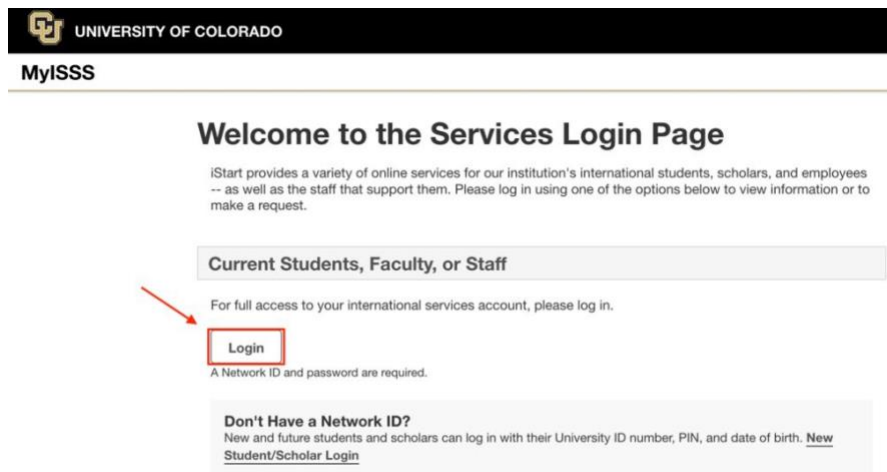


Accessing the Immigration Check-In E-Forms in the MyISSS Portal

1. Access the **MyISSS** portal at: <https://issc.cu.edu>
2. Click on the **Login** button.



UNIVERSITY OF COLORADO

MyISSS

Welcome to the Services Login Page

iStart provides a variety of online services for our institution's international students, scholars, and employees -- as well as the staff that support them. Please log in using one of the options below to view information or to make a request.

Current Students, Faculty, or Staff

For full access to your international services account, please log in.

Login

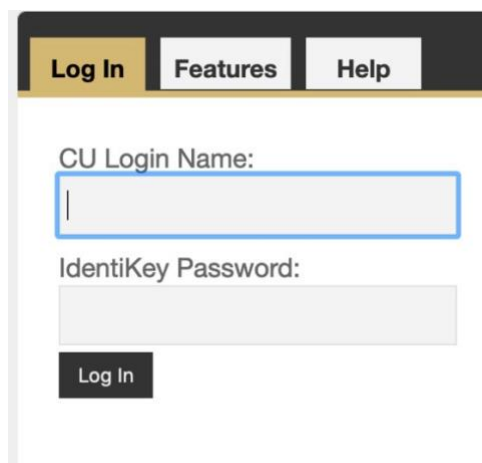
A Network ID and password are required.

Don't Have a Network ID?
New and future students and scholars can log in with their University ID number, PIN, and date of birth. [New Student/Scholar Login](#)

3. Select your campus—**CU Boulder**.



4. **Login** using your [IdentiKey](#) information.



Log In **Features** **Help**

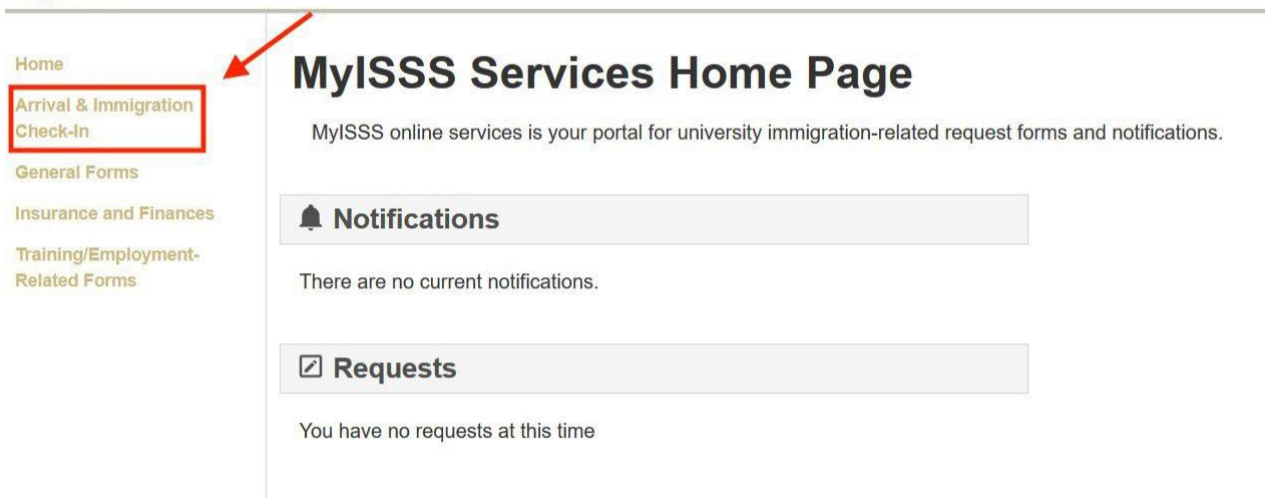
CU Login Name:

