Scholar Check-In Instructions
For Department Contacts

J-1 Scholars (UIUC Sponsored)

J-1 Scholars sponsored by UIUC must check in immediately upon their arrival.

Step 1

- Log into iStart (https://sunapsis.illinois.edu)
- Find the scholar’s record in your Current or Past Cases
- Note the scholar’s date of birth and iStart TEMP ID (this information will be needed to complete further steps)
Step 2

- UIUC-sponsored J-1 scholars received their PIN when completing their section of the J-1 Application.
- If the scholar no longer has that number, please complete the following steps:
  - Log into iStart (https://sunapsis.illinois.edu)
  - Find the scholars record in your Current or Past Cases
  - Click on “J-1 Application for a New Exchange Visitor
  - Click on “J-1 Applicant Information”
  - Click the link to “Give the Client Access to Complete This Section”
  - Enter the scholar’s email address
  - This will resend the original invitation email to the scholar, which includes the PIN at the bottom
Step 3

- Complete the Scholar Check-In Sheet found under “Resources”, “Forms”, “Scholar Forms” on the ISSS website
  - [http://isss.illinois.edu/publications/forms/scholarforms.html](http://isss.illinois.edu/publications/forms/scholarforms.html)
  - After you hit “submit,” a copy of the Check-In Sheet will be e-mailed to you. Print it and provide it to the scholar.

Step 4

- Make sure the scholar has completed the iStart Pre Check-In
- Required documentation for check-in can be found at [https://illinois.edu/cms/secFile/2953/check_in_documentation.pdf](https://illinois.edu/cms/secFile/2953/check_in_documentation.pdf)
- Send the scholar to ISSS during the designated check-in hours (Monday, Wednesday, Friday from 9-11)

**Any scholar who arrives without the Scholar Check-In Sheet or required immigration documents will be sent back to the department.**