

University of Washington Online Immigration Check-In Process – F1

Purpose:

The International Student Services' Immigration Document Upload form is a web-based application to allow new students to complete their immigration check-in 100% online.

This saves paper and eliminates lines at orientation.

For a **successful** experience it is very important that you:

- a) Read this manual
- b) Follow the steps in the order listed below

Step 1: Make digital files of your immigration documents.

F-1 Students:

- Passport biographical page with valid expiration dates
- I-94 (after entry to U.S., download electronic I-94 at: <https://i94.cbp.dhs.gov/i94/>)
- F-1 visa (*Canadians exempt*)
- Page 1 of I-20 showing your signature

a) Take a picture of your documents **before** you begin the upload process.

- Check the files are clear and easy to read.
- Either PDF or JPEG files are acceptable
- File size is 1 MB maximum. Smaller is better.
- Black and white is fine. Color is also fine. It is your choice.

b) Name each digital file carefully.

- Name the digital files in English
- Name them your UW student ID number and the document type

Sample F-1 Student File Names: 1234567 passport
 1234567 I94
 1234567 visa
 1234567 I20

Step 2: Save the digital files in your computer or electronic device.

Remember where you save your electronic copies. These saved files can help you later if you lose your documents.

I-20 – Page 1 Only

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith	GIVEN NAME John	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME John Doe-Smith	PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1980	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE - Updated Form I-20 or Name Conversion	LEGACY NAME	

SCHOOL INFORMATION

SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Rita Feet International Scholar Advisor	SCHOOL CODE AND APPROVAL DATE BAL214F44444000 03 APRIL 2015

PROGRAM OF STUDY

EDUCATION LEVEL MASTER'S	MAJOR 1 Economics, General 45.0601	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 72 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 01 SEPTEMBER 2015	PROGRAM END DATE 31 MAY 2021	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING SOURCE
Tuition and Fees	\$ 23,000	Personal Funds
Living Expenses	\$ 6,000	Scholarship
Expenses of Dependents (1)	\$ 3,000	Funds From
Other	\$	On-Campus E
TOTAL	\$ 32,000	TOTAL

REMARKS

Orientation begins 8/25/2015. Please report to ISSS upon arrival.

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form. I am a designated school official of the above named school and am authorized to issue this form.

<input checked="" type="checkbox"/> SIGNATURE: Rita Feet, International Scholar Advisor	DATE ISSUED 05 May 2015	PLACE ISSUED Ft. Washington, MD
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STUDENT ATTESTATION

I have read and understand the terms and conditions of my admission and those of my status. I certify that all information provided on this form refers to me and is true and correct to the best of my knowledge. I certify that I seek to remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school official to release any information from my records needed by DHS pursuant to 8 CFR 214.5(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

<input checked="" type="checkbox"/> Student Signature	date
SIGNATURE OF: John Doe Smith	DATE
<input type="checkbox"/> If student is under 18, parent's name	<input checked="" type="checkbox"/> If student is under 18, parent's signature
<input type="checkbox"/> If student is under 18, parent's address	<input type="checkbox"/> Parent's signature date
NAME OF PARENT OR GUARDIAN	SIGNATURE
ADDRESS (city/state or province/country)	DATE

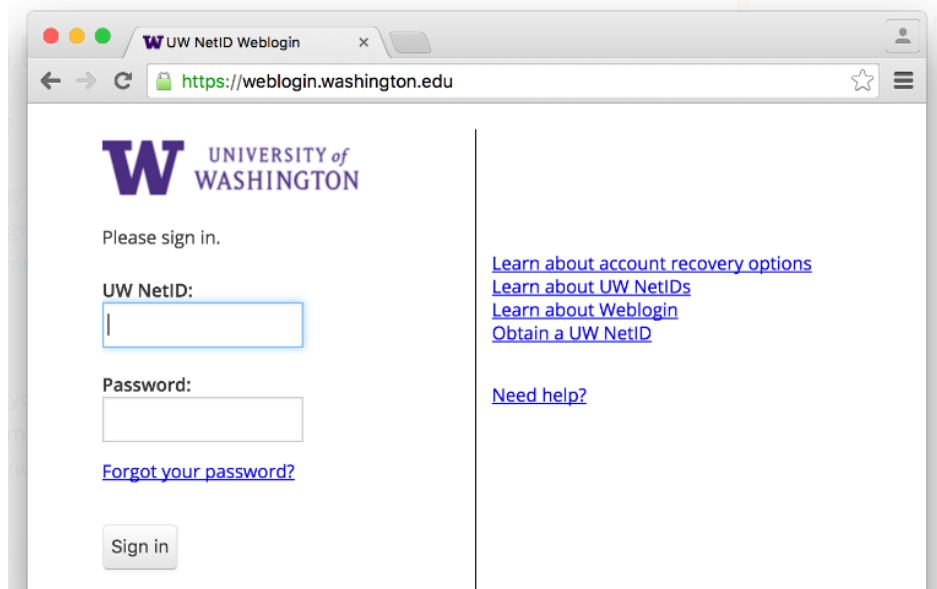
- I-20 must show **student signature and date**.

