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.**
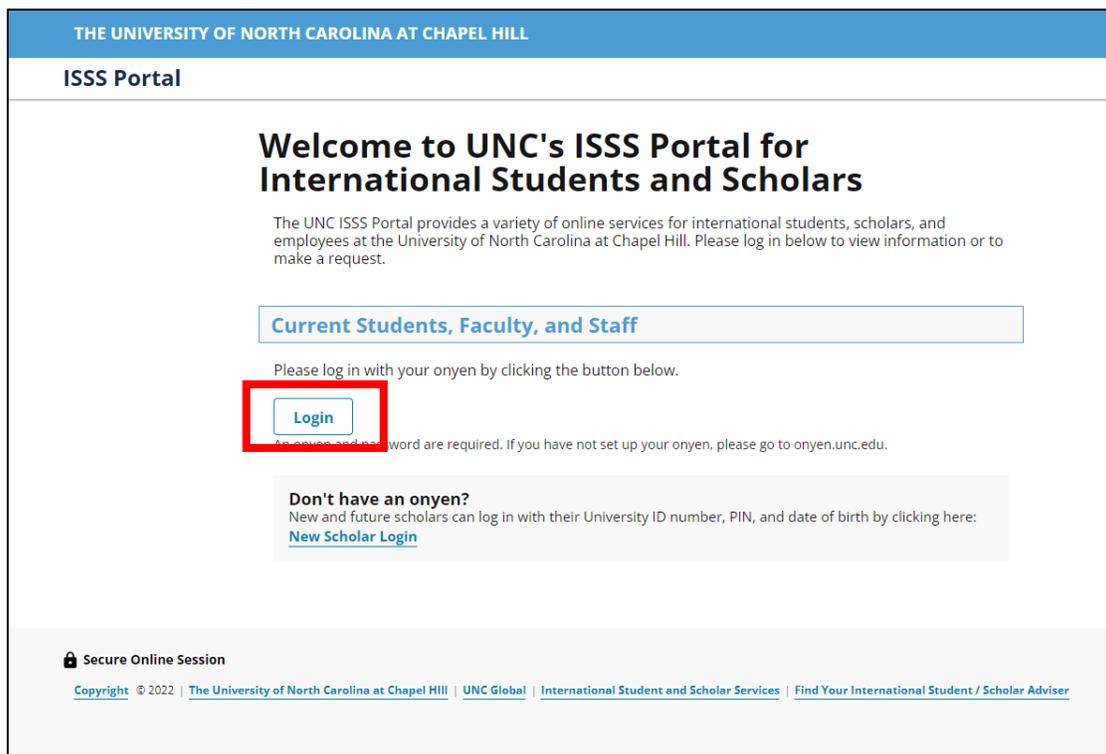
Before you begin

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
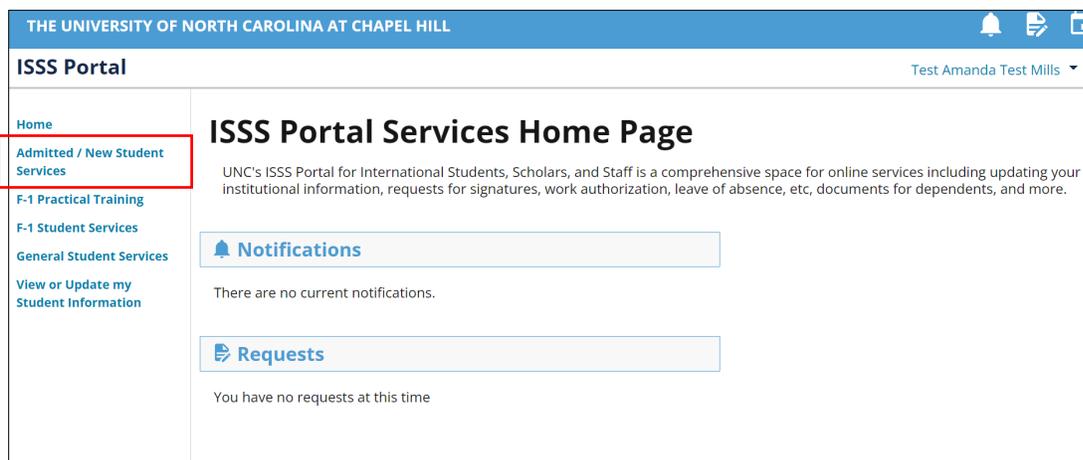6. Emergency Contact Information

