

ISSS Student Check-In Guide

New students in F-1 or J-1 status (sponsored by UNC-Chapel Hill) are required to complete ISSS Student Check-In in the [ISSS Portal](#). Students should complete check-in as soon as possible AFTER you enter the United States. You will receive an email once the check-in period has begun and will be able to log into the ISSS Portal to complete the process. **Please DO NOT complete the check-in process until you have entered the United States.**

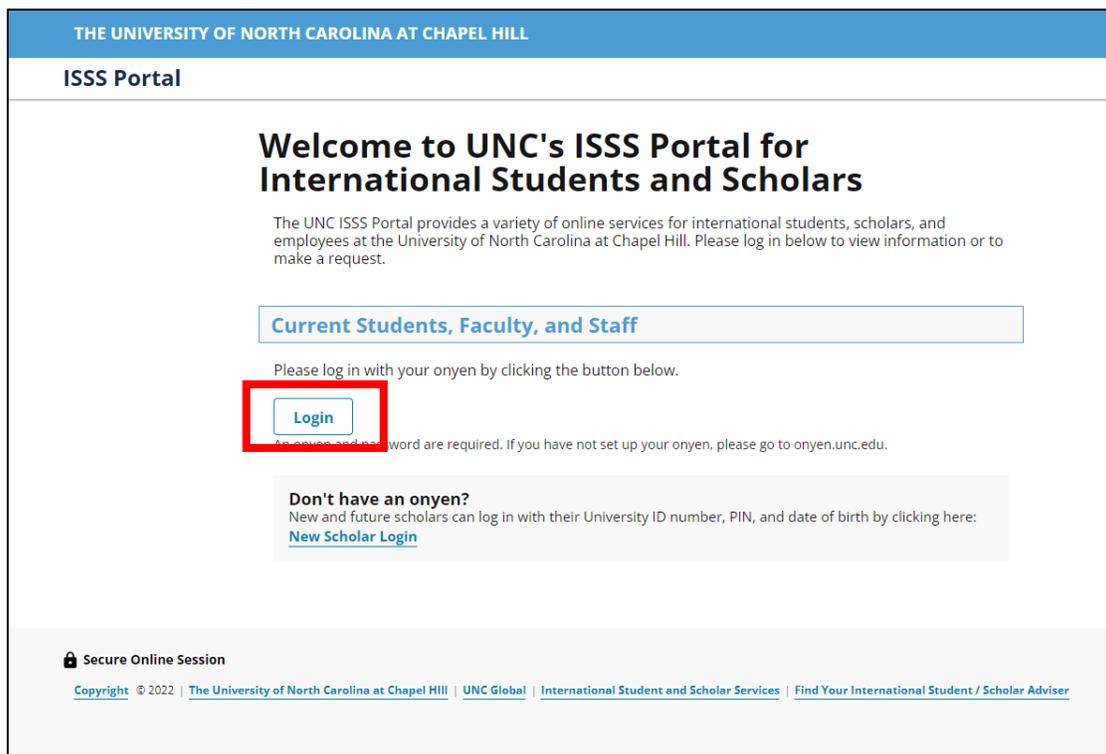
Before you begin

Please have the following documents before logging into the ISSS Portal to begin the ISSS Student Check-In process. Documents uploaded to the ISSS Portal must be in PDF, JPEG, PNG format and cannot be uploaded as Word documents.

1. Copy of passport biographical page
2. Copy of visa stamp
3. Form I-94 downloaded from [U.S. Customs and Border Protection website](#).
→ Click on "Get Most Recent I-94", enter your traveler information, click "Next" to proceed to your most recent I-94 record. Print/save and upload the record to complete your check-in.
4. Copies of all dependents' documents (passport, visa and I-94) combined into one document for each of those categories
5. U.S. residential address
6. Emergency Contact Information

