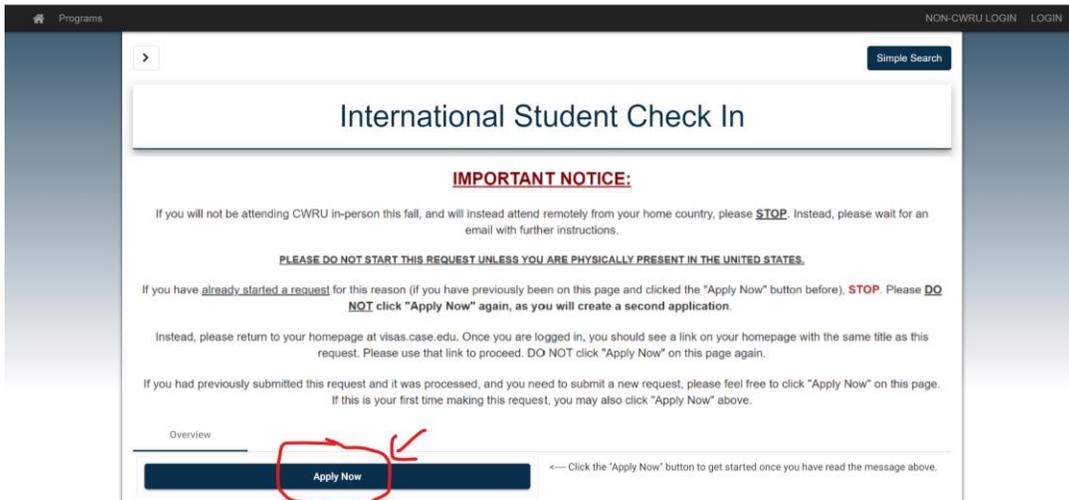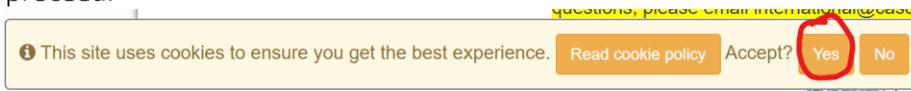# NEW STUDENTS and RETURNING STUDENTS BEGINNING A NEW PROGRAM: HOW TO CHECK IN WITH THE VISA OFFICE

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.

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.

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. ✕

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:

- Submit Application -

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.

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	☐

Assessments

Click the following to view and complete the following online assessments

Title	Completed
F-1/J-1 Student Responsibilities	☐

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

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	☐
I-94 Information and Upload	☐
Visa Upload	☐

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

Sections of the application:
– <u>Instructions:</u> Read carefully before proceeding
– <u>Learning Content:</u> AR-11 information – read, complete tasks, click "Mark as Read"
– <u>Assessments:</u> F-1 / J-1 Student Responsibilities – you will need to pass this quiz to proceed
– <u>Questionnaires:</u> 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.

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

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 visas.case.edu. On the top left, look at the application and if it says "committed," the request is complete.

CASE WESTERN RESERVE
U N I V E R S I T Y ——— EST. 1826

VIS Admin ▾   User Menu ▾   Profiles ▾   Records ▾   Programs ▾   Process ▾   Site ▾   Settings ▾   Maintenance ▾   Angie Be

User Home Page : Angie Beca - My Home Page   Search Programs

Records

Fall, 2021

☐	International Student Check In (ID 55137)	**Committed**
☐	Student: Initial I-20/DS-2019 (ID 46260)	Deadline: 12/31/2021 Withdraw

Update Rank (enter numbers to rank by preference)

Application/Record Name

Application Status "Committed" means Done

Profile

No Image   **Angie Beca** axb813@case.edu

A copy of all emails sent to you through Terra Dotta can be found here

Messages

View all Messages

Date/Time   From

11. If you have any questions, please email visa@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.*