You sign to show you have read and understand and agree to follow the laws written on page 3 of your I-20.
- If student is **under 18 years old**:

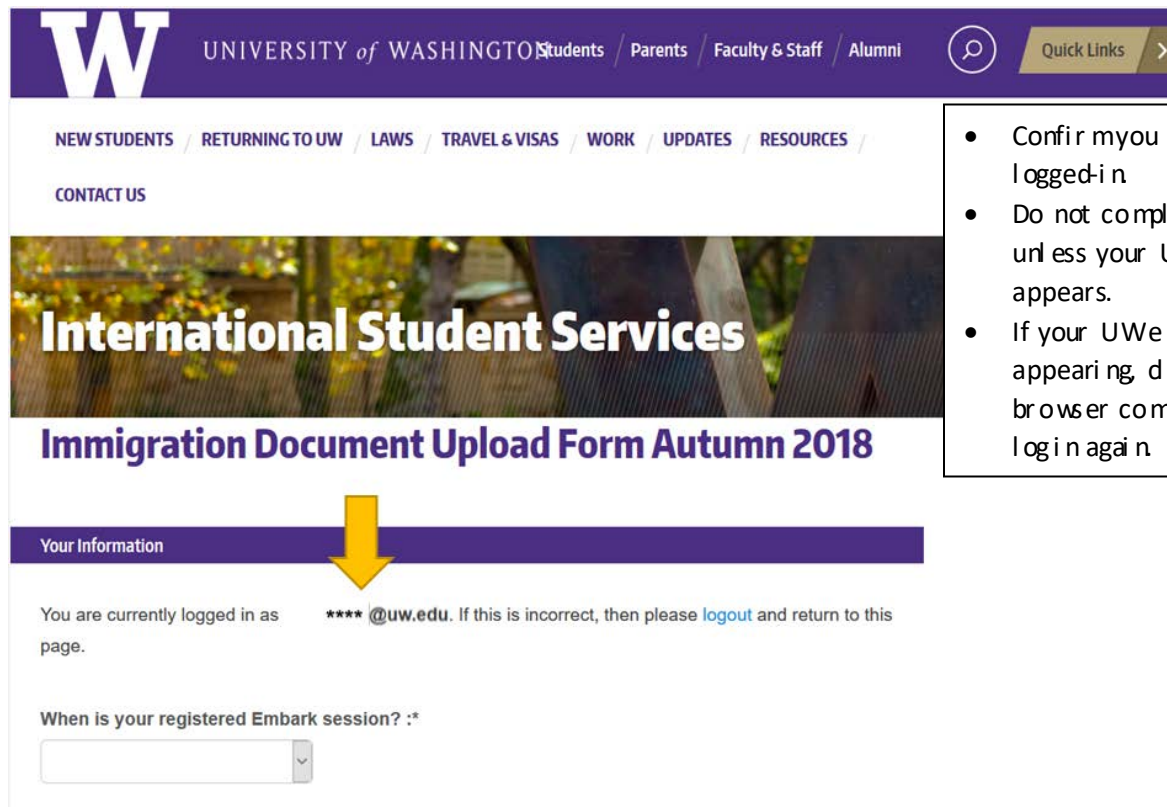
Parent/guardian must also sign, write address, and date

Step 3: Go to the upload form: <https://apps.iss.washington.edu/forms/intake/>

a) Log in using your UW net ID and password to access the upload form.



b) After logging in, you will see this screen. Confirm you are correctly logged-in.



- Confirm you are correctly logged-in
- Do not complete this form unless your UW email appears.
- If your UW email is not appearing, close your browser completely and log in again.

