Important: COVID-19 Updates

The International Student & Scholar Services (ISSS) office is committed to supporting you during this global health crisis. The global COVID-19 situation is dynamic and quickly changing, and so is the guidance on how to minimize its impact on international scholars. Since we are in an environment of continuously evolving information, please make sure to regularly check the U.S. Department of State and the University of Louisville COVID websites for important information and updates.

As of March 2020, routine U.S. visa issuance has been suspended worldwide and restrictions on travel are being implemented. Please check the U.S. embassy/consulate website for announcements and updates in order to stay informed about the resumption of consular services and visa processing times. The ISSS office is carefully monitoring Department of State announcements and will update and communicate changes to scholars and their departments as we receive new information.

At this time, work on non-critical research projects has decreased significantly at UofL. You should be in regular contact with your host department about your J-1 exchange program due to the fluid nature of the current global health crisis. Your plans may need to be adjusted due to the new research timelines, or they may need to be canceled if the timing of your visit is no longer viable. Please email your department and the ISSS office if you are unable to arrive on-time or need an adjusted DS-2019.

You can find additional travel information on the ISSS website. Please review the travel updates and university policy sections prior to arriving. Please ignore the fall 2020 guidance section as this pertains to F-1 and J-1 students only.
The International office offers many support services to our international students and exchange visitors. One of which is to provide professional expertise and resources for all information related to F-1 & J-1 Visa Status. We assist with the issuance of documentation for nonimmigrant visas such as the Certificate of Eligibility form I-20 and DS2019 through the Student and Exchange Visitor Information System (SEVIS). The International Office also supports as an advisor to the International Student Council (ISC), a recognized student organization here on campus. We work closely with this organization to help international students and exchange visitors acclimate to the University and to help connect them with others in the global community. Our dedicated staff at the International Office is here to assist our international community.

Dr. Paul Hofmann
Assistant Vice President for International Center
Phofman01@louisville.edu

Janice Kim
Director
Jakim002@louisville.edu

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Mcmart01@louisville.edu

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International Student Coordinator
Skmura01@louisville.edu

louisville.edu/internationalcenter/iss
Jouett Hall
International Center
Second Floor
Phone: (502) 852.6604

Monday-Friday
9:00 am - 4:30 pm

Buildings nearby include the Ekstrom Library and the Louis D. Brandeis School of Law
The ISSS staff are willing to meet students and scholars on the HSC, if requested. Please contact ISSS if you need appointment or assistance.
WHO IS A J-1 EXCHANGE VISITOR?

Research Scholars
They are individuals primarily conducting research, observing, or consulting in connection with a research project. Research scholars must have been awarded at least a Bachelor’s degree, and they can be in the U.S for a minimum of three weeks and a maximum of five years. They may also teach or lecture if allowed by sponsoring department.

Maximum stay: 5 Years

Professors
They are individuals who primarily teach, lecture, observe, or consult at a postsecondary educational institution while in the United States. Professors must have been awarded at least a Bachelor’s degree, and they can be in the U.S for a minimum of three weeks and a maximum of five years. They may also conduct research if approved by sponsoring department.

Maximum stay: 5 Years

Short-Term Scholars
They are normally individuals who are professors or researchers in their country of residence who are coming to the United States for a short-term visit for the purpose of lecturing, observing, consulting, participating in seminars and professional activities. Short-term scholars must have been awarded at least a Bachelor’s degree.

Maximum stay: 6 Months

Non-Degree & Student Interns
Non-degree students pursuing research in their field of study to be applied to their degree being earned in their home country. Must be completing a research project that is equal to full-time enrollment.

Maximum stay: Student intern 4 week minimum -12 Months
Maximum stay: Non-degree 4 week minimum -24 Months

WHO IS A J-1 EXCHANGE VISITOR?
louisville.edu/internationalcenter/isss
It is critical that international scholars and students maintain their legal status while in the United States. Please visit the International Student & Scholars Service's (ISSS) website at www.louisville.edu/internationalcenter/isss.

Click here to visit Exchange Visitor Program Welcome Brochure

Scholars and students must be aware of and comply fully with these guidelines.
Objectives of Being a J-1 Scholar

The U.S. Department of State requires you to pursue your original objective for coming to the United States. As an exchange visitor, therefore, you are normally not allowed to change your category, and you are expected to carry out the activity in the field described in section 4 of your DS-2019.

