

Message from the ISO: J-1 Employment/Address/Dependent Insurance Reporting

Dear J-1 Student:

Our records show that you are currently a J-1 student and therefore must comply with SEVIS reporting requirements. To ensure that you are maintaining your J-1 status while attending ASU, you must comply with the below information as soon as possible.

1. **Please send us an update of your current employment situation:**

- a) If you are currently **employed** you need to fill out and sign the attached form. You must submit this to the ISO as soon as possible by scanning and sending by email, in person, or fax to 480-965-9608.
- b) If you are currently **not employed**, please indicate this in your response.

Important!

- Any future employment needs prior authorization from the ISO and reported in SEVIS.
- As soon as you have accepted a job/position, please send an email to the ISOadvisor@asu.edu for employment authorization instructions.

2. **Please check and confirm that your LOCAL and SEVIS addresses are updated in your My ASU account.** Use your home in Tempe/Phoenix area as your LOCAL address and your home country residence as your SEVIS address.

3. **If you have a dependent on J-2 status currently in the US, please submit proof of dependent J-2 insurance** information to the ISO, if you have not done so already.

Notes:

- Failure to respond in a timely manner will jeopardize your immigration status.
- The processing time at the ISO for any document/form/signature request is 10-14 full working days. Other requests may take more time so please plan accordingly.
- If you have any questions, please send an email to the ISO at ISOadvisor@asu.edu.

The International Student Office
ISOadvisor@asu.edu