Scholars may schedule an appointment via our online system.

- Schedule an appointment with an International Scholar Immigration Coordinator
- Schedule a J-1 New Scholar Check-In and Orientation Session

Frequently Asked Questions

How do I schedule an appointment?

1. Read through the descriptions of the types of appointments until you find the one you’re looking for.
2. Pick the day and time that fits in your schedule.
3. Fill in the information on the right hand side to create an account. Fields with stars are required. An e-mail will be sent to you with the weblink to your account and your log-in information. Note: If you already have an account, fill in your information on the left-hand column and it will automatically populate the fields you previously filled out in your profile.
4. You’ll receive an e-mail confirming the appointment and letting you know what documents you should bring with you.

What if I have questions that fall into more than one category?

Select an ‘Other’ category appropriate for your visa type.

What if there are no times available when I want to come in?

The system has been set up to continue to provide the same level of service and availability. If there are no appointments available and this is an emergency, contact the front desk at (614) 292-6101 or e-mail an Immigration Coordinator to schedule an appointment.

How far in advance can I schedule an appointment?

Appointments can be scheduled up to 2 weeks in advance. Orientation for new J-1 Scholars can be schedule up to 3 months in advance.

What hours are appointments available?

Advising will occur during the same hours as our former walk-in advising format (Monday – Thursday, 1 – 4 p.m.), but now an
appointment is necessary to reduce wait-time for scholars.

**How do I cancel/reschedule an appointment?**

Log in to your account at [http://instant-scheduling.com](http://instant-scheduling.com) with the username and password that were e-mailed to you when you made your first appointment. Click on ‘Appointments.’ In the middle of the screen, you’ll see a list of the appointments you have made. Click on the day/time of the one you wish to cancel/reschedule. In the upper right-hand corner, click on the action you wish to take. If you are cancelling, you’ll be required to give a reason. If you are rescheduling, the system will take you through the process of selecting a different day/time.

**What if I forget my password?**

On the log-in page, simply click ‘Get a new one!’ You’ll be asked to input your e-mail address and a new password will be promptly sent to your account.

**What if I don’t have access to the Internet?**

Making an appointment on-line is the preferred/recommended method of scheduling an appointment. However, you can also call the front desk at (614) 292-6101 if you do not have Internet access.

**If I am having problems, who should I contact?**

Contact the front desk at (614) 292-6101.