HOW TO COMPLETE IMMIGRATION CHECK-IN

COMPLETE IMMIGRATION CHECK-IN 3 DAYS UPON ARRIVAL TO CHARLOTTESVILLE

STEP 1: UPDATE YOUR U.S. ADDRESS

- ☐ Log onto UVA SIS at https://sisuva.admin.virginia.edu/ihprd/signon.html
- ☐ On the left-hand panel, select "My Profile" then "Contact Info"
- ☐ Add or edit your "Mailing" address with your local Charlottesville address
- ☐ Make sure to click on "Save"

STEP 2: GATHER YOUR IMMIGRATION DOCUMENTS

- ☐ Create digital copies of the following immigration documents
  - Signed I-20 or DS-2019
  - Clear copy of your passport (biographical page)
  - Clear copy of your visa sticker in passport
  - Copy your I-94 (*not the travel history page*, see example below)

STEP 3: ACCESS ISSP CONNECT

- ☐ Navigate to ISSP Connect at https://connect.issp.virginia.edu/secure/
- ☐ ISSP Connect will direct you to NetBadge to access the system
- ☐ Navigate to the "Immigration Dashboard"
- ☐ Complete the "Immigration Check-in" request. Upload all relevant immigration documents as listed above
- ☐ Make sure you click on the "Submit" button to fully submit your request

IMPORTANT

- If you do not see the "Immigration Check-in" form in your Immigration Dashboard, please email a screenshot of your screen to issp@virginia.edu
- Initial students are not eligible to enter the United States earlier than 30 days prior to program start date.
- **Failure to complete immigration check-in will result in the cancellation of your student status.**