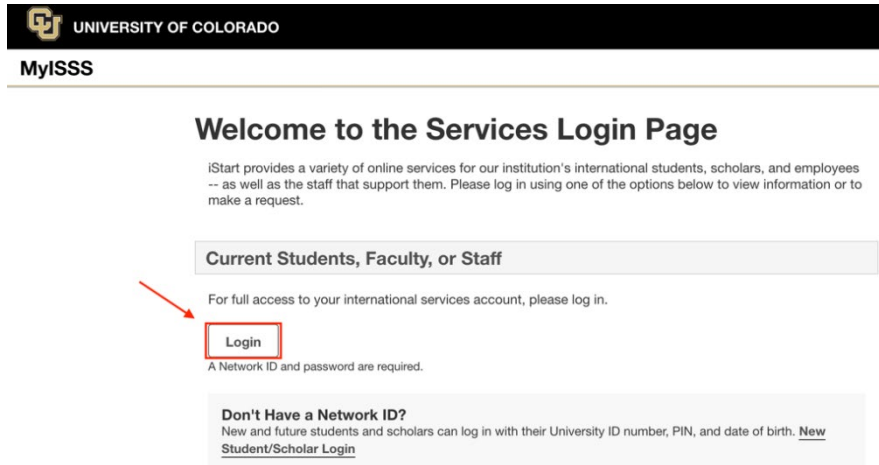


Accessing the J-1 Student Immigration Check-In E-Form in the MyISSS Portal

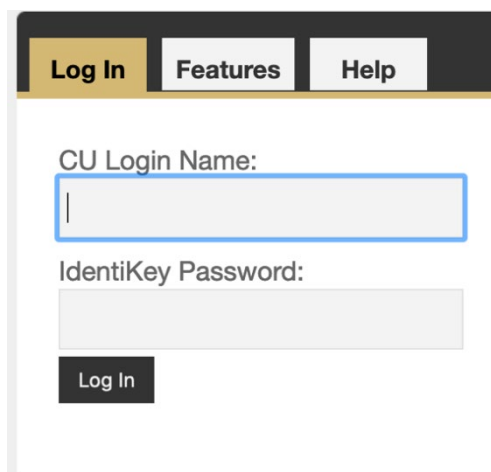
1. Open the portal at: <https://issc.cu.edu>
2. Select the login button



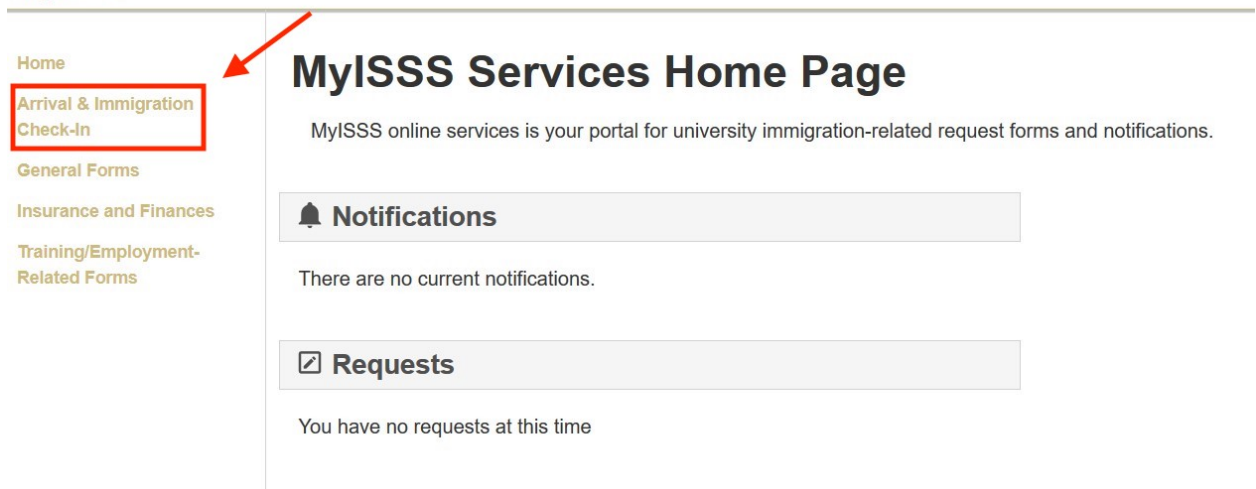
3. Select your campus



4. Login using your [IdentiKey](#)



5. From the main screen, select Arrival & Immigration Check-In in the left column
MyISSS



Home

Arrival & Immigration Check-In

General Forms

Insurance and Finances

Training/Employment-Related Forms

MyISSS Services Home Page

MyISSS online services is your portal for university immigration-related request forms and notifications.

