



J-1 PRE-ARRIVAL PROCEDURAL CHECKLIST

Congratulations on your pending arrival! Please follow the checklist below, in order, to help assure a smooth path to your arrival at Florida Institute of Technology.

1. Pay SEVIS Fee on-line at www.fmjfee.com Be sure to print out your payment receipt
2. Make an appointment to secure your visa at the US Embassy or Consulate. Be sure to ask what documentation you will need to bring with you; **at the minimum**, you will need to take the following:
 - DS-2019
 - SEVIS Fee payment receipt
 - Passport
 - Offer letter you received from the department with which you will be associated
 - DS-160 Online Nonimmigrant Visa Electronic Application (<https://ceac.state.gov/genniv/>)
 - One 2x2 photograph
 - Documentation demonstrating binding ties to your country
3. After securing your J-1 visa, purchase your airline tickets
4. After arrival in Melbourne, FL **make an appointment** to check in at the International Student & Scholar Services Office (321-674-8053 or iss@fit.edu) (You may also make your appointment when you know your travel plans and arrival date in Melbourne)
5. When you check-in at the ISSS Office, located in Harris Commons, 3rd floor, room 334, you will need to bring:
 - DS-2019
 - Passport
 - Insurance documentation (if you will be requesting a waiver of the required insurance)
6. At this appointment, your arrival at Florida Institute of Technology will be validated with the US Department of Homeland Security. You will receive a memorandum to secure a Florida Tech identification card from the Campus Services Department, and to either arrange payment of or waive the mandatory health insurance requirements.
7. After checking in and receiving your ID card, you should report to the department with which you will be associated with if you have not already done so.

Before your arrival, be sure to visit our website at www.fit.edu/iss and review important information on the [J1 Exchange Program](#), as well as our [predeparture and arrival information](#) and [International Student's Resource Guide](#) for a wealth of important information you need to know before coming to the United States.

Please feel free to contact the ISSS Office if you have any questions (iss@fit.edu).