department of Mechanical Engineering in the College of Science and Engineering at the University of Minnesota-Twin Cities!

Your U of MN PeopleSoft Employee ID number is: \_\_\_\_\_

Your U of MN Email Address (Internet x.500 ID) is: \_\_\_\_\_@umn.edu

This U of MN email account is the official means of communication and is your primary means of access to many, if not most, of the U of MN services.

## FOLLOW THESE IN ORDER TODAY:

- If you have not already done so, return the completed Human Resources Information Form (HRIF) so an affiliate researcher status can be requested. ***Please be patient*** – this takes a minimum of five (5) days for processing.
- Report to International Student and Scholar Services [190 Humphrey Ctr (street level) West Bank Campus]. New scholar check-in is a ***mandatory*** process that verifies arrival and proper immigration status for SEVIS purposes. This generally takes approximately 20-minutes to complete. ISSS office hours (except during UMN holidays and other instances as noted on their website: <http://www.iss.umn.edu/>): Monday-Thursday 8:00a-12:00noon and 1:00p-4:15p / Friday 10:30a-12:00noon and 1:00p-4:15p.
  - Bring the following documents:
    - U of M ID number
    - U.S. residential address (a temporary location is fine)
    - DS-2019 (only the front is needed)
    - Passport, J-1 entry visa, and admission stamp (in your passport)
    - For dependents: provide J-2 arrival documents as well (if they will arrive later, send us copies of their documents once they arrive)
    - For scholar transfers: Previous school's DS-2019 and the items above (you will receive your U of M DS-2019 after your Check-In)
    - For scholars who just changed status to J-1: I-797 and the items above
- Meet with faculty advisor and research team members.

## UPON EMAIL NOTIFICATION FOR APPROVAL OF HRIF (follow these in order)

- Obtain photo UMN ID UCard [G-22 Coffman Memorial Union (ground level)] ***after Internet ID*** has been approved/issued. Bring your passport and be prepared to have your picture taken. UCard office hours: Monday-Friday 8:00a-4:30p. Website is <http://www1.umn.edu/ucard/umtc/home.html>.
- Activate UMN email account at IT@UMN [101 Coffman Memorial Union (street level)] ***after Internet ID*** has been approved/issued and UCard has been obtained. OIT Tech Stop office hours: Monday-Friday 8:00a-4:30p. Website is <http://www.it.umn.edu>.
- J-1 scholars (and their J-2 dependents) visiting the UMN for more than 31 days are ***required*** to enroll in the University-sponsored Student Health Benefit Plan. Scholars must contact the Office of Student Health Benefits to complete enrollment materials within 31 days of arrival. Website is <http://www.shb.umn.edu/twincities/international-scholars/student-health-benefit-plan.htm>. Stop by N323 Boynton Health Service or call 612.624.0627 with any questions.

OVER →

- Complete online Research Laboratory Safety Plan/MERTKA Safety Training **after Internet ID** has been approved/issued. Everyone who works in laboratories or research areas are **required by law** to receive training about related safety issues and practices (mandated by both the federal Laboratory Safety Standard and the Minnesota Right to Know Act) prior to performing any research activities. Researchers must also receive documented training from their faculty advisor covering the hazards specific to the work they will be performing and orienting them to the facilities. See the Lab Specific Training checklist for potentially applicable topics. Website is [http://www.dehs.umn.edu/training\\_newlabsafety.htm](http://www.dehs.umn.edu/training_newlabsafety.htm).

**After Internet ID** has been approved/issued and UCard has been obtained:

- Your faculty advisor **must** send an email message to [mespace@umn.edu](mailto:mespace@umn.edu) indicating which room(s) you will need to access for research activities **and** [mekeys@umn.edu](mailto:mekeys@umn.edu) authorizing access to the exterior doors of the building, both grad lounges (ME125 and 3121ME), and the Enet Computer Lab (ME10A). You will be notified by email when permissions have been granted and to pick up keys and/or access cards from the Front Desk (ME1100).
- In order to gain access to departmental computer resources, bring a completed Application for an Enet (AEM, ISYE, ME) Unix/Access Account and your UCard to the Enet office [376ME]. See Enet policies and user information at <http://www.enet.umn.edu/>. Your faculty advisor will inform you about copier/printer access.

**CONTINUATION OF J-1 RESEARCH PROGRAM:** If an extension is needed to continue your research activities, please contact Karon [mooney@umn.edu](mailto:mooney@umn.edu) 6-weeks before the current program end date on the DS-2019.

**DEPARTURE:** At the completion of your research program, please report your termination date to Karon [mooney@umn.edu](mailto:mooney@umn.edu) and ISSS [issjast@umn.edu](mailto:issjast@umn.edu) in the same email message. We will then make sure your SEVIS record is updated accordingly. **NOTE:** If you complete your research activities earlier than 15 days before the program end date, we are required by the Department of State to request a shortened program DS-2019 Certificate of Eligibility prior to your departure. Please contact Karon right away to request an amended Certificate and be sure to allow at least five (5) days to process this request. **DO NOT** make any travel arrangements until you have the amended DS-2019.

We wish you a productive research visit in the Department of Mechanical Engineering.