|

IdentiKey Password:

Log In

5. From the home screen, select **Arrival & Immigration Check-In** in the left column **MyISSS**



6. In the “Tasks” section, click on the **Immigration Check-In** tile.



7. Once on the Immigration Check-In landing page, click on **Start a New Request**.

Immigration Check-In

Information about the [Immigration Check-In process](#) is available on the ISSS website.



8. You will see the e-forms that are available to complete.
- Submit optional e-forms if they are relevant to your situation.

Arrival & Check-In

☐ **REQUIRED**
[Immigration Check-In](#)

Submissions

☐ **REQUIRED**
[Immigration Essentials Quiz Grade Submission](#)

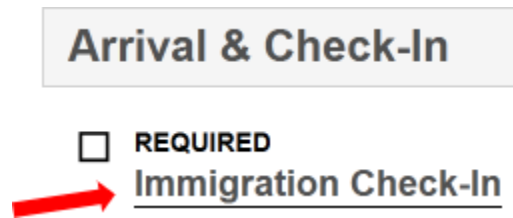
Dependent Check-In

☐ **OPTIONAL**
[F-2 Dependent I-94 Arrival Record Submission](#)

Exchange Student Check-In

☐ **OPTIONAL**
[Exchange Student Release of Information \(F-1\)](#)

9. Click on the **Immigration Check-In** e-form link.



10. Complete the e-form.

- Required document uploads: Current passport and most recent [I-94 arrival record](#)

Immigration Check-In

(*) Information Required

This e-form should be submitted by:

- New international students after their initial entry to the U.S.,
- SEVIS transfer students before their first semester at CU Boulder, and
- International students returning to CU Boulder on a new I-20 after a leave of absence.

Continuing students returning from international travel should *not* submit this e-form.

Failure to complete the [immigration check-in process](#) by the SEVIS deadlines will lead to the termination of one's F-1 SEVIS record, resulting in the inability to legally pursue a degree in the United States.

- International students in F-1 status are required by federal regulations to complete a SEVIS immigration check-in within *30 days* of the start date indicated on their I-20.
- International students who are *transferring their F-1 SEVIS records to CU Boulder* must complete the SEVIS immigration check-in within *15 days* of the start date indicated on their I-20.

Student Information

I am a SEVIS transfer-in student.

*Answer "yes" if you have maintained F-1 status at another school immediately prior to attending the University of Colorado Boulder (CU Boulder) and your F-1 SEVIS record was transferred to CU Boulder.**

☐ Yes ☐ No

I have an assistantship, fellowship, or on-campus employment.*

☐ Yes ☐ No

I am sponsored or expect to be sponsored by one of the following financial sponsors: ARAMCO, SABIC, SACM, Kuwait Cultural Office, Oman Government, Scholarship Office of the UAE, or KAUST Gifted Student Program.*

☐ Yes ☐ No

I was approved for a change to F-1 student status*

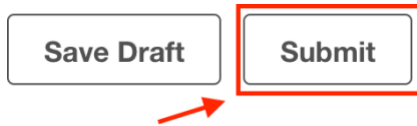
☐ Yes ☐ No

I am participating in an Education Abroad exchange program where my home university has an agreement with CU Boulder.*