Coursework

A J-1 research scholar, professor, or short-term scholar may study. You may take classes for credit, but research or teaching must remain your primary activity. If you should decide to become a full-time student as your primary objective, it would be necessary to change to a student immigration status. Also, you may not accept a graduate assistantship or fellowship unless you are on a J1 or F1 degree seeking student visa.

Change of Host Department

It is sometimes possible to change to a different sponsoring department or institution if your primary objective remains the same. The ISSS office must approve such a change or transfer. Please consult the ISSS office if you are considering any change in your original program or site of activity.

For additional information please visit the following websites:
Department of State: www.state.gov
U.S. Citizenship and Immigration Services: www.uscis.gov

louisville.edu/internationalcenter/isss
Your spouse and any child who is under the age of 21 may apply for a J-2 dependent visa status to accompany you to the United States. You must provide proof of financial ability which covers their expenses and they must maintain the required insurance coverage mandated by the Department of State.

The University of Louisville requires a minimum of $5,000 additional funding per year for each accompanying dependent.

Obtaining a J-2 visa for dependents

If your sponsoring department has informed us that your dependents will be accompanying you to the U.S. under the J1 Program at the time of requesting your original DS2019, we have completed a DS-2019 for each dependent that was listed on the request form. This will allow them to apply for a J-2 visa when you apply for your J-1 visa.

If you arrive in the U.S. alone and your spouse and/or a child decide to join you later, you may request a DS-2019 form for your dependent(s) from our office. Please submit the completed Dependent Request along with a copy of their picture passport page and proof of sufficient funding. Please allow 3-5 days for processing of their DS-2019 forms. You will need to mail the DS-2019 to them. Upon their arrival, you should immediately send copies of their J-2 Visa page, I94 information and proof of purchase of the three insurances required by the Department of State to isss@louisville.edu.

NOTE: Your dependent may come to the U.S. in an independent immigration status such as F-1 (student), H-1 (temporary worker) or even as an independent J-1 if he or she qualifies for that particular status.
When your J-1 program ends, the J-2 status ends as well.

If you travel outside the U.S. and leave your dependents in the U.S., you must return within a reasonable amount of time or the J-2 will be considered to be out of status. The Department of State indicates that a reasonable time of absence to be no more than 30 days.

J-2 dependents are required to maintain the same Department of State’s insurance coverage that is required of the J-1 visa holder.

J-2 dependents may apply for work authorization through U.S. Citizenship and Immigration Services. Instructions for applying are available here.

If you or your family members travel outside the U.S., you/they will need a DS-2019 form that has been signed for travel validation within the last 12 months of your/their return, a valid passport (valid 6 months in advance) and, in most cases, a valid J1/J2 entry visa in order to return to the U.S.

The J-2 dependent may apply for a change from J-2 status to any other nonimmigrant status or immigrant status if the conditions for that status are met, and if he/she is not subject to the two-year home residence requirement (212e).

The 212e applies to J-2 dependents as well, if the J-1 has that restriction.

Children that are of school age (5-17) will be eligible to attend the Jefferson County Public School (JCPS). You should contact Berta at Jefferson County Public Schools at (502)485.3623. For additional information visit the JCPS website is: http://www.jefferson.k12.ky.us//
HEALTH INSURANCE

- You are required to have the mandated Department of State’s insurance in effect for yourself (J-1) and any dependents (J-2) by the start date of your program and for the complete duration of your program.
- Some paid U of L employees may be eligible to purchase their medical insurance through the University. Should you purchase the University’s medical insurance you may only select EPO or PPO to meet the Department of State insurance requirement.
- Others may need to identify options to purchase insurance. Please review the list of recommended companies in the next slide.

Minimum Insurance Coverage – Insurance must provide the following coverage:
1. Medical benefits of at least $100,000 per person per accident or illness
2. Repatriation of remains in the minimum amount of $25,000
3. Expenses associated with medical evacuation in the minimum amount of $50,000
4. Insurance requirements should not have a deductible that exceeds $500 per accident or illness

Maintenance of Insurance – Willful failure on your part to maintain the required insurance for yourself or any accompanying J-2 dependent throughout your stay in the United States will result in the termination of your exchange program.

