How to Complete ISSS Immigration Check In

Please review this guide prior to completing the Check-In Form on the ISSS Intranet.

**STEP 1:**

Review the ISSS resources on how to maintain your immigration status throughout your program at Stevens Institute of Technology. Resources on how to maintain your immigration status can be found on the ISSS Webpage.

**STEP 2:**

Confirm that you are properly enrolled. While on an F-1 or J-1 Visa, you must maintain proper on-campus presence each fall & spring semester while at Stevens. Failure to enroll properly each semester will result in termination of your immigration records.

- **F-1 Graduate Students** must enroll in at least nine (9) credits. At least one (one) course, worth up to three (3) credits, must have an on-campus presence. Any course taken above these requirements may be fully online or may have an on-campus presence.
- **F-1 Undergraduate Students** must enroll in at least twelve (12) credits. At least one (one) course, worth up to three (3) credits, must have an on-campus presence. Any course taken above these requirements may be fully online or may have an on-campus presence.
- **J-1 Graduate Students** must enroll in at least nine (9) credits. All nine (9) credits must have on-campus presence. Any course taken above these requirements may have an on-campus presence or may be fully online or distance-learning.
- **J-1 Undergraduate Students** must enroll in at least twelve (12) credits. All twelve (12) credits must have on-campus presence. Any course taken above these requirements may have an on-campus presence or may be fully online or distance-learning.

**STEP 3:**

Take a photo of or scan your F-1 or J-1 Visa that was issued for Stevens Institute of Technology. If you are a transfer student, who did not travel between your programs, please take a photo of, or scan your most recently issued F-1 or J-1 Visa. Have this photo or scan ready to upload to your Check-In Form.

**STEP 4:**

Save a copy of your electronic copy of your I-94.

- Proceed to the I-94 Website and click on “Get Most Recent I-94”.
- Click “Consent & Continue” and input your information as it is found in your passport.
- Select “Next” and screenshot and save the I-94 record which include your Admission Number and which states that you entered the U.S. under the F-1 or J-1 visa category.
- Have this document ready to upload to your Check-In Form.
STEP 5:

Sign into & Complete the ISSS Check-In Form:

Biographical Information:

- You will need your MyStevens credentials to sign into the Check-In Form.
- Please input your First, Last, and Date of Birth as they are found on your passport.
- Your Stevens ID, or CWID, is your Campus ID Number and can be found on your campus ID Card or on your Admission letter. It will usually start with 1-0-4.
- Your SEVIS ID Number is the number connected to your immigration records. This number begins with N-0-0 and can be found in the top left of your I-20 or the top-right of your DS-2019.
- Your U.S. Address should be where you are currently residing, even if your residence is temporary. If you move residences, please remember to update ISSS within 10 days of the change. Below is an example of how to complete your U.S. Address:
  - Building Number & Street Name: 1 Castle Point Ter.
  - Line 2: APT 5
  - City: Hoboken
  - State: NJ
  - Zip Code: 07030
- If you do not currently have a U.S. Telephone number, this question may be left blank. However, it is a requirement of all F-1 and J-1 Students to have a U.S. Phone Number, and ISSS should be updated with 10 days of you obtaining one.

Emergency Contact Information:

- Your emergency contact is the first person ISSS will contact should something happen on campus where we need to alert your family. This should be an immediate family member, and they do not need to be within the U.S.
- Please select who your emergency person is in terms of their relationship to you.
- Please input their name, primary language spoken, and which country they reside in.
- Please input the best phone number and email address to contact them at. If your emergency contact does not have an email address, you may leave this question blank.

Attestations:

- The last page of your I-20 or DS-2019 outlines how to maintain your immigration status while within the U.S. Please confirm that you have read and reviewed this page.
- Please confirm that you allow ISSS to search for your electron I-94 record in the future.

File upload:

- Please upload your visa copy and your I-94 copy that were prepared in steps 3 and 4.
STEP 6:

Submit your Check-In Form.

You have now completed the Check-In with ISSS! Thank you for completing this imperative part of beginning your program at Stevens Institute of Technology. If ISSS has any questions regarding your Check-in Form, they will contact you directly. If you do not hear from us, then your records have been updated that you have arrived on campus and followed the instructions!

*Transfer students will be contacted mid-September regarding their updated I-20.

We wish you the best of luck in all your endeavors at Stevens Institute of Technology!