☐ Yes ☐ No

Do you have F-2 dependents who entered the U.S. with you or will enter the U.S. in the future to join you for your F-1 student program?*

11. Click on **Submit** at the bottom of the e-form to send the e-form to ISSS.

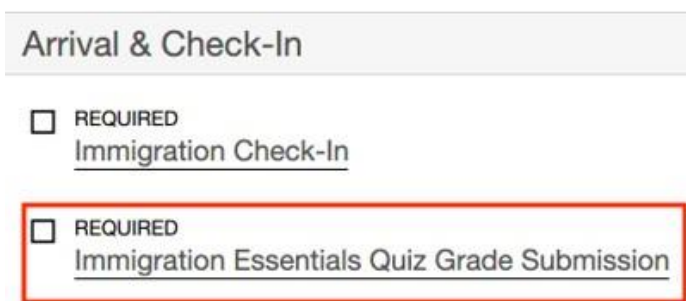


Save Draft Submit

12. If you have not already done so, **complete your online orientation in [Canvas](#) and take the Immigration Essentials Quiz in the orientation course.**

- You must [submit documentation of your quiz grade](#) in the *Immigration Essentials Quiz Grade Submission* e-form.

13. Next, click on the ***Immigration Essentials Quiz Grade Submission*** e-form link.



Arrival & Check-In

☐ REQUIRED
Immigration Check-In

☐ REQUIRED
Immigration Essentials Quiz Grade Submission

14. **Complete the e-form** and [submit documentation of your quiz grade](#).

Instructions for Submitting Your Immigration Essentials Quiz Grade

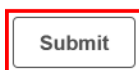
Review the [instructions for submitting your quiz grade](#) to ensure that your document submission is correctly formatted. Incorrect submissions can result in this e-form being denied. You will be required to resubmit the e-form.

- Ensure that your grade is 70% (10.5 out of 15) or higher, otherwise you will have to retake the quiz and submit this e-form again.

Enter Your Quiz Grade*

Upload Your Quiz Grade Documentation *

- ☐ I confirm that I took the Immigration Essentials Quiz, scored a 70% (10.5/15) or higher, and that my submission is my own. *



Submit

15. If **F-2 dependents** accompanied you to the **U.S.** for your program:

- Complete an **F-2 Dependent I-94 Submission Form** for **each** dependent who entered the U.S. with you in F-2 status.
 - Required upload: Dependent's [I-94 arrival record](#).

F-2 Dependent I-94 Arrival Record Submission

(*) Information Required

F-2 Dependent's Full Name*

F-2 Dependent's Email Address (if available):

F-2 Dependent's Phone Number (if available):

F-2 Dependent I-94 Arrival Record Submission

[Access the I-94 Arrival Record](#) for the F-2 dependent noted above who accompanied you on your F-1 student program and save it as a pdf or image file.

- [Instructions for accessing your I-94](#)

Upload the F-2 Dependent's I-94 Arrival Record *

Select File

Is the I-94 "Admit Until Date" marked D/S (duration of status)?*

☐ Yes

☐ No

16. If you have an on-campus job, assistantship, or fellowship and do not already have a social security number (SSN):

- Complete the appropriate **SSN Letter Request Form** (available in the Training/Employment-Related Forms section of the MyISSS portal).
 - International students working in the U.S. must have a SSN.

MyISSS

Home
Arrival & Immigration Check-In
Departmental Services
General Forms
Immigration & Academic-Related Forms
Insurance and Finances
Training/Employment-Related Forms

Training/Employment-Related Forms

Tasks

Cap-Gap I-20 Request	EAD Card Submission
OPT Receipt Notice Submission	Post-Completion OPT Information Update and Relevance Statement
Request for SSN Letter for Approved CPT	Request for SSN Letter for Fellowship/Assistantship
Request for SSN Letter for On-Campus Employment	STEM OPT Validation Reporting