

NEW STUDENTS and RETURNING STUDENTS BEGINNING A NEW PROGRAM: HOW TO CHECK IN WITH INTERNATIONAL STUDENT SERVICES

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

A screenshot of the "International Student Check In" web page. The page has a dark header with "Programs" on the left and "NON-CWRU LOGIN" and "LOGIN" on the right. Below the header is a search bar with a "Simple Search" button. The main content area is titled "International Student Check In" and contains an "IMPORTANT NOTICE" section. The notice text includes instructions for students attending remotely, those who have already started a request, and those who have previously submitted a request. At the bottom of the notice, there is a dark blue "Apply Now" button, which is circled in red. To the right of the button, there is a small text instruction: "← Click the 'Apply Now' button to get started once you have read the message above." There is also an "Overview" link above the button.

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

A screenshot of a yellow cookie consent banner at the bottom of a page. The banner contains the text: "This site uses cookies to ensure you get the best experience." followed by a "Read cookie policy" link, "Accept?", and two buttons: "Yes" and "No". The "Yes" button is circled in red.

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

A screenshot of the "User Identification Wizard: Step 1" page. At the top, there is a message box that says: "In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication." Below this is a dark blue header with the text "Please indicate how you will be logging in:". The main content area contains three radio button options: "I am a new or currently enrolled CWRU student." (which is selected), "I am a CWRU student on OPT, or am administrative staff that received credentials via email.", and "I do not have login credentials to this site, nor do I have the ability to log in through the CWRU Single Sign On." At the bottom of the form is a dark blue "Submit" button.

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 the page. x

Available Terms

Terms Summer, 2018

Fall, 2018

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

Instructions

Welcome to Case Western Reserve University!

As a new international student on campus, you are required to maintain your F-1/J-1 status. Please review the Assessment in this application for important F-1/J-1 student responsibilities.

If you have any additional questions, feel free to email us at international@case.edu.

Once you have submitted all of the materials listed to the right, you must ALSO click the "Submit" button at the top of this page. Your submission will not be reviewed and you will not be fully checked in unless you click that button.

Questionnaire(s)

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.

Title	Completed
Check In Requirements	<input type="checkbox"/>
I-94 Information and Upload	<input type="checkbox"/>
Visa Upload	<input type="checkbox"/>

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Completed
AR-11, Change of Address	<input type="checkbox"/>

Assessments

Click the following to view and complete the following online assessments

Title	Completed
F-1/J-1 Student Responsibilities	<input type="checkbox"/>

Announcements

Welcome to Case Western Reserve University!

This site is used by both the Office of Immigration and HR Services and the Office of International Student Services to facilitate visa processing.

[View All Announcements](#)

Alec Jokubaitis

Request: International Student Check In

Term/Year: Fall, 2021

Deadline: 12/31/2021

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 quiz 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, you must click the “Submit Application” button found at the top of the page.

Note: ISS will not review any items, nor are you fully finished with this process, unless you click the “Submit Application” button.

The screenshot displays the application interface with a dark blue header bar at the top containing a button labeled "- Submit Application -". A red box highlights this button, and a red arrow points to it from the right. Below the header are three main panels:

- Instructions:** A panel with a dark blue header and white content. It contains a welcome message and a list of requirements for international students.
- Learning Content:** A panel with a dark blue header and white content. It contains a table with two columns: "Title" and "Completed".
- Questionnaire(s):** A panel with a dark blue header and white content. It contains a table with two columns: "Title" and "Completed".

Title	Completed
Check In Requirements	<input checked="" type="checkbox"/>
I-94 Information and Upload	<input checked="" type="checkbox"/>
Visa Upload	<input checked="" type="checkbox"/>

Title	Completed
AR-11, Change of Address	<input checked="" type="checkbox"/>

9. Now that you have submitted everything, ISS will review your materials.

- If there are any problems, ISS will send you an email to your CWRU email address.

- If everything is good, you will receive an automatic email once everything has been processed.

If you transferred your SEVIS record to us 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. Want to double check your application was processed by the ISS office? Log into visas.case.edu. On the top left look at the application and see if it says “committed”, which means the request is complete.



A screenshot of the "User Home Page" for Angie Beca. The page has a dark blue header with navigation tabs: "VIS Admin", "User Menu", "Profiles", "Records", "Programs", "Process", "Site", "Settings", and "Maintenance". The main content area is titled "User Home Page : Angie Beca - My Home Page" and includes a "Search Programs" button. On the left, the "Records" section shows a table for "Fall, 2021" with two entries: "International Student Check In (D 55137)" with a status of "Committed", and "Student: Initial I-20/DS-2019 (ID 46260)" with a status of "Withdraw" and a "Deadline: 12/31/2021". An "Update Rank" button is below the table. On the right, the "Profile" section shows "Angie Beca" with email "axb813@case.edu" and a "No Image" placeholder. Below the profile is a message: "A copy of all emails sent to you through Terra Dotta can be found here". At the bottom, the "Messages" section has a "View all Messages" button. Orange boxes and arrows highlight the "Committed" status, the "Application/Record Name", and the "View all Messages" button.

11. If you have any questions, email international@case.edu.

CHECK IN WHAT YOU NEED:

VISA



Allows you to enter the USA to study.

**WHERE TO FIND IT:
INSIDE YOUR PASSPORT**



I-94

A record of your entry into the USA.

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



I-20

Documents your current student status.



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