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

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](#).

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**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, SACOM, Kuwait Cultural Office, Oman Government, Scholarship Office of the UAE, or KAUST GRedd 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?*

- Yes
- No
11. Click on **Submit** at the bottom of the e-form to send the e-form to ISSS.

![Submit Button]

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.

![E-form Image]

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**

    ![Select File Button]

    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 Button]
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.