Logging into the ISSS Portal

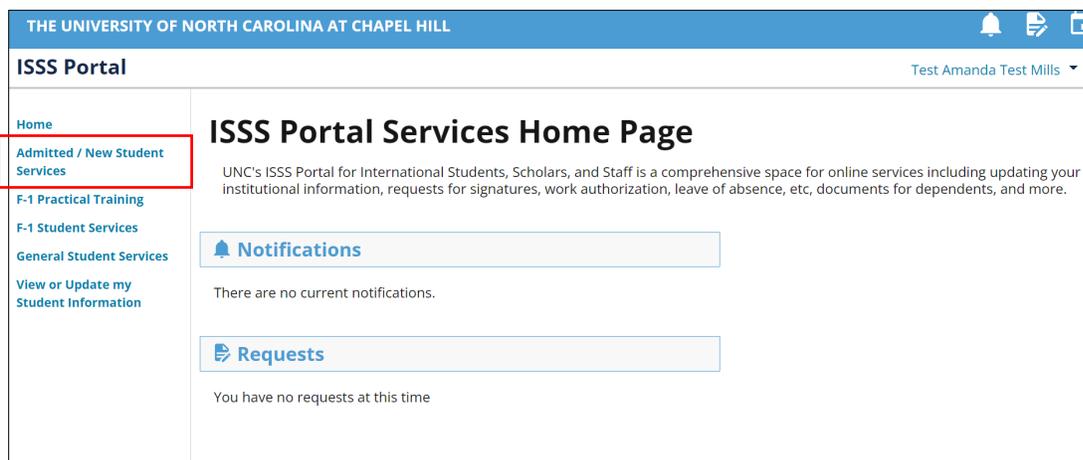
You will need your ONYEN and password to log into the [ISSS portal](#).



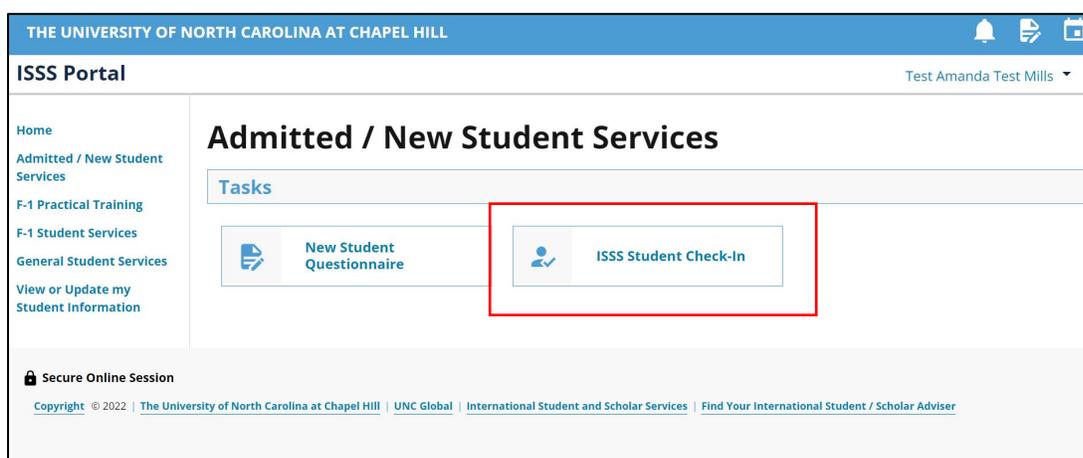
The screenshot shows the ISSS Portal login page. At the top, it says "THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL" and "ISSS Portal". The main heading is "Welcome to UNC's ISSS Portal for International Students and Scholars". Below this, there is a paragraph explaining the portal's purpose. A blue box highlights the "Current Students, Faculty, and Staff" section. Underneath, it says "Please log in with your onyen by clicking the button below." and a red box highlights the "Login" button. Below the button, it says "Username and password are required. If you have not set up your onyen, please go to onyen.unc.edu." There is also a section for "Don't have an onyen?" with a link to "New Scholar Login". At the bottom, there is a "Secure Online Session" icon and a footer with copyright information and links to "The University of North Carolina at Chapel Hill", "UNC Global", "International Student and Scholar Services", and "Find Your International Student / Scholar Adviser".

ISSS Student Check-In

To access the ISSS Student Check-In, click on “Admitted/New Student Services” on the left-hand menu.

