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

1. Open the portal at: 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 J-1 E-Form/Tasks Access section. Search for and select J-1 Student Immigration Check-In.

7. You will see information about the forms that are part of the immigration check-in process:
   - **Immigration Check-In Form**
     - Required for all incoming students in J-1 status.
   - **Immigration Check-In Insurance Compliance Form**
     - Required for all incoming students in J-1 status.
   - **Exchange Student Release of Information**
     - Required for J-1 students participating in an Education Abroad exchange program.
   - **J-2 Dependent I-94 Submission Form**
     - Only required for J-1 students who had a dependent accompany them to the U.S. in J-2 status.
   - **Immigration Check-In Dependent Insurance Compliance Form**
     - Only required if J-2 dependents accompanied you for J-1 program and they are not on the same insurance policy as you.
   - 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 a Social Security Number (SSN).
### 8. Select “Start a New Request”

### 9. You will a list of forms that are available to complete. Select “Immigration Check-In (J-1 Student)”

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<tr>
<td>□ REQUIRED</td>
<td>Immigration Check-In (J-1 Student)</td>
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<th>Exchange Students</th>
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<td>□ OPTIONAL</td>
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<tr>
<td>□ OPTIONAL</td>
<td>Immigration Check-In J-2 Dependent Insurance Compliance Form (Student)</td>
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### 10. Fill out the fields in the form.
- You will upload your current passport and most recent I-94 arrival record in the form.
Immigration Check-In (J-1 Student)

(*) Information Required

International students in J-1 status are required by federal regulations to complete a SEVIS immigration check-in within 30 days of the start date indicated on their DS-2019.

- Failure to complete the immigration check-in process will result in the termination of one’s J-1 SEVIS record and the ability to legally pursue a degree in the United States.

Student Information

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

☐ Yes  ☐ No

I am a SEVIS transfer-in student.*

☐ Yes  ☐ No

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

☐ Yes  ☐ No

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

☐ Yes  ☐ No

11. Once you complete the form, click on submit at the bottom of the form

[Button] Save Draft [Button] Submit

12. Next, submit the Immigration Check-In Insurance Compliance Form.

- Students who are not enrolled in the CU Gold Insurance are required to upload proof of comprehensive health insurance with medical evacuation and repatriation coverage.
13. If you are participating in an Education Abroad exchange program, also complete the Exchange Student Release of Information.

- You must complete and sign the Exchange Student Release of Information Form (pdf) and upload it in the form.

**Exchange Student Release of Information**

(* Information Required)

This form is required for J-1 students who are participating in an Education Abroad exchange program with the University of Colorado Boulder (CU Boulder).

- It allows CU Boulder to release your academic information (registration, course work, credit hours, and academic transcript) to your home institution.

Exchange Student Release of Information

Complete and sign the Exchange Student Release of Information Form available on the ISSS website.

- You will be required to upload the signed form in the upload field below.

Upload Signed Exchange Student Release of Information *

[Select File]
14. If J-2 dependents accompanied you to the U.S. for your program, complete a J-2 Dependent I-94 Submission Form for each J-2 dependent who entered the U.S. with you.
   - You will upload your dependent's I-94 arrival record in the form.

15. If J-2 dependent(s) accompanied you and they are not on the same insurance policy as you, also complete the Immigration Check-In J-2 Dependent Insurance Compliance Form.
   - You are required to upload proof of comprehensive health insurance with medical evacuation and repatriation coverage.
16. 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.