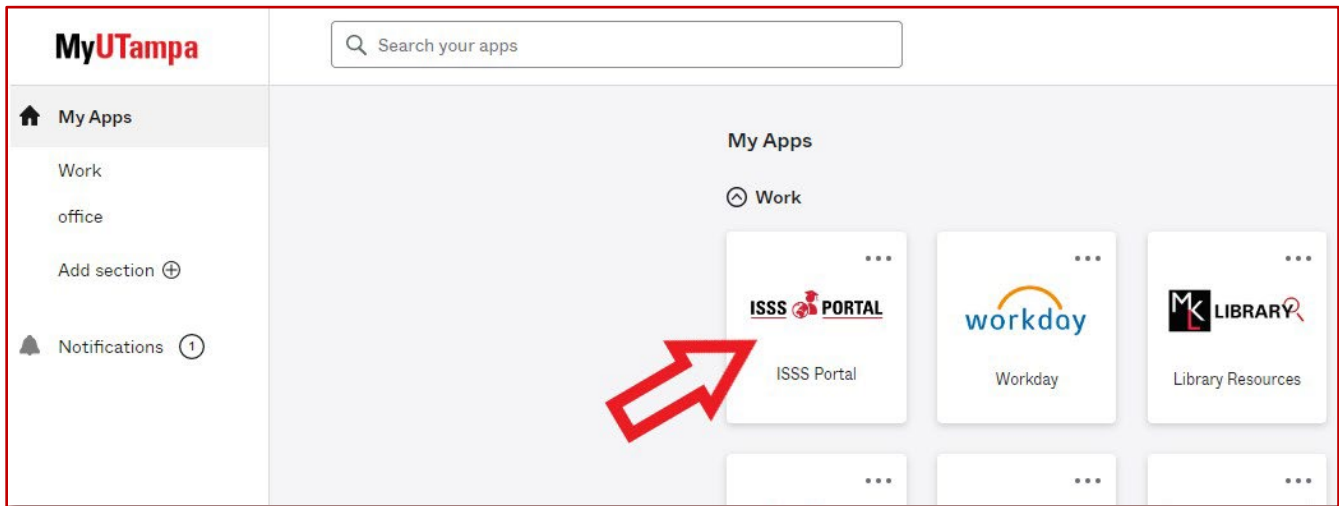
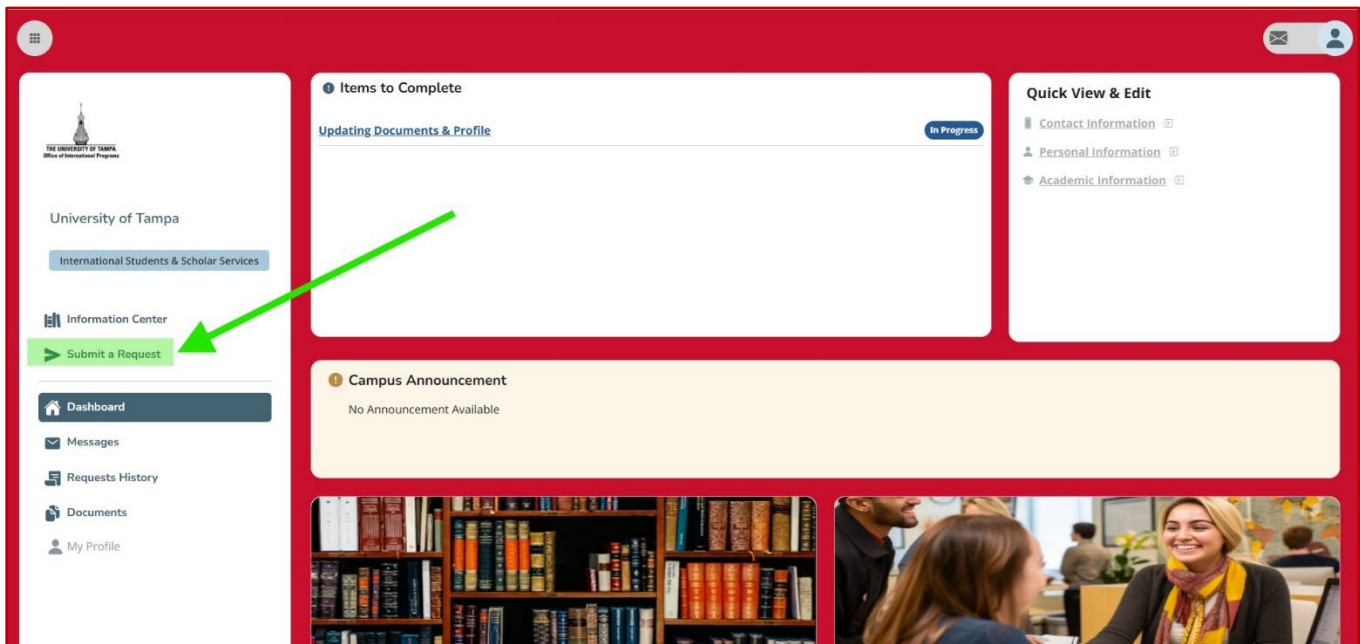


