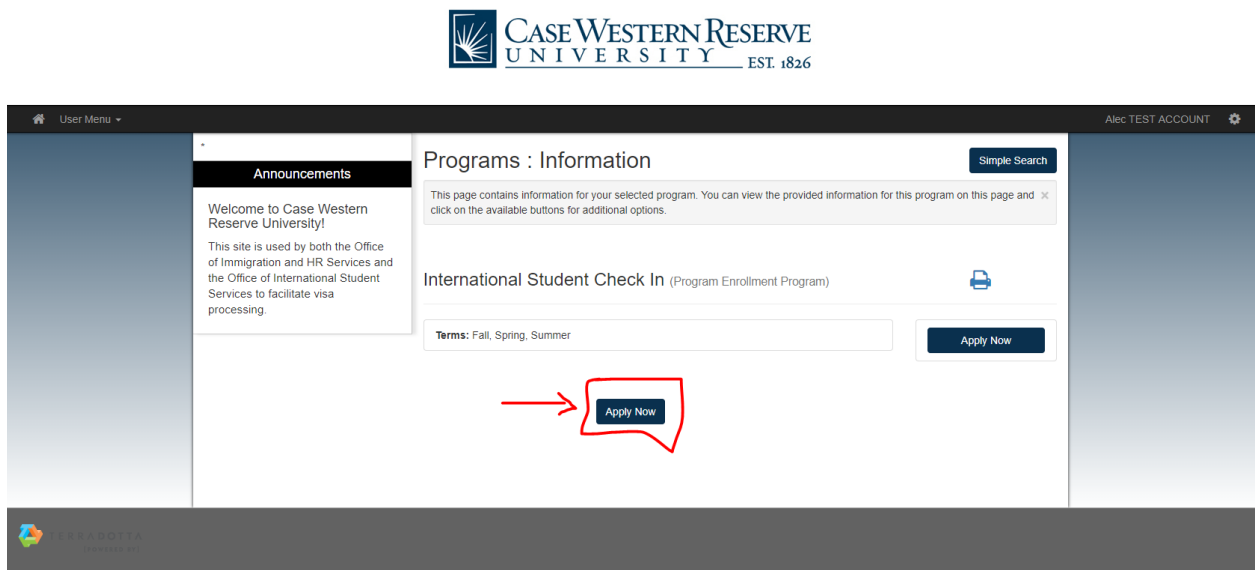


**NEW STUDENTS and RETURNING STUDENTS BEGINNING A NEW PROGRAM:
HOW TO CHECK IN WITH INTERNATIONAL STUDENT SERVICES**

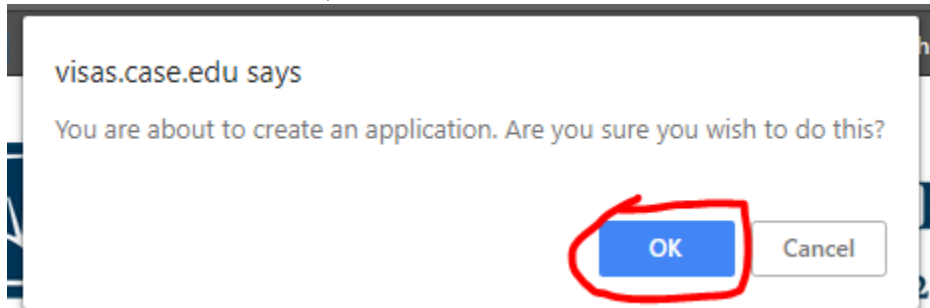
1. Visit visas.case.edu. You will need to log in to your account using Single Sign On. Once on the homepage for visas.case.edu, click the Login button at the top right.



2. Once logged in, please visit <https://visas.case.edu/?go=checkin>. Click the "Apply Now" button.



- The page asks "You are about to create an application. Are you sure you wish to do this?" Select OK to this question.



- Select the semester in which you are starting your new program at CWRU. This is also based on the start date found on your I-20. Once you select a term, click Apply.
If the start date is between...
May and July: use Summer
August or September: use Fall
January: 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

- The web page now gives you all of the requirements you have to complete in order to properly check in with our office.

: (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. x

- 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. Tips to maintain your status include:

- Report your address in the SIS
- Keep your documents current and valid
- Enroll full-time every fall and spring
- Work only with permission
- Maintain health insurance that meets the minimum requirements (J-1 students only)

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.

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"/>

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 TEST ACCOUNT

Request:	International Student Check In
Term/Year:	Fall, 2018
Deadline:	12/31/2018

To complete each section, click on the blue links under the Questionnaires and Learning Content sections. Each of these links will then give you further instructions. Once you have completed each section, be sure to click Submit at the bottom of each page.

- Once you have completed a questionnaire or learning content item, a check box will appear next to it on your program home page. Once all of the boxes are checked, click

the "Submit Application" box 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.

- Submit Application -

Instructions

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

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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 checked="" type="checkbox"/>
I-94 Information and Upload	<input checked="" type="checkbox"/>
Visa Upload	<input checked="" type="checkbox"/>

7. Now that you have submitted everything, ISS will review your materials. If there are any concerns or questions, we will send you an email to your CWRU email address. Otherwise, your record will be officially checked in and registered in SEVIS within about a business week.
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.
8. If you have any questions, feel free to email international@case.edu.