



Illinois State Board of Education

100 North First Street
Springfield, Illinois 62777-0001

VISITING INTERNATIONAL TEACHER CHECK-IN FORM

SECTION I - PERSONAL INFORMATION

FAMILY/SURNAME		GIVEN NAME	
MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED			
LOCAL (U.S.) ADDRESS (Number, Street, Apt., City, State, Zip Code) - <i>Note: Please provide the physical address where you live in the U.S. Your school or district's address is not acceptable.</i>			
EMAIL ADDRESS		U.S. TELEPHONE (Include Area Code)	

SECTION II - EMERGENCY CONTACT INFORMATION

NAME		RELATIONSHIP TO YOU	
PHONE NUMBER (Include Area Code)			
ADDRESS (Number, Street, Apt., City, State, Zip Code)			

SECTION III - DEPENDENT INFORMATION

Spouse/Children in the U.S.? If yes, please provide their Name(s):

NAME #1		NAME #2	
NAME #3		NAME #4	

SECTION IV - ATTACH THE FOLLOWING DOCUMENTS VIA PDF:

Note: All required documents for the J-1 teacher and any applicable dependents must be submitted to complete your check-in.

- | | |
|---|---|
| <input type="checkbox"/> 1. Copy of your signed DS-2019 | <input type="checkbox"/> 4. Copy of I-94 record |
| <input type="checkbox"/> 2. Copy of passport biographic and expiry page | <input type="checkbox"/> 5. Copy of I-901 SEVIS Fee Receipt |
| <input type="checkbox"/> 3. Copy of passport visa stamp | <input type="checkbox"/> 6. Proof of Health Insurance |

SECTION V - MAINTENANCE OF STATUS ATTESTATION

The Illinois State Board of Education (ISBE) wants to ensure your time in Illinois is an enjoyable one. As a teacher in J-1 status you will get to take full advantage of the benefits associated with your visa. Upon arrival and during your time in the U.S. it is important that you maintain your lawful, non-immigrant status in the U.S. Below you will find some steps for you to follow to maintain your lawful J-status while in the U.S. Please read this information carefully. Please contact us if you have any questions or concerns with any of the information listed on this document.

1. Always keep your Form DS-2019 current. Review your DS-2019 often to ensure all information contained in it is accurate and reach out to the ISBE VIT team to request edits or updates to your form.
2. Notify ISBE if there are any changes to your personal information or employment information by contacting us at exchangeteachers@isbe.net
3. Do not accept work or participate in work that is not associated with the teaching role you were offered by the Illinois district and the one that ISBE has on file for you. Unauthorized work can lead to a termination of your J-1 status.
4. Have a valid passport at all times. ISBE suggests that you contact your nearest consulate or embassy if your passport will expire in 6 months to inquire about renewal procedures.
5. ISBE must always have your current residential address as we are required to update it in Immigration and Customs Enforcement's Student and Exchange Visitor Information System (SEVIS). Please review instructions on how to submit this update on our website or email us at exchangeteachers@isbe.net to inquire on the process.
6. Teachers in J-1 status and their J-2 dependents are required to obtain and maintain health insurance that meets the minimum Department of State requirements.

I have read and understand the above information regarding maintaining my lawful J status. I understand that immigration regulations are subject to change and it is my responsibility to be aware of such changes. I authorize ISBE to disclose copies of documents related to my immigration status to federal agencies if requested to maintain compliance. Additionally, I provide consent to ISBE VIT staff to access my records from the U.S. Customs and Border Protection I-94 (Arrival/Departure Information) retrieval page website:

<https://i94.cbp.dhs.gov/i94/#/home> .

Name: _____

Signature: _____

Date: _____