

## Arrival Validation Process and Instructions:

Please note that there are two sets of instructions below depending on whether your stipend is paid by IIE or by the Fulbright Commission or Foundation in your home country.

- If your funding is coming from a non-U.S. based source (i.e. a Fulbright Commission), please follow the “Instructions for Fulbright scholars receiving funding from Fulbright Commissions or Foundations” on Page 2. Note: In this case, your grant document that confirms funding would have been issued by a Fulbright Commission Foundation in your home country.
- If your funding is coming from U.S. Department of State (noted on your IIE-issued grant document and Confirmation Sheet), please follow the “Instructions for Fulbright scholars receiving IIE-issued, U.S. based funding” on Page 3.
- If your stipend is paid by a Fulbright Commission but you will also be receiving funding from a U.S. source during your grant (i.e. host institution or U.S. based organization), please follow the “Instructions for Fulbright scholars receiving funding from Fulbright Commissions or Foundations” on Page 2.
- If your funding is coming from U.S. Department of State but you will also be receiving funding from a U.S. source during your grant (i.e. host institution or U.S. based organization), please follow the “Instructions for Fulbright scholars receiving IIE-issued, U.S. based funding” on Page 3.

## **Instructions for Fulbright scholars receiving funding from Fulbright Commissions or Foundations:**

In order to validate your arrival in the United States, we will need the following documents:

- Notification of Arrival form (download from “My Forms and Resources” tab)
- J-visa (scan of the visa page and entry stamp for you and any J-2 dependents)
- Completed Most Recent I-94 Number Retrieval for you and any J-2 dependents (can be completed at <https://i94.cbp.dhs.gov/I94/request.html>; we will need a screenshot or PDF)
- Add in your U.S. address information in the “My Information” tab, in the “My Addresses” dropdown

You will need to submit the above documents to IIE **within 10 days of the grant start date noted on your DS2019 form**. Please upload these complete documents to the “My Documents” tab in the Self-Service Portal (SSP).

Please note the 10-day timeframe is from the grant start date noted on your DS2019 rather than your arrival date in the U.S. This means that if your grant began on the 1st of the month IIE must receive the arrival documents by the 11<sup>th</sup>. IIE will enter the information from your documents into the Department of Homeland Security SEVIS system in order for you to maintain legal immigration status in the U.S., so your prompt response is needed. You can check the status of your uploaded documents in the “My Documents” tab. Please note that “Approved” status only means that your documents have been accepted by IIE. Your IIE Advisor will contact you directly when your arrival has been officially validated.

Please **do not attempt to apply for a Social Security Number (SSN) until your arrival has been validated**. An SSN cannot be issued before arrival validation is complete.

If you have any questions regarding your grant payments, please contact the Fulbright Commission or Foundation providing your funding. For all other questions during your program, please contact your IIE Advisor. **For immigration purposes, you must notify IIE in advance if you intend to shorten the length of your stay, travel outside of the U.S., change your U.S. home address, or request to extend your grant or transfer sponsorship.**

You will also need to setup a healthcare coverage account on the Seven Corners website. To access the site: <https://myplan.sevencorners.com/>

- Click on “Setup New Account”
- Enter your Grantee ID (The number begins with “PS” and can be found on your Emergency Card in the “My Documents” tab) under MyPlan ID
- Enter your date of birth (MM/DD/YYYY)

We strongly encourage you to review the Visiting Scholar guide as it includes important information about program procedures during pre-arrival, arrival, in-program, and at the end of your program. The guide also has a section to address frequently asked questions.

## **Instructions for Fulbright scholars receiving IIE-issued, U.S. based funding:**

In order to validate your arrival in the United States, we will need the following documents:

- Notification of Arrival form (download from “My Forms and Resources” tab)
- J-visa (scan of the visa page and entry stamp for you and any J-2 dependents)
- Completed Most Recent I-94 Number Retrieval for you and any J-2 dependents (can be completed at <https://i94.cbp.dhs.gov/i94/request.html>; we will need a screenshot or PDF)
- Add in your U.S. address information in the “My Information” tab, in the “My Addresses” dropdown

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Please **do not attempt to apply for a Social Security Number (SSN) until your arrival has been validated**. An SSN cannot be issued before arrival validation is complete.

IIE will mail your first stipend payment to you in care of your faculty host address. The check will arrive in a business sized envelope with an Institute of International Education return address.

You will also need to setup a healthcare coverage account on the Seven Corners website. To access the site: <https://myplan.sevencorners.com/>

- Click on “Setup New Account”
- Enter your Grantee ID (The number begins with “PS” and can be found on your Emergency Card in the “My Documents” tab) under MyPlan ID
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If you have any questions regarding your program, please contact your IIE Advisor. **For immigration purposes, you must notify IIE in advance if you intend to shorten the length of your stay, travel outside of the U.S., change your U.S. home address, or request to extend your grant or transfer sponsorship.**

We strongly encourage you to review the Visiting Scholar guide as it includes important information about program procedures during pre-arrival, arrival, in-program, and at the end of your program. The guide also has a section to address frequently asked questions.