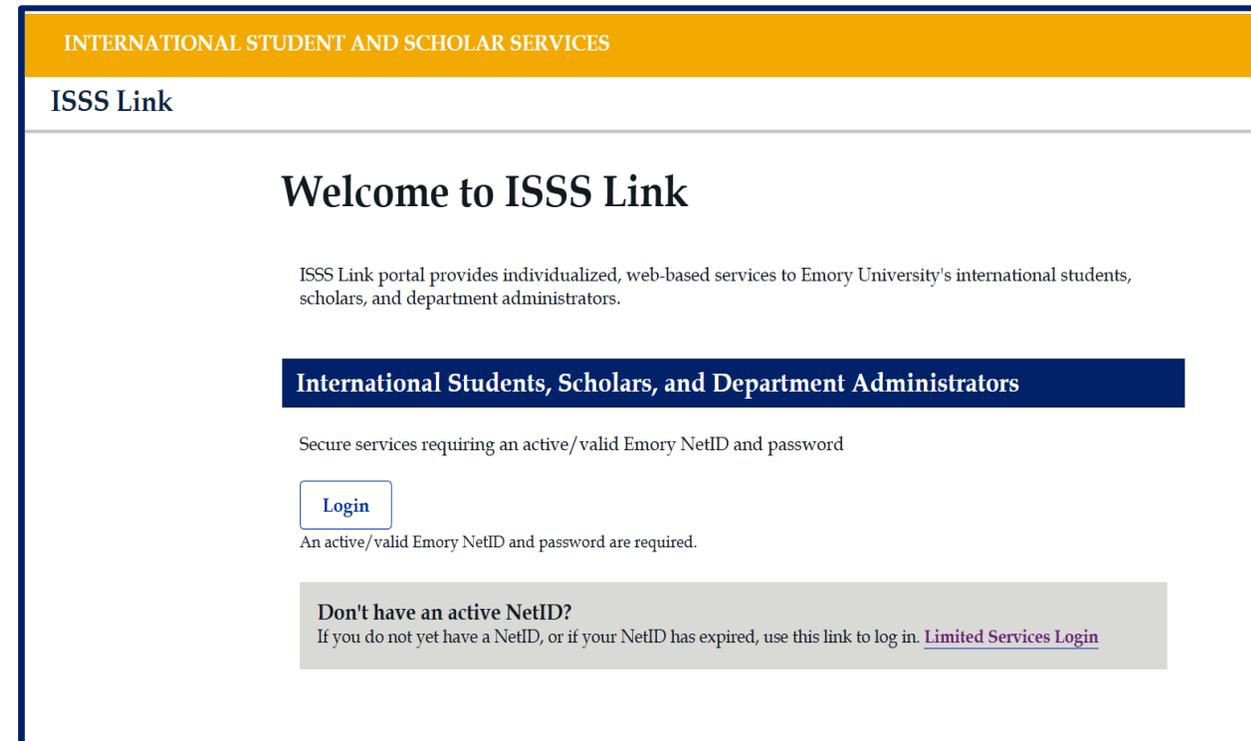


ACCESSING ISSS LINK AND COMPLETING YOUR SCHOLAR ARRIVAL FORM

- Access the [ISSS Link sign-in page](#)
- Do you have an Emory NetID and Password?
 - If you **do**: Click [here](#) for instructions
 - If you **don't**: Click [here](#) for instructions
- Click [here](#) for solutions to common issues/errors



INTERNATIONAL STUDENT AND SCHOLAR SERVICES

ISSS Link

Welcome to ISSS Link

ISSS Link portal provides individualized, web-based services to Emory University's international students, scholars, and department administrators.

International Students, Scholars, and Department Administrators

Secure services requiring an active/valid Emory NetID and password

[Login](#)

An active/valid Emory NetID and password are required.

