Start Date: Is the calendar day on which a J1 scholar starts in your Academic Department. Many times this date is different from the date on the scholar’s DS-2019, which was issued many months ago. OISS is required to update the DS-2019 to accurately reflect the actual start date with your department and provide that new DS-2019 to the scholar. To do this, we need your help.

Important Notes:

1. It is important that Academic Departments maintain continuous communication with their J1 scholars regarding their actual Start Date, and that they inform OISS in a timely manner of any changes.
2. A J1 scholar can enter the U.S. up to 30 days prior to their DS-2019 start date through 30 days past their DS-2019 start date. If the scholar does not arrive to the U.S. within the 30 days after his/her Start Date his/her DS 2019 will automatically expire.
3. Start Date changes can never be retroactive.

Required Documents to change a Start Date:

<table>
<thead>
<tr>
<th>Scholar Type</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdoctoral Research Associate paid by Rice</td>
<td>Hiring Proposal + Revised Dean’s Offer Letter</td>
</tr>
<tr>
<td>J Scholar paid by Rice but non Postdocs</td>
<td>Revised PAF + Revised Dean’s Offer Letter</td>
</tr>
<tr>
<td>Visitor Portal Visitors</td>
<td>Update dates in Visitor Portal+ might need to update funding</td>
</tr>
<tr>
<td>Undergraduate Researchers Paid by Rice</td>
<td>Revised EPAF + Revised Dean’s Offer Letter + inform OTR</td>
</tr>
<tr>
<td>Undergraduate Researcher non paid by Rice</td>
<td>Revised Dean’s Offer Letter + inform OTR + might need to update funding</td>
</tr>
</tbody>
</table>

Procedure to change the Start Date once the DS-2019 has been issued

1. The Academic Department will send an email to OISS requesting the change of Start Date, mentioning name and type of scholar, current DS-2019 Start Date, new Start Date and reason for change.
2. The Academic Department will provide OISS the corresponding revised documents.
3. OISS will change the Start Date **only when having received all required documents**.
4. OISS will update SEVIS and issue a new DS 2019 when necessary.
5. OISS will inform the Academic Department when the new DS-2019 is ready for pick-up.
6. The Academic Department will confirm the new Start Date to the scholar, pick up and send new DS 2019.

Note: Any start date changes must occur prior to the scholar’s immigration check-in.
J1 Scholars Start Date and Check-in Date

Exceptions: Revised documents will not be necessary when the change of dates is for less than 10 day. An email from the Academic Department requesting the change of Start Date, mentioning name and type of scholar, current Start Date, new Start Date and reason for change would be enough.

Special Consideration for Start Dates and Short-Term Scholars:

Short-Term Scholars cannot extend their J1 visa for more than 6 months. Failure to update their Start Date in a timely matter can result in serious shortening of their program.

Check-in Date: Is the calendar day on which J1 scholars report to OISS, attend mandatory orientation session and validate their exchange visitor status.

The Academic Department is responsible for making OISS check-in appointments for their J scholars and for letting them know the date of their appointment.

OISS Check-in and Orientation session should be done on the first two days the scholar of arrival.

OISS must keep record of all J scholars’ participation in the orientation session.