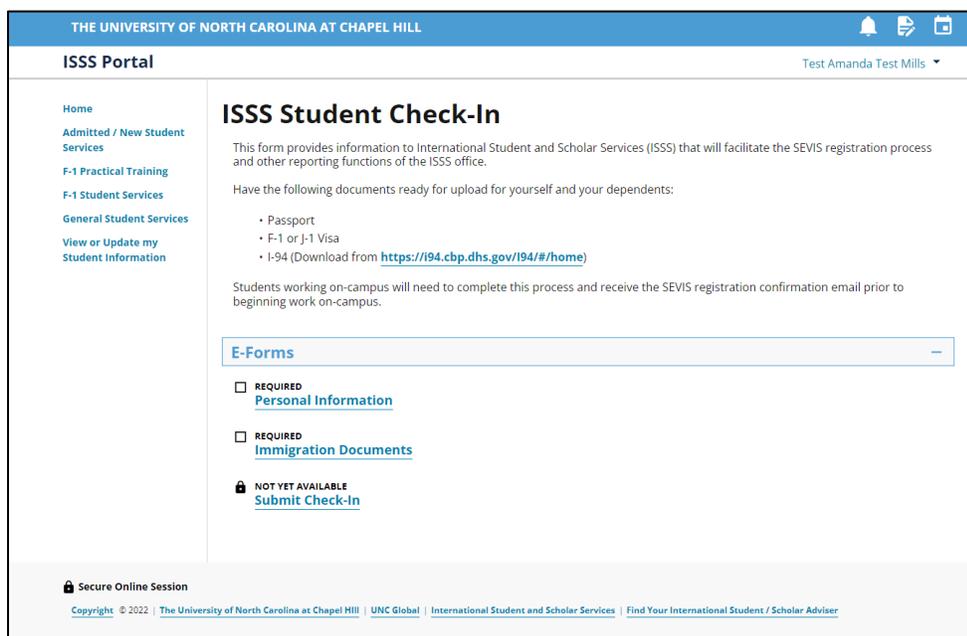


The screenshot shows the ISSS Portal Home Page. The header includes "THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL" and the user name "Test Amanda Test Mills". The left-hand menu is highlighted, with "Admitted / New Student Services" selected. The main content area is titled "ISSS Portal Services Home Page" and contains a description of the portal's purpose, a "Notifications" section with the message "There are no current notifications.", and a "Requests" section with the message "You have no requests at this time".



The screenshot shows the "Admitted / New Student Services" page. The header and user information are the same as the previous page. The left-hand menu is also highlighted. The main content area is titled "Admitted / New Student Services" and features a "Tasks" section with two buttons: "New Student Questionnaire" and "ISSS Student Check-In". The "ISSS Student Check-In" button is highlighted with a red box. Below the tasks section, there is a "Secure Online Session" notice and a footer with copyright information and links to "UNC Global", "International Student and Scholar Services", and "Find Your International Student / Scholar Adviser".

ISSS Student Check-In requires completion of 3 E-Forms: Personal Information, Immigration Documents and Submit Check-In. The first two forms must be submitted prior to completing the Submit Check-In.



The screenshot shows the "ISSS Student Check-In" page. The header and user information are the same as the previous pages. The left-hand menu is highlighted. The main content area is titled "ISSS Student Check-In" and contains a description of the form's purpose, a list of documents to be ready for upload (Passport, F-1 or J-1 Visa, and I-94), and a note for students working on-campus. Below this, there is an "E-Forms" section with three items: "REQUIRED Personal Information", "REQUIRED Immigration Documents", and "NOT YET AVAILABLE Submit Check-In". The "Submit Check-In" item is marked with a lock icon. The footer includes a "Secure Online Session" notice and the same copyright and navigation links as the previous pages.

Personal Information Form

To complete the personal information form, you will confirm your passport last name, passport first name, date of birth and gender (as listed on your passport). Your preferred name and preferred gender can be updated in your Student Center in [ConnectCarolina](#). You will also indicate your marital status.

