

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](https://sisuva.admin.virginia.edu/ihprd/signon.html) 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)

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : ██████████
Most Recent Date of Entry: 2017 June 05
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname : ██████████
First (Given) Name : ██████████
Birth Date : ██████████
Passport Number : ██████████
Country of Issuance : China

[Get Travel History](#)

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number with any additional required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

STEP 3: ACCESS ISSP CONNECT

- Navigate to [ISSP Connect](https://connect.issp.virginia.edu/secure/) 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.**