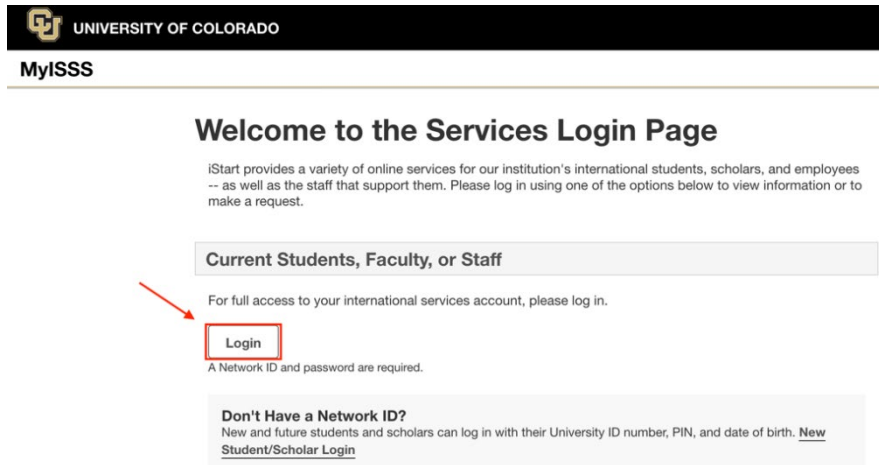
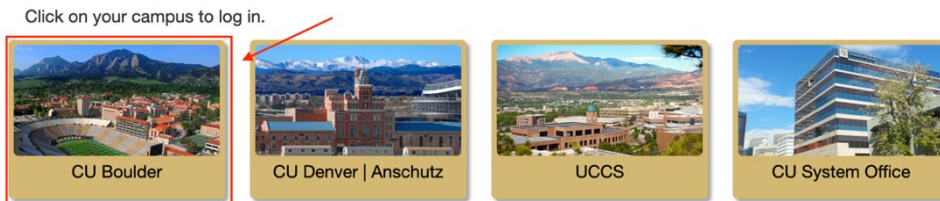


# Accessing the Immigration Check-In E-Forms in the MyISSS Portal

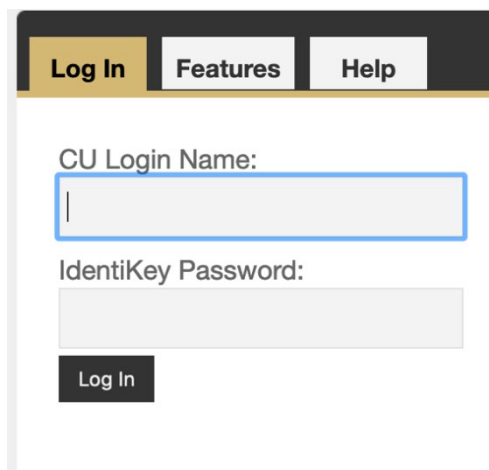
1. Access the **MyISSS portal** at: <https://issc.cu.edu>
2. Click on the **Login** button.



