

Scholar Check-In Hours and Locations

All new foreign national scholars must report to the Office for International Students and Scholars (OISS) in order to check-in and receive orientation and materials, even if Wash U is not the program sponsor.

When coming to the OISS for check-in, please be sure to bring original immigration documents for yourself and any dependents that accompanied you to the U.S. so copies can be obtained.

If you have already completed an I-9 with your hiring department, you can give it to the OISS during check-in. If you have not yet completed the I-9, please be aware that it **must be completed within 3 days of hire**.

Original Immigration Documents for Scholars and Dependents Include:

- Passport
- Entry Visa
- I-94
- Document showing proof of status:
 - I-20 (F-1)
 - DS-2019 (J-1)
 - I-797A Approval Notice *or* I-797C Receipt Notice (H-1B, O-1, TN)
 - Employment Authorization Card (EAD – F-1 OPT, Pending PR, etc.)

*The following hours are for **check-in only** and not to be used for general advising*.*

Danforth Campus Check-In Hours (no appointment needed)

Stix International House
6470 Forsyth Blvd.

Monday: 9:00 a.m. – 10:30 a.m.

Tuesday: 9:00 a.m. – 10:30 a.m.

Wednesday: 1:30 p.m. – 3:00 p.m.

Medical Campus Check-In Hours (no appointment needed)

Human Resources Building
4480 Clayton Ave.

Tuesday: 1:30 p.m. – 2:30 p.m.

Wednesday: 9:00 a.m. – 11:00 a.m.

Thursday: 9:00 a.m. – 11:00 a.m.

*If general advising is needed, or you are unable to come during these times for check-in, an individual appointment may be scheduled by calling the OISS at 935-5910.