



# International Students Check-in process Guideline

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## International Student Check-in

An institution approved to issue I-20 or DS-2019 by the Department of Homeland Security (DHS) or the Department of State is required to maintain specific documents and information on all F-1 and J-1 students and their dependents. To comply with the record keeping requirement, IIT International Center requires all incoming new F-1 and J-1 students to visit our office to “check-in” within two business days of your arrival to Chicago. A registration hold has been placed on your student account and will remain in effect until you check-in with the International Center. This hold will prevent you from enrolling in classes or obtaining a student ID card. This check-in is separate from the new student orientation check-in.

## Required documents for new student check-in

Upon visiting the International Center, we will ask you to submit the Student Information Form and we will make copies of your passport information page, VISA stamp, I-94 card, I-20 or DS-2019.

To speed up your check-in process, please complete the Student Information Form prior to your arrival at the International Center. You will find the Student Information Form in this document.

To further speed up the check-in process, you may make photocopies of the following documents before visiting the International Center:

- Passport information page including your name, date of birth and photo
- I-94 card (a square white card, given in your arrival flight or at the port of entry in the U.S.)
- F-1 or J-1 VISA stamp
- I-20 or DS-2019
- Previous I-20 or DS-2019 if you were previously enrolled an ESL or university in the U.S. (i.e. you transferred your SEVIS record to IIT)

Bring the completed Student Information Form and photocopies and the ORIGINAL documents of above items to the International Center.

## Visiting the International Center

Visit the International Center on the Main Campus during our business hours. Our advisors may be available on specific days during the week at the Downtown Campus. Please check our web site at [www.ic.iit.edu](http://www.ic.iit.edu) or contact the International Center at [icenter@iit.edu](mailto:icenter@iit.edu) for our schedule.

International Center Business Hours: Monday through Friday from 9 a.m. to 5 p.m. We are closed on the weekends.

***Please arrive to Chicago before the new student orientation. The new student orientation will help you to prepare for your new life as a student in the United States. The International Center also offers very important presentations about your immigration regulations and employment issues for F-1 and J-1 students.***

To check the new student orientation schedule, please go to our web site, [www.ic.iit.edu](http://www.ic.iit.edu) under new students, upon arrival, orientation or <http://www.iit.edu/~internat/new%20students/upon-orientation.php>

## IIT Dependent Program

The International Center would like to organize events, activities or offer support that is beneficial to dependents (spouse or children) of our students. If you have dependents living with you in the U.S., please complete the IIT Dependent Program Registration Form. This form can be completed by your dependents or you may complete the form on behalf of your dependents. International Center will contact your dependents directly to introduce our dependent programs. The form is included in this document.

## Updating addresses and emergency contact information in MyIIT

All F-1 and J-1 students are required to update their local or US address and foreign address to maintain their status. You must update your addresses in the MyIIT portal that is directly connected to the immigration database, SEVIS. You also must update your emergency contact information in the MyIIT portal.

To see the instructions on how to update addresses, click [http://www.iit.edu/~internat/forms/How\\_to\\_update\\_your\\_addresses.pdf](http://www.iit.edu/~internat/forms/How_to_update_your_addresses.pdf)

To see the instructions on how to update emergency contact, click [http://www.iit.edu/~internat/forms/update\\_Emergency\\_Contacts.pdf](http://www.iit.edu/~internat/forms/update_Emergency_Contacts.pdf)



Sample Documents

I-20

U.S. Department of Justice  
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student  
Status - For Academic and Language Students (OMB NO. 1545-0051)

Page 1

Please read instructions on Page 2  
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):  
First (given) Name: Middle Name:  
Country of birth: KOREA, SOUTH Date of birth(mo/day/year): 12/26/1979  
Country of citizenship: KOREA, SOUTH Admission number:

2. School (School district) name:  
Illinois Institute of Technology  
Main Campus  
School Official to be notified of student's arrival in U.S. (Name and Title):  
Brian Jansen  
Assistant Director, Undergraduate Admission  
School address (include zip code):  
3300 S. Federal Street  
Main Building Room 405  
Chicago, IL 60616-3793  
School code (including 3-digit suffix, if any) and approval date:  
CHI214F0037900 approved on 01/09/2003

3. This certificate is issued to the student named above for:  
Initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:  
BACHELOR'S

5. The student named above has been accepted for a full course of study at this school, majoring in Electrical, Electronics and Communicati.  
The student is expected to report to the school no later than 08/21/2003 and complete studies not later than 08/21/2003. The normal length of study is 72 months.