New International Student Online Check-In Instructions

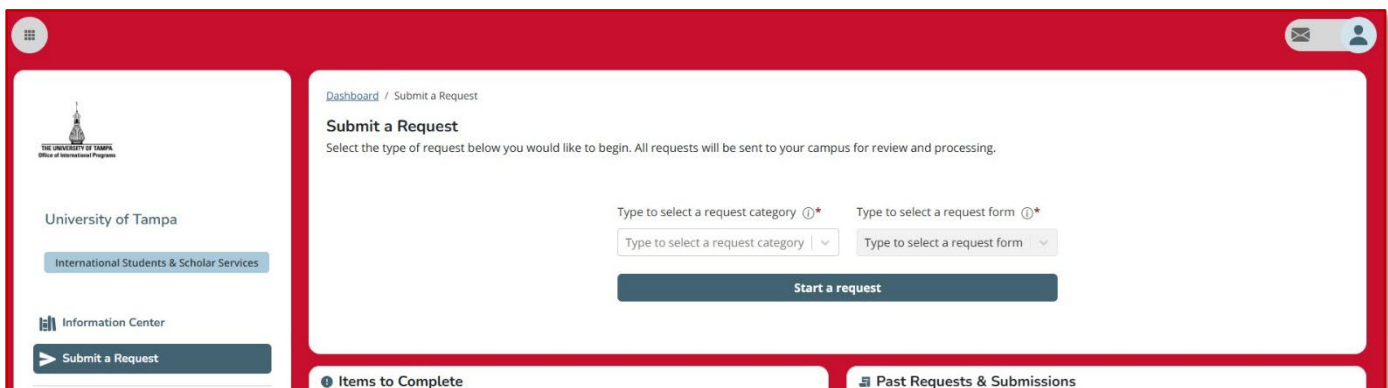
1. Go to MyUtampa and Look for ISSS Portal.



2. When you login, find **Submit a Request** in the Left Menu, and click on it



3. You will see 2 drop-down menus, one for the request category, and one for the request form.



4. You may select View All Requests or your visa type as the category. And from the request form menu select **Immigration Online Check-In Request**, and click the button **Start a request**.

[Dashboard](#) / [Submit a Request](#)

Submit a Request

Select the type of request below you would like to begin. All requests will be sent to your campus for review and processing.

Type to select a request category ⓘ* Type to select a request form ⓘ*

F-1 x v Immigration Online Check-In Request x v

Transfer Out Request

Immigration Online Check-In Request

Curricular Practical Training (CPT)

Leave Of Absence/SEVIS Withdrawal

Items to Complete

5. Navigate the 5 screens by clicking Next at the bottom

Request Steps:

- Request Information
- US Contact Information
- Emergency Contact
- Immigration Documents
- Acknowledgement and consent

Request Information

Not Started

Instruction

Complete this request **after you arrive in the United States and before the first day of class**. This is an **immigration requirement** for your type of visa. After its submission, you are legally allowed to attend class and engage in academic activities inside the US.