Don't have an active NetID?
If you do not yet have a NetID, or if your NetID has expired, use this link to log in. [Limited Services Login](#)

[ISSS Link Sign-In Page](#)



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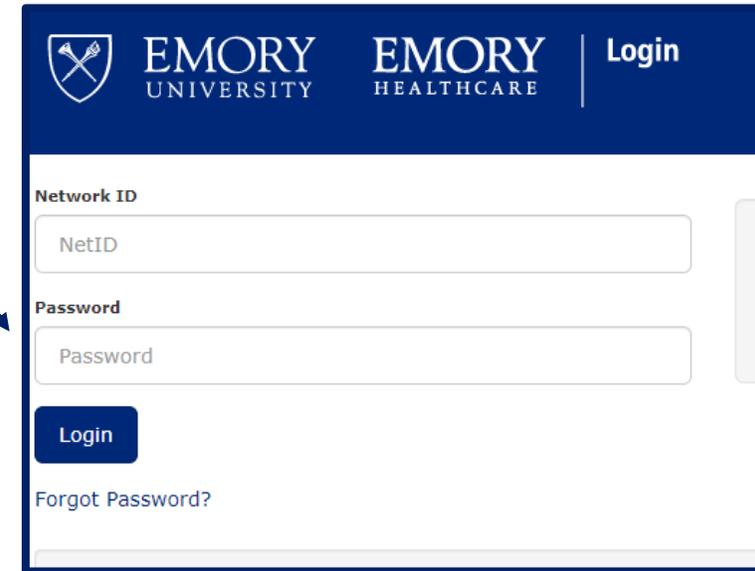
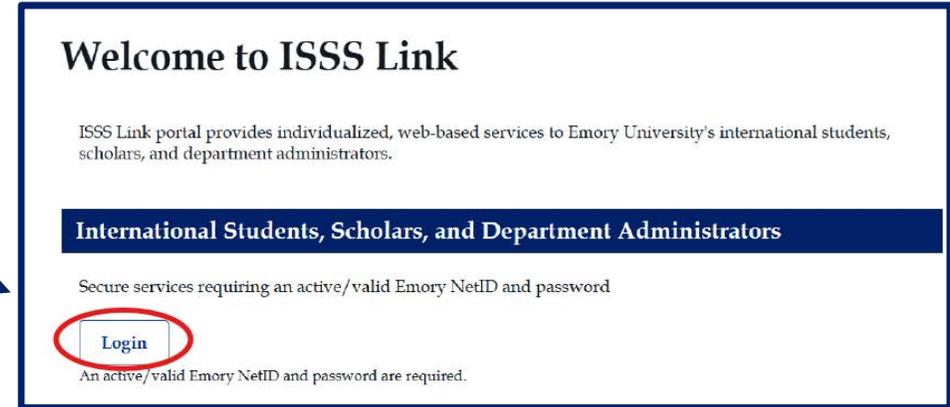
FULL SERVICES ACCESS WITH NETID AND PASSWORD

- Click the “Login” button under Full ISSS Link Services on the ISSS Link homepage. You will be taken to “login.emory.edu” page

- Enter your Emory NetID and Password and click “Login.”

(Note: If you **don't** have a NETID, click [here](#) for instructions accessing ISSS Link using Limited Services on a temporary basis until you receive an Emory NetID and password.)

- Congratulations! You have logged into ISSS Link and can complete your Scholar Arrival form.
 - Click [here](#) or instructions on how to complete the J-1 Scholar Arrival form.



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LIMITED SERVICES ACCESS

If you do not have a valid Emory NetID and password, please take the following actions so that ISSS can provide you with Limited Services Access:

- Go to the ISSS Link homepage and click on the “[Limited Services Login](#)” link. This will take you to the Limited Services login page.
- Click on “Email me my Limited Access PIN.” This will take you to the ISSS Link Limited Services PIN Lookup page.

(Directions continued on next page.)

Don't have an active NetID?

If you do not yet have a NetID, or if your NetID has expired, use this link to log in [Limited Services Login](#)

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

ISSS Link

Login to ISSS Link - Limited Services

[IF YOU HAVE AN ACTIVE/VALID EMORY NETID AND PASSWORD, CLICK HERE TO LOGIN.](#)

Limited Services are for Emory graduates, students on a leave of absence, or other students without a valid Emory NetID and password as well as new international students/scholars who have not yet received an Emory NetID and password.

Need a PIN?

Click on “E-mail me my Limited Access Pin” below. Your PIN will be sent to the e-mail address on file in ISSS Link. If you do not receive the e-mail in your inbox (and Junk Folder) within 24 hours, please e-mail iss@emory.edu.

Need help obtaining your PIN and accessing Limited Services?

- [Additional instructions](#) for Emory graduates, students on a leave of absence, or other students without a valid Emory NetID and password.
- [Additional instructions](#) for new international scholars/employees who have not yet received an Emory NetID or password.

