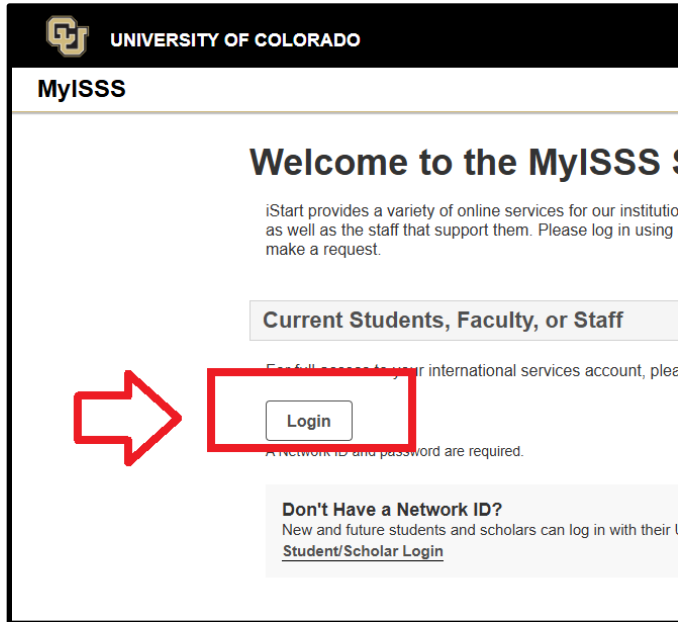
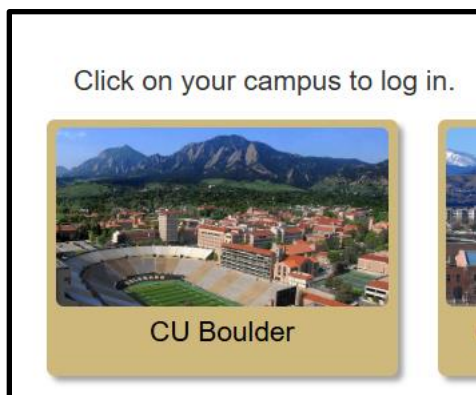


## Accessing the J-1 Student Immigration Check-In E-Form in the MyISSS Portal

1. Open the portal at: <https://isss.cu.edu>
2. Select the login button



3. Select the CU Boulder campus



4. Login using your IdentiKey

Log in to CU Portal

IdentiKey Username (example: chbu1234)

IdentiKey Password

5. From the main screen, select Arrival & Immigration Check-In

UNIVERSITY OF COLORADO

MyISSS

Home

**Arrival & Immigration Check-In**

Departmental Services

General Forms

Immigration & Academic-Related Forms

Insurance and Finances

Training/Employment-Related Forms

**MyISSS Services Home Page**

MyISSS online services is your portal for university immigration-relate

**Notifications**

There are no current notifications.

**Requests**

6. You will be in the J-1 E-Form/Tasks Access section. Search for and select **Immigration Check-In (J-1)**

**Immigration Check-In (J-1)**

7. Select “Start a New Request”

# Immigration Check-In (J-1)

## Exchange Visitor Student Immigration Check-In

This group includes all e-forms required to complete the exchange visitor student immigration check-in process.

- **Immigration Check-In Form** (REQUIRED)
  - You will be asked to upload your current passport and most recent [I-94 arrival record](#).
  - [Instructions for accessing your I-94](#)
- **Immigration Check-In Insurance Compliance Form** (REQUIRED)
  - Required for all J-1 students in order to report comprehensive insurance with medical evacuation and repatriation coverage that meets J-1 regulatory requirements.
- **Dependent I-94 Submission Form (J-2)** (if applicable)
  - Required for exchange visitors in J-1 status with dependents who entered the U.S. in J-2 status to accompany them on their program
    - You may submit this form multiple times, once for each dependent
  - You will be asked to upload each dependent's [I-94 arrival record](#).
- **Immigration Check-In Dependent Insurance Compliance Form** (if applicable)
  - Required if dependents accompanied you in J-2 status for your exchange visitor program and they are not on the same insurance policy as you.

If you have been offered an on-campus assistantship, fellowship, or employment and do not already have a SSN, complete the applicable SSN Letter Request available in your MyISSS portal and noted below.

- [SSN Letter Request for Assistantship/Fellowship](#)
- or
- [SSN Letter Request for On-Campus Employment](#)

You must be enrolled full-time and upload a copy of your offer letter in order for ISSS to process the *SSN Letter Request* form.