Your proof of purchase and summary of your insurance coverage for you and any J2 dependents must be submitted to the isss@louisville.edu upon arrival and no later than the start date of your program. Proof of insurance is also required to be submitted with any future DS2019 extension requests.
Where To Find Insurance Information?

There are many insurance companies that offer the appropriate policies which you are free to select. The following websites are those companies that students and scholars at U of L buy from most frequently. Please go to their websites to review their policies and cost. Read the policy information carefully and don’t be afraid to ask questions before you buy.

ISO
www.isoa.org

BETA
www.betins.com

COMPASS
www.compassbenefit.com

VISIT
www.visitinsurance.com

INSUBUY
www.insubuy.com

Insurance agents

An agent is an individual who represents one or several insurance companies and sells insurance to individuals and groups. When working with an agent you should feel free to ask questions and take the time to learn about and understand several choices before you make a decision. If you are uncertain or confused, don’t sign anything.
These are important documents that you need to have upon arrival:

- DS-2019 Form
- Passport
- J VISA
- I-94 Form

Your passport must be valid for at least six months in advance at all times during your stay.

Additional documentation recommended:
- Evidence of financial resources
- Letter of acceptance as a participant in the Exchange Visitor Program
- Paper receipt of payment for the SEVIS I-901 fee
- Name and contact information for your sponsoring organization, including a 24-hour emergency contact number.

Link to obtain your I-94 form upon your entry into the United States: https://i94.cbp.dhs.gov/i94/#/home

Link to Louisville.edu/Internationalcenter/iss
Before you travel outside of the U.S. with the intention to re-enter under your J1 Program, you must obtain a travel validation signature from an international advisor at the ISSS. The travel signature is valid for up to 12 months.
Upon arrival to the U.S., please print the I-94 form for J1 and any J2 visa holders. These may be obtained from https://i94.cbp.dhs.gov/I94/#/home.
Before traveling to the U.S.
- Have a valid passport
- Apply for entry visa
- DS-2019 form (J-1 scholar and student)
- SEVIS Receipt for I-901 fee

Arrival to the initial port of entry in the U.S.
- Complete a Customs Border Protection Declaration Form
- Go to Inspection area for Customs and Border Protection
- Declaration form to CBP officer (luggage may be inspected)
- Pick up your luggage at carousel

Exit or connect to your next flight

You may or may not need a Secondary Inspection

louisville.edu/internationalcenter/isss
You may enter the U.S. as early as 30 days prior to the start date listed on your DS-2019. However, you are not allowed to begin working until your start date that is listed on your DS2019 has arrived.

You must depart the U.S. within 30 Days from the end date listed on your DS-2019. The end date listed on your DS-2019 is the last day you are allowed to work in your department.

You should be leaving the U.S. by the 30th day unless you have applied for a change of status with Immigration. Please note that travel outside the U.S. and return during this grace period is not allowed under the J-1 Program.
J-1 research exchange visitors: Employment opportunities are restricted. Unless you have received approval from the ISSS, you may only be employed by your sponsoring department at the University of Louisville and in the specialized field described on the DS-2019.

**On-Campus Restriction**
A student assistantship or fellowship is not appropriate employment for a J-1 Research Scholar, Professor, Short-Term Scholar or Student Intern.

**Off-Campus Opportunities**
It is possible to receive payment or reimbursement of expenses for short-term activities such as lecturing, consulting or conducting a seminar in your field at another institution with PRIOR approval from the ISSS office.

**Procedures for approval to add a Second Site of Activity**
- You must provide the ISSS office with a letter that is on the company's letterhead and signed by the supervisor from the institution where you wish to lecture, consult, etc., describing activity, dates of employment, amount of compensation and how this work supports your current objective listed on your DS2019.
- Your UofL departmental supervisor must notify the ISSS via an email with their approval of this additional work opportunity.
- The ISSS office will review your application and determine if this is an appropriate work opportunity. All work opportunities must be directly related to your primary objective listed on your DS2019.

**Unauthorized Employment**
Unauthorized employment can lead to termination of your J-1 program participation. Because of the many employment restrictions, it is important to be sure before you come to the U.S. that you will have sufficient income for yourself and any dependents that accompany you.

J1 student non-degree: Students are allowed to work on campus for up to 20 hours per week during fall and spring term and full time during the summer and holiday break. They must contact the International Student Advisor PRIOR to working to complete the necessary paperwork, receive approval and a Social Security Application, if being paid.