If you followed these steps and still did not receive a PIN, please email iss@emory.edu for further assistance.

(*) Information Required

University Identification Number/EMPLID*

Date of Birth*

Limited Access PIN*

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

Login

[E-mail me my Limited Access PIN](#)



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LIMITED SERVICES ACCESS (CONTINUED)

- Enter your 7-digit **University Identification Number** (sometimes called your “Emory ID,” “Empl ID” or your “Employee ID”). Then click “Submit.”
- An email will be sent to the email ISSS has on file and was used to send you pre-arrival communication. This email will contain your Limited Access PIN.
If you do not receive this email, please contact ISSS to verify the email address on file.

ISSS Link

ISSS Link Limited Services PIN Lookup

Please provide your University Identification Number to have your Limited Services PIN e-mailed to you.

() Information Required*

University Identification Number*

(Directions continued on next page.)



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LIMITED SERVICES ACCESS (CONTINUED)

- Once you receive the email containing your Limited Services PIN, return to the ISSS Link homepage and click on the “[Limited Services Login](#)” link again. This will take you back to the Limited Services login page.
- Enter your 7-digit **University Identification Number** (sometimes called your “Emory ID,” “Empl ID,” or your “Employee ID”), your Date of Birth, and the Limited Access Pin provided to you in the email. Then click “Login.”
- Click [here](#) for instructions on how to complete your scholar arrival form.

ISSS Link

Login to ISSS Link - Limited Services

[IF YOU HAVE AN ACTIVE/VALID EMORY NETID AND PASSWORD, CLICK HERE TO LOGIN.](#)

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Need help obtaining your PIN and accessing Limited Services?

- [Additional instructions](#) for Emory graduates, students on a leave of absence, or other students without a valid Emory NetID and password.
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(*) Information Required

University Identification Number/EMPLID*

Date of Birth*

Limited Access PIN *

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

Login

[E-mail me my Limited Access PIN](#)



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COMPLETING YOUR SCHOLAR ARRIVAL FORM AND REGISTERING FOR SCHOLAR ORIENTATION

- Registration for Scholar Orientation is required for all Emory scholars. Register for orientation by taking the following steps:
 - Log into [ISSS Link](#)
 - Select the **Pre-Arrival & Orientation** from the left-hand menu.
 - Next, select the appropriate scholar arrival form based on your immigration status.

(Directions continued on next page.)

ISSS Link

- Home
- General Scholar Services
- General Services
- General Student Services
- J-1 Scholar Services
- New Students
- Pre-Arrival and Orientation**

ISSS Link Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

Notifications

ISSS Link

- Home
- General Scholar Services
- General Services
- General Student Services
- J-1 Scholar Services
- New Students
- Pre-Arrival and Orientation**

Pre-Arrival and Orientation

Tasks

- J-1 Scholar Arrival
- Scholar Arrival: H-1B, E-3, TN, O-1



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COMPLETING YOUR SCHOLAR ARRIVAL FORM

Complete all required fields and submit your scholar arrival form as soon as possible upon arrival in the United States

- **For J-1 Scholars:**

- J-1 scholars are legally required to attend orientation. Your program participation will not be validated in SEVIS and you will be unable to apply for a Social Security Number or driver's license until you've submitted the necessary documents in ISSS Link and attended Scholar Orientation.
- In the final section of the *J-1 Scholar Arrival* form you will be required to choose a Scholar Orientation session to attend, please be sure you complete the form promptly.

- **For H-1Bs, TNs, O-1s, E-3s:** All other scholars are required to complete the *Scholar Arrival* form and attend a 1-on-1 orientation with their ISSS advisor. At the end of the form you will be directed to the ISSS website to find the name of your advisor and a link to their online calendar.

J-1 Scholar Arrival

(* Information Required)

Welcome to Emory!

Who should complete this form?

- J-1 Scholars
- **Must be in the US to complete this form**
- If your DS-2019 was issued by a non-Emory organization (i.e., Fulbright), do not complete this form.

What is the purpose of this form?

- To collect information required for Emory's J-1 immigration check-in.

Scholar Arrival: H-1B, E-3, TN, O-1

(* Information Required)

Welcome to Emory!

Who should complete this form?

- New Emory H-1B, O-1, E-3, or TN employees; or
- Current Emory employees approved for change of status to H-1B, O-1, E-3, or TN
- **Must be in the US to complete this form**

What is the purpose of this form?