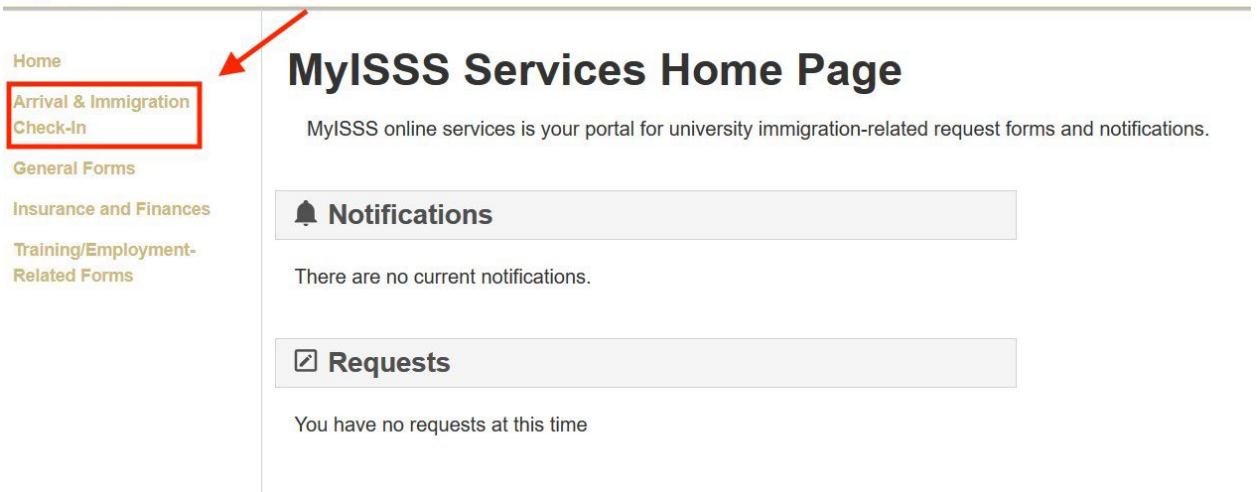
3. Select your campus—**CU Boulder**.



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.



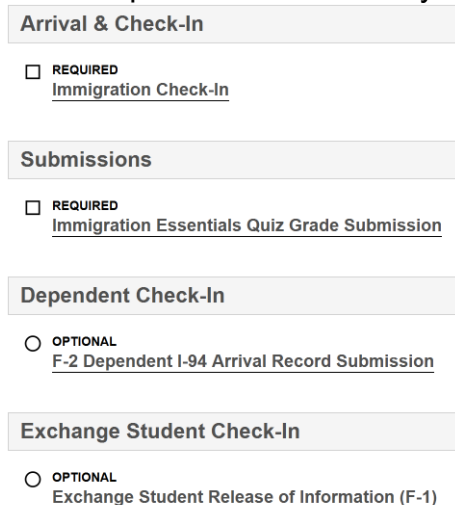
7. Once on the Immigration Check-In landing page, click on **Start a New Request**.

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



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

## Arrival & Check-In



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\*

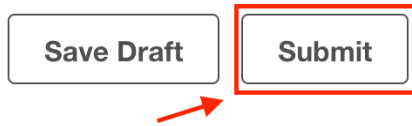
Yes  No

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?\*

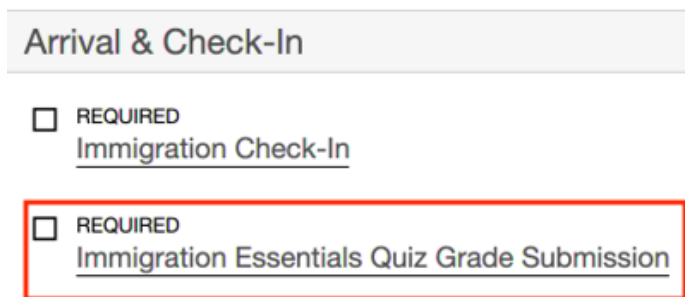
11. Click on **Submit** at the bottom of the e-form to send the e-form to ISSS.



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](#).

### 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 \*

- I confirm that I took the Immigration Essentials Quiz, scored a 70% (10.5/15) or higher, and that my submission is my own. \*

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 \*

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.

**MyISSS**

Home  
Arrival & Immigration Check-In  
Departmental Services  
General Forms  
Immigration & Academic-Related Forms  
Insurance and Finances  
Training/Employment-Related Forms

### Training/Employment-Related Forms

Tasks

- Cap-Gap I-20 Request
- EAD Card Submission
- OPT Receipt Notice Submission
- Post-Completion OPT Information Update and Relevance Statement
- Request for SSN Letter for Approved CPT
- Request for SSN Letter for Fellowship/Assistantship
- Request for SSN Letter for On-Campus Employment
- STEM OPT Validation Reporting