Personal Information

[MAIN PAGE FOR E-FORM GROUP](#)

() Information Required*

Personal Information Verification

Review the following personal information we have on file for you:

Passport Last Name:
Passport First Name:
Date of Birth:
Gender on Passport:

Is all the information above correct?*

Yes No

Marital Status*

You will also provide your current residential address in the U.S. If you are living on-campus, you can reference the [address update instructions](#). This address should be where you are currently living when you are completing this form. If this address changes, you can update it under “General Student Services” in the ISSS Portal. You can also add or update your U.S. phone number.

Contact Information

Confirm and update your contact information below. Input your current local address, even if it is temporary.

If you live on-campus, please see the [address update instructions](#).

U.S. Address line 1*

U.S. Address line 2

U.S. City*

U.S. State*

U.S. ZIP*

U.S. Phone

You will also edit your foreign address if it is incorrect and update your foreign phone number if applicable.

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Foreign Address

Foreign Street 1*

Foreign Street 2

Foreign City*

Foreign State / Province

Foreign Postal Code

Foreign Country*

Foreign Country Code and Phone

You will provide the Emergency Contact information in your home country and the U.S. if applicable.

Emergency Contact in Home Country

Full Name of Emergency Contact in Home Country*

Emergency Contact in Home Country Phone Number*

Emergency Contact in Home Country Email*

Emergency Contact in Home Country City*

Emergency Contact Home Country*

Emergency Contact in Home Country relationship to you*

Emergency Contact in the U.S.

U.S. Emergency Contact Name

U.S. Emergency Contact Phone Number

U.S. Emergency Contact Email

U.S. Emergency Contact City

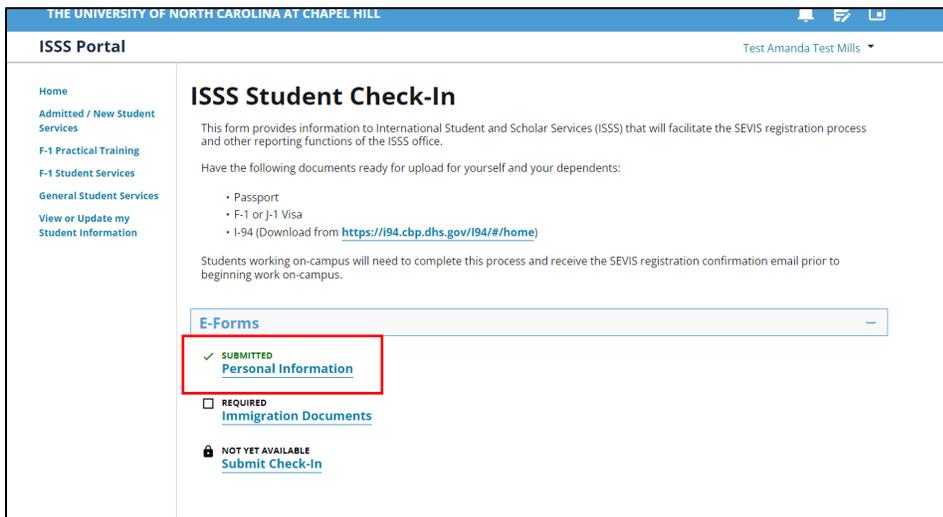
U.S. Emergency Contact Relationship to you

Once you have completed all the information, click the Submit button.

NOTE: Only click this button one time or you will get an error.



You will be able to view that the form was submitted on the ISSS Student Check-In page.



Immigration Documents Form

You will upload copies of your passport, visa stamp (if applicable), and [Form I-94](#). Please note that acceptable file types are PDF, JPG, GIF, BMP and PNG. If you have dependents who also are currently in the U.S. at the time you are completing ISSS Student Check-In, you should upload copies of their documents here as well. Please combine all documents for your dependents in one file to upload for each category (passport, visa and I-94).

A screenshot of the 'Immigration Documents Form'. It includes a section for 'Your Immigration Documents' with a dropdown for 'Passport Country*', a 'Select File' button for 'New Passport Biographical (Picture) Page *', and another 'Select File' button for 'Upload a copy of your Form I-94. *'. Below this is a section for 'Dependent Documents' with a question 'Are any dependents accompanying you?*' and radio buttons for 'Yes' and 'No'. At the bottom, there are 'Save Draft' and 'Submit' buttons, with the 'Submit' button highlighted by a red border.