Step 4: Before Uploading, Choose Visa Type

Step 1 - Upload Immigration Document Files

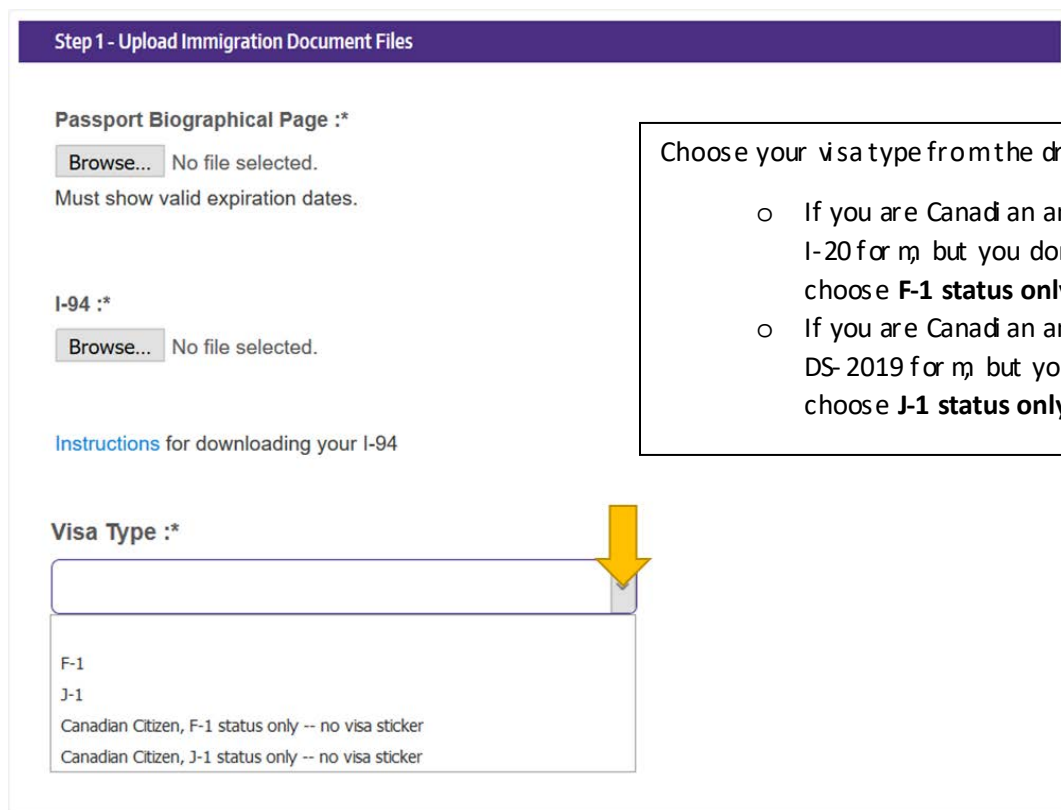
Passport Biographical Page :*
 No file selected.
Must show valid expiration dates.

I-94 :*
 No file selected.

[Instructions](#) for downloading your I-94

Visa Type :*

F-1
J-1
Canadian Citizen, F-1 status only -- no visa sticker
Canadian Citizen, J-1 status only -- no visa sticker



Choose your visa type from the drop-down list.

- If you are Canadian and UW issued you an I-20 for you but you don't have a visa, choose **F-1 status only**
- If you are Canadian and UW issued you a DS-2019 for you but you don't have a visa, choose **J-1 status only**

Step 5: Upload, Complete Contact Information Update, and Finish Form

Step 1 - Upload Immigration Document Files

Passport Biographical Page :*
 No file selected.
Must show valid expiration dates.

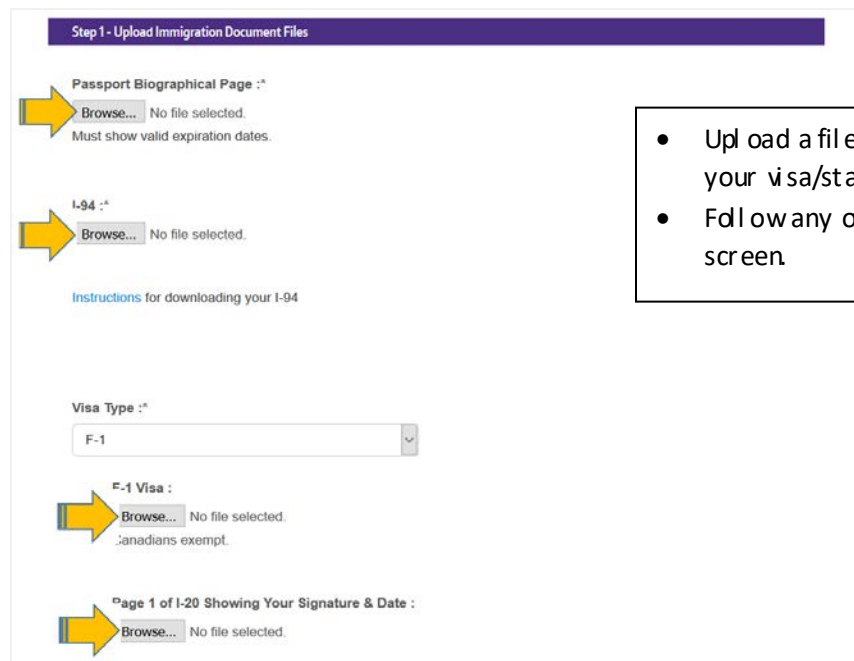
I-94 :*
 No file selected.

[Instructions](#) for downloading your I-94

Visa Type :*
F-1

F-1 Visa :
 No file selected.
Canadians exempt.

Page 1 of I-20 Showing Your Signature & Date :
 No file selected.



- Upload a file for each required document for your visa/status type
- Follow any other instructions that appear on screen

Step 6: Receive Confirmation Email

After you submit, you will receive an email receipt.

If you have questions or concerns about your check-in, submit a [help request](#) online.