ISSS must be consulted concerning any on and off campus employment.

louisville.edu/internationalcenter/isss
Obtaining Your Social Security Card

- You must complete the online orientation and submit copies of your immigration documents and proof of insurance PRIOR to applying for your Social Security Card. This will allow the ISSS to validate your SEVIS Record which is required to give the Social Security Office access to your immigration record. Going earlier may cause a delay in the processing of your card.
- To obtain a Social Security application form and additional information go to louisville.edu/internationalcenter/isss/life-uofl/social-security.
- PLEASE PRINT CLEARLY ON THE FORM and complete all sections. The address you provide on the form will be the address used to mail your Social Security card so be sure to provide a complete mailing address including apartment number and zip code.
- You will need to take your passport/visa, I-94 and DS-2019 forms with you to the Social Security Office along with your completed application. Be sure that your SEVIS record has been validated prior to going.
- J1 students must also have a letter from their employer and a letter from ISSS prior to going to the Social Security Office.

HOURS AND DIRECTIONS TO SOCIAL SECURITY OFFICE

Social Security Office is on the first floor in the Gene Snyder Building located at 601 West Broadway at the north side of the intersection of 6th Street and Broadway in downtown Louisville.

Office Hours are Monday, Tuesday, Thursday and Fridays 9 am- 4pm and Wednesdays 9 am-12:00 (noon). It is best if you do not go during the 12:00 – 2 pm as they are very busy during lunch hours. They are closed on most national holidays.

Telephone: 1-800-716-9671
www.socialsecurity.gov
Obtain Travel Signature Prior to Departing the U.S.: Scholars and their dependents should obtain an international advisor’s signature in the Travel Validation by Responsible Officer section on their DS-2019 form prior to traveling outside the U.S., if you are intending to return to the U.S. under the same J-1 program. Once you have obtained a travel signature, it is valid up to one year. Signatures are not required for travel within United States.
Transferring to another U.S. Institution

If you wish to transfer to another U.S. institution under your current J1 Exchange Visitor Program, you must receive transfer authorization prior to leaving the University of Louisville:

- Scholars should notify their current supervisor AND the ISSS international advisor at isss@louisville.edu before transferring within the University or to another institution.

- If you are transferring to another institution, you will need to complete and submit to the ISSS a completed Transfer Out Form.

- The international advisor at the new institution must contact the ISSS at isss@louisville.edu and confirm the scholar’s start date, position is the same objective as listed on the DS-2019 and provide their SEVIS Program Number.

louisville.edu/internationalcenter/iss
Change Of Status

As described previously, being subject to the two-year home residence requirement greatly limits your possibilities for changing to another status. If you are not subject to this requirement or, if you were subject but obtained a waiver of this requirement, you may apply for a change to any other status for which you are qualified. Procedures for a change of status vary depending on the type of status you wish to obtain. A change of status must be applied for and be approved before your current J-1 status expires.

If you leave the U.S. and return in another status, this is not considered a change of status but a start of a new program.

http://louisville.edu/internationalcenter/isss/documents-and-forms/change-of-status/view
OTHER PROCEDURES — NEW PROGRAM

Beginning A New J1 Program

The 12 and 24 month bars are different from the two-year 212(e) home country residence requirement. Any indication below that there is “no wait” time refers only to the 12 and 24 month bars. It is possible that a J-1 visitor has no wait time related to the 12 and 24 month bars - but is subject to the two year home residency requirement.

The 12 and 24 month rule affects J-1 exchange visitors who have been in the U.S. on a J-1 visa previously, and wish to return, using the J-1 visa. The bars prohibit certain “repeat participation” in the Research Scholar or Professor categories only. Depending on what your previous J category was, you may be subject to a 12 month bar, a 24 month bar or have no bar at all. If you have never had J-1 visa sponsorship, then the bars do not apply to you.