Once you submit this form, you can check that it has been submitted on the main ISSS Student Check-In page. This will also unlock the Submit Check-In Form.

ISSS Student Check-In

This form provides information to International Student and Scholar Services (ISSS) that will facilitate the SEVIS registration process and other reporting functions of the ISSS office.

Have the following documents ready for upload for yourself and your dependents:

- Passport
- F-1 or J-1 Visa
- I-94 (Download from <https://i94.cbp.dhs.gov/i94/#/home>)

Students working on-campus will need to complete this process and receive the SEVIS registration confirmation email prior to beginning work on-campus.

E-Forms

- SUBMITTED**
[Personal Information](#)
- SUBMITTED**
[Immigration Documents](#)
- REQUIRED**
[Submit Check-In](#)

Submit Check-In Form

Students must make certifications on this form as to the accuracy of the information provided in the previous two forms. In addition, ISSS asks that students provide consent to access I-94 arrival records. This allows ISSS staff to look up your arrival records (Form I-94) in case there are errors in your SEVIS record, or your I-94 is incorrect and needs to be updated by U.S. Customs and Border Protection. Once you have completed these steps you will click Submit at the bottom of the form.

Submit Check-In

[MAIN PAGE](#) | [ISSS Student Check-In](#)

() Information Required*

Consent for retrieval of I-94 records

You are required to submit a copy of your Form I-94 to ISSS at the time you check in. However there may be times when it will be useful for ISSS staff to view your I-94 records electronically in order to assist you or to properly update your ISSS file, your SEVIS record or other University records. ISSS staff may do so only with your permission.

Do you consent to allow ISSS to use your passport information to access your electronic I-94 record and/or travel history using the U.S. Customs and Border Protection's website?

Consent*

I do consent I do not consent

Certification

I hereby certify that all of the submitted information along with the supporting documentation is true and correct. I also hereby confirm that it is my responsibility to fully understand all rules and

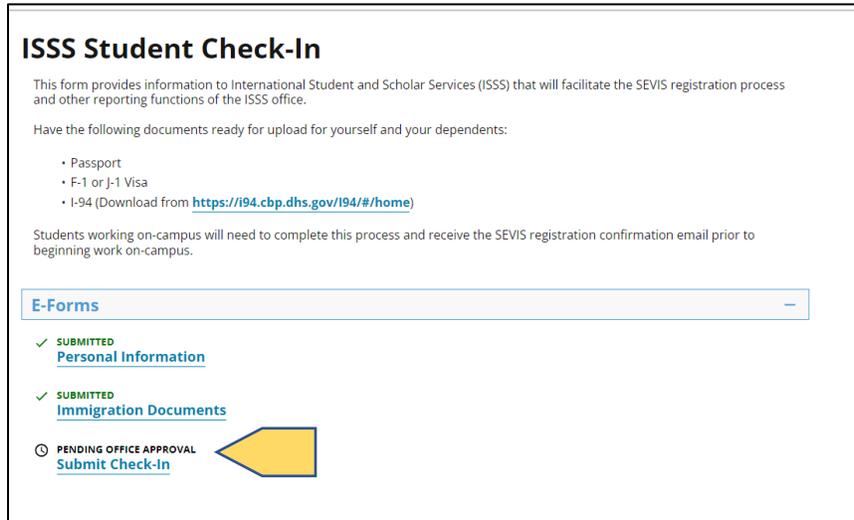
regulations that apply to my immigration status and to maintain my legal status in the U.S. by following said rules. I understand that ISSS advisors are available to assist me but that I am ultimately responsible for my own immigration status. *

Save Draft

Submit

Once you submit this document you can see your ISSS Student Check-In is pending approval by ISSS. ISSS Student Check-In will then go under review by an ISSS advisor. If any additional information is needed, the ISSS advisor will contact you via email.

