

## 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: Prepare

- a) Successfully enter the United States. You must be inside the U.S. to check in.
- b) Enroll full-time for classes at UW
- c) Prepare digital files of documents for upload. Most students use their cell phone to take photos.

F-1 Students:

- Passport biographical page with valid expiration dates
- I-94 (after entry to U.S., download at:  
<https://i94.cbp.dhs.gov/i94/#/recent-search>)

- 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.
  - Name the digital files in English. Sometimes uploads with names in other languages fail to open.
- d) Save the digital files in your computer or electronic device. These files can help you later if you lose your documents



# I-94

**AFTER you arrive in the U.S., download and save a copy of your online I-94 record**

To get a copy of the online I-94, go to: <https://i94.cbp.dhs.gov/i94/#/recent-search>

 For: **Dubs Husky**



## Most Recent I-94

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Admission (I-94) Recc \*\*\*\*\* 0000000

Most Recent Date of Entry. 2021 September 1

Class of Admission : **F-1**

Admit Until Date **D/S**

Details provided on the I-94 Information form:

Last/Surname : **Husky**  
First (Given) Name : **Dubs**  
Birth Date : **2000 January 1**  
Passport Number : **123456789**  
Country of Issuance : **Utopia**

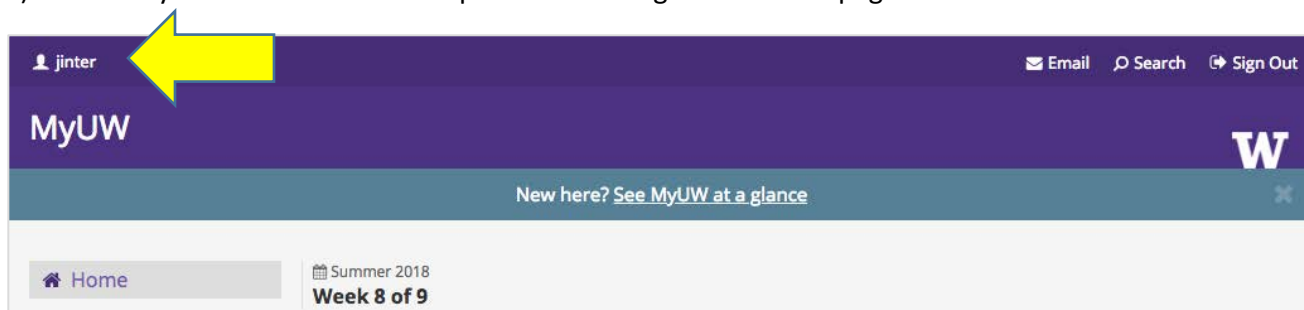
- Make sure your I-94 shows **F1** and **D/S**.

If your I-94 is different, follow [instructions on contacting Customs and Border Protection \(CBP\)](#) to have it corrected.

Get Travel History

## Step 2: Update Your MyUW Contact Information

- Log on to <http://myuw.uw.edu/> with your UW NetID and password
- Click on your UW NetID in the top left corner to go to "Profile" page.



- Click on "Change Address" link.

<a href="#">Profile</a>	<b>Student Number</b> 1233334	<a href="#">Change Your Personal Information</a>
<a href="#">Calendar</a>	<b>Class Standing</b>	<a href="#">Self-Service Enrollment Verification</a>
<a href="#">UW Resources</a>	<b>Major</b>	<a href="#">Verification</a>
Welcome! See MyUW at a glance Learn more about MyUW	<b>Local Address</b> 2344 Eastlake Ave E APT 204 Seattle, WA 98102 Phone: (206) 555-4567	
	<b>Permanent Address</b> Veer Nariman Road Fort, Mumbai 400001 India <a href="#">Change Address</a>	
	<b>Student Directory Information</b> Releasable: NO <a href="#">Change your release settings</a>	
	Name, phone number, email, major, and class standing are <i>not visible</i> in the UW Directory.  Information such as date of birth, street address, and dates of attendance <i>cannot be released</i> by the Office of the University Registrar when requested. <a href="#">Learn more about your privacy (FERPA)</a>	

- Delete your home country address information and **change country** to United States
- Prepare your correct U.S. address for government validation

If you live off-campus, **check** your correct address format in the [United States Postal Service ZIP Code Lookup](#) system