Logging into the ISSS Portal

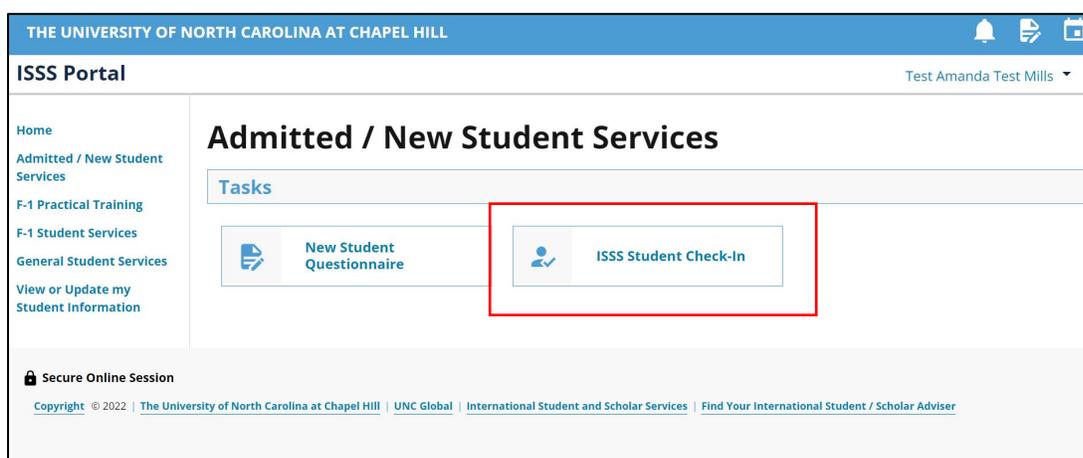You will need your ONYEN and password to log into the ISSS portal.

ISSS Student Check-In

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

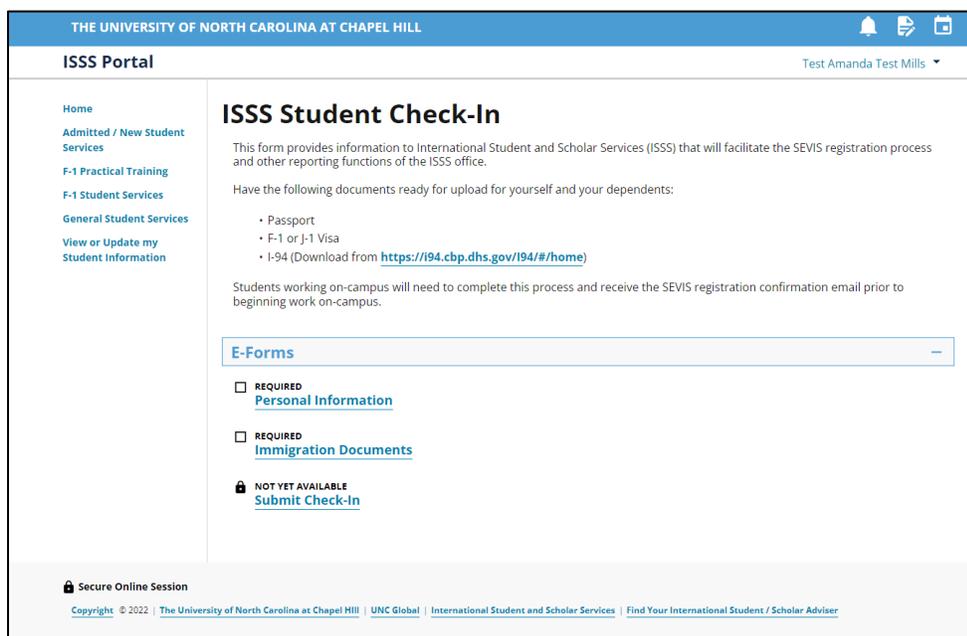ISSS Student Check-In requires completion of 3 E-Forms: Personal Information, Immigration Documents and Submit Check-In. The first two forms must be submitted prior to completing the Submit Check-In.

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*

[99999   ]

U.S. Phone

[999-999-9999   ]

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

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

999-999-9999

U.S. Emergency Contact Email
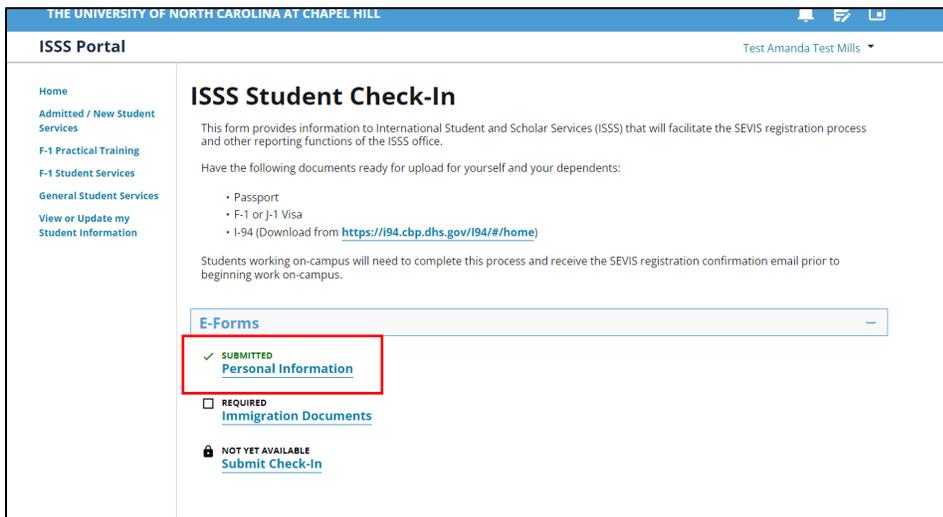
U.S. Emergency Contact City

