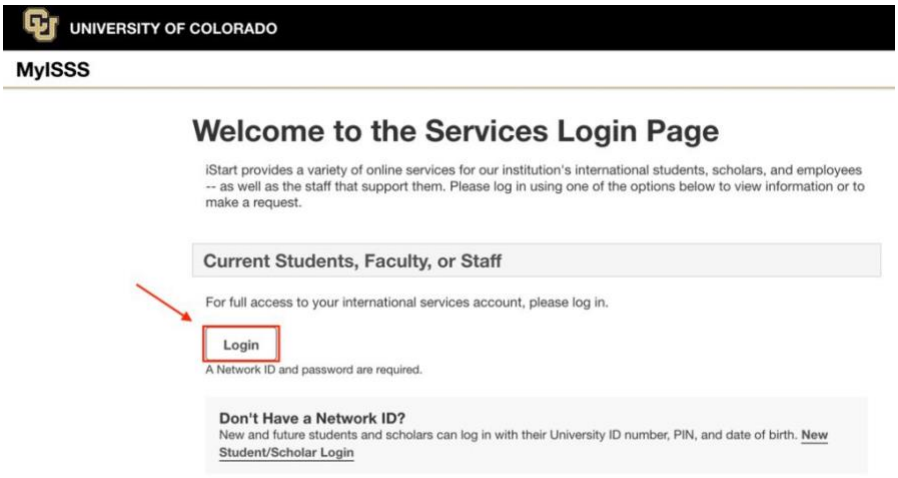
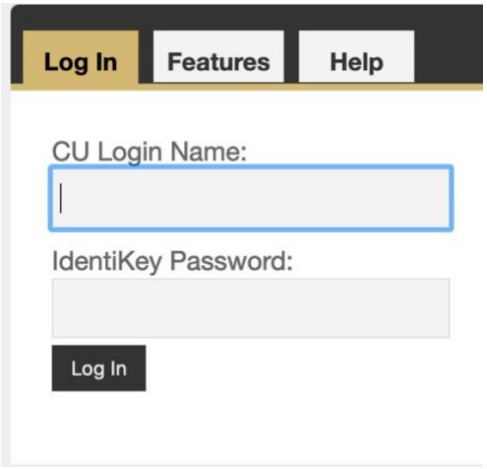
Accessing the Immigration Check-In E-Forms in the MyISSS Portal

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

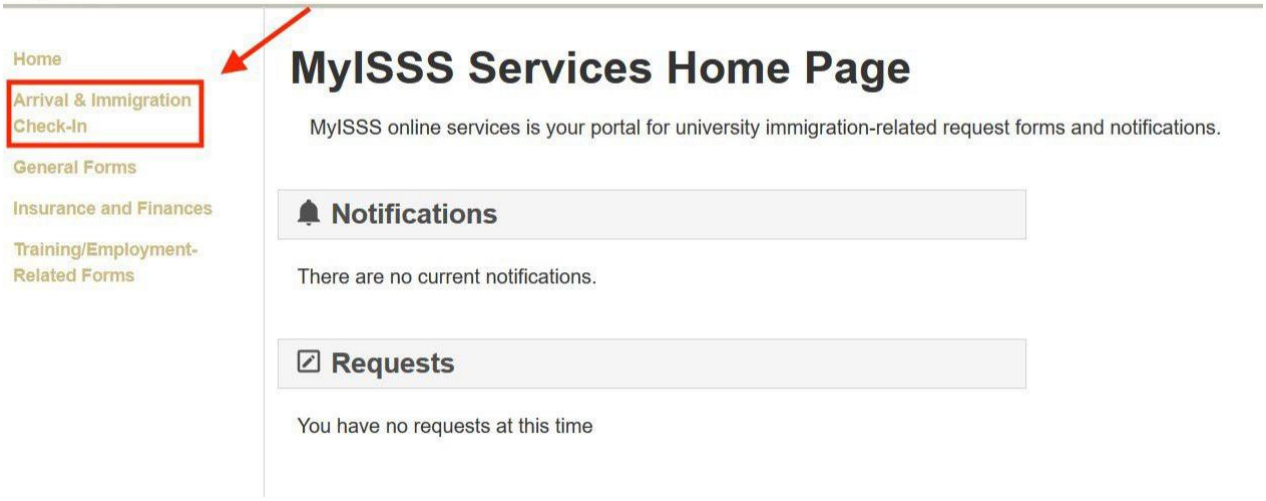


3. Select your campus—**CU Boulder.**

4. **Login** using your IdentiKey information.



