

IIE-Administered Grantees / Arrival Reporting Instructions (Pre-Academic Program)

In order to comply with J-1 Visa Reporting Requirements Fulbrighters must submit the following documents and information via the IIE Self-Service Portal: <https://connect.iie.org/user/login>

**To login to the portal for the first time, click 'Forgot Password' and follow next steps.*

The items highlighted in **Red** are required for J-1 Visa Reporting, and **must** be done within 10 days of arrival. The other items listed in **Green** are not mandatory for J-1 Visa Reporting, but should be done within 10 days of arrival at the Pre-Academic Site.

I-94 Card

- Visit <https://i94.cbp.dhs.gov/> Scroll down to 'Get Most Recent I-94; and download your Form I-94. When searching for the form, enter your name exactly as it appears on your DS-2019.
- Upload the document to the [Self-Service Portal](#) using 'I-94 Card' as the 'Document Category.' Use the current calendar year as the Applicable Year.

J-1 Visa

- Scan or take a photograph of the J-1 Visa stamp and passport stamp (i.e., the border stamp noting the port of entry, date, class of entry (J1), and duration of entry (D/S).
- Upload the document to the Self-Service Portal using 'Visa' as the 'Document Category.' Use the current calendar year as the Applicable Year.

Physical Address - This is the address at which you physically reside (i.e., sleep). ***Federal immigration regulations require that you report a change of address within 10 days of moving.***

- Log in to the portal, and you will see a box on the right-hand side that reads "Are you currently living at this address?" Click on the Update Address button in this box.
- You can review your current Physical Address under Personal Information (Addresses).

Mailing Address - This is the address to which you would like IIE to send any mail. ***Federal immigration regulations require that you report a change of address within 10 days of moving.***

- Log in to the portal, and you will see a box on the right-hand side that reads "Are you currently living at this address?" Click on the Update Address button in this box.
- You can review your current Mailing Address under Personal Information (Addresses).

Pre-Academic Program Enrollment Verification

- Upload the form to the Self-Service Portal under the category "Enrollment Verification" and indicate the Applicable Term = Summer and Applicable Year = the current calendar year.
- Note: you will need to submit a second enrollment verification for your academic program w/in 30 days of your arrival to your academic institution.

- **Print ASPE Health Benefits Card** - The U.S. Department of State provides Accident and Sickness Program for Exchanges (ASPE) coverage for all Fulbright grantees at no cost to you. Use your Participant ID number that starts with "PS00" as your My Plan ID number.
 - Go to <https://myplan.sevencorners.com/default.login.cfm>
 - Click on Setup New Account
 - Enter My Plan ID (PS00XXXXXX) and Birth Date
 - Create Login and Password
 - Click on Forms
 - Click Display and Print Virtual ID Card
 - You can find an overview of your ASPE benefits at [Seven Corners](#).

- **Media Consent Form**
 - In the IIE portal, click "View Documents". Then, add a new document and select the document category "Consent Form." The form will automatically generate in the lower portion of the portal after a few seconds. Complete the form and select "Save." You do not need to upload a separate document.
 - The online form allows you to consent or opt out of consenting to photographs, video recordings, or other materials being taken or produced in connection to your participation in the Program.

- **Health Related Information**
 - Complete the attached Health Information Release Form, then upload under the 'Health Information Release Form' category.
 - In the event an emergency during your Program participation in the United States, you may need the services of healthcare professionals. By signing this form, you acknowledge that in a health-related emergency, you authorize the release of your personal health related information to IIE personnel (this form is optional).

Questions

Other items, such as registering for IiePay W-8BEN, Work Authorization, etc. can be completed upon arrival at your Academic Site within the timeframes listed on [Fulbright Online](#).

If you have any questions about reporting your arrival contact IIE Pre-Academic Programs: preacademicprograms@iie.org