



****VERY IMPORTANT****

J-1 Exchange Visitor Arrival and Contact Information/SEVIS Check-In.

This form allows you to provide the necessary information for IEE to maintain your status in SEVIS. It is **VERY IMPORTANT** that you confirm your current physical work and home addresses within 72 hours of your arrival. It is also mandatory that you update any changes of your address while in the United States according to the U.S. government regulations. Failure to update your home and work address with IEE will result in IEE having to report you as “out of status” to the government. This could result in serious consequences such as cancellation of your current visa status and denial of any future visa applications for you and your family.

Please email this document to info@ieexchanges.com

Name: _____

SEVIS # (found on the top right hand of your DS2019 form) N00 _____

U.S. home address _____

(Include Apartment number, City, State, & Zip Code, P.O. boxes are not allowed)

Housing Unit (Apartment)Number: _____

U.S. Telephone #: _____

Work Telephone #: _____

E-mail address you will be using while in the U.S. (Note, this is the address IEE will use to communicate important information to you during your program. It is essential that you check this email periodically and respond to any inquiries from IEE.)

Host Organization _____

Host Organization Physical Work Address: _____

Arrival Date: _____ / _____ / _____
Month Day Year

If at any time during your program, you change your housing location (even if it's just next door), your phone number, or email address, you must notify IEE immediately so we can update your SEVIS file. This is a matter of National Security and must be kept up to date with IEE.