6. English proficiency:  
This school requires English proficiency.  
The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 9 (up to 12) months to be:  
a. Tuition and fees \$ 20,937.00  
b. Living expenses \$ 7,840.00  
c. Expenses of dependents (0) \$ 0.00  
d. Other (specify): Books and supp \$ 1,360.00  
Total \$ 29,937.00

8. This school has information showing the following as the student's means of support, estimated for an academic term of 9 months (Use the same number of months given in item 7).  
a. Student's personal funds \$ 20,937.00  
b. Funds from this school \$ 9,000.00  
Specify type: International Scholarship  
c. Funds from another source \$ 0.00  
Specify type:  
d. On-campus employment \$ 0.00  
Total \$ 29,937.00

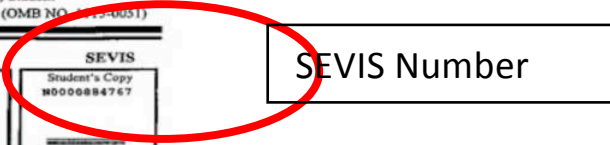
9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.  
Brian Jansen Assistant Director, Undergraduate Admission 06/03/2003 Chicago, IL  
Name of School Official Signature of Designated School Official Title Date Issued Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.  
Name of Student Signature of Student Date  
Name of parent or guardian Signature of parent or guardian Address (city) (State or Province) (Country) (Date)  
If student under 18

Form I-20 A-B (Rev. 04-27-88)N

For Official Use Only  
Microfilm Index Number



SEVIS Number



Sample Documents

I-94 card

I-94 Number

Admission  
Stamp

Departure Number  
**694237437 09**

U.S. IMMIGRATION  
CHI 1021  
ADMITTED

AUG 17 2003

CLASS *F-1*  
UNTIL *12/31/03*

Immigration and Naturalization Service

I-94  
Departure Record

8001 / VISAS

14. Family Name	
[REDACTED]	
15. First (Given) Name	16. Birth Date (Day/Mo/Yr)
[REDACTED]	[REDACTED]
17. Country of Citizenship	
[REDACTED]	



IC Office Use Only  
Hold Clear Time: \_\_\_\_\_  
Hold Removed: \_\_\_\_\_  
SEVIS: \_\_\_\_\_  
Welcome Email: \_\_\_\_\_

## Student Information Form

### Personal Information:

Last Name (surname) \_\_\_\_\_ First Name (given name) \_\_\_\_\_

Local Address in the U.S. (REQUIRED): Street \_\_\_\_\_

Apt # (if any) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

IIT ID Number: A \_\_\_\_\_ E-mail \_\_\_\_\_

Date of Birth (mm/dd/yy): \_\_\_\_\_  Male  Female

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

### Immigration Information:

Immigration Status:  F-1  J-1 Degree seeking  
 J-1 exchange/visiting students  
(name of the university in your home country) \_\_\_\_\_

SEVIS Number: N \_\_\_\_\_ (Found on the right top of I-20/DS-2019)

I-20/DS-2019 expiration date: (mm/dd/yy) \_\_\_\_\_ (#5 on I-20/#3 on DS-2019)

Passport Expiration Date: (mm/dd/yy) \_\_\_\_\_

I-94 card Departure Number: \_\_\_\_\_  
(Found on the small white card stapled in passport)

Is the I-94 card marked "D/S"?  Yes  No  
(If your card is NOT marked "D/S" notify our staff)

Visa Expiration: (mm/dd/yy) \_\_\_\_\_ (Canadian citizens skip this question)

### Emergency Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Does this person speak English?  Yes  No

If No, what language do they speak? \_\_\_\_\_

**Do you have dependents (spouse/children) living with you in the U.S.??**

Yes  No

Name of Spouse: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Name of Child: \_\_\_\_\_

\*Please register for **IIT dependents program** for additional support

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# International Student Guidelines

Read the information below carefully. Once you have read the statements, sign and date in the space provided.

## General information

1. I must adhere to all U.S. laws and U.S. Citizenship and Immigration Services (US CIS) regulations pertaining to my stay in the U.S.  
I must follow all immigration and school procedures regulating student employment, program changes and extensions, school transfer and enrollment.
2. By signing the I-20/DS-2019, I permit IIT to release information to US CIS upon request as mandated by law.
3. I understand that the International Center is the only college office designated to handle immigration issues while I am a student at IIT.
4. I understand that I must read my IIT email regularly since important immigration information and updates will be sent to my IIT email account.

## Enrollment

1. I understand that I must maintain a full course load each semester during my academic program at IIT (12 credits/semester- undergraduate students and Law students, 9 credits/semester-graduate students).
2. I must notify the International Center about any exceptions from the full course of study requirements, such as reduced course load.
3. I understand that only one on-line/distance learning course may be counted towards my full-time enrollment each term.

## Employment

1. I understand that I should never work off-campus without authorization from the I-Center and/or US CIS.
2. I understand that on-campus employment must not exceed 20 hours/week during the academic year.

## Updates/Changes

1. I will update my address within 10 days of the change through MyIIT.
2. I will inform the International Center of any changes in my program (level/major).
3. I understand that my passport and I-20/DS-2019 should remain valid for my period of stay in the U.S.  
I will plan in advance to apply for extensions accordingly.
4. If I plan to transfer to another school or take classes at another institution, I will get proper authorization from the International Center in advance.

I am aware of the above facts related to my stay as an international student at IIT and will abide by these regulations.

NAME (print) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



# IIT Dependent Program Registration Form

**This information is about dependents of our students/scholars. We will contact dependents directly to introduce our dependent programs.**

Last Name (surname) \_\_\_\_\_

First Name (given name) \_\_\_\_\_

SEVIS Number: N \_\_\_\_\_

Name of your spouse in F-1 status: Last \_\_\_\_\_ First \_\_\_\_\_

E-mail \_\_\_\_\_

Phone Number \_\_\_\_\_

Do you have child/children living with you in the U.S.?  Yes  No

If Yes,

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Please list suggestions for events, activities or support you would like us to provide.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for registering the IIT dependent program!**