NEW STUDENTS and RETURNING STUDENTS BEGINNING A NEW PROGRAM: HOW TO CHECK IN WITH THE VISA OFFICE

1. Please visit <u>https://visas.case.edu/?go=checkin</u>. Read through the notice on the page carefully. If you meet its requirements, click the "Apply Now" button.



🖨 Programs	NON-C	WRU LOGIN	LOGIN
	> Simple Search		
	International Student Check In		
	IMPORTANT NOTICE:		
	If you will not be attending CWRU in-person this fall, and will instead attend remotely from your home country, please STOP. Instead, please wait for an email with further instructions.		
	PLEASE DO NOT START THIS REQUEST UNLESS YOU ARE PHYSICALLY PRESENT IN THE UNITED STATES.		
	If you have <u>already started a request</u> for this reason (if you have previously been on this page and clicked the "Apply Now" button before), STOP. Please DO NOT click "Apply Now" again, as you will create a second application.		
	Instead, please return to your homepage at visas.case.edu. Once you are logged in, you should see a link on your homepage with the same title as this request. Please use that link to proceed. DO NOT click "Apply Now" on this page again.		
	If you had previously submitted this request and it was processed, and you need to submit a new request, please feel free to click "Apply Now" on this page. If this is your first time making this request, you may also click "Apply Now" above.		
	Overview		
	Apply Now Click the 'Apply Now' button to get started once you have read the message above.		

2. If this yellow box about cookies appears at the bottom of the page, click "Yes" to proceed.



3. On the login page, click the first option, "I am a new or currently enrolled CWRU student", and then click Submit.

Security : User Identification Wizard: Step 1



- 4. You are then taken to a CWRU Single Sign On page. Log in with your CWRU network ID and password, then click Login. (If you are already logged into your CWRU account elsewhere in your browser, it may skip this step.)
- 5. Choose your Semester and then click the "Apply" button
 - a. Start Semester should match the Start Date on your I-20
 - i. May through July start date: use Summer
 - ii. August or September start date: use Fall
 - iii. January start date: use Spring

User Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of	f the page. X
Available Terms	
Terms Summer, 2018	
Fall, 2018	
Apply Cancel	

6. You have now started the check in record. You will see the main application page:

Completed



7. To complete each requirement, click the blue links.

Sections of the application:

- Instructions: Read carefully before proceeding
- Learning Content: AR-11 information read, complete tasks, click "Mark as Read"

- Assessments: F-1 / J-1 Student Responsibilities – you will need to pass this guiz to proceed

- Questionnaires: Click the title of the questionnaire to begin. After answering all the questions, you must click Submit at the bottom of the page. Do this for all three questionnaires.

8. Once you have completed all the questionnaires, learning content items, and assessments, <u>you must click the "Submit Application" button</u> found at the top of the page.

Note: The VISA Office will not review any items, nor are you fully finished with this process, unless you click the "Submit Application" button.

- Submit	Application -		
Instructions	Questionnaire(s)		
Welcome to Case Western Reserve University! As a new international student on campus, you are required to maintain your E-1/.l-1	Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.		
status. Tips to maintain your status include:	Title	Completed	
Report your address in the SIS Keep your documents current and valid	Check In Requirements		
Enroll full-time every fall and spring	I-94 Information and Upload		
Work only with permission Maintain health insurance that meets the minimum requirements (J-1 students	Visa Upload		
If you have any additional questions, feel free to email us at international@case.edu or stop by Tomlinson Hall, Suite 143, to talk to us in person.			
Learning Content			
Click the following to view, read, and mark these learning content pages as having seen read.			
Title Completed			
AR-11, Change of Address			

9. Now that you have submitted everything, the VISA Office will review your materials.

- If there are any problems, the VISA Office will send an email to your CWRU email address.

- If everything is acceptable, you will receive an automatic email once the check in has been processed.

If you transferred your SEVIS record to CWRU from another school, we will be issuing you a new I-20 to complete the transfer process. You will receive an email when that I-20 is ready to be picked up. Otherwise, no new I-20 will be issued as part of this process.

10. To double check your application was processed by the VISA Office, log into <u>visas.case.edu</u>. On the top left, look at the application and if it says "committed," the request is complete.



VIS A	dmin -	User Menu 🗸	Profiles - Re	cords - Prog	rams - Process		tings - Maintenan	ce -	Angie Be
	Us	er Home	e Page :	Angie I	Beca - M	y Home	Page	Search Programs	
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	Fall, 2021 International Student Check In Committed D 55137) Deadline: 12/31/2021 Student: Initial I-20/DS-2019 Deadline: 12/31/2021 Withdraw Ur date Rank (enter numbers to rank by preference)				Angie Beca axb813@case.edu A copy of all emails sent to you through Terra Dotta can be found here				
	Арг	blication/Rec	ord Name	Appl "Cor	lication Status nmitted" mean	is Done	Messages Date/Time From	View all Messages	

11. If you have any questions, please email <u>visa@case.edu</u>.

CHECK IN WHAT YOU NEED:

VISA

infiner.

UISA



WHERE TO FIND IT: INSIDE YOUR PASSPORT

1-94

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A record of your entry into the USA.

WHERE TO FIND IT: https://i94.cbp.dhs.gov/I94/#/ recent-search

1-20

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Documents your current student status.



*A VERY important document to have, but you do **not** need to show it to check in.