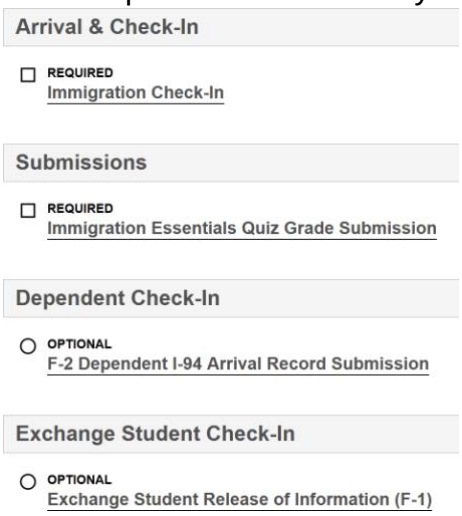
5. From the home screen, select **Arrival & Immigration Check-In** in the left column
MyISSS



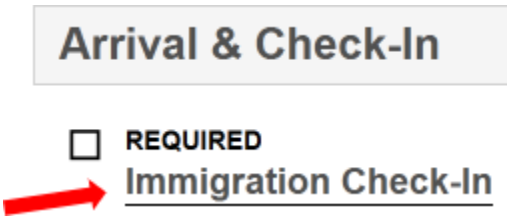
6. In the "Tasks" section, click on the **Immigration Check-In** tile.

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

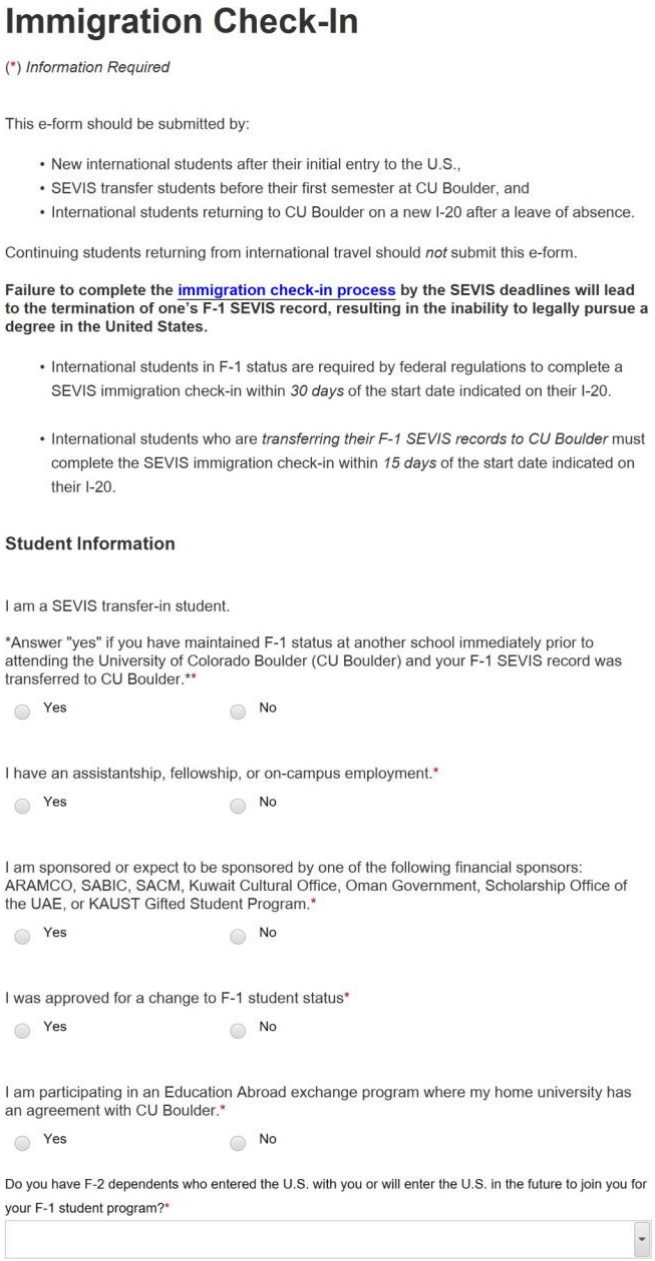
8. You will see the e-forms that are available to complete.
   - Submit optional e-forms if they are relevant to your situation.



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*

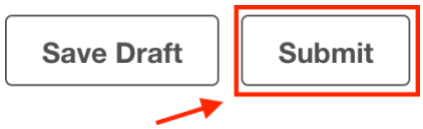
Yes No

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

Yes No

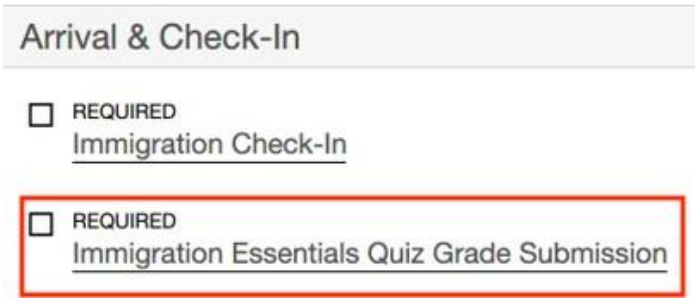
Do you have F-2 dependents who entered the U.S. with you or will enter the U.S. in the future to join you for your F-1 student program?*