Twenty-Four Month Bar Individuals in the J-1 Research Scholar or Professor category have a 24 month bar on repeat participation in those two categories regardless of the time under the J1 program. This bar applies to anyone in one of the two categories. The bar becomes effective when your program as a Research Scholar or Professor becomes inactive. This regulation applies to the J-2 dependent as well. This bar does not require you to live in your home country during the 24 month bar.
IT Connect (Information Technology)

- Contact Help Desk Phone: 502-852-7997. They are available to assist you with passwords issues and security software.
- Go to this link to set up your University.
- Go to this link to set up your ULink account. You may access on-campus WIFI on your phone and personal computer with your ULink password.
- Report address updates through the ULink account and by email at isss@louisville.edu.

Housing Information

University of Louisville Housing & Residence Experience Office
- Additional help on applying for On-Campus housing can be found here: https://louisville.edu/housing/apply/how-to-application-videos
  Phone: 502-852-6636

Phoenix Place Apartments
510 South Shelby Street Mall
Phone: 502-873-3615

The Quad Apartments
Corner of Hancock St. and Muhammad Ali Blvd
Phone: 502-515-2489

University Park Apartments
2207 James Pirtle Ct
Phone: 502-637-5265

Kentucky Tower Apartments
511 South 5th Street
Phone: 502-585-6300
CARDINAL CAMPUS ID CARD

If you are an unpaid J-1 scholar, you will need to obtain a sponsor letter from your department to apply for a UofL Campus Card. The letter must be printed on departmental office letterhead and signed by the VP or dean of the department.

When you are ready to obtain your Campus ID Card, you should take the following documents to the Campus Card Office:

- The departmental campus card sponsorship letter
- Passport
- A completed Cardinal Card Agreement

- The Belknap Cardinal Card Office is located in the lower level of the Houchens Building in Room LL05
  Open Monday to Friday 8:30 AM - 5:00 PM.
- The HSC Cardinal Card Office is located in the Chestnut Street Parking Garage, 414 E. Chestnut St.
  Open Tuesday, 9:30 am – 11:30 am.

If you are a UofL paid employee, you will receive your Campus ID Card as part of your University Human Resources Orientation.

SOME CAMPUS ID CARDS ALLOW YOU TO RIDE TARC, THE CITY BUS SYSTEM, FOR FREE

BY SHOWING YOUR CAMPUS ID

http://louisville.edu/campuscard
UNIVERSITY OF LOUISVILLE
EVENTS FOR EXCHANGE VISITOR

Meet and Greet Luncheon
These are events held from September-March that offer free food and music and an opportunity to meet new friends while you are at the University of Louisville.

International RSOs
There are numerous international Recognized Student Organizations (RSOs) that promote diversity and sharing of their culture. For a complete list go to: https://louisville.edu/studentactivities/student-orgs/student-organizations

Immigration Workshops
Workshops to gain valuable knowledge for applying for H1B or LPR. The ISSS office offers several opportunities a semester to help you begin the process.

Global Village Themed Community
An opportunity for students who are interested in living in an environment that engages in a globally connected community. Apply for the Global Village here.

louisville.edu/internationalcenter/isss
An invitation is extended to University students, scholars, faculty and staff. Join the International Student & Scholar Services and meet some of the Universities' non-immigrant student and scholar population representing over 90 countries.
American International Relations Club has been revamped and renamed to International Student Council (ISC), which serves as a platform for “UNITY in DIVERSITY” among international and domestic students at the University of Louisville.

More information at
https://louisville.edu/internationalcenter/iss
RESOURCES IN Louisville

**Banking:** These are some banks in Louisville where you can open a U.S. bank account.

![PNC Bank](image1.png) ![Republic Bank](image2.png) ![Chase Bank](image3.png) ![Fifth Third Bank](image4.png)

**Utilities:** In Louisville, you need to contact Louisville Gas and Electric Company (LG&E) & Kentucky Utilities (KU) for gas, electric, and water. You can visit the following website for more information: https://lge-ku.com/

![LG&E](image5.png) ![KU](image6.png) ![Water](image7.png)

**Cell Phone Carriers:**
- T-Mobile: 502.364.1688
- AT&T: 502.451.4949
- Boost Mobile: 502.365-2252
- Verizon

[Visit Louisville](louisville.edu/internationalcenter/issss)
RESOURCES IN Louisville

Schools: Visit the Jefferson County Public Schools Website for J2 dependents ages 5-17

Newspaper: The Courier Journal is the newspaper of the city. The Leo is a local publication with information about local events.

