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

1. Open the portal at: [https://isss.cu.edu](https://isss.cu.edu)

2. Select the login button

3. Select your campus

4. Login using your IdentIKey
5. From the main screen, select Arrival & Immigration Check-In in the left column.

6. You will be in the F-1 E-Form/Tasks Access section. Search for and select F-1 Student Immigration Check-In.

7. You will see the information about the form(s) that are part of the immigration check-in process:
   - **F-1 Immigration Check-In Form** – Required for all incoming students
   - **Immigration Essentials Quiz Grade Submission** – Required for all incoming students,
     - Quiz available via [http://canvas.colorado.edu](http://canvas.colorado.edu), please contact ISSS if you do not have access to the course.
   - **F-2 Dependent I-94 Submission Form**
     - Only required for F-1 students who had a dependent accompany them to the U.S. in F-2 status
   - There are also links to the **SSN Letter Request Forms**
     - Required if you have on-campus employment, an assistantship, or a fellowship and need to apply for an Social Security Number (SSN)
8. Select “Start a New Request”

9. You will see the three forms that are available to complete. Select “Immigration Check-In”

   ![Form](image)

10. Fill out the fields in the form
    - You will upload your current passport and most recent I-94 arrival record in the form.
11. Once you are complete the form, click on submit at the bottom of the form

[Save Draft] [Submit]

12. Next you must submit the Immigration Essentials Quiz Grade Submission form. This will require that you have taken the Immigration Essentials Quiz, located in the orientation course that you should have been added to prior to your arrival.
Please follow our instructions for submission.

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 F-2 dependent who entered the U.S. with you.
   - You will upload your dependent’s I-94 arrival record in the form.

F-2 Dependent I-94 Submission

(*) Information Required

F-2 Dependent's Full Name*

F-2 Dependent's Email Address (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 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

14. If you have an on-campus job, assistantship or fellowship and do not already have a social security number (SSN), also complete the appropriate SSN Letter Request Form.
   - International students working in the U.S. must obtain a SSN.