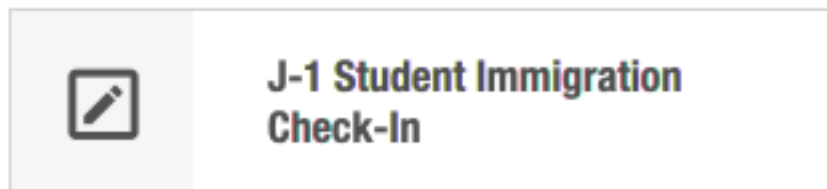
Notifications

There are no current notifications.

Requests

You have no requests at this time

6. You will be in the J-1 E-Form/Tasks Access section. Search for and select J-1 Student Immigration Check-In



J-1 Student Immigration Check-In

7. You will see information about the forms that are part of the immigration check-in process:
- *Immigration Check-In Form*
 - Required for all incoming students in J-1 status
 - *Immigration Check-In Insurance Compliance Form*
 - Required for all incoming students in J-1 status
 - *Exchange Student Release of Information*
 - Required for J-1 students participating in an Education Aboard exchange program
 - *J-2 Dependent I-94 Submission Form*
 - Only required for J-1 students who had a dependent accompany them to the U.S. in J-2 status
 - *Immigration Check-In Dependent Insurance Compliance Form*
 - Only required if J-2 dependents accompanied you for J-1 program and they are not on the same insurance policy as you.
 - There are also links to the *SSN Letter Request Forms*
 - Required if you have on-campus employment, an assistantship, or a fellowship and need to apply for a Social Security Number (SSN)

J-1 Student Immigration Check-In

J-1 Student Immigration Check-In

This group includes all e-forms required to complete the J-1 student immigration check-in form process.

- **Immigration Check-In Form** (REQUIRED)
 - You will be asked to upload your current passport and most recent [I-94 arrival record](#).
 - [Instructions for accessing your I-94](#)
- **Immigration Check-In Insurance Compliance Form** (REQUIRED)
 - Required for all J-1 students in order to report comprehensive insurance with medical evacuation and repatriation coverage that meets J-1 regulatory requirements.
- **Exchange Student Release of Information** (if applicable)
 - Required for students participating in an Education Abroad exchange program at CU Boulder.
 - You must complete and sign the [Exchange Student Release of Information Form](#) (pdf) available on the ISSS website.
 - You will need to upload the signed pdf in the *Exchange Student Release of Information* e-form.
- **J-2 Dependent I-94 Submission Form** (if applicable)
 - Required for J-1 students with J-2 dependents who entered the U.S. to accompany them on their program
 - You may submit this form multiple times, once for each dependent
 - You will be asked to upload each dependent's [I-94 arrival record](#).
- **Immigration Check-In J-2 Dependent Insurance Compliance Form** (if applicable)
 - Required if J-2 dependents accompanied you for J-1 program and they are not on the same insurance policy as you.

If you have been offered an on-campus assistantship, fellowship, or employment and do not already have a SSN, complete the applicable SSN Letter Request available in your MyISSS portal and noted below.

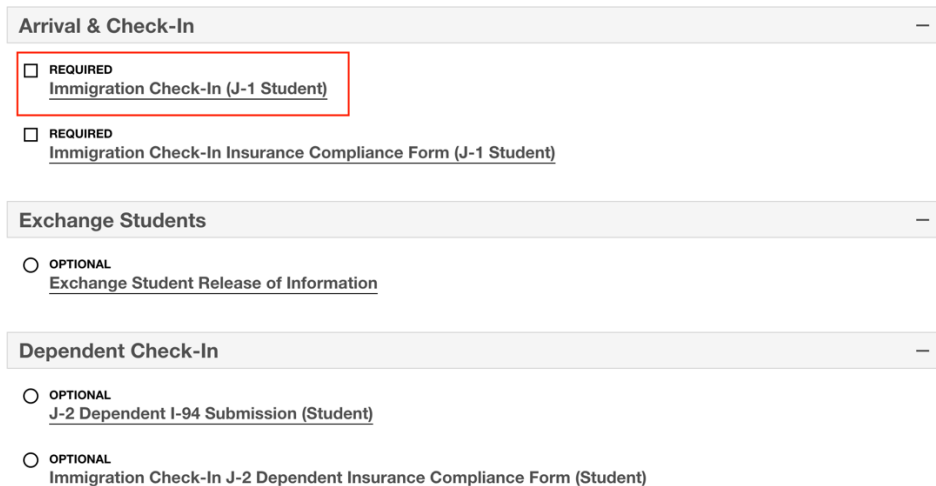
- [SSN Letter Request for Assistantship/Fellowship](#)
- or
- [SSN Letter Request for On-Campus Employment](#)

You must be enrolled full-time and upload a copy of your offer letter in order for ISSS to process the SSN Letter Request form.



