

F-1 New Student Check In Form

(Please print clearly)

DATE: _____

NAME: _____
(Family/Last Name) (First/Given Name)

STUDENT ID: _____ BIRTHDATE: ____/____/____
(month / day / year)

SEVIS NUMBER: N_____ CAMPUS: _____

ADDRESS IN U.S.:

House #: _____ Street: _____

Apt. #: _____ City: _____

State: _____ Zip Code: _____

PHONE (HOME): _____

PHONE (CELL): _____

E-MAIL ADDRESS: _____@_____

EMERGENCY CONTACT NAME: _____

PHONE: (HOME): _____

(WORK): _____

STUDENT'S SIGNATURE: _____

For office use only:

Documents presented: Passport _____ Visa _____ I-20 _____ I-94 _____

WA2 Removed _____ Staff Name _____ Date _____

F-1 Removed _____ Staff Name _____ Date _____

SEVIS Registration _____ Staff Name _____ Date _____

F-1 Student Check-In Procedure by Student Category

The F-1 Check-In form is designed to ensure that the F-1 student and the college are in compliance with federal regulations and college policies. To ensure compliance, Service Indicators are placed on the student's record. It is imperative that these steps be completed and Service Indicators not be removed or over written in order to register a student for classes.

Initial (overseas)	Change of Status	Transfer
<p>Check-in process:</p> <ul style="list-style-type: none"> ➤ Copy passport ID page, F-1 visa, I-94 & NOVA I-20. ➤ Check off that you have received the passport, visa, I-94 & NOVA I-20 in section 2 of this form. ➤ Open student's record in SIS. ➤ Enter or update U.S. address in SIS ➤ Change "Status" in Visa/Permit Data screen to "granted." ➤ Remove WA2 in Service Indicator Data. ➤ Place GEN indicator (credit students). ➤ Register SEVIS ➤ Scan this form and all copied documents to F-1 Information Drawer > Check In. ➤ Shred documents. 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Note: By federal regulation, under no circumstances may holders of B1/B2 or F2 status register for credit classes. Student must have an I-797 Notice of Action stating that the F-1 status is approved or NOVA I-20 stamped "Approved", prior to registering.</p> </div> <p style="text-align: center;">Change of status to F1 approved</p> <p>Check-in process:</p> <ul style="list-style-type: none"> ➤ Copy passport ID page, I-797 Notice of Action showing change of status approval & NOVA I-20 with approval stamp. ➤ Because the student has an approved F-1 status, proceed with the same process used for Initial students. <p style="text-align: center;">Change of status to F-1 is pending</p> <p>If the student's current status will not expire before classes begin:</p> <p>Check-in process:</p> <ul style="list-style-type: none"> ➤ Check off that you have received the passport, I-94, and DS 2019 (for holders of J status) in section 2 of this form ➤ Open student's record in SIS ➤ Enter or update U.S. address in SIS ➤ Change Active Date on WA2 Service Indicator Data to the last day for schedule adjustment with permission for the 16-week session. ➤ Place GEN Indicator (credit students). ➤ Scan this form and all copied documents to F-1 Information Drawer >Check In. ➤ Shred documents. <p>If the student's current status will expire before classes begin:</p> <p>Check-in process:</p> <ul style="list-style-type: none"> ➤ Ask if student has I-539 receipt notice. ➤ If the student has the I-539 receipt notice, copy notice. <p><i>Note: If the student's current status has expired and they do not have an I-539, advise them to contact the Office of International Student Services for further information (703) 323-3423 ext 5.</i></p> <ul style="list-style-type: none"> ➤ Check off that you have received the passport, I-94, DS 2019 (for holders of J status) and I-539 receipt notice in section 2 of this form. ➤ Open student's record in SIS. ➤ Enter or update student's U.S. address in SIS ➤ Change Active Date on WA2 Service Indicator Data to the last day for schedule adjustment with permission for the 16-week session. ➤ Place GEN Indicator (credit students). ➤ Scan this form and all copied documents to F-1 Information Drawer > Check In. ➤ Shred documents. 	<p>Check-in process:</p> <ul style="list-style-type: none"> ➤ Copy passport ID page, visa, I-94 & NOVA I-20. <p>Note: If the student does not have a NOVA I-20 complete the following steps:</p> <ul style="list-style-type: none"> ➤ Open Application Log in International Student Services drive. ➤ Verify that documents are complete in Application Log on International Student Services drive* ➤ Check off that you have received the passport, I-94 & NOVA I-20 in section 2 of this form. ➤ Open student's record in SIS. ➤ Enter or update U.S. address in SIS ➤ Change "Status" in Visa/Permit Data screen to "granted." ➤ Remove WA2. ➤ Place GEN indicator (credit students). ➤ Scan this form and all copied documents to F-1 Information Drawer > Check In. ➤ Shred documents. <p><i>* Documents are not complete until OISS has received the F-1 Verification Form from the student's previous school. Students should check with their previous school to make sure the form has been sent to OISS. If the school says they sent the form, student should contact OISS.</i></p>