- To collect important information as part of your required immigration check-in with ISSS



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COMMON ISSUES/ERRORS

If you receive the following error upon submitting your form:

“Error – You must correct your errors below and resubmit,” follow these steps:

This error typically occurs due to:

- Incorrect login credentials or a mismatch between your ISSS Link record and your assigned NetID.
- Browser-related issues.
- Document size or format problems.

Solutions:

1. Verify Your Information

- o Double-check that all information is entered correctly.
- o Try entering your Date of Birth in a different format, as it may have been recorded differently in the ISSS Link system (e.g., use DD/MM/YYYY instead of MM/DD/YYYY).
For example, if your birthday is December 1st, 1991 (12/1/1991), try entering: 1/12/1991.

2. Browser-Related Issues

- Try using a different browser (e.g., Google Chrome, Firefox, Safari).
- o Use an incognito or private browsing window to submit the form.
- o Clear your browser’s cache and cookies, then try again.

(Common issues/errors continued on next page)

Error - You must correct your errors below and resubmit

If the Issue Persists

- o Email ISSS@emory.edu with the subject line: “Scholar – ISSS Link Login Problem.”
- o Include the following details in your email:
 - Full name
 - Date of birth
 - NetID
 - A brief explanation of the issue
 - A screenshot of the error message (if possible).

3. Document Size

- Large document sizes can prevent the form from submitting.
- o Save your files as optimized or reduced-size PDFs.
- o Use tools like [Adobe Acrobat’s “Compress PDF”](#) feature to resize your file.

4. Document Format

- o Ensure your documents are in an accepted format: PDF or JPEG only.

5. Address Fields

- o In the ‘address’ sections, select “N/A” where applicable. Some required fields can prevent the form from submitting if left blank.



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COMMON ISSUES/ERRORS (CONTINUED)

- **I don't have my I-94...**
 - An I-94 is generated any time a foreign national enters a United States at a port of entry. If you aren't currently in the United States, you **will not** have an I-94. However, once you arrive, you can access your I-94 via the following website <https://i94.cbp.dhs.gov/I94/#/home>.
- **For J-1 Scholars Only: I don't have health insurance yet...**
 - Health insurance coverage is legally required for all J-1/J-2 exchange visitors for the duration of their program, please read the following section of the ISSS [website](#).
 - Purchase your health insurance **prior to your arrival** and be sure that you (and any J-2 dependents) are covered for the entire duration of the program dates listed on your DS-2019.

I-94 Official Website - Get Most Recent I-94 Response

For:

 **U.S. Customs and Border Protection**
Securing America's Borders

Most Recent I-94

Note to employers, local, state or federal agency granting benefits:
Please visit the CBP I-94 Public Website and click on the tab for "Get Most Recent I-94" to perform a search for the applicant to confirm that the biographic and travel information displayed on this I-94 printout matches the "Get Most Recent I-94" returned results for this applicant. I-94 FAQs: <https://i94.cbp.dhs.gov/I94/#/faq>

Admission I-94

Record Number:

Arrival/Issued Date:

Class of Admission: J1

Admit Until Date: D/S

Details provided the I-94 Information form:

Last/Surname:

First(Given)Name:

Birth Date:

Document Number:

Country of Citizenship:

Home » Life in the US » Health Insurance » J-1/J-2 Health Insurance Requirements

J-1/J-2 Health Insurance Requirements

All J-1 exchange visitors and their J-2 dependents are legally required to carry health insurance while they're in the US. If you do not purchase insurance that meets the requirements below, your J-1 program will be terminated.

If you're a J-1 student, you will be automatically enrolled in the Emory Student Health Insurance Plan unless you decide to go through the waiver process in OPUS.

If you're a J-1 scholar, you need to report your insurance coverage to ISSS before your J-1 program start date on your DS-2019. You have the following insurance options:

1. One of Emory's plans for employees (*Aetna POS plan* or starting January 2021, *Kaiser Permanente plan*)
2. Insurance from an external insurance provider, such as ISO or ISP, which meets or exceeds US Department of State requirements Insurance from an outside sponsor, such as Fulbright

J-1 Student Interns

J-1 Student Interns are considered J-1 scholars for insurance purposes and should choose from the coverage options listed under the J-1 scholar section below.



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