When an ISSS Advisor confirms that the information and documents are complete, our office will register your record in SEVIS, and you will receive a confirmation email. Please note that the document review and the related updates in SEVIS may take up to three (3) weeks to complete.



ISSS Student Check-In

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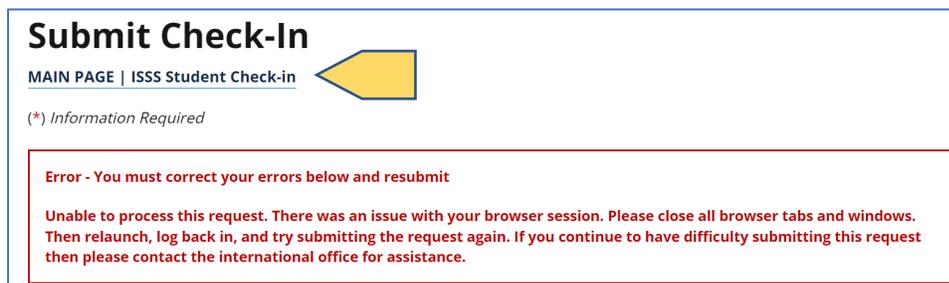
- Passport
- F-1 or J-1 Visa
- I-94 (Download from <https://i94.cbp.dhs.gov/i94/#/home>)

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E-Forms

- ✓ **SUBMITTED**
[Personal Information](#)
- ✓ **SUBMITTED**
[Immigration Documents](#)
- 🕒 **PENDING OFFICE APPROVAL**
[Submit Check-In](#)

Please be advised that you should only click the Submit button once, as clicking submit twice will cause the error below.



Submit Check-In

[MAIN PAGE | ISSS Student Check-in](#)

(*) Information Required

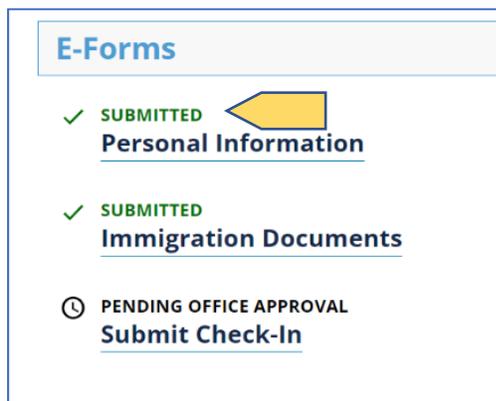
Error - You must correct your errors below and resubmit

Unable to process this request. There was an issue with your browser session. Please close all browser tabs and windows. Then relaunch, log back in, and try submitting the request again. If you continue to have difficulty submitting this request then please contact the international office for assistance.

If you get the above error after clicking submit, please click the hyperlink that says “MAIN PAGE | ISSS Student Check-in.” This will take you back to the main page and you will be able to see the status of each form. If PENDING OFFICE APPROVAL shows above a form name, then you have submitted the form and you are done. If REQUIRED shows above a form name, you have not submitted the form and must complete it again.

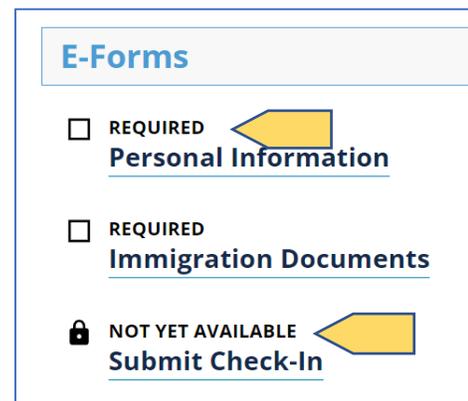
Submitted forms will show “Submitted” above the form name.

Not Submitted will show Required or Not Yet Available above the form name:



E-Forms

- ✓ **SUBMITTED**
[Personal Information](#)
- ✓ **SUBMITTED**
[Immigration Documents](#)
- 🕒 **PENDING OFFICE APPROVAL**
[Submit Check-In](#)



E-Forms

- REQUIRED**
[Personal Information](#)
- REQUIRED**
[Immigration Documents](#)
- NOT YET AVAILABLE**
[Submit Check-In](#)