Off-Campus Housing:
- http://www.apartmentfinder.com/Kentucky/Louisville-Apartments
- http://www.apartmentguide.com/apartments/Kentucky/Louisville/
- http://www.zillow.com/

Transportation: University students, staff and faculty can ride the TARC (Transportation Authority of River City) for free by showing their UofL ID. The routes can be found at www.ridetarc.org

Hotel and more: http://louisville.edu/admissions/visit/lodging
OBTAINING A KENTUCKY DRIVER’S LICENSE

Please visit our website for more information:
Driver's License — International Student and Scholar Services (louisville.edu)

Kentucky Driver's License Information
Effective January 1, 2019 all non-US Citizens applying for the KY ID card, instruction permit or driver license (including renewals) will be required to pay an application fee of $30.
THINGS TO KNOW ABOUT Louisville

- The largest collection of Victorian homes in the United States and the 3rd largest historically preserved district in the United States is located in Old Louisville
- Tourism is the third largest revenue-producing industry in Kentucky
- The Kentucky Derby, one of the most famous horse races, is held at Churchill Downs on the first Saturday of May; located only three blocks from Belknap Campus
- Sales tax collected in Kentucky is 6%
- Kentucky has more miles of running water than any other state except Alaska. The numerous rivers and water impoundments provide 1,100 commercially navigable miles (1,770 kilometers).
- Famous Kentuckians born or raised include explorer and legendary pioneer, Daniel Boone; one of the world’s most athletic and influential sports star, Muhammad Ali; actors George Clooney, Johnny Depp, Ashley Judd, Jennifer Lawrence and even some of America’s most significant political figures, Abraham Lincoln.

For more information on City of Louisville visit their website.
Before you arrive make sure to complete all these steps

- Obtain your University of Louisville Certificate of Eligibility form DS-2019
- Have a valid passport (valid at least six months in advance at all times)
- Have a receipt for payment of SEVIS fee, the Form I-901
- Complete visa application process
- Demonstrate evidence of your financial support as indicated on Form DS-2019
- Schedule your trip to Louisville, KY
- Enter the U.S. no earlier than 30 days prior of start. At the port of entry, present your passport, J-1 Scholar Visa and DS-2019 Form
- Become familiar with the requirements for maintaining your J-1 status
It is most important that upon your arrival to the University of Louisville Campus, that you immediately submit scanned copies of yours and any accompanying J2 dependent information listed below to the ISSS at isss@Louisville.edu. These documents are needed for the ISSS staff to validate your arrival in the SEVIS Immigration System.

- I-94 Admission Information (print at https://i94.cbp.dhs.gov/I94/home)
- J1/J2 Visa Page
- Address & General Information Form
- Proof of purchase of the required medical, evacuation & repatriation insurances
J1 SCHOLAR CHECKLIST Upon-Arrival

Upon your arrival make sure to complete all these steps

- Obtain your UofL Cardinal Campus ID Card. This ID will also let you use the city bus system TARC for free.

- If you have any questions or need assistance, please contact the ISSS Office at isss@louisville.edu

- Report to your University of Louisville Department and let them know you have arrived.
You are required to report any change of address **within 10 days of moving to a new location**. 1) Go through the ULink to update your local address.  2) Send email to ISSS@louisville.edu and provide your new address.

- Keep your passport valid for six months into the future
- Get travel signatures prior to travel; good for one year on page one DS2019 if leaving the United States

Log in to your UofL email, Blackboard, and ULink, as well as sign into UofL Wi-Fi. If you are unable to log in, contact the IT Helpdesk.

Set-up and access your UofL e-mail account. All official communication from UofL will be sent to this account.

Attend other required orientations such as Graduate School, Human Resources and/or department orientations.

Review this information to obtain a local driver’s license. [Click here](louisville.edu/internationalcenter/isss)

Keep connected in our Facebook page [www.facebook.com/UofL.ISSS](www.facebook.com/UofL.ISSS) and join our listserv.

Review the completion date on your DS2019. The form must reflect your correct status and/or information.
- Keep your passport valid for six months into the future
- Get travel signatures prior to travel; good for one year on page one DS2019 if leaving the United States
Congratulations, you have completed the mandatory J-1 Online Orientation.

Please email us at isss@louisville.edu should you have any additional questions.

We look forward to meeting you soon and hope you will enjoy your stay at the University of Louisville!

Best Wishes,
From the ISSS Staff