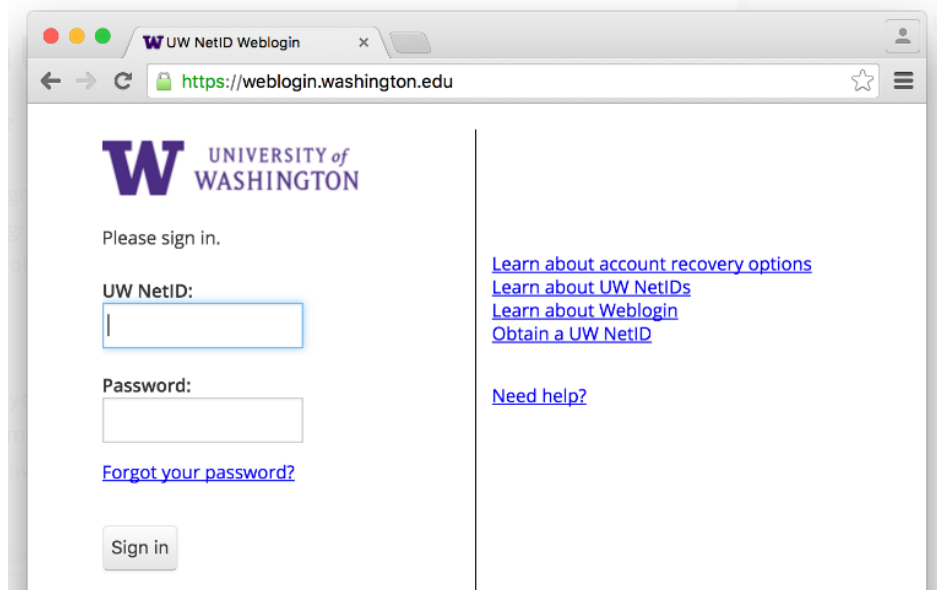
### **WARNING!**

If your new student check-in fails it can cause serious U.S. government problems! ISS will put a hold on class enrollment if your contact information fails the government review process.

### Step 3: Complete the Immigration Check-in & Document Upload Form

<https://apps.iss.washington.edu/forms/intake/>

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



W UNIVERSITY of WASHINGTON

Please sign in.

UW NetID:

Password:

[Forgot your password?](#)

[Learn about account recovery options](#)  
[Learn about UW NetIDs](#)  
[Learn about Weblogin](#)  
[Obtain a UW NetID](#)

[Need help?](#)

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



[NEW STUDENTS](#) / [RETURNING TO UW](#) / [LAWS](#) / [TRAVEL & VISAS](#) / [WORK](#) / [UPDATES](#) / [RESOURCES](#) / [CONTACT US](#)



### Check-In and Document Upload Form Autumn 2021

**Before You Start**

You are logged in as \*\*\*\*\*@uw.edu

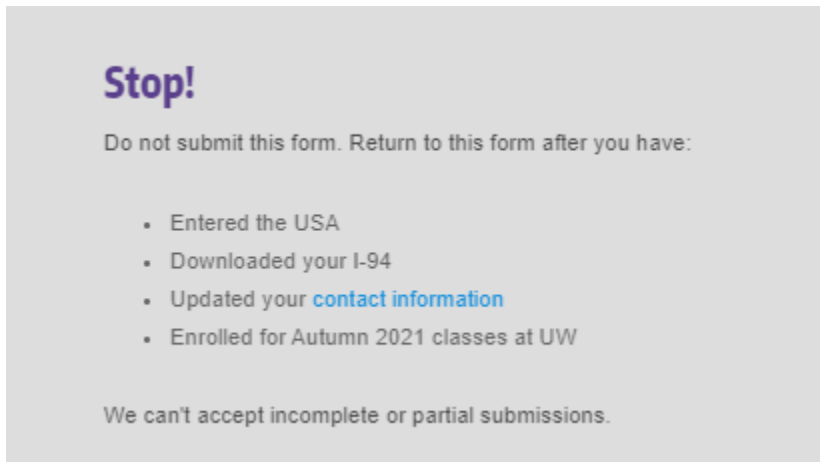
UW Campus :\*

- Confirm you see your correct @uw.edu email address
- If you do not see your correct UW email, close your browser completely and log in again.

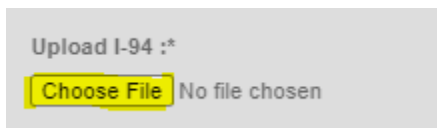
## Step 4: Complete Check-In Form

- a) Answer form questions and follow any instructions on screen.
- b) If you see “Stop!”, please stop, resolve the issue, and come back to the form later.

### Sample Stop Message:



- c) Upload a file for each required document using the “choose file” button



## Hint: Visa Type Question



Choose your visa type from the drop-down list.

### Canadian Citizens:

Canadians are not required to get an F-1/J-1 visa sticker in their passport but are assigned a legal status of F-1/J-1 when they enter the U.S.

This status shows on your I-94 form:

- Canadians with F-1 on I-94: Choose “F-1 status only”
- Canadians with J-1 on I-94: Choose “J-1 status only”

## Step 5: Receive Confirmation Email

After you submit, you will receive an email receipt. If you have questions or concerns about your check-in, complete the “[Contact ISS](#)” form and an ISS advisor will respond.