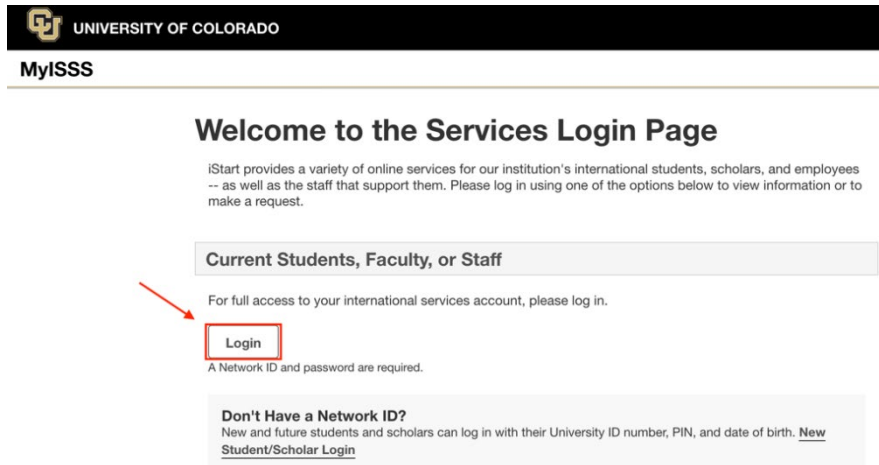


Accessing the Immigration Check-In E-Forms in the MyISSS Portal

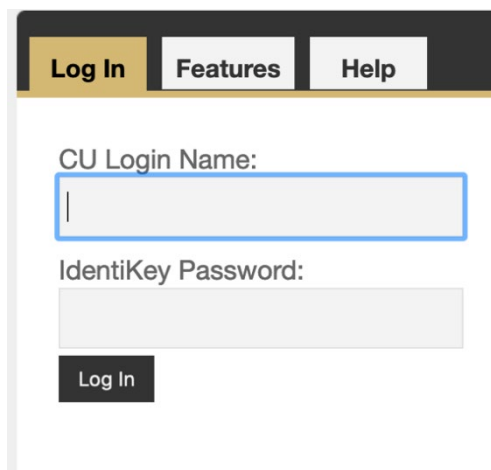
1. Access the **MyISSS portal** at: <https://issc.cu.edu>
2. Click on the **Login** button.



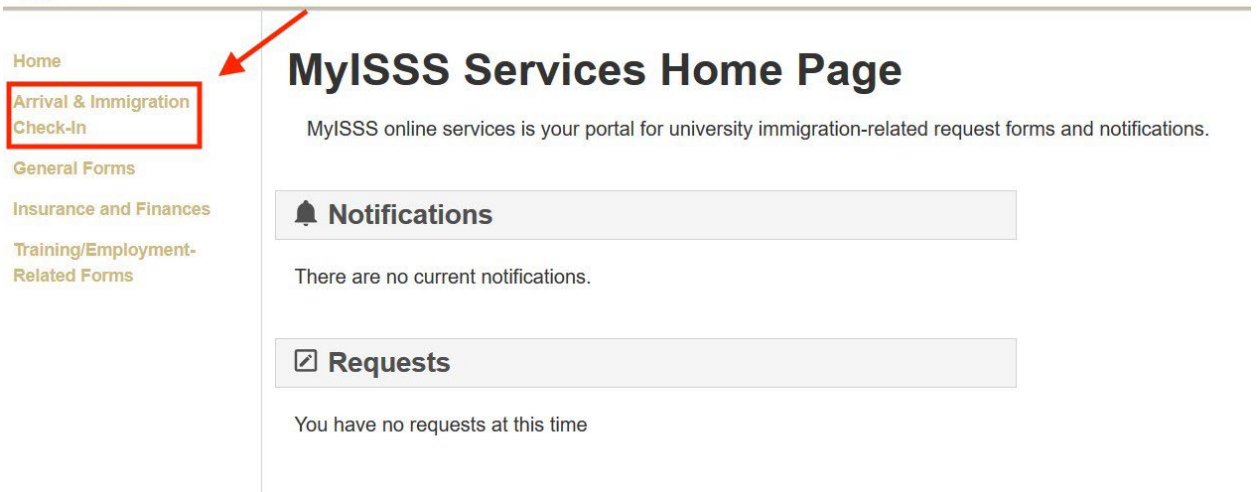
3. Select your campus—**CU Boulder**.



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



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.



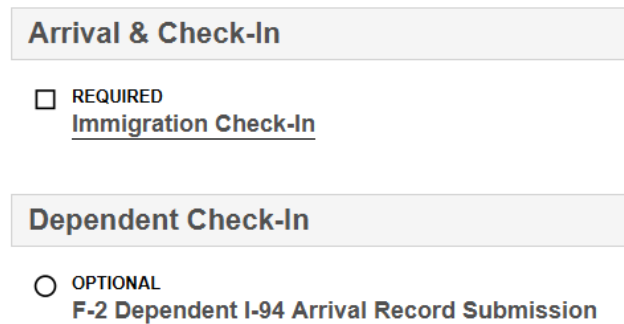
7. Once on the Immigration Check-In landing page, click on **Start a New Request**.

Immigration Check-In

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



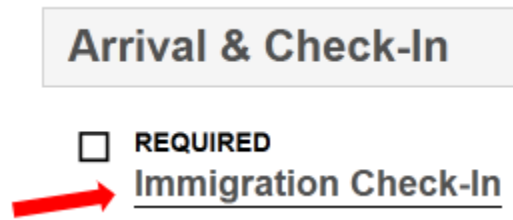
8. You will see the e-forms that are available to complete.



- 9.

- Submit optional e-forms if they are relevant to your situation.

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



11. 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.

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*

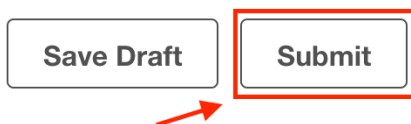
Yes No

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?*

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



13. 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

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

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

The screenshot shows the MyISSS portal interface. On the left is a navigation menu with categories: Home, Arrival & Immigration Check-in, Departmental Services, General Forms, Immigration & Academic-Related Forms, Insurance and Finances, and Training/Employment-Related Forms. A red arrow points to the 'Training/Employment-Related Forms' link. The main content area is titled 'Training/Employment-Related Forms' and contains a grid of task cards. A red arrow points to the 'Request for SSN Letter for On-Campus Employment (including Fellowship/Assistantship)' card.

Training/Employment-Related Forms		
Tasks		
Cap-Gap I-20 Request	Curricular Practical Training (CPT) Request	EAD Card Submission
OPT Receipt Notice Submission	Pending STEM OPT Extension Application: OPT Employment Info Update	Post-Completion OPT Employment Reporting
Post-Completion OPT I-20 Request (F-1 Student)	Pre-Completion OPT I-20 Request	Pre-Completion OPT Relevance Statement
Request for SSN Letter for Approved CPT	Request for SSN Letter for On-Campus Employment (including Fellowship/Assistantship)	STEM OPT Extension I-20 Request
STEM OPT Validation Reporting		