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).

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.

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.

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.
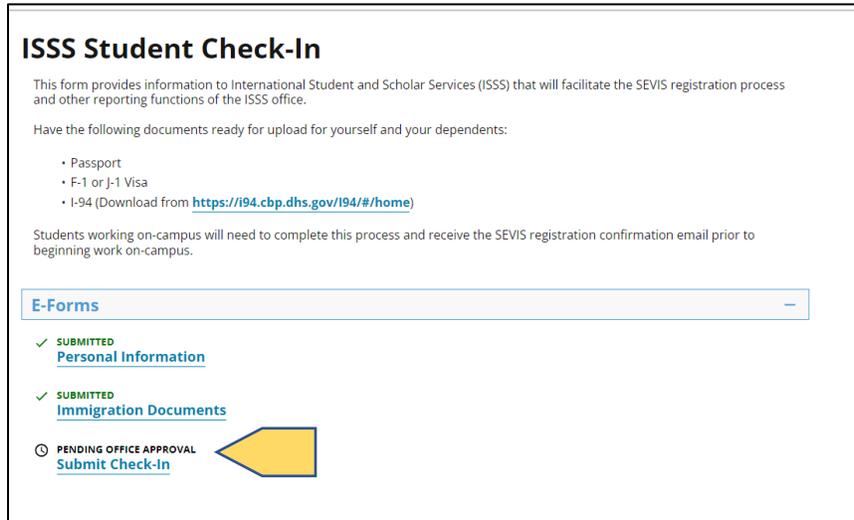
ISSS Student Check-In

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

🕐 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.
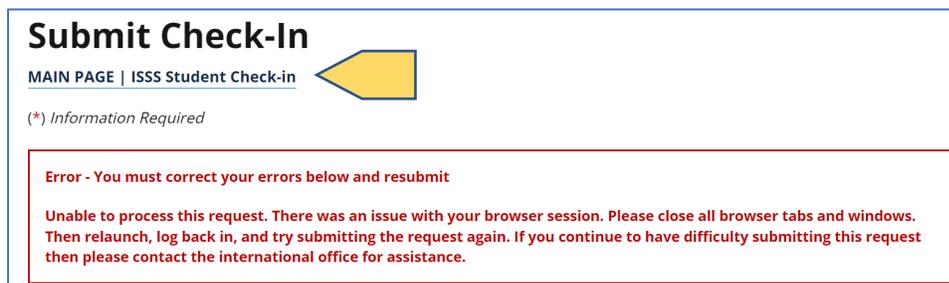
Submit Check-In

MAIN PAGE | ISSS Student Check-in
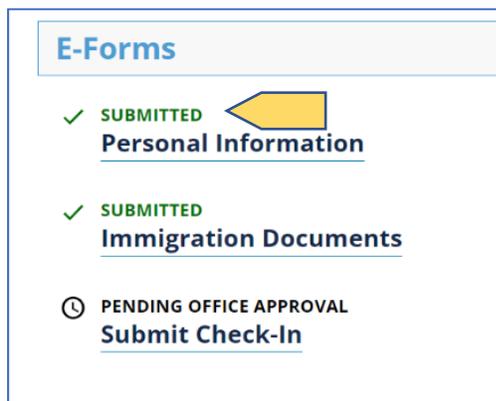
(*) *Information Required*

> **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.
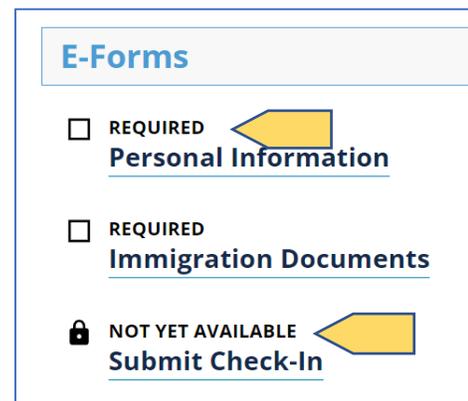
Submitted forms will show "Submitted" above the form name.

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