+ [Start a New Request](#)

8. You will see the forms that are part of the immigration check-in process:

REQUIRED:

Immigration Check-In (J-1)

Insurance Compliance (J-1)

OPTIONAL:

J-2 Dependent I-94 Arrival Record Submission (student)

Immigration Check-In J-2 Dependent Insurance Compliance Form (student)

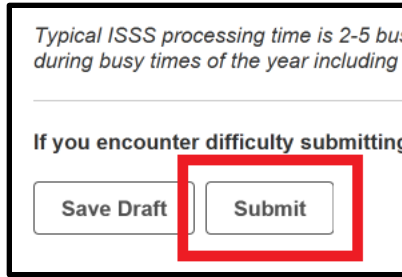
| Arrival & Check-In   |
|--|
| <input type="checkbox"/> <b>REQUIRED</b><br><u>Immigration Check-In (J-1)</u>  |
| <input type="checkbox"/> <b>REQUIRED</b><br><u>Insurance Compliance (J-1 Student Check-In)</u>                         |
| Dependent Check-In   |
| <input type="radio"/> <b>OPTIONAL</b><br><u>J-2 Dependent I-94 Arrival Record Submission (Student)</u>                 |
| <input type="radio"/> <b>OPTIONAL</b><br><u>Immigration Check-In J-2 Dependent Insurance Compliance Form (Student)</u> |

9. Begin with the Immigration Check-In (J-1) e-form

|   |
|---|
| <input type="checkbox"/> <b>REQUIRED</b><br><u>Immigration Check-In (J-1)</u> |
|---|

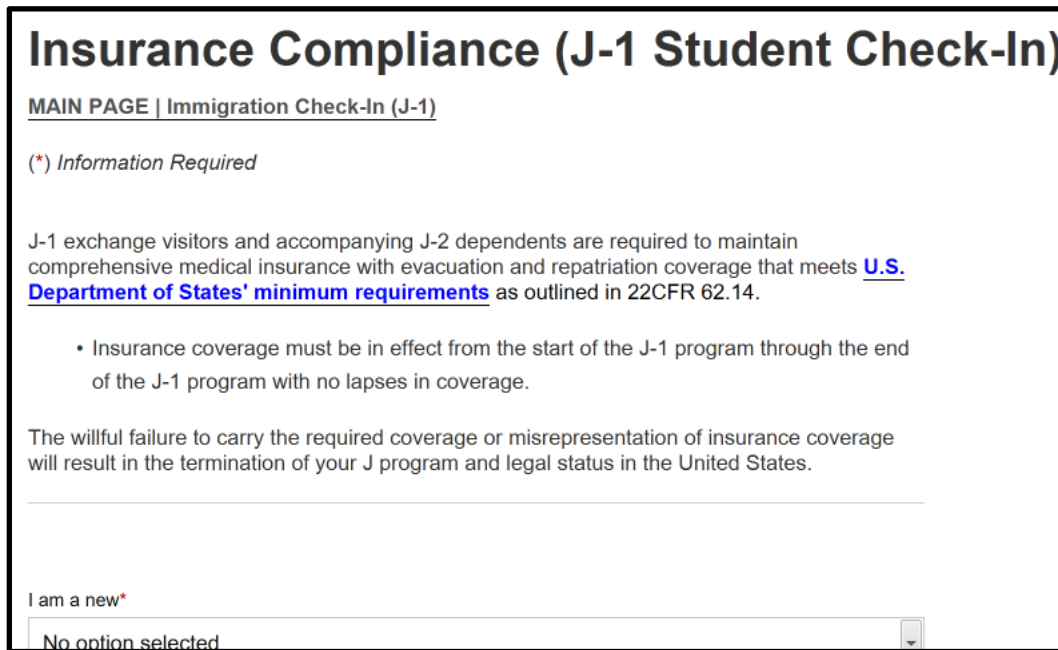
| Immigration Check-In (J-1)   |
|--|
| <a href="#">MAIN PAGE</a>   <a href="#">Immigration Check-In (J-1)</a>   |
| <p><i>(*) Information Required</i></p> <p>This e-form should be submitted by:</p> <ul style="list-style-type: none"> <li>• New international students and exchange students in J-1 status after their initial entry to the U.S.,</li> <li>• SEVIS transfer students in J-1 status before their first semester at CU Boulder, and</li> <li>• International students returning to CU Boulder in J-1 status on a new DS-2019 after a leave of absence.</li> </ul> <p>Fulbright students and continuing students returning from international travel should <i>not</i> submit this e-form.</p> <p><b>International students in J-1 status are required by federal regulations to complete a SEVIS immigration check-in within 30 days of the start date indicated on their DS-2019.</b></p> <ul style="list-style-type: none"> <li>• Failure to complete the immigration check-in process will result in the termination of</li> </ul> |

10. Once you complete the form, click on the Submit button at the bottom of the form.



11. Next, submit the Insurance Compliance (J-1 Student Check-In) eform

- REQUIRED**  
Insurance Compliance (J-1 Student Check-In)



12. If J-2 dependents accompanied you to the United States for your program, complete the following optional forms:

J-2 Dependent I-94 Arrival Record Submission (student)

**If the J-2 dependent(s) accompanied you and they are not on the same insurance policy as you**, also complete the Immigration Check-In J-2 Dependent Insurance Compliance Form (student).

## Arrival & Check-In

- REQUIRED**  
Immigration Check-In (J-1)
  
- REQUIRED**  
Insurance Compliance (J-1 Student Check-In)

## Dependent Check-In

- OPTIONAL**  
J-2 Dependent I-94 Arrival Record Submission (Student)
  
- OPTIONAL**  
Immigration Check-In J-2 Dependent Insurance Compliance Form (Student)