

UNIVERSITY OF ILLINOIS  
AT URBANA - CHAMPAIGN

International Student & Scholar Services  
400 Fred H. Turner Student Services Building  
610 East John Street  
Champaign, IL 61820 USA



Dear Departmental Contact,

Our Staff Data Sheet is now available as a web form only. Please visit <https://illinois.edu/fb/sec/3467257> to access the form. You will be required to log in using your Net ID. Individuals should not complete the form themselves.

You will be able to submit copies of the individual's immigration documents through the web form. Instructions regarding which documents are needed for each visa status are included on the form. Please be sure to submit all required documentation or we will be unable to process the individual's information.

Individuals who are in J-1 status sponsored by UIUC will be required to attend the J-1 Orientation Session, which is held every other week. Once you have received an email from our office indicating that the individual's SEVIS status has been activated, you may have the J-1 sign up for the orientation session. **An individual may not sign up for orientation until we have received their Staff Data Sheet and immigration documents.**

Individuals who are in H-1B, O-1, P-3, E-3 or another status sponsored by UIUC will be required to schedule an appointment with the appropriate individual our office. There is no group orientation session for these statuses; these will be one-on-one appointments.

Individuals in any other status which is not sponsored by UIUC are not required to have an orientation with our office; we only require the Staff Data Sheet and supporting documentation for our files.

As always, please feel free to contact us with any questions you have!

Regards,

International Student & Scholar Services