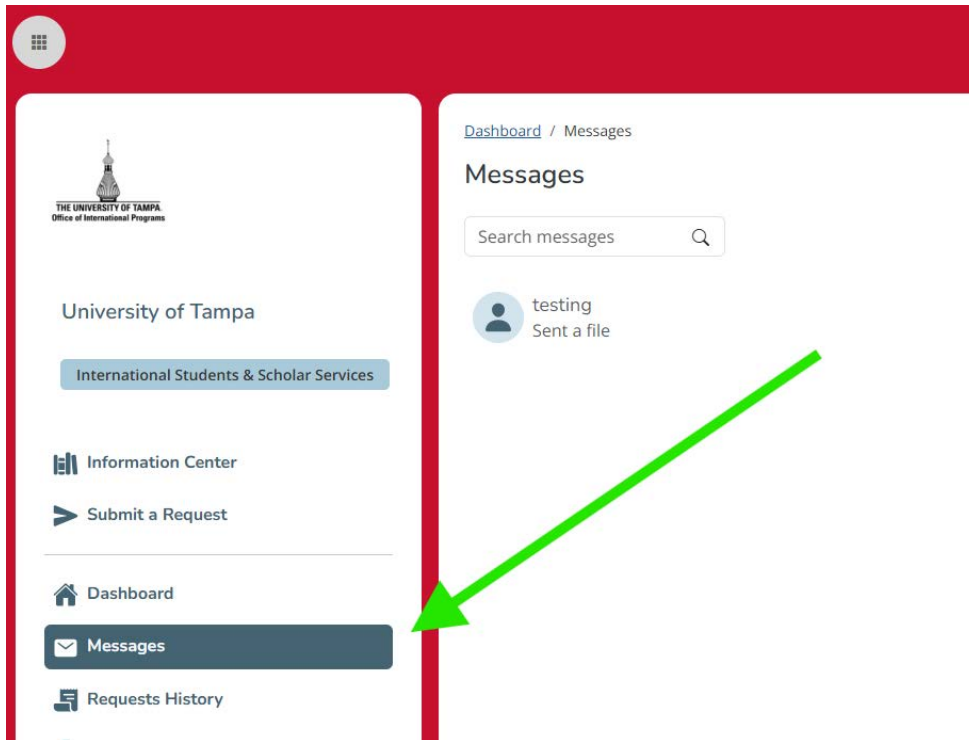
You will need to provide digital copies of your immigration documents, your address and phone number in the US, and the name and contact information of a person you designate as your Emergency Contact. Your immigration documents are:

1. Your passport: Provide a clear full-color copy of the complete bio page of your passport. It must be valid for at least 6 months in the future.
2. Your visa: Provide a clear full-color copy of your visa. If your passport is from Canada or Bermuda, you don't need to provide a visa copy.
3. Your I-94 Record. Download your **Most Recent I-94** after entering your information. It must state your Admission Number, your Class of Admission, and your Admit Until Date as D/S.
4. Your I-20. Provide the full copy of the **3 pages of your I-20**, with your signature on the **Student Attestation** section on page 1 to make it valid.
5. Your Form I-901 SEVIS Fee Payment Receipt. Check the status and download the **Form I-901** after entering your SEVIS number and information
6. Certificate of Completion of the **UTampa F-1 Immigration Orientation course**. Click the link and receive the certificate after reading all pages and taking all quizzes.

Cancel Next

6. You will need to provide your physical address in the US, an emergency contact information, and upload your immigration documents. Please upload them in pdf format. Follow the link provided there to access your **Most Recent I-94**. Click PRINT in the page and you will have it in pdf format. **Do not submit a screenshot of the page since it will be lacking the reference numbers and the printing date. Do not upload your Travel History, that is not what is needed.** If you are changing status to F-1 from another type of visa, upload the I-797 Approval Notice you received from USCIS in the space for the visa. If you are from **Canada** or **Bermuda**, just leave the visa upload field blank. If you have any dependents with you, upload all the documents in a single pdf file. You will need to provide the **Form I-901** (unless you have a *Transfer Pending* or a *Change of Education Level* as issuing reason in your I-20) Follow the link to retrieve it. Do not upload credit card receipts or screenshots, only the official Form I-901.

7. After signing the acknowledgement of your visa type responsibilities, you will have the chance to review the information you are providing. If everything looks correct to you, then click the **Submit Request** button. If you leave the page without submitting, you will need to start over again.
8. If there is anything that is not correct or clear, you will receive an email in your school email inbox from your Designated School Official (DSO)/ International Student Advisor notifying you that you have a new message. You will need to log in to the portal to check your messages in your profile inbox to know what needs to be corrected.



9. Then you will go to the Requests History tab and click on the name of the request to open it and make the necessary edits. Do not resubmit the request without making the changes that your DSO asked you to in their email.
10. You must complete this requirement **before the last day of the first week of classes**, otherwise the International Programs Office will be obligated by law to report you to the Department of Homeland Security as **out of status** and your SEVIS record and visa will be **automatically canceled**.