

**MULTILINGUAL / LANGUAGE DEVELOPMENT DEPARTMENT**
**SECTION I - PERSONAL INFORMATION**

FAMILY/SURNAME	GIVEN NAME
LOCAL (U.S.) RESIDENTIAL ADDRESS (Number, Street, Apt., City, State, ZIP Code) - <i>Note: Please provide the physical address where you live in the U.S., even if temporary. Your school or district's address is not acceptable.</i>	
EMAIL ADDRESS	U.S. TELEPHONE (Include Area Code)
SCHOOL NAME and ADDRESS (Illinois school where you will teach this year)	

**SECTION II - EMERGENCY CONTACT INFORMATION**

NAME	RELATIONSHIP TO YOU	PHONE NUMBER (Include Area or Country Code)
ADDRESS (Number, Street, Apt., City, State/Province, ZIP/Postal Code, Country)		

**SECTION III - DEPENDENT INFORMATION**

**If applicable, have your J-2 dependent family members arrived to the U.S.? If yes, please provide their name(s):**

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

**SECTION IV – PROVIDE THE FOLLOWING DOCUMENT COPIES**

**All required documents for the J-1 teacher and any J-2 dependents must be submitted to complete your check-in. Please use the provided shared folder to upload your documents and email us at [exchangeteachers@isbe.net](mailto:exchangeteachers@isbe.net) once complete.**

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|---|--|
| <input type="checkbox"/> 1. Copy of this signed check-in form (95-88) | <input type="checkbox"/> 5. Copy of your <a href="#">I-94 arrival record</a> |
| <input type="checkbox"/> 2. Copy of your signed/stamped DS-2019(s)    | <input type="checkbox"/> 6. Copy of I-901 SEVIS Fee Receipt                  |
| <input type="checkbox"/> 3. Copy of passport biographic page(s)       | <input type="checkbox"/> 7. Proof of Health Insurance                        |
| <input type="checkbox"/> 4. Copy of J-1/J-2 visa(s)                   |  |

**SECTION V - MAINTENANCE OF STATUS ATTESTATION**

The Illinois State Board of Education (ISBE) wants to ensure your time in Illinois is enjoyable, safe, and compliant with federal J-visa regulations. As a teacher in J-1 status, in order to take full advantage of the benefits of your visa and exchange visitor (EV) program, it is important that you maintain your lawful, non-immigrant status throughout the duration of your EV program. Below you will find several important steps for you to follow to maintain your lawful J-status while in the U.S. Your VIT Program Guide provides more detail in this regard and a complete review of J-1 exchange teacher program regulations will be provided at the in-person orientation in September. Please read the below information carefully and contact us if you have any questions or concerns regarding this information.

1. Always keep your Form DS-2019 current and secure. Review your DS-2019 often to ensure all information is accurate and up-to-date. Necessary changes can be made to the DS-2019 by contacting [exchangeteachers@isbe.net](mailto:exchangeteachers@isbe.net).
2. Notify ISBE of changes to your school assignment, teaching position, U.S. residential address, phone number, or email address by contacting [exchangeteachers@isbe.net](mailto:exchangeteachers@isbe.net) within 10 days of any such change. ISBE is required to keep this information up-to-date in Immigration and Customs Enforcement's (ICE) Student and Exchange Visitor Information System (SEVIS).

3. Do not accept or participate in work that is not associated with the teaching position you were offered by the Illinois host school district that ISBE has on record for you. Unauthorized work can lead to termination of your EV program and J-1 status. If you are unsure whether a certain academic or professional activity is authorized, please contact [exchangeteachers@isbe.net](mailto:exchangeteachers@isbe.net).
  4. Maintain a valid passport at all times. We recommend that you contact your home country's nearest consulate/embassy to inquire about passport renewal procedures *at least* 6 months in advance of your passport's expiration date.
  5. Teachers in J-1 status and their J-2 dependents are required to maintain health insurance throughout the duration of the program that meets the [minimum coverage requirements](#) as defined by U.S. Department of State.
  6. EV and J-visa regulations require that you return to your country of last legal residence upon program completion. Applying for another U.S. immigration status during your program may invalidate your EV program and J-1 status.
  7. Maintain compliance with your host school district's code of conduct, curriculum, performance evaluations, and professional expectations as agreed upon in your employment contract.
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I have read and understand the above information regarding maintaining my lawful J-visa 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 and my host school district, 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>. By signing below, I hereby certify that the information in this form is accurate, that it is ultimately my responsibility to maintain my lawful J-visa status, and that any misrepresentation of information or failure to comply with EV program and J-visa regulations may result in termination of my EV program and J-1 status.

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***Digital or Original Signature***

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***Date***