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

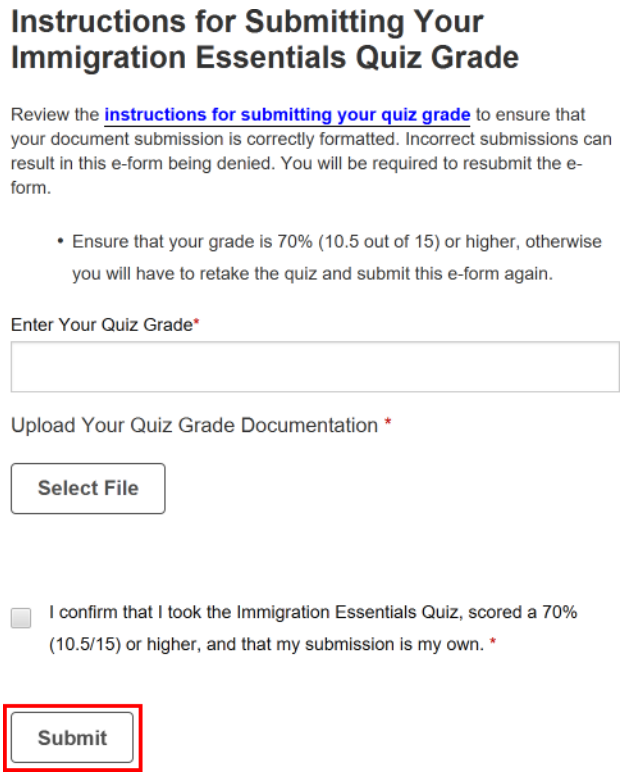


12. If you have not already done so, **complete your online orientation in Canvas and take the Immigration Essentials Quiz in the orientation course**.
    - You must submit documentation of your quiz grade in the *Immigration Essentials Quiz Grade Submission* e-form.

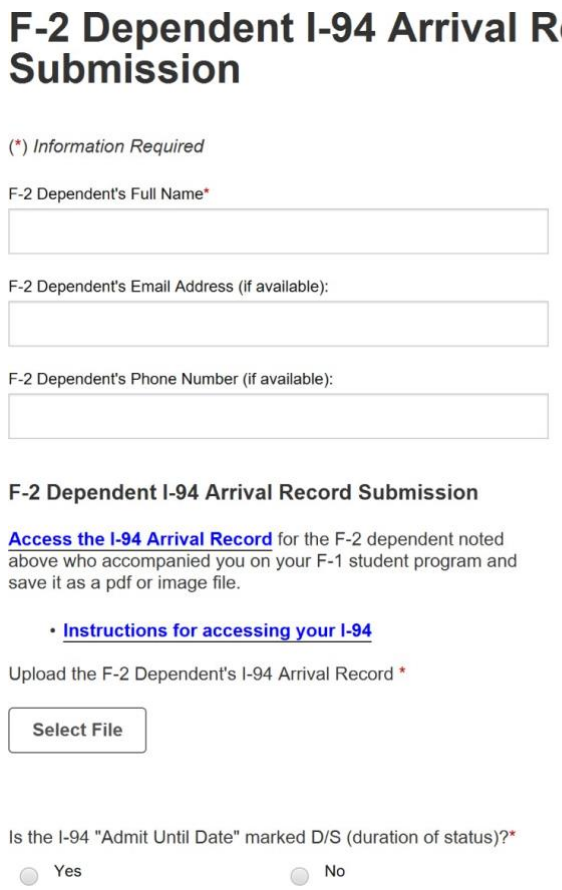
13. Next, click on the ***Immigration Essentials Quiz Grade Submission*** e-form link.



14. **Complete the e-form** and **submit documentation of your quiz grade**.



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

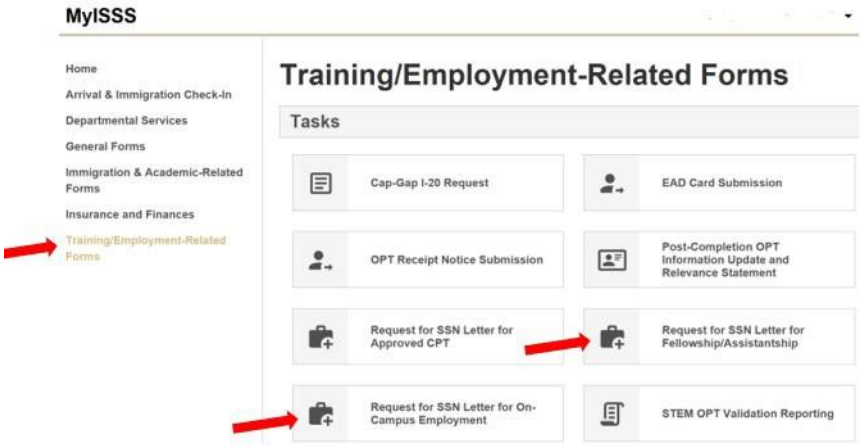
Access the I-94 Arrival Record for the F-2 dependent noted above who accompanied you on your F-1 student program and save it as a pdf or image file.

- 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.