8. Select “Start a New Request”

9. You will a list of forms that are available to complete. Select “Immigration Check-In (J-1 Student)”



Arrival & Check-In —

- REQUIRED
[Immigration Check-In \(J-1 Student\)](#)
- REQUIRED
[Immigration Check-In Insurance Compliance Form \(J-1 Student\)](#)

Exchange Students —

- OPTIONAL
[Exchange Student Release of Information](#)

Dependent Check-In —

- OPTIONAL
[J-2 Dependent I-94 Submission \(Student\)](#)
- OPTIONAL
[Immigration Check-In J-2 Dependent Insurance Compliance Form \(Student\)](#)

10. Fill out the fields in the form.

- You will upload your current passport and most recent [I-94 arrival record](#) in the form.

Immigration Check-In (J-1 Student)

MAIN PAGE | J-1 Student Immigration Check-In

(*) *Information Required*

International students in J-1 status are required by federal regulations to complete a SEVIS immigration check-in within 30 days of the start date indicated on their DS-2019.

- Failure to complete the immigration check-in process will result in the termination of one's J-1 SEVIS record and the ability to legally pursue a degree in the United States.

Student Information

I am participating in an Education Abroad exchange program where my home university has an agreement with CU Boulder.*

Yes No

I am a SEVIS transfer-in student.*

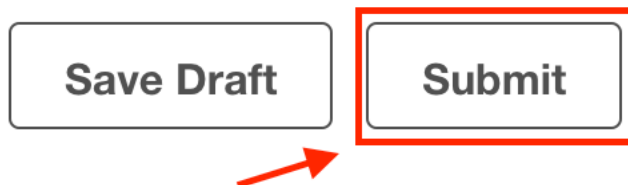
Yes No

I have an assistantship, fellowship, or on-campus employment.*

Yes No

Do you have J-2 dependents who entered the U.S. with you or will enter the U.S. in the future to join you for your J-1 student program?*

11. Once you complete the form, click on submit at the bottom of the form



12. Next, submit the *Immigration Check-In Insurance Compliance Form*.

- Students who are not enrolled in the CU Gold Insurance are required to upload proof of comprehensive health insurance with medical evacuation and repatriation coverage.

Immigration Check-In Insurance Compliance Form (J-1 Student)

(*) Information Required

J-1 exchange visitors and accompanying J-2 dependents are required to maintain comprehensive medical insurance with evacuation and repatriation coverage that meets [U.S. Department of States' minimum requirements](#) as outlined in 22CFR 62.14.

- Insurance coverage must be in effect from the start of the J-1 program through the end of the J-1 program with no lapses in coverage.

The willful failure to carry the required coverage or misrepresentation of insurance coverage will result in the termination of your J program and legal status in the United States.

The Policy Information I am Submitting Covers*

Please indicate the type of insurance coverage you are reporting.*

13. If you are participating in an Education Abroad exchange program, also complete the *Exchange Student Release of Information*.

- You must complete and sign the [Exchange Student Release of Information Form](#) (pdf) and upload it in the form.

Exchange Student Release of Information

(*) Information Required

This form is required for J-1 students who are participating in an Education Abroad exchange program with the University of Colorado Boulder (CU Boulder).

- It allows CU Boulder to release your academic information (registration, course work, credit hours, and academic transcript) to your home institution.

Exchange Student Release of Information

Complete and sign the [Exchange Student Release of Information Form](#) available on the ISSS website.

- You will be required to upload the signed form in upload field below.

Upload Signed Exchange Student Release of Information *

Select File

14. If J-2 dependents accompanied you to the U.S. for your program, complete a *J-2 Dependent I-94 Submission Form* for each J-2 dependent who entered the U.S. with you.

- You will upload your dependent's [I-94 arrival record](#) in the form.

J-2 Dependent I-94 Submission (Student)

(*) Information Required

J-2 Dependent's Full Name*

J-2 Dependent's Email Address (if available):

J-2 Dependent I-94 Arrival Record Submission

[Access the I-94 Arrival Record](#) for the J-2 dependent noted above who accompanied you on your J-1 program and save it as a pdf or image file.

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

Upload the J-2 Dependent's I-94 Arrival Record *

Select File

15. If J-2 dependent(s) accompanied you and they are not on the same insurance policy as you, also complete the *Immigration Check-In J-2 Dependent Insurance Compliance Form*.

- You are required to upload proof of comprehensive health insurance with medical evacuation and repatriation coverage.

J-2 Dependent I-94 Submission

(*) Information Required

J-2 Dependent's Full Name*

J-2 Dependent's Email Address (if available):

J-2 Dependent I-94 Arrival Record Submission

[Access the I-94 Arrival Record](#) for the J-2 dependent noted above who accompanied you on your J-1 program and save it as a pdf or image file.

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

Upload the J-2 Dependent's I-94 Arrival Record *

Select File

16. If you have an on-campus job, assistantship or fellowship and do not already have a social security number (SSN), also complete the appropriate *SSN Letter Request Form*.

